

Government of Madras

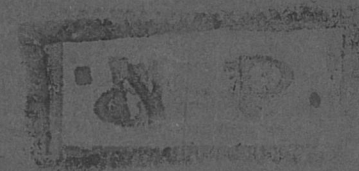
HOME (MISCELLANEOUS) DEPARTMENT

FOR RECORD ONLY

G.O. No. 1306, 12th September 1919

Publicity Bureau

Sanctioning the temporary establishment for the office of the —



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Government of Madras

HOME (MISCELLANEOUS) DEPARTMENT

FOR RECORD ONLY

G.O. No. 1306, 12th September 1919

Publicity Bureau

Sanctioning the temporary establishment for the office of the — .

Read—the following paper :—

G.O. No. 500, Financial, dated 4th July 1919.

ABSTRACT.—Sanctioning certain temporary establishment in the Chief Secretariat for work under Mr. J. T. Gwynn, I.C.S., Officer on special duty in the Chief Secretariat.

Order—No. 1306, Home (Miscellaneous), dated 12th September 1919.

In supersession of G.O. No. 500, Financial, dated 4th July 1919, the Government sanction the employment under the Officer in charge of the Publicity Bureau, of the following temporary establishment from the dates on which they are engaged and so long as the special duty lasts :—

	Per mensem. RS.		Per mensem. RS.
One office manager ...	100—10—150	Two clerks ...	25—1—30 each
Two clerks ...	80—4—100 each	Two typists ...	20—1—30 „
Two shorthand-typists ...	50 each	Two attenders ...	12 each
One clerk ...	50—2—60	One peon ...	12
One clerk ...	40—2—50	Five peons ...	10 each
Two clerks ...	30—1—35 each		

2. The establishment sanctioned in the preceding paragraph will be eligible for the war allowance admissible under paragraph 2 of G.O. No. 16, Financial, dated 7th January 1919.

3. The Government also sanction the local purchase of a bicycle at a cost not exceeding Rs. 200.

The Superintendent of Stationery will be requested to supply one additional typewriting machine for the use of the establishment working under Publicity Officer in addition to two already sanctioned, i.e., three in all.

4. The Special Officer is also empowered, subject to budget provision,

(a) to purchase books required for reference, books ordered from England being obtained through Messrs. Baker & Co.;

(b) to subscribe for such newspapers published in the Presidency as may be thought necessary;

(c) to sanction the purchase of furniture up to a limit of Rs. 500 for country articles and Rs. 250 for European articles;

(d) to sanction local purchase of articles of stationery up to a limit of Rs. 20 in each case, provided that the articles are not procurable in the Stationery office;

(e) to print leaflets, etc., at private presses where necessary, subject to the conditions in paragraphs 242 and 243 of the Printing Manual; and

(f) to incur translation charges for the Publicity Bureau leaflets, subject to a limit of Rs. 75 in each case.

5. The Officer in charge of the Publicity Bureau is requested to apply for the additional allotments required for expenditure during the current year over and above the allotments already sanctioned.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Accountant-General (through Financial).
" Superintendent of Stationery.
" Officer in charge, Publicity Bureau.
" Revenue (Special) Department.
" Financial Department (with copy of notes).

NOTES CONNECTED WITH G.O. No. 1306, HOME (MISCELLANEOUS),
DATED 12TH SEPTEMBER 1919.

[SUBJECT.—Establishment required for 'Publicity.']

PUBLICITY BUREAU.

I have at present one shorthand writer (Mr. Grubb) on Rs. 100 and three peons.

2. I entertained in anticipation of sanction a second shorthand writer with effect from the 13th on a pay of Rs. 50. I request that the appointment of a second shorthand writer may be sanctioned. With these two men I hope for the present to be able to manage my ordinary correspondence and keep touch with what is going on in the Secretariat.

3. Mr. Grubb tells me that had he remained in the Secretariat he could reasonably have hoped to draw Rs. 20 as shorthand allowance in addition to his pay. If this is so, it may be fair to raise the pay of the temporary post which he holds to Rs. 120.

4. I wish also to entertain a manager to arrange for the despatch, printing and publication of the stuff which the Board issues. He will have to pick up something about advertizing methods and printing process. He must be young and energetic, and intelligent.

Mr. Pate has offered me a suitable man Naganatha Ayyar from the Board's Office. He is permanent on Rs. 70 and acting on Rs. 80 with prospects of a Deputy Tahsildar's post next year. Mr. Pate thinks that if he comes to me it would be fair to let him draw Rs. 120 to start with.

5. I request therefore sanction for the creation of a temporary post on Rs. 120. I request too that the incumbent of the post should be allowed to draw the full pay attached to it. Mr. Naganatha Ayyar is working for me with Mr. Pate's permission from to-day.

6. As soon as work develops I shall want at least two more clerks one in the correspondence branch and one in the 'output' branch. It will be convenient for me to have men knowing Malayali, Kanarese, and Hindustani in the office to read vernacular papers and proofs. I may therefore have to pay rather high for the assistant clerks.

7. I accordingly request permission to entertain two additional clerks on pay not exceeding Rs. 50 per mensem as soon as they are required.

8. I request a permanent advance of Rs. 100, as expenses for packing, bill sticking and purchase of newspapers may have to be incurred at short notice.

9. I request that two typewriting machines may be supplied to me.

10. I have not yet secured a suitable building for an office. I shall submit my requirements for rent, furniture, library expenses and postal charges when I have got a building.

11. I request also sanction for one additional peon and for the purchase of an office bicycle.

J. T. GWYNN—16-7-19.

FINANCIAL DEPARTMENT.

In G.O. No. 500, Financial, dated 4th July 1919, Mr. Gwynn has been allowed the following temporary establishment:—

One clerk on Rs. 100 (shorthand writer Mr. Grubb).

One on Rs. 80 (now working in Ootacamund in the Chief Secretariat and taking cuttings from newspapers).

Three peons on Rs. 10 each.

2. He now requests sanction for—

(1) Raising the pay of the clerk on Rs. 100 to Rs. 120.

(2) Employing the following additional establishment:—

(a) Manager Rs. 120 per mensem, the incumbent being allowed to draw the pay in full of the temporary appointment.

(b) A second shorthand writer on Rs. 50 (already employed from 13th July 1919).

(c) Two clerks on Rs. 50 each per mensem (to be employed later on as necessity arises).

(d) One peon on Rs. 10.

(3) A permanent advance of Rs. 100.

(4) Supply of two typewriting machines.

(5) Purchase of an office bicycle.

Had Mr. Grubb been given a shorthand allowance at all, it would probably have been Rs. 10. Mr. Grubb was getting Rs. 50 about a year ago and he is getting double that now. I think Rs. 100 should suffice.

J.M.H.—23-7-19.

N.E.M.—24-7-19.

4. Item (2) above.—The additional staff asked for and the scale of pay proposed may, it is submitted, be accepted. The incumbent of the temporary appointment of Manager may be allowed to draw the full pay of the appointment.

J.M.H.—23-7-19.

N.E.M.—24-7-19.

7. Item (5) above.—Sanction may be I should think Rs. 150 would be enough.

J.M.H.—23-7-19.

I do not know the price of bicycles.

N.E.M.—24-7-19.

I understand that a decent bicycle cannot be got now for less than Rs. 200.

J.M.H.—28-7-19.

This under Chief Secretary's orders is to be considered at once.

J.M.H.—23-7-19.

It has I believe been decided by the Honourable Member that he is to be an outside Secretariat officer.

N.E.M.—24-7-19.

J.M.H.—23-7-19.

N.E.M.—24-7-19.

9. Mr. Gwynn's note does not refer to the clerk on Rs. 80 now employed in the Chief Secretariat in connexion with the preparation of cuttings from newspapers. If Mr. Gwynn is to have a separate office he will no doubt arrange to have cuttings from newspapers prepared in his own office for his use. As cuttings will continue to have to be taken for the perusal of the Chief Secretary in connexion with the administration of the Press Act, a special clerk for taking cuttings daily from the various newspapers will still be necessary. With a view to economy, however, a lower division clerk on Rs. 25 may be substituted in place of the temporary clerk on Rs. 80 sanctioned. Subject to approval, this point has also been embodied in the draft.

He is to have a separate office.

N.E.M.—24-7-19.

I recommend this—the clerk will be required both at Ootacamund and Madras.

J.M.H.—23-7-19.

10. A draft order is submitted for approval which may issue with the concurrence of Public and Revenue (Special) Departments.

K.R.N.—22-7-19.

C.P.K.—22-7-19.

I believe it has been settled that Mr. Gwynn is to be an 'outside Secretariat' officer.

2. The question is which Department of the Secretariat he is to correspond with. His functions are the not very clearly defined in G.O. No. 336, dated 17th July 1919, but from Mr. Gwynn's note* that accompanied the draft of the Government Order which note was approved in specific terms by Honourable Members and His

* Will Revenue (Special) please add a copy of that note to this file?

Excellency it appears that he will not have anything to do with acquainting Government with what appears in the newspapers or with public opinion, i.e., he will have nothing to do with the weekly abstracts from the newspapers or with the fortnightly reports of District Magistrates or with the working of the Press Act. He is to work, I understand, to disseminate correct

3. Item (1) above.—The reason urged is that Mr. Grubb, if he had remained in the Chief Secretariat, would have been allowed a shorthand allowance of Rs. 20 in addition to his pay, viz., Rs. 100. In this connexion attention is solicited to the notes in the linked file Orders are solicited whether the increase of pay proposed may be accepted.

5. Item (3) above.—Submitted this may be sanctioned.

6. Item (4) above.—One type-writing machine has already been supplied to Mr. Gwynn. A second typewriting machine may also be sanctioned.

accorded for the local purchase of a bicycle. The maximum cost will have to be specified. Submitted for orders whether a limit of Rs. 200 may be laid down. If the amount is not sufficient Mr. Gwynn will no doubt come up later on for an increase.

8. The question whether Mr. Gwynn should be considered on special duty in the Chief Secretariat or whether he should be declared to have been detached from the Secretariat is under separate consideration. The question of debit of the cost on account of the Special Officer and his establishment will be decided in that connexion. Submitted that the question of allotting funds may be considered when a decision has been arrived at on the question of debit of charges.

J. M. HOOPER—23-7-19.

information to the Press to cultivate cordial relations therewith. This being the case, it seems to me that he is a new 'department' so to speak and there seems no reason why he should not remain with 'Publicity' under the Revenue (Special) Department.

3. The draft deals with his establishment, etc., and may issue in Financial if accepted by Revenue (Special). It will be submitted to the Honourable Member (Financial and Public).

N. E. MAJORIBANKS—24-7-19.

REVENUE (SPECIAL) DEPARTMENT.

Accepted.

The question of the Department of the Secretariat with which Mr. Gwynn should deal was discussed at the meeting of the Secretaries this afternoon and I think the Chief Secretary concurred that the most appropriate department is Home Department under whom is the Persian and Hindustani Translator (P's), as that department already deals with the Editors' Table and public libraries and the work of the publicity organization is to be largely educative in character. Moreover, the Revenue (Special) Secretariat has quite enough to do already with 'development' and 'war' subjects. The only 'publicity' formally allotted to Revenue (Special) at any time was the War Publicity Board which expired on 15th March.

A. Y. G. CAMPBELL—24-7-19.

FINANCIAL DEPARTMENT.

Submitted with reference to the last sentence of the Chief Secretary's note.

C.P.K.—25-7-19.

If Mr. Gwynn is to be placed under the Home Department that department should see this file. We might add another paragraph to the draft as under:—

"All communications from the officer in charge of the Publicity Bureau to this Government should be addressed to the Secretary in the Home Department."

J. M. HOOPER—25-7-19.

Government has not yet considered and approved the recommendations of the Secretaries. The draft better issue in Financial now and the other matters, will, I hope, be settled this week before His Excellency goes on tour.

N.E.M.—27-7-19.

The question of the department Mr. Gwynn is to work under will, I hope, be settled to-morrow.

Meanwhile his proposals for staff seem to be based altogether on personal considerations. Even with regard to these it strikes me that he is asking too much on behalf of his proposed manager and his senior shorthand writer considering their present appointments.

B He is moreover likely to want to keep his men so that some provision for increments is desirable.

Please consider what would be a fair scale of establishment without any regard to the men he has selected to fill the posts and let me have a note for discussion with him when I go to Madras early next month.

C. G. T[ODHUNTER]—28-7-19.

* Extract taken.

C.P.K.—29-7-19.

Please note * on this separately further. The main file must now be transferred to Home for further action.

N.E.M.—29-7-19.

P.S.—The necessity for an additional clerk in the Chief Secretariat is not made out. There was no special clerk appointed to make cuttings before Mr. Gwynn was put on special duty.

C. G. T[ODHUNTER]—28-7-19.

A in Honourable Member's note.—This will be dealt with separately in Financial.

B in Honourable Member's note.—As the subject of Publicity Bureau has been transferred to Home, the papers are transferred to that department for necessary action regarding this part of Honourable Member's note.

N.E.M.—29-7-19.

HOME (MISCELLANEOUS) DEPARTMENT.

Urgent.

R. RAMACHANDRA RAO—30-7-19.

PUBLICITY BUREAU.

I have now seen most of the Madras editors and some of the heads of the departments and I have some idea of the work which the Publicity Bureau will have to do. The following establishment should, I think, be sanctioned at once. It will have to be expanded further as work develops:—

One Personal Assistant of the rank of Deputy Collector, under whom will be three sections:

Section 1—To be responsible for the library, for the information bureau, and for watching the contents of the press, English and vernacular.

* May not be necessary at once as the Personal Assistant could directly control this section.

One Superintendent* on Rs. 100—10—150.

Two clerks on Rs. 80 each.

Two clerks on Rs. 60 each.

Section 2—Ordinary correspondence, registers, despatching, accounts and typing.

One Superintendent on Rs. 100—10—150.

One clerk on Rs. 50.

Two shorthand-typists on Rs. 50 each.

One clerk on Rs. 40.

I am advised that good typists cannot easily be got on the 25—1—30 scale. Two clerks to do typing work—one on Rs. 35 and one on Rs. 30.

One registering and despatching clerk on Rs. 30.

I propose that Mr. Grubb should be the Superintendent of this section. As he is also a stenographer, he may be allowed to start on Rs. 120.

Section 3—Advertising and publication, printing and despatch of leaflets maintenance of distribution registers for leaflets.

One Superintendent on Rs. 100—20—200.

One clerk on Rs. 50.

Two clerks on Rs. 30 each.

I propose to appoint Mr. Naganatha Ayyar as Superintendent. It would be reasonable to allow him to start on Rs. 120 in compensation for loss of chances of promotion which he might now get had he stayed in the Board's Office.

I have asked for a Personal Assistant of the rank of Deputy Collector. I think it is obvious that the office management of a Publicity organization and an Information Bureau must be really good if it is to justify its existence. If I am to do the office management myself, I shall not have time for anything else, but I think the work which I have to do is quite different. My work will lie chiefly in seeing personally newspaper editors and heads of departments and Secretaries, finding out what they want and how best their wishes can be met and sometimes in communicating suggestions to them and finding out whether they are prepared to adopt them. I must also develop the advertising and publicity arrangements. I would thus be absent from the actual Bureau for a considerable part of my time. When I am absent there ought to be

B present an officer of sufficient status to be authorized both to give to inquirers such information as is available in the Bureau and also to ring up the Secretariat and make inquiries from it when information is not forthcoming in the Bureau.

I should also want a man with district experience to consult as to the probable effect of given publications or advertising measures in the districts.

A Again I want a man to keep a close watch on the Press and bring to notice at once anything which seems to require action of any kind by the Publicity Bureau. For these duties I think an officer of the rank and experience of Deputy Collector is necessary. If I may be allowed to select my man I think Mr. N. Ranganatha Achariyar who is or was till very recently Additional Deputy Collector, Bezwada, would be the most suitable of the Deputy Collectors whose work is known to me. I should be glad if he could be spared.

Establishment under section 1 is required to manage the library and to arrange systematically for ready reference Government and other publications which are received. It will also have to read the Press—vernacular and English dailies. Well-educated clerks will be needed for this work.

Regarding section 2 the only remark to be made is that for the work which the Publicity Bureau has to do promptitude is very necessary, hence a strong establishment of shorthand writers and typists is required.

As regards section 3 its sphere of action is un-explored country. We evidently want to train a professional advertiser. A man who can make a success of it will be worth high pay. I propose to try a young clerk, who is said to be promising and let him see whether he can learn. Besides learning the art of advertising, the section will also have to create and maintain large distribution registers giving the names and addresses of persons and institutions to whom publications relating to any subject or to the work of any department should be sent. The section must also know the local resources in the matter of printing, the cost and speed at which printing work of any type can be turned out. I may have to send the Superintendent to Calcutta or Bombay for training if I can find that there is good advertising school in either of those towns.

A I don't propose to appoint any part of this establishment till the need for it is actually felt.

Chief Secretary has given me one stenographer on Rs. 100. I have besides appointed in anticipation of sanction from the dates noted against them:—

One superintendent on Rs. 120	...	...	16th July 1919.
One shorthandwriter on Rs. 50	...	...	14th July 1919.
One clerk on Rs. 50	...	...	25th July 1919.
One clerk on Rs. 40	...	...	Not yet joined duty.
One clerk on Rs. 30	...	...	24th July 1919.
One typing clerk on Rs. 30	...	...	28th July 1919.
Two clerks on Rs. 30 each	...	...	Not yet joined.

The man whom I want now most urgently is the Personal Assistant as he should take over and advise on the office organization.

In proposing the scale of pay I have assumed that war allowance will be granted.

J. T. GWYNN—28-7-19.

HOME (MISCELLANEOUS) DEPARTMENT.

Please see the Honourable Member's (Publicity) note on page 3 ante and the Chief Secretary's note on page 3 ante. Fresh proposals have now been submitted by Mr. Gwynn as regards the establishment required by him.

2. Mr. Gwynn wants the following establishment:—

	Extra cost per mensem. Rs.		Extra cost per mensem. Rs.
One Personal Assistant—		Fourteen clerks and typists—cont.	
Deputy Collector's grade ...	500	Two on Rs. 50 each ...	100
Three Superintendents—		One on „ 40 ...	40
One on Rs. 100—20—200 ...	175	One on „ 35 ...	35
One on „ 100—10—150 ...	137½	Four on „ 30 each ...	120
One on „ 100—10—150 ...	137½	Four peons—	
Fourteen clerks and typists—		Four on Rs. 10 each ...	40
Two on Rs. 80 each ...	160		
Two on „ 60 „ ...	120	Total ...	1,665
Two on „ 50 „ ...	100		

The above proposals roughly involve towards establishment an extra cost of Rs. 1,665 per mensem or nearly Rs. 20,000 per annum.

3. The establishment originally proposed by him was as follows:—

	Per mensem. Rs.
One Manager ...	120
One shorthand writer ...	100
One shorthand writer ...	50
Two clerks on Rs. 50 each ...	100
Four peons on Rs. 10 each ...	40

410 per mensem or Rs. 4,920 per annum.

4. When the appointment of Director of Agriculture was sanctioned the following was the initial establishment sanctioned for his office (G.O. No. 1226, Revenue, dated 14th December 1906):—

	Per mensem. Rs.		Per mensem. Rs.
One head clerk ...	100	Five peons (one on Rs. 10, two on Rs. 8 each, two on Rs. 7 each).	40
One clerk ...	85	One sweeper and masalchi ...	4
One „ ...	70		
One „ ...	50	Total ...	422½
One „ ...	25		
One typist, Rs. 20—1—35 ...	28½		
One attender ...	10		
One muchi ...	10		

5. Perhaps an establishment somewhat on the above scale with the necessary additions and alterations may be sanctioned for the Special Officer. It is not possible to say whether all the establishment asked for by Mr. Gwynn is indispensable.

6. The other requests in the file are—

- (i) the grant of war allowance to the establishment that may be sanctioned,
- (ii) the grant of a permanent advance of Rs. 100,
- (iii) sanction to the local purchase of a bicycle at a cost not exceeding Rs. 200 and
- (iv) the supply of a second typewriting machine.

7. Financial have already accepted the above requests in their notes ante. But that department will have to be consulted as regards the establishment to be sanctioned and as to provision of funds.

8. The Honourable Member (Publicity) wishes to discuss the case with Mr. Gwynn when he goes to Madras.

S.N.P.—1-8-19.

S.A.—1-8-19.

I venture to suggest that the establishment is being conceived on rather a large scale. The originally sanctioned establishments must be given a trial run first. Surely a Deputy Collector is not essential. A man of the superintendent or manager class would suffice?

C. H. BROWN—1-8-19.

I am very much at a disadvantage in having to note on this before having spoken to Mr. Gwynn. I note below what I think is reasonable. Financial will please return the file soon to be put into the Honourable Member's hands before he goes to Madras. Orders may be passed after the Honourable Member (Publicity and Financial) sees Mr. Gwynn and discusses the file.

2. The four requests (i), (ii), (iii) and (iv) above may be sanctioned.

3. Mr. Grubb was drawing only Rs. 50 before in the Secretariat a year ago. He is now getting Rs. 100. It is not necessary to sanction an additional shorthand allowance. The figure 100 may well be held to comprise the stenographer's allowance also.

4. Regarding the manager, I should say Rs. 100 is sufficient. The man proposed gets now, Rs. 80.

5. The second shorthand writer on Rs. 50 may be sanctioned with effect from the date of entertainment.

6. The additional peon asked for may be sanctioned.

If the above be sanctioned the establishment will consist as follows:—

- One manager on Rs. 100.
- One shorthand writer on Rs. 100.
- One clerk on Rs. 80.
- One second shorthand writer on Rs. 50.
- Four peons.

7. Now turning to Mr. Gwynn's note, dated 28th July 1919, and the duties mentioned therein, I would comment as follows.

For the library one record-keeper on Rs. 50 and an attender would be sufficient.

For current work, two typists on usual pay and one registering clerk will be required in addition.

I do not think any further special establishment is necessary for advertising.

In the Secretariat, the library and the correspondence do not form separate sections.

About the Personal Assistant, the duty at A on page 4 can easily be done by the clerk on Rs. 80 and the Translators. The manager on Rs. 100 ought to be able to do the work indicated at B. The Honourable Member will, however, probably discuss the matter with the Publicity Officer and decide.

R. RAMACHANDRA RAO—2-8-19.

Demi-official—from J. T. GWYNN, Esq., I.C.S., Officer in charge, Publicity Bureau.

To—the Hon'ble Mr. C. G. TODHUNTER, I.C.S., Member of Council.

Dated—Fort St. George, the 31st July 1919.

Your demi-official of 28th July 1919 regarding the *Madras Mail* reporter's enterprise has just reached me. The Editors of *Justice*, the *Hindu* and the *Madras Times* had all complained to me in conversation on this point. *Justice* was specially bitter about it. *New India* has also complained in print. The matter was informally discussed at the first meeting of the Board on the 29th. The general opinion of the Board seemed to be that the *Madras Mail* was entitled to profit by the enterprise of its reporter and that it was not the function of the Bureau to get the earliest news on such matters as appointments and to see that all news reached all papers simultaneously. A member of the Board laid down the proposition that the Board's business was to promote publicity and not in any way to delay or check the issue of information direct from Government. This was generally accepted.

The Board however held strongly that when there is a question of policy under discussion the Board should get at least as much and as early information as 'the most favoured' newspaper.

I was considering whether there is a case for stationing an officer attached to the Bureau in Ootacamund while Government are there. But I don't think this should be necessary.

It would however certainly be well if the *Madras Mail* reporter were not quite so successful in securing information. If Government decide to make the Bureau the sole channel for the issue of all information the Board is not likely to object but neither I nor the Board would care to take the responsibility of asking for this arrangement, though of course we should do our best to make it work well.

I will bring the matter up again for discussion at our next meeting.

At our meeting of the 29th, I proposed to the Board that one of its functions should be to bring to notice questions on which the public desired further information and this was accepted by the Board.

I am a good deal more hopeful than I was that it will be possible to make a success of this work.

There is more to be done than I had realized. The press and I think the politicians too know far less of the work of the departments than I had thought. I think it would be possible—useful—to increase their knowledge. I have asked for a Personal Assistant of Deputy Collector's grade to take over office management, etc. I hope this will not be considered unreasonable. It is plain that the office management of the Bureau must be really good if it is not to be a public nuisance. At the same time it is plain that I must manage to make a deep personal contact with heads of departments, Secretaries, editors and politicians. I can't do this and guarantee good office management without a Deputy Collector.

I expect to be able to make some use of Madhaviah but he tells me office management is not his job.

This note from Mr. Gwynn will be of interest in connexion with a note I sent into office on the same subject.

If the question of his office establishment is in Financial, I shall be glad if it can be dealt with in time for me to discuss it with him in Madras next week.

C. G. T[ODHUNTER]—1-8-19.

The question of establishment will no doubt come to Financial but is for Home to deal with in the first instance.

N. E. MARJORIBANKS—2-8-19.

HOME (MISCELLANEOUS) DEPARTMENT.

Seen, attach a copy of Mr. Gwynn's letter and Honourable Member's note to Current Mis. No. 5288. The original should be filed with 5286.

R. RAMACHANDRA RAO—2-8-19.

FINANCIAL DEPARTMENT.

The following statement shows the scale of establishment first asked for by Mr. Gwynn (which Financial was inclined to sanction), the scale now required by him and the scale recommended by the Home (Miscellaneous) Department:—

Scale first asked for.		Scale now proposed.		Scale recommended by Home (Miscellaneous).	
	RS.		RS.		RS.
One manager	120	One Personal Assistant	500	One manager	100
One shorthand writer	100	—Deputy Collector.		One shorthand writer	100
One	50	One Superintendent	175	One clerk	80
Two clerks (50)	100	(100—20—200).		One shorthand writer	50
Four peons (10)	40	Two Superintendents	275	One record keeper	50
		(100—10—150).		Two typists (20—1—35).	57½
		Two clerks (80)	160	One registering clerk (pay	30
		Two „ (60)	120	not stated).	
		Four „ (50)	200	One attender (pay not	12
		One clerk (40)	40	stated).	
		One „ (35)	35	Four peons (10)	40
		Four clerks (30)	120		
		Four peons (10)	40		
Total	410		1,665		519½

I am not sure. If Mr. Gwynn's work is to be on the lines indicated by him. I fancy he will require a junior gazetted officer to run his office and attend to inquiries.

J.M.H.—5-8-19.

2. Mr. Gwynn is anxious to have urgently a Personal Assistant Deputy Collector. Home (Miscellaneous) has set its face against this part of the proposal. Financial may, it is submitted, concur.

3. As regards the office establishment, it is submitted that for the combined office of the Publicity Board and the Employment and Labour Board, which was created during the war and

which had therefore to carry out its work expeditiously, the following establishment was considered sufficient:—

One head clerk	...	...	...	...	...	...	...	Rs. 90
One clerk	...	...	...	...	...	...	...	50
One clerk	...	...	...	...	...	...	...	40
One shorthand typist	...	...	...	...	...	...	...	40
One typewriting clerk	...	...	...	...	...	...	...	35
One despatcher	...	...	...	...	...	...	...	20
Total	...	...	...	...	...	...	...	275

From G.O. No. 336, Revenue (Special), dated the 17th July 1919, it will be seen that the activities of the Publicity Board now revived would comprise a wider field and be many sided. In the circumstances this department may, it is submitted, agree to the necessity for a bigger establishment. It seems, however, unnecessary

Mr. Gwynn evidently intended this—see A on page 5 ante—but I do not think it is necessary to give him altogether the free hand he desires.

J.M.H.—5-8-19.

infancy will be confined to the dissemination of correct information by publications and in this connexion Mr. Gwynn will also have to carry out the ordinary correspondence. For these duties the following establishment seems to be sufficient:—

One superintendent, who will be in entire charge of the office	...	...	...	...	...	...	Rs. 120
One stenographer, who can also attend to correspondence	...	...	...	...	...	...	100
One stenographer	...	...	...	...	...	...	50
One clerk to be in charge of records *	...	...	...	...	...	...	50
One clerk to be in charge of cash, stationery, etc.	...	...	...	...	...	...	40
One registering clerk who can also help in other work	...	...	...	...	...	...	30
One despatcher	...	...	...	...	...	...	30
Two typists (30) †	...	...	...	...	...	...	60
One attender...	...	...	...	...	...	...	12
Four peons (10)	...	...	...	...	...	...	40
Total	...	...	...	...	...	...	532 ‡

* Such a clerk hardly appears necessary at present. The registering clerk or Despatcher could attend to this.

J.M.H.—5-8-19.

† I suggest Rs. 20—1—35.
‡ According to my marginal remarks above I place the total at Rs. 479-8-0.

J.M.H.—5-8-19.

It is submitted that the rate of pay proposed for the superintendent is not high, since the superintendent of the Bureau of Industrial Information gets Rs. 100—5—125. The pay for the senior stenographer is also reasonable, considering that shorthand writers in the High Court are paid Rs. 70—4—90 and Rs. 90—6—120 and this man has to do correspondence work in addition. The rates proposed in the remaining cases are the minimum that could be fixed considering the nature of the work.

4. Please see the penultimate paragraph of Mr. Gwynn's note, dated 28th July. If the scale proposed above is approved, he will have no difficulty in retaining the men he has appointed already.

C.K.—4-8-19.

Please see my marginal remarks against the above note.

J. M. HOOPER—5-8-19.

I see no objection to the proposals in the Financial note. As regards the Deputy Collector I feel rather doubtful. If he is sanctioned it had better be for six months only to begin with. The Honourable Member (Financial) should see.

N. E. MARJORIBANKS—5-8-19.

HOME (MISCELLANEOUS) DEPARTMENT.

Submitted that the file may be circulated to the Honourable Member (Publicity).

S.A.—5-8-19.

C. H. BROWN—6-8-19.

1 have no objection to the manager's pay being raised to Rs. 120, if Financial has none. Also to the conversion of 80-rupee clerk into a 50-rupee clerk.

But in addition I think that two typists, a registering clerk and the attender are indispensable.

The question of a Personal Assistant Deputy Collector is for orders.

R. RAMACHANDRA RAO—6-8-19.

Circulated to me by mistake. The Hon'ble Mr. Todhunter takes Publicity.

L. D[AVIDSON]—6-8-19.

Keep in Madras.

Mr. Gwynn will send a draft Government Order defining his relations with editors, Secretaries, etc., outlining his present plan of action and proposed developments and sanctioning the staff that is immediately necessary, while leaving developments to be provided for as they arise.

C. G. T[ODHUNTER]—8-8-19.

PUBLICITY BUREAU.

Submitted.

2. As directed by the Honourable Member (Publicity), I submit a draft Government Order showing the establishment which I think necessary after interview with the Honourable Member. As the Presidency Health Association will take over a great deal of the work which I had formerly expected would fall upon this Bureau, I do not think I have a case for a Personal Assistant. I expect to be able to arrange with the Translators to furnish me with extracts of important matter appearing in provincial and Madras vernacular newspapers, though it is possible that the Translators may ask for some extra establishment in order to enable them to give me sufficient assistance in this direction. If the Translators will furnish me with these extracts, it is probably not worth while to give me clerks to assist me in watching the contents of the press. I cannot guarantee singlehanded to read the press so carefully as to be safe from occasionally failing to notice matter of some importance. But I do not think it is practically necessary for me to give such a guarantee so long as other departments are not relying on me to read the press for them. If I can keep in close personal touch with the editors and heads of departments, my attention will be called soon enough to anything of real importance, and it is perhaps hardly worth while to spend money on clerks for this purpose. The establishment then required will be—

Section 1	One office manager	...	...	Rs. 100—10—150.
	One clerk	...	...	80—5—100.
Section 2	(For library, information bureau and telephone. I want an intelligent man who can arrange the library and the Government Orders received from Government properly so that it will be easy for him to pick out at once what an inquirer wants. He should also have sufficient intelligence to be able to help an inquirer to find what he wants in a mass of statistical tables and to understand what the statistics mean. He may also have sometimes to interpret unofficially the meaning of obscurely worded rules or Government Orders. He should also have sufficient intelligence to ring up the Secretariat and get assistance when the matter is too deep for himself.)			
	Two shorthand-typists	...	...	Rs. 50 each.
Section 3	Correspondence, typing, records and accounts.	Two typists	...	25—1—30 each.
		One clerk (drafting clerk)	...	50—2—60.
Section 4		One clerk (accountant)	...	40—2—50.
		One clerk (registering, record, stationery and forms).	...	30—1—35.
Section 5		One clerk (despatching)	...	25—1—30.
	(We shall have two or three thousand honorary correspondents many of whom will use vernaculars. They will not all write but some of them will. We shall frequently have to issue urgent communiqués simultaneously to all newspapers. We shall have to maintain the accounts of the despatch section which, I am afraid, must spend a good deal of money.)			
Section 6	Advertising, printing, publication and despatch of printed matter, maintenance of address registers, choice of paper used for printing and keeping touch with the Government Press and the Superintendent of Stationery.			
	One publication and despatch manager	...	...	Rs. 100—10—150.
Section 7		One clerk (maintenance of register)	...	30—1—35.
		One clerk (despatch)	...	30—1—35.
Section 8		Two clerks	...	25—1—30 each.
	The Board wants to despatch leaflets of general interest direct to between 60 to 70 thousand different addresses. The work has to be done by job workers. This means a good deal of organization and a good deal of supervision over the despatch of each leaflet. I am putting the question of finance up separately, but I think the Board is right in considering that the expenditure involved in direct despatch through the post office must be faced. Both the Chairman of the old Board and the Director of Agriculture have had experience of indirect distribution through Tahsildars. Both condemn it as inefficient.			

3. As regards the persons to be appointed, I propose to appoint Mr. Grubb as the office manager and Mr. Naganatha Ayyar as the manager of the publication and despatch section. Mr. Grubb's pay may be fixed as submitted in my previous note with reference to his pay and prospects in the Secretariat and to the fact that this Bureau does not hold out much prospect of promotion to other departments. Mr. Pate advised me that Mr. Naganatha Ayyar had a fair claim to be started to Rs. 120 in view of his prospects of being sent out as Deputy Tahsildar. I think this is fair. His permanent pay in the Board is Rs. 70 and he was acting on Rs. 80.

4. I shall submit a note on the question of budget allotment required for library, contingency, stamps, stationery and furniture separately.

J. T. GWYNN—18-8-19.

HOME (MISCELLANEOUS) DEPARTMENT.

Please see Mr. Gwynn's note above. The proposals as regards the establishment are reported to have been revised after interview with the Honourable Member (Publicity). The revision has not effected much reduction in the original proposals. Against three superintendents, fourteen clerks and typists and four peons originally proposed he now asks for two superintendents, thirteen clerks and typists, two attenders and six peons. The revised scale does not apparently represent immediate requirements alone as suggested by the Honourable Member. The necessity for a separate accountant and four despatchers is not clear. It has not also been explained why two attenders and six peons are necessary. Perhaps the accountant, one of the despatchers on Rs. 30—1—35, one attender on Rs. 12 and two peons on Rs. 10 may be omitted for the present.

2 With reference to paragraph 3 of Mr. Gwynn's note above as regards the pay to be given to Mr. Grubb and Mr. Naganatha Ayyar, reference is solicited to paragraphs 3 and 4 of the Secretary's note on page 6 ante and this department might still accept their starting on Rs. 100 in the scale of Rs. 100—10—150 proposed to be sanctioned.

3. The first portion of paragraph 3 of Mr. Gwynn's draft relating to permanent advance has been deleted as this is separately under disposal.

4. The other portions in the draft order call for no remarks.

5. If the above is approved, the case may be sent to the Financial Department u.o. for acceptance or for remarks, and for provision of funds.

S.N.P.—20-8-19.

S.A.—21-8-19.

The draft Government Order sent by Mr. Gwynn probably embodies the Honourable Member's orders and so I send it up for acceptance before issue.

R. RAMACHANDRA RAO—21-8-19.

FINANCIAL DEPARTMENT.

Please see Financial notes ante. The following statement compares the staff accepted in Financial and the staff now proposed to be employed under Mr. Gwynn :—

Scale accepted in Financial.	Cost per mensem.	Scale now proposed by Mr. Gwynn.	Cost per mensem.	Immediate extra cost.
	RS. A.		RS. A.	RS.
Manager and Superintendent ..	120 0	Office manager (Rs. 100—10—150) ..	137 8	100
Stenographer	100 0	Publication and despatch section manager on (Rs. 100—10—150).	137 8	100
"	50 0	One clerk (Library and Information Bureau) (Rs. 80—5—100).	94 0	80
Cash and stationery clerk ..	40 0	One drafting clerk (Rs. 50—2—60) ..	57 8	50
Registry clerk	30 0	Two shorthand-typists (Rs. 50) ..	100 0	100
Despatcher	30 0	One clerk-accountant on Rs. 40—2—50 ..	47 8	40
Two typists (20—1—35) ..	57 8	Registry clerks 2 (30—1—35) and despatcher (30—1—35).	101 4	90
One attender	12 0	Three despatchers (25—1—30) ..	86 4	75
Four peons on Rs. 10 each per mensem.	40 0	Two typists (25—1—35) ..	57 8	50
		Two attenders	24 0	12
		One peon	12 0	12
		Five peons on Rs. 10 each ..	50 0	50
	479 8		905 0	759

2. It will be seen that Mr. Gwynn's present proposals are far in excess of the scale already agreed to in this department. The necessity for two managers on the same rate of pay in an office consisting of thirteen clerks (including two typists), four despatchers and two registry clerks is not very clear from Mr. Gwynn's note. Nor does it appear necessary to have two distinct and self-contained sections as proposed. As, however, it would appear that the present proposals are in accordance with the wishes of the Honourable Member (Financial) no remarks are called for in this department.

3. Necessary provision of funds will be made on receipt of a copy of the Home (Miscellaneous) Department proceedings on this case.

The case may, it is submitted, be passed on to Financial (Civil Service Regulations) section for acceptance of paragraphs 3 and 4 of the draft order.

K.R.N.—23-8-19.

J. M. HOOPER—23-8-19.

CIVIL SERVICE REGULATIONS SECTION.

4. Paragraph 3 of the draft.—The local purchase of a bicycle at a cost not exceeding Rs. 200 and the supply of an additional type-writing machine may be agreed to.

C.V.R.—25-8-19.

I have already noted elsewhere that Rs. 200 for a peon's bicycle, with the rupee at 1/10 is most excessive and encourages Addison, the worst of all the Madras profiteers.

E. M. GAWNE—26-8-19.

5. Paragraph 4 of the draft—(a) Power to purchase books subject to budget provision.—It is presumed that the books will include those published outside India also: and that in this case local purchases have to be made, thus dispensing with the agency of Messrs. Baker & Co. The Director of Public Instruction has got this power now (rule 93 on page 25 of the Stationery Manual, Volume I).

For orders whether the power asked for by Mr. Gwynn will be given to him.

C.V.R.—25-8-19.

A.Y.G.C.—26-8-19

Books ordered from England should be ordered through Messrs. Baker. There is no

reason to make Mr. Gwynn an exception; he won't want technical books.

E.G.M.—26-8-19.

(b) Power to subscribe for such newspapers published in this Presidency as may be thought necessary—At present the sanction of Government is required for the supply of newspapers to a head of department or for any officer subordinate to him (rule 81 on page 22, Volume I of the Stationery Manual) and the supply of newspapers is arranged for by the Superintendent of Stationery.

As an exception to the general rule is the power given to the Inspector-General of Police to sanction the purchase of newspapers published in the Presidency (page 227 of Volume II of the Stationery Manual). Even in this case the supply is arranged for by the Superintendent of Stationery (page 81 of Volume II of the Treasury Manual).

For orders whether the proposal will be sanctioned.

As all charges on account of purchase of newspapers is debited to the common head "32. Miscellaneous—Subscriptions to periodicals" the charge in the case in question need not be debited to Mr. Gwynn's budget (rule 88 on page 24 of Volume I of Stationery Manual).

C.V.R.—25-8-19.

Mr. Gwynn is to buy his own newspapers as he likes. As he is thus exempt from going through the Superintendent of Stationery, his newspapers should come out of his budget and not the general head.

A.Y.G.C.—26-8-19.

E.M.G.—26-8-19.

(c) Power to sanction the purchase of furniture up to a limit of Rs. 500 for country articles and Rs. 250 for European articles.—It will be seen from the revised statement to item 51 on pages 68, 69 of Volume II of the Treasury Manual that heads of departments, Collectors, District Judges, etc., Directors of Agriculture and Survey possess the power referred to above.

The proposal may, therefore, be agreed to in the case of Mr. Gwynn.

A.Y.G.C.—26-8-19.

C.V.R.—25-8-19.

E.M.G.—26-8-19.

(d) Power to sanction local purchase of articles of stationery up to limit of Rs. 20 in each case.—This power is now possessed by all principal heads of departments—vide correction slip I.VIII, dated 6th July 1916, on page 109 of the Madras Treasury Manual, Volume II. In the case of the Director of Agriculture and of the Superintendent of Government Press, this power is subject to the condition that the articles are not procurable in the Stationery office (page 110, Volume II of the Treasury Manual).

For orders as to whether this condition will be imposed in regard to local purchases by Mr. Gwynn or whether, as in the case of principal heads of departments, no condition will be imposed.

Yes.
A.Y.G.C.—26-8-19.

C.V.R.—25-8-19.

Mr. Gwynn lives in Madras. He can therefore apply first at the Stationery office.

E. M. GAWNE—26-8-19.

(e) *Printing leaflets at private presses where necessary.*—This may be agreed to subject to the conditions (also given against item 91 on page 91 of Volume II, Treasury Manual) regarding printing at private presses laid down in paragraphs 242-243 of the Printing Manual.

C.V.R.—25-8-19.

A. Y. G. CAMPBELL—26-8-19.

E.M.G.—26-8-19.

(f) and (g) *Power to incur translation charges for the Publicity Bureau Leaflets subject to a limit of Rs. 75 in each case and to depute shorthand writers to meetings and incur charges up to Rs. 100 in each case.*—Office is not in a position to criticise the above proposals. For orders.

C.V.R.—25-8-19.

Mr. Gwynn ought in this respect to work in combination with the Criminal Investigation Department. I cannot find any reference to this matter in the file. It looks as if Mr. Gwynn was going to hire a shorthand writer when he wanted one. I submit that he would get more satisfactory results if the Criminal Investigation Department were told that, where practicable, they should depute a shorthand writer for any particular meeting that they were not proposing to report themselves. Or Mr. Gwynn could send one of his own shorthand writers. An outsider would not be trustworthy.

E.M.G.—26-8-19.

I think Mr. Gwynn wants to keep himself quite aloof from the Criminal Investigation Department but I am not well acquainted with the later developments of the Publicity Bureau and Mr. Gwynn's duties. I do not know why he should want to depute a shorthand writer to attend a meeting.

Honourable Member (Financial) should see.

A.Y.G.C.—26-8-19

HOME (MISCELLANEOUS) DEPARTMENT.

Submitted for orders.

2. As regards establishment, please see page 9 ante, Mr. Gwynn's note, and Financial note on pages 10-11 ante. The proposals appear to be in accordance with the Honourable Member's wishes.

3. Necessary alterations in red ink have been made in paragraphs 4 (a), (d) and (e) of draft order with reference to Financial note above.

4. As regards paragraph 4 (g) of draft order Financial raise the question whether as regards shorthand reports, Mr. Gwynn might not utilise the Criminal Investigation Department and his establishment.

This is not advisable.

R.R.—29-8-19.

S.N.P.—28-8-19.

S.A.—28-8-19.

R. RAMACHANDRA RAO—29-8-19.

Please see my note dated 8th August. The strength of Mr. Gwynn's staff depends on his relations with heads of departments, etc., and specially on the extent to which he is expected to take the initiative. Until that is settled we can't say how many men he wants. Please expedite the disposal of that file. He is available in Ootacamund for discussion till Monday.

C. G. T[ODHUNTER]—30-8-19.

Demi-official to Mr. Gwynn to come to office on Monday. He may be useful for the Council meeting.

R.R.—30-8-19.

A draft demi-official submitted.

S.N.P.—30-8-19

Demi-official—from Diwan Bahadur R. RAMACHANDRA RAO Avargal, Secretary to Government, Home (Miscellaneous) Department.

To—J. T. GWYNN, Esq., I.C.S., Officer in charge, Publicity Bureau, Ootacamund.

Dated—the 30th August 1919.

No.—5288-3.

May I ask you to come up to the Secretariat at 10-45 a.m. on Monday the 1st September as this will be useful in the disposal of certain cases relating to the Publicity Bureau.

Honourable Member (Financial) wishes Mr. Gwynn to be asked to revise his proposals for establishment with reference to the orders in Council to-day.

Home u.o.

A. Y. G. CAMPBELL—1-9-19.

HOME MISCELLANEOUS DEPARTMENT.

Mr. Gwynn u.o.

R. RAMACHANDRA RAO—1-9-19.

If Secretary's (Home Department) proposal to distribute to village officers and primary schools through tahsildars instead of direct is accepted, then I think I could take one clerk on Rs. 80—5—100 and two despatchers, one on Rs. 30—1—35, and one on Rs. 25—1—30, instead of one manager Rs. 100—10—150, two clerks, Rs. 30—1—35, and two clerks, Rupees 25—1—30. Otherwise no change.

J. T. GWYNN—2-9-19.

HOME (MISCELLANEOUS) DEPARTMENT.

Now that orders in council have been passed, I submit a draft below in consultation with Mr Gwynn. For approval.

R.R.—2-9-19.

I went into this matter with Secretary, Home Department, and Mr. Gwynn and hope my Hon'ble Colleague will approve the proposals.

W[ILLINGTON]—3-9-19.

The Secretary, Home Department, appears to have forwarded these notes, which include notes by the Financial Department, to an officer outside the Secretariat without the permission of the Financial Department, and now circulates a draft on the establishment question which the Financial Department have not seen. He will be requested to observe the office orders in future.

2. Mr. Gwynn's proposals seem to have gone from one extreme to the other. It will be difficult for the Financial Department to examine the present draft without some further particulars. As for instance (1) who is to be in charge of the Bureau during Mr. Gwynn's absence? (2) Why is it necessary to depute shorthand writers to attend meetings—vide Chief Secretary's note on page 12—and cannot shorthand writers in the office do this work? (3) Have Revenue agreed to imposing the duty of distributing Publicity matter on tahsildars? This last point in particular seems to need examination. I doubt if the Revenue agency is capable of undertaking this additional work and if it is not wiser for the distribution to be made by post, as Mr. Gwynn proposed. After all the post office is the proper distributing agency and the purchase of postage stamps only means transfer of funds from Provincial to Imperial in exchange for services rendered.

3. When the Home Department have cleared up these points and explained what the various members of the staff are intended to do, I shall be glad if the Chief Secretary will have the draft scrutinized with all expedition.

C. G. T[ODHUNTER]—4-9-19.

A above—My mistake.—I misunderstood the Chief Secretary's subscription above "Home u.o." that Honourable Member (Financial) intended the file to go to Publicity officer (u.o.)

B. The Superintendent will be in charge; and Mr. Gwynn will arrange matters with Rev. Mr. Macphail. He distinctly does not want a Personal Assistant Deputy Collector now.

C. Mr. Gwynn will be consulted. To save time the draft may now issue as indicated by revision.

D. The establishment is reduced on the understanding that the village tappal system will be utilized. This matter is under separate consideration. If this proposal be vetoed the establishment will be strengthened and fresh proposals sent up.

E. Please see Mr. Gwynn's note dated 18th August.

The points yet requiring orders are **C** and **D** above: but I shall be obliged if the draft Government Order is got through without waiting for these points to be cleared.

R. RAMACHANDRA RAO—5-9-19.

FINANCIAL DEPARTMENT.
(EXPENDITURE SECTION).

The cost of the establishment which the Home (Miscellaneous) Department propose to sanction, is shown below:—

Designation of the appointment.	Nature of the work.	Rate of pay per mensem.	Average extra cost per mensem.	Immediate extra cost per mensem.
(a) One Office Manager ..	Apparently for the general management of the office as the designation implies.	Rs. 100—10—150	Rs. 137 8	Rs. 100
(b) One clerk	To be in charge of the library, information bureau and telephone.	80—5—100	96 0	80
(c) Do.	Apparently to be manager of the advertising, printing, publication and despatch section.	80—5—100	96 0	80
(d) Two shorthand typists ..	Shorthand writing and typing	50	100 0	100
(e) One clerk	For drafting work	50—2—60	57 8	50
(f) Do.	For account work	40—2—50	47 8	40
(g) Do.	For registering, record, stationery and forms.	30—1—35	33 12	30
(h) Do.	Despatching	30—1—35	33 12	30
(i) Two clerks	Do.	25—1—30	57 8	50
(j) Two typists	Typewriting	25—1—30	57 8	50
(k) Two attenders		12	24 0	24
(l) One peon		12	12 0	12
(m) Five peons		10	50 0	50
Total ..			803 0	696
War allowance..			82 0	82
Total ..			885 0	778

J.M.H.—9-9-19.
A.Y.G.C.—10-9-19.

J.M.H.—9-9-19.
A.Y.G.C.—10-9-19.

Item (c).—Submitted that this appointment seems to be unnecessary. The office manager—item (a)—will no doubt have sufficient time to manage the advertising, printing, etc., section, as he is apparently not to be given any definite items of work. For orders whether the Home (Miscellaneous) Department may be requested to omit this item. If, however, the post is to be retained, the rate of increment may be altered from Rs. 5 to Rs. 4 as suggested in respect of item (b).

A.Y.G.C.—10-9-19.

Mr. Gwynn wanted both clerks.

R.R.—11-9-19.

J.M.H.—9-9-19.

A.Y.G.C.—10-9-19.

J.M.H.—9-9-19.

A.Y.G.C.—10-9-19.

J.M.H.—9-9-19.

Home Department may be requested to reconsider this.

A.Y.G.C.—10-9-19.

Mr. Gwynn wanted both.

R.R.—11-9-19.

J.M.H.—9-9-19.

A.Y.G.C.—10-9-19.

2. Item (a) may be accepted.

Item (b).—The rate of increment may be fixed at Rs. 4 so as to spread it over a period of five years—vide article 149 of the Civil Service Regulations.

Items (d), (e) and (f) may be accepted.

Item (g).—This post appears to be unnecessary. The work relating to records may be attended to by the clerk in item (b), and the stationery and forms might well be attended to by the accountant or cashkeeper in item (f). The registering can be done by one of the clerks in items (h) and (i).

Items (h) and (i) may be accepted.

J.M.H.—9-9-19.
A.Y.G.C.—10-9-19.

Item (j).—The rate of pay may be fixed at Rs. 20—1—30, so as to provide for men with either elementary or intermediate qualifications in typewriting.

J.M.H.—9-9-19.
A.Y.G.C.—10-9-19.

Items (k), (l) and (m) may be accepted.

3. Funds.—A total allotment of Rs. 20,500 has so far been sanctioned under the head "32. Miscellaneous—Miscellaneous" on account of the charges during 1919-20 of the Publicity Bureau (G.O. No. 609, Financial, dated 21st August 1919). Submitted that the officer in charge of the Publicity Bureau may be asked to apply for the additional allotment required during the current year over and above the allotment of Rs. 20,500 already made. The Home (Miscellaneous) Department may be requested to alter paragraph 5 of the draft order accordingly.

A.Y.G.C.—10-9-19.

4. The Orders in Council, referred to on page 12 ante, are not in the file. And the Home (Miscellaneous) Department office is not able to furnish a copy of the orders. In order to avoid delay however the proposals have been examined on the basis of the information which the Home (Miscellaneous) Department have furnished so far.

C.K.—7-9-19.

C.P.K.—8-9-19.

J. M. HOOPER—9-9-19.

Submitted that paragraphs 3 and 4 of the draft which are in accordance with this department's notes may be accepted.

C.V.R.—9-9-19.

E. M. GAWNE—10-9-19.

It is requested that an order should be issued at once sanctioning the employment of the staff mentioned above (subject to the above remarks regarding rates) except items (c) and (g) which should be further examined. The Honourable Member (Financial) should see.

A. Y. G. CAMPBELL—10-9-19.

HOME (MISCELLANEOUS) DEPARTMENT.

The alterations suggested by Financial Department may for the present be accepted, the Publicity Officer being left to come up again to Government for additional establishment if he should find this necessary.

2. The alterations have been carried out in the draft order already put up and the altered draft is for approval.

S.N.P.—11-9-19.

S.A.—11-9-19.

C. H. BROWN—11-9-19.

I accept the suggestions of Financial except in the reduction of the two hands. I have already reduced from the Publicity officer's estimates and he considers that the strength of the establishment is the minimum required.

As His Excellency is on tour, I submit this file to Honourable Member (Financial) direct.

R. RAMACHANDRA RAO—11-9-19.

I accept the draft as orders are urgently required and as a large reduction has been made in the original demand. But I am bound to say that the explanation of the work that the various men are to do are still very inadequate.

B | I hope the points that are left over further consideration will be cleared up without delay.

C. G. T[ODHUNTER]—11-9-19.

Issue urgently and then B above.

R.R.—12-9-19.

The draft order has issued. The points to be cleared up are C and D on page 14 ante. D has

C.H.B.—15-9-19.

been separately referred to Revenue. A draft u.o. note to Mr. Gwynn with reference to point 'C' is submitted. After issue of that u.o. this case may be closed.

S.N.P.—13-9-19.

S.A.—13-9-19.

C.H.B.—15-9-19.

R.R.—15-9-19.

Seott. II-10 (b)—1,603—21-1-18.

Sanctioning the temporary
Establishment for the office of
the Publicity Bureau.

READ AGAIN G.O. No. 500 Finl., dated 4-7-- 1919

" " " , " 191
Abstract: Sanctioning certain temporary establishment in the Chief Secretariat for work under Mr. J. Gwynn DCS. Officer on Special Duty in the Chief Secretariat.
READ ALSO:-

C. No. _____, From the _____, No. _____, dated _____ 191 _____

” ” ” ” ” ” ” ” 191

” ” ” ” ” ” ” ” 191

No. 1306, dated 12-Sept 1919.

Mis.

In supersession of G.O.No.500
Finl., dated 4-7-1919, the Government
sanction the employment under the officer
in charge of the Publicity Bureau, of the
following temporary establishment from
the dates on which they are engaged and
so long as the special duty lasts:-

1 Officer/ Manager.	Rs.100-10-150 ✓
1 clerk.-----	,, 80- 4 100 <u>each</u>
2 Shorthand typists.	,, 50 each p.m. ✓
1 clerk.	,, 50--2--60 ✓
1 clerk	,, 40--2--50 ✓
2 clerk.	,, 30-1-35 <u>each</u>
2 clerks	,, ⁽²⁵⁾ 20 -1-30 ,,
2 typists.	,, 20 -1-30 ,,
2 attenders	,, 12/- each. ✓
1 peon	,, 12/-
5 peons	,, 10/- each.

2. The establishment sanctioned in

the preceding paragraph will be eligible for the war allowance admissible under para 2 of G.O., No. 16, Financial, dated 7-1-1919.

3. The Government also sanction the local purchase of a bicycle at a cost not exceeding Rs. 200/-.

The Superintendent of Stationery will be requested to supply 1 additional typewriting machine for the use of the establishment working under Publicity Officer in addition to 2 already sanctioned, i.e. 3 in all.

4. The Special Officer is also empowered, subject to budget provision:

(a) To purchase books required for reference, books ordered from England being obtained through Messrs Baker & Co., (b) to subscribe for such newspapers published in the Presidency as may be thought necessary (c) to sanction the purchase of furniture up to a limit of Rs. 500 for country articles and Rs. 250 for European articles; (d) to sanction local purchase of articles of stationery up to a limit of Rs. 20/- in each case; provided that the articles are not procurable in the Stationery office, (e) to print leaflets etc., at private presses where necessary; subject to the conditions in paras 242 and 243 of the Printing Manual; ^{and} (f) to incur translation charges for the Publicity Bureau leaflets subject to a limit of Rs. 75/- in each case, and (g) to depute shorthand writers to meetings etc., and incur charges

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up to Rs. 100/- in each case.

5. The officer in charge of the Publicity Bureau is requested to apply for the additional allotments required for expenditure during the current year over and above the allotments already sanctioned.

5. Orders will issue separately on the question of the provision of funds in the Financial Department.

May 2/9/19

To

The A.G., thro' Finl.
 .. Superintendent of Stationery.
 .. Officer in charge, Publicity Bureau.
 .. Revenue (Spl.) Dept.
 .. Finl. Dept. with copy of notes p. 27 a.f.

RA's 12/

Copy-26/9/19

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HOME (MISCELLANEOUS) DEPARTMENT.
NOTES CONNECTED WITH G.O. No. 1306, HOME (MISCELLANEOUS),
DATED 12TH SEPTEMBER 1919.

[SUBJECT.—Establishment required for 'Publicity'.]

PUBLICITY BUREAU.

- I have at present one shorthand writer (Mr. Grubb) on Rs. 100 and three peons.
2. I entertained in anticipation of sanction a second shorthand writer with effect from the 13th on a pay of Rs. 50. I request that the appointment of a second shorthand writer may be sanctioned. With these two men I hope for the present to be able to manage my ordinary correspondence and keep touch with what is going on in the Secretariat.
3. Mr. Grubb tells me that had he remained in the Secretariat he could reasonably have hoped to draw Rs. 20 as shorthand allowance in addition to his pay. If this is so it may be fair to raise the pay of the temporary post which he holds to Rs. 120.
4. I wish also to entertain a manager to arrange for the despatch, printing and publication of the stuff which the Board issues. He will have to pick up something about advertizing methods and printing process. He must be young and energetic, and intelligent.
- Mr. Pate has offered me a suitable man Naganatha Ayyar from the Board's Office. He is permanent on Rs. 70 and acting on Rs. 80 with prospects of a Deputy Tahsildar's post next year. Mr. Pate thinks that if he comes to me it would be fair to let him draw Rs. 120 to start with.
5. I request therefore sanction for the creation of a temporary post on Rs. 120. I request too that the incumbent of the post should be allowed to draw the full pay attached to it. Mr. Naganatha Ayyar is working for me with Mr. Pate's permission from to-day.
6. As soon as work develops I shall want at least two more clerks one in the correspondence branch and one in the 'Output' branch. It will be convenient for me to have men knowing Malayalam, Kanarese, and Hindustani in the office to read vernacular papers and proofs. I may therefore have to pay rather high for the assistant clerks.
7. I accordingly request permission to entertain two additional clerks on pay not exceeding Rs. 50 per mensem as soon as they are required.
8. I request a permanent advance of Rs. 100 as expenses for packing, bill sticking and purchase of newspapers may have to be incurred at short notice.
9. I request that two typewriting machines may be supplied to me.
10. I have not yet secured a suitable building for an office. I shall submit my requirements for rent, furniture, library expenses and postal charges when I have got a building.
11. I request also sanction for one additional peon and for the purchase of an office bicycle.
- J. T. GWYNN—16-7-19.

FINANCIAL DEPARTMENT.

- In G.O. No. 500, Financial, dated 4th July 1919, Mr. Gwynn has been allowed the following temporary establishment:—
- One clerk on Rs. 100 (shorthand writer Mr. Grubb).
One on Rs. 80 (now working in Ootacamund in the Chief Secretariat and taking cuttings from newspapers).
Three peons on Rs. 10 each.
2. He now requests sanction for—
- (1) Raising the pay of the clerk on Rs. 100 to Rs. 120.
(2) Employing the following additional establishment:—
- (a) Manager Rs. 120 per mensem, the incumbent being allowed to draw the pay in full of the temporary appointment.
(b) A second shorthand writer on Rs. 50 (already employed from 13th July 1919).
(c) Two clerks on Rs. 50 each per mensem (to be employed later on as necessity arises).
(d) One peon on Rs. 10.



- (3) A permanent advance of Rs. 100.
(4) Supply of two typewriting machines.
(5) Purchase of an office bicycle.

Had Mr. Grubb been given a shorthand allowance at all, it would probably have been Rs. 10. Mr. Grubb was getting Rs. 50 about a year ago and he is getting double that now. I think Rs. 100 should suffice.

J.M.H.—23-7-19.

N.E.M.—24-7-19.

4. Item (2) above.—The additional staff asked

J.M.H.—23-7-19.

allowed to draw the full pay of the appointment.

J.M.H.—23-7-19.

N.E.M.—24-7-19.

J.M.H.—23-7-19.

N.E.M.—24-7-19.

7. Item (5) on page ^{above} ante.—Sanction may

I should think Rs. 150 would be enough.

J.M.H.—23-7-19.

I do not know the price of bicycles.

N.E.M.—24-7-19.

I understand that a decent bicycle cannot be got now for less than Rs. 200.

J.M.H.—23-7-19.

This under Chief Secretary's orders is to be considered at once.

J.M.H.—23-7-19.

It has I believe been decided by the Honourable Member that he is to be an outside Secretariat officer.

N.E.M.—24-7-19.

J.M.H.—23-7-19.

N.E.M.—24-7-19.

9. Mr. Gwynn's note does not refer to the clerk on Rs. 80 now employed in the Chief Secretariat in connexion with the preparation of cuttings from newspapers. If Mr. Gwynn is to have a separate office he will no doubt arrange to have cuttings from newspapers prepared in his own office for his use. As cuttings will continue to have to be taken for the perusal of the Chief Secretary in connexion with the administration of the Press Act, a special clerk for taking cuttings daily from the various newspapers will still be necessary. With a view to economy, however, a lower division

He is to have a separate office.

N.E.M.—24-7-19.

I recommend this—the clerk will be required both at Ootacamund and Madras.

J.M.H.—23-7-19.

division clerk on Rs. 25 may be substituted in place of the temporary clerk on Rs. 80 sanctioned. Subject to approval, this point has also been embodied in the draft.

10. A draft order is submitted for approval which may issue with the concurrence of Public and Revenue (Special) Departments.

K.R.N.—22-7-19.

C.P.K.—22-7-19.

J. M. HOOPER—23-7-19.

I believe it has been settled that Mr. Gwynn is to be an 'outside Secretariat officer.'

2. The question is which Department of the Secretariat he is to correspond with. His functions are the not very clearly defined in G.O. No. 336, dated 17th July 1919, but from Mr. Gwynn's note* that accompanied the draft of the Government Order which note was approved in specific terms by Honourable Members and His Excellency it appears that he will not have anything to do with acquainting Government with

3. Item (1) above.—The reason urged is that Mr. Grubb, if he had remained in the Chief Secretariat, would have been allowed a shorthand allowance of Rs. 20 in addition to his pay, viz., Rs. 100. In this connexion attention is solicited to the notes in the linked file Orders are solicited whether the increase of pay proposed may be accepted.

asked for and the scale of pay proposed may, it is submitted, be accepted. The incumbent of the temporary appointment of Manager may be

5. Item (3) on page ^{above} ante.—Submitted this may be sanctioned ^{above} ante.

6. Item (4) on page ^{above} ante.—One typewriting machine has already been supplied to Mr. Gwynn. A second typewriting machine may also be sanctioned.

be accorded for the local purchase of a bicycle. The maximum cost will have to be specified. Submitted for orders whether a limit of Rs. 200 may be laid down. If the amount is not sufficient Mr. Gwynn will no doubt come up later on for an increase.

8. The question whether Mr. Gwynn should be considered on special duty in the Chief Secretariat or whether he should be declared to have been detached from the Secretariat is under separate consideration. The question of debit of the cost on account of the Special Officer and his establishment will be decided in that connexion. Submitted that the question of allotting funds may be considered when a decision has been arrived at on the question of debit of charges.

what appears in the newspapers or with public opinion i.e., he will have nothing to do with the weekly abstracts from the newspapers or with the fortnightly reports of District Magistrates or with the working of the Press Act. He is to work, I understand, to disseminate correct information to the Press to cultivate cordial relations therewith. This being the case, it seems to me that he is a new 'department' so to speak and there seems no reason why he should not remain with 'Publicity' under the Revenue (Special) Department.

3. The draft deals with his establishment, etc., and may issue in Financial if accepted by Revenue (Special). It will be submitted to the Honourable Member (Financial and Public).

N. E. MAJORIBANKS—24-7-19.

REVENUE (SPECIAL) DEPARTMENT.

Accepted.

The question of the Department of the Secretariat with which Mr. Gwynn should deal was discussed at the meeting of the Secretaries this afternoon and I think the Chief Secretary concurred that the most appropriate department is Home Department under whom is the Persian and Hindustani Translator (?s), as that department already deals with the Editors' Table and public libraries and the work of the public libraries organization is to be largely educative in character. Moreover, the Revenue (Special) Secretariat has quite enough to do already with 'development' and 'war' subjects. The only 'publicity' formally allotted to Revenue (Special) at any time was the War Publicity Board which expired on 15th March.

A. Y. G. CAMPBELL—24-7-19.

FINANCIAL DEPARTMENT.

Submitted with reference to the last sentence of the Chief Secretary's note, dated 24th July 1919, on page ante.

C.P.K.—25-7-19.

If Mr. Gwynn is to be placed under the Home Department that department should see this file. We might add another paragraph to the draft as under:—

"All communications from the officer in charge of the Publicity Bureau to this Government should be addressed to the Secretary in the Home Department."

J. M. HOOPER—25-7-19.

Government has not yet considered and approved the recommendations of the Secretaries. The draft better issue in Financial now and the other matters, will, I hope, be settled this week before His Excellency goes on tour.

N.E.M.—27-7-19.

The question of the department Mr. Gwynn is to work under will, I hope, be settled to-morrow.

Meanwhile his proposals for staff seem to be based altogether on personal considerations. Even with regard to these it strikes me that he is asking too much on behalf of his proposed manager and his senior shorthand writer considering their present appointments.

B He is moreover likely to want to keep his men so that some provision for increments is desirable.

Please consider what would be a fair scale of establishment without any regard to the men he has selected to fill the posts and let me have a note for discussion with him when I go to Madras early next month.

C. G. T[ODHUNTER]—28-7-19.

* Extract taken.
C.P.K.—29-7-19.

Please note * on this separately further. The main file must now be transferred to Home for further action.

N.E.M.—29-7-19.

P.S.—The necessity for an additional clerk in the Chief Secretariat is not made out. There was no special clerk appointed to make cuttings before Mr. Gwynn was put on special duty.

C. G. T[ODHUNTER]—28-7-19.

A in Honourable Member's note.—This will be dealt with separately in Financial.
B in Honourable Member's note.—As the subject of Publicity Bureau has been transferred to Home, the papers are transferred to that department for necessary action regarding this part of Honourable Member's note.

N.E.M.—29-7-19.

Urgent. HOME (MISCELLANEOUS) DEPARTMENT.

R. RAMACHANDRA RAO—30-7-19.

I have now seen most of the Madras editors and some of the heads of the departments and I have some idea of the work which the Publicity Bureau will have to do. The following establishment should, I think, be sanctioned at once. It will have to be expanded further as work develops :-

One Personal Assistant of the rank of Deputy Collector, under whom will be three sections:
 Section 1—To be responsible for the library, for the information bureau, and for watching the contents of the press, English and vernacular.

* May not be necessary at once as the Personal Assistant^t could directly control this section. One Superintendent* on Rs. 100—10—150.

Two clerks on Rs. 80 each.

Two clerks on Rs. 60 each.

Section 2—Ordinary correspondence, registers, despatching, accounts and typing.

One Superintendent on Rs. 100—10—150.

One clerk on Rs. 50.

Two shorthand-typists on Rs. 50 each.

One clerk on Rs. 40.

I am advised that good typists cannot easily be got on the 25—1—30 scale. Two clerks to do typing work—one on Rs. 35 and one on Rs. 30.

One registering and despatching clerk on Rs. 30.

I propose that Mr. Grubb should be the Superintendent of this section. As he is also a stenographer, he may be allowed to start on Rs. 120.

Section 3—Advertising and publication, printing and despatch of leaflets maintenance of distribution registers for leaflets.

One Superintendent on Rs. 100—20—200.

One clerk on Rs. 50.

Two clerks on Rs. 30 each.

I propose to appoint Mr. Naganatha Ayyar as Superintendent. It would be reasonable to allow him to start on Rs. 120 in compensation for loss of chances of promotion which he might now get had he stayed in the Board's Office.

I have asked for a Personal Assistant of the rank of Deputy Collector. I think it is obvious that the office management of a Publicity organization and an Information Bureau must be really good if it is to justify its existence. If I am to do the office management myself, I shall not have time for anything else, but I think the work which I have to do is quite different. My work will lie chiefly in seeing personally newspaper editors and heads of departments and Secretaries, finding out what they want and how best their wishes can be met and sometimes in communicating suggestions to them and finding out whether they are prepared to adopt them. I must also develop the advertising and publicity arrangements. I would thus be absent from the actual Bureau for a considerable part of my time. When I am absent there ought to be

B present an officer of sufficient status to be authorized both to give to inquirers such information as is available in the Bureau and also to ring up the Secretariat and make inquiries from it when information is not forthcoming in the Bureau.

I should also want a man with district experience to consult as to the probable effect of given publications or advertising measures in the districts.

A Again I want a man to keep a close watch on the Press and bring to notice at once anything which seems to require action of any kind by the Publicity Bureau. For these duties I think an officer of the rank and experience of Deputy Collector is necessary. If I may be allowed to select my man I think Mr. N. Ranganatha Achariyar who is or was till very recently Additional Deputy Collector, Bezwada, would be the most suitable of the Deputy Collectors whose work is known to me. I should be glad if he could be spared.

Establishment under section 1 is required to manage the library and to arrange systematically for ready reference Government and other publications which are received. It will also have to read the Press—vernacular and English dailies. Well-educated clerks will be needed for this work.

Regarding section 2 the only remark to be made is that for the work which the Publicity Bureau has to do promptitude is very necessary, hence a strong establishment of shorthand writers and typists is required.

As regards section 3 its sphere of action is un-explored country. We evidently want to train a professional advertiser. A man who can make a success of it will be worth high pay. I propose to try a young clerk, who is said to be promising and let him see whether he can learn. Besides learning the art of advertising, the section will also have to create and maintain large distribution registers giving the names and addresses of persons and institutions to whom publications relating to any subject or to the work of any department should be sent. The section must also know the local resources in the matter of printing, the cost and speed at which printing work of any type can be turned out. I may have to send the Superintendent to Calcutta or Bombay for training if I can find that there is good advertising school in either of those towns.

I don't propose to appoint any part of this establishment till the need for it is actually felt.

Chief Secretary has given me one stenographer on Rs. 100. I have besides appointed in anticipation of sanction from the date noted against them:—

One superintendent on Rs. 120	...	...	16th July 1919.
One shorthandwriter on Rs. 50	...	...	14th July 1919.
One clerk on Rs. 50	...	...	25th July 1919.
One clerk on Rs. 40	...	...	Not yet joined duty.
One clerk on Rs. 30	...	...	24th July 1919.
One typing clerk on Rs. 30	...	...	28th July 1919.
Two clerks on Rs. 30 each	...	...	Not yet joined.

The man whom I want now most urgently is the Personal Assistant as he should take over and advise on the office organization.

In proposing the scale of pay I have assumed that war allowance will be granted.

J. T. GWYNN—28-7-19.

HOME (MISCELLANEOUS) DEPARTMENT.

Please see the Honourable Member's (Publicity) note on page ante and the Chief Secretary's note on page ante. Fresh proposals have now been submitted by Mr. Gwynn as regards the establishment required by him—vide pages ante.

2. Mr. Gwynn wants the following establishment:—

	Extra cost per mensem.		Extra cost per mensem.
	RS.		RS.
One Personal Assistant—		Fourteen clerks and typists—cont.	
Deputy Collector's grade ...	500	Two on Rs. 50 each ...	100
Three Superintendents—		One on „ 40 ...	40
One on Rs. 100—20—200	175	One on „ 35 ...	35
One on „ 100—10—150	137½	Four on „ 30 each ...	120
One on „ 100—10—150	137½	Four peons—	
Fourteen clerks and typists—		Four on Rs. 10 each ...	40
Two on Rs. 80 each ...	160		
Two on „ 60 „ ...	120	Total ...	1,665
Two on „ 50 „ ...	100		

The above proposals roughly involve towards establishment an extra cost of Rs. 1,665 per mensem or nearly Rs. 20,000 per annum.

3. The establishment originally proposed by him was as follows:—

	Per mensem.	
	RS.	
One Manager ...	120	
One shorthand writer ...	100	
One shorthand writer ...	50	
Two clerks on Rs. 50 each ...	100	
Four peons on Rs. 10 each ...	40	
		410 per mensem or Rs. 4,920 per annum.

4. When the appointment of Director of Agriculture was sanctioned the following was the initial establishment sanctioned for his office (G.O. No. 1226, Revenue, dated 14th December 1906):—

	Per mensem.		Per mensem.
	RS.		RS.
One head clerk ...	100	Five peons (one on Rs. 10, two on Rs. 8 each, two on Rs. 7 each).	40
One clerk ...	85		
One „ ...	70	One sweeper and masalchi ...	4
One „ ...	50		
One „ ...	25	Total ...	422½
One typist, Rs. 20—1—35	28½		
One attender ...	10		
One muchi ...	10		

5. Perhaps an establishment somewhat on the above scale with the necessary additions and alterations may be sanctioned for the Special Officer. It is not possible to say whether all the establishment asked for by Mr. Gwynn is indispensable.

6. The other requests in the file are—

- the grant of war allowance to the establishment that may be sanctioned,
- the grant of a permanent advance of Rs. 100,

- (iii) sanction to the local purchase of a bicycle at a cost not exceeding Rs. 200 and
(iv) the supply of a second typewriting machine.

7. Financial have already accepted the above requests in their notes ante. But that department will have to be consulted as regards the establishment to be sanctioned and as to provision of funds.

8. The Honourable Member (Publicity) wishes to discuss the case with Mr. Gwynn when he goes to Madras.

S.N.P.—1-8-19.

S.A.—1-8-19.

I venture to suggest that the establishment is being conceived on rather a large scale. The originally sanctioned establishments must be given a trial run first. Surely a Deputy Collector is not essential. A man of the superintendent or manager class would suffice?

C. H. BROWN—1-8-19.

I am very much at a disadvantage in having to note on this before having spoken to Mr. Gwynn. I note below what I think is reasonable. Financial will please return the file soon to be put into the Honourable Member's hands before he goes to Madras. Orders may be passed after the Honourable Member (Public and Financial) sees Mr. Gwynn and discusses the file.

2. The four requests (i), (ii), (iii) and (iv) on page — may be sanctioned.

3. Mr. Grubb was drawing only Rs. 50 before in the Secretariat a year ago. He is now getting Rs. 100. It is not necessary to sanction an additional shorthand allowance. The figure 100 may well be held to comprise the stenographer's allowance also.

4. Regarding the manager, I should say Rs. 100 is sufficient. The man proposed gets now Rs. 80.

5. The second shorthand writer on Rs. 50 may be sanctioned with effect from the date of entertainment.

6. The additional peon asked for may be sanctioned.

If the above be sanctioned the establishment will consist as follows:—

One manager on Rs. 100.

One shorthand writer on Rs. 100.

One clerk on Rs. 80.

One second shorthand writer on Rs. 50.

Four peons.

7. Now turning to pages — and the duties mentioned therein, I would comment as follows.

For the library one record-keeper on Rs. 50 and an attender would be sufficient.

For current work, two typists on usual pay and one registering clerk will be required in addition.

I do not think any further special establishment is necessary for advertising.

In the Secretariat, the library and the correspondence do not form separate sections.

About the Personal Assistant, the duty at A on page — can easily be done by the clerk on Rs. 80 and the Translators. The manager on Rs. 100 ought to be able to do the work indicated at B. The Honourable Member will, however, probably discuss the matter with the Publicity Officer and decide.

R.R.—2-8-19.

Demi-official—from J. T. GWYNN, Esq., I.C.S., Officer in charge, Publicity Bureau.

To—the Hon'ble Mr. C. G. TODHUNTER, I.C.S., Member of Council.

Dated—Fort St. George, the 31st July 1919.

Your demi-official of 28th July 1919 regarding the *Madras Mail* reporter's enterprise has just reached me. The Editors of *Justice*, the *Hindu* and the *Madras Times* had all complained to me in conversation on this point. *Justice* was specially bitter about it. *New India* has also complained in print. The matter was informally discussed at the first meeting of the Board on the 29th. The general opinion of the Board seemed to be that the *Madras Mail* was entitled to profit by the enterprise of its reporter and that it was not the function of the Bureau to get the earliest news on such matters as appointments and to see that all news reached all papers simultaneously. A member of the Board laid down the proposition that the Board's business was to promote publicity and not in any way to delay or check the issue of information direct from Government. This was generally accepted.

The Board however held strongly that when there is a question of policy under discussion the Board should get at least as much and as early information as 'the most favoured' newspaper.

I was considering whether there is a case for stationing an officer attached to the Bureau in Ootacamund while Government are there. But I don't think this should be necessary.

It would however certainly be well if the *Madras Mail* reporter were not quite so successful in securing information. If Government decide to make the Bureau the sole channel for the

issue of all information the Board is not likely to object but neither I nor the Board would care to take the responsibility of asking for this arrangement, though of course we should do our best to make it work well.

I will bring the matter up again for discussion at our next meeting.

At our meeting of the 29th, I proposed to the Board that one of its functions should be to bring to notice questions on which the public desired further information and this was accepted by the Board.

I am a good deal more hopeful than I was that it will be possible to make a success of this work.

There is more to be done than I had realized. The press and I think the politicians too know far less of the work of the departments than I had thought. I think it would be possible—useful—to increase their knowledge. I have asked for a Personal Assistant of Deputy Collector's grade to take over office management, etc. I hope this will not be considered unreasonable. It is plain that the office management of the Bureau must be really good if it is not to be a public nuisance. At the same time it is plain that I must manage to make a deep personal contact with heads of departments, Secretaries, editors and politicians. I can't do this and guarantee good office management without a Deputy Collector.

I expect to be able to make some use of Madhaviah but he tells me office management is not his job.

This note from Mr. Gwynn will be of interest in connexion with a note I sent into office on the same subject.

If the question of his office establishment is in Financial, I shall be glad if it can be dealt with in time for me to discuss it with him in Madras next week.

C. G. T[ODHUNTER]—1-8-19.

The question of establishment will no doubt come to Financial but is for Home to deal with in the first instance.

N. E. MARJIBANKS—2-8-19.

HOME (MISCELLANEOUS) DEPARTMENT.

Seen, attach a copy of Mr. Gwynn's letter and Honourable Member's note to Current Mis. No. 5288. The original should be filed with 5286.

R.R.—2-8-19.

FINANCIAL DEPARTMENT.

The following statement shows the scale of establishment first asked for by Mr. Gwynn (which Financial was inclined to sanction), the scale now required by him and the scale recommended by the Home (Miscellaneous) Department:—

Scale first asked for.		Scale now proposed.		Scale recommended by Home (Miscellaneous).	
	RS.		RS.		RS.
One manager	120	One Personal Assistant	500	One manager	100
One shorthand writer.	100	—Deputy Collector.		One shorthand writer	100
One	50	One Superintendent	175	One clerk	80
Two clerks (50)	100	(100—20—200).		One shorthand writer	50
Four peons (10)	40	Two Superintendents	275	One record keeper	50
		(100—10—150).		Two typists (20—1—35).	57½
		Two clerks (80)	160	One registering clerk (pay	30
		Two „ (60)	120	not stated).	
		Four „ (50)	200	One attender (pay not	12
		One clerk (40)	40	stated).	
		One „ (35)	35	Four peons (10)	40
		Four clerks (30)	120		
		Four peons (10)	40		
Total	410		1,665		519½

I am not sure. If Mr. Gwynn's work is to be on the lines indicated by him in pages and ante., I fancy he will require a junior gazetted officer to run his office and attend to inquiries.

J.M.H.—5-8-19.

Publicity Board and the Employers and Labour Board, which was created during the war and

8 NOTES to G.O. No. 1306, HOME (MISCELLANEOUS), 12TH SEPTEMBER 1919
which had therefore to carry out its work expeditiously, the following establishment was considered sufficient:—

	Rs.
One head clerk	90
One clerk	50
One clerk	40
One shorthand typist	40
One typewriting clerk	35
One despatcher	20
Total	275

From G.O. No. 336, Revenue (Special), dated the 17th July 1919, it will be seen that the activities of the Publicity Board now revived would comprise a wider field and be many-sided. In the circumstances this department may, it is submitted, agree to the necessity for a bigger establishment. It seems, however, unnecessary to sanction an establishment on the scale proposed by Mr. Gwynn until the work of the Board develops. He may be permitted to come up for additional hands when the necessity for them actually arises. The activities of the Publicity Bureau in its infancy will be confined to the dissemination of correct information by publications and in this connexion Mr. Gwynn will also have to carry out the ordinary correspondence. For these duties the following establishment seems to be sufficient:—

	Rs.
One superintendent, who will be in entire charge of the office	120
One stenographer, who can also attend to correspondence	100
One stenographer	50
One clerk to be in charge of records *	50
One clerk to be in charge of cash, stationery, etc.	40
One registering clerk who can also help in other work	30
One despatcher	30
Two typists (30) †	60
One attender... ..	12
Four peons (10)	40
Total	532 ‡

* Such a clerk hardly appears necessary at present. The registering clerk or Despatcher could attend to this.
J.M.H.—5-8-19.

† I suggest Rs. 20—1—35.
‡ According to my marginal remarks above I place the total at Rs. 479-8-0.
J.M.H.—5-8-19.

It is submitted that the rate of pay proposed for the superintendent is not high, since the superintendent of the Bureau of Industrial Information gets Rs. 100—5—125. The pay for the senior stenographer is also reasonable, considering that shorthand writers in the High Court are paid Rs. 70—4—90 and Rs. 90—6—120 and this man has to do correspondence work in addition. The rates proposed in the remaining cases are the minimum that could be fixed considering the nature of the work.

4. Please see the penultimate paragraph of Mr. Gwynn's note, dated 28th July. If the scale proposed above is approved, he will have no difficulty in retaining the men he has appointed already.

C.K.—4-8-19.

Please see my marginal remarks against the above note.

J. M. HOOPER—5-8-19.

I see no objection to the proposals in the Financial note. As regard the Deputy Collector I feel rather doubtful. If he is sanctioned it had better be for six months only to begin with. The Honourable Member (Financial) should see.

N. E. MARJORIBANKS—5-8-19.

HOME (MISCELLANEOUS) DEPARTMENT.

Submitted that the file may be circulated to the Honourable Member (Publicity).
S.A.—5-8-19.

C.H.B.—6-8-19.

I have no objection to the manager's pay being raised to Rs. 120, if Financial has none. Also to the conversion of 80-rupee clerk into a 50-rupee clerk. But in addition I think that two typists, a registering clerk and the attender are indispensable.

The question of a Personal Assistant Deputy Collector is for orders.

Circulated to me by mistake. The Hon'ble Mr. Todhunter takes Publicity.
R. RAMACHANDRA RAO-6-8-19.
L. D[AVIDSON]-6-8-19.

Keep in Madras.

Mr. Gwynn will send a draft Government Order defining his relations with editors, Secretaries etc., outlining his present plan of action and proposed developments and sanctioning the staff that is immediately necessary, while leaving developments to be provided for as they arise.
C. G. T[ODHUNTER]-8-8-19.

PUBLICITY BUREAU.

Submitted.

2. As directed by the Honourable Member (Publicity), I submit a draft Government Order showing the establishment which I think necessary after interview with the Honourable Member. As the Presidency Health Association will take over a great deal of the work which I had formerly expected would fall upon this Bureau, I do not think I have a case for a Personal Assistant. I expect to be able to arrange with the Translators to furnish me with extracts of important matter appearing in provincial and Madras vernacular newspapers, though it is possible that the Translators may ask for some extra establishment in order to enable them to give me sufficient assistance in this direction. If the Translators will furnish me with these extracts, it is probably not worth while to give me clerks to assist me in watching the contents of the press. I cannot guarantee singlehanded to read the press so carefully as to be safe from occasionally failing to notice matter of some importance. But I do not think it is practically necessary for me to give such a guarantee so long as other departments are not relying on me to read the press for them. If I can keep in close personal touch with the editors and heads of departments, my attention will be called soon enough to anything of real importance, and it is perhaps hardly worth while to spend money on clerks for this purpose. The establishment then required will be—

Section 1	One office manager	Rs. 100—10—150.
		One clerk
		Rs. 80—5—100.
		(For library, information bureau and telephone. I want an intelligent man who can arrange the library and the Government Orders received from Government properly so that it will be easy for him to pick out at once what an inquirer wants. He should also have sufficient intelligence to be able to help an inquirer to find what he wants in a mass of statistical tables and to understand what the statistics mean. He may also have sometimes to interpret unofficially the meaning of obscurely worded rules or Government Orders. He should also have sufficient intelligence to ring up the Secretariat and get assistance when the matter is too deep for himself.)
Section 2	Correspondence, typing, records and accounts.	Two shorthand-typists
		Rs. 50 each.
		Two typists
		Rs. 25—1—30 each.
		One clerk (drafting clerk)
		Rs. 50—2—60.
Section 3	One clerk (despatching)	Rs. 40—2—50.
		One clerk (registering, record, stationery and forms).
		Rs. 30—1—35.
		One clerk (despatching)
Section 4	Advertising, printing, publication and despatch of printed matter, maintenance of address registers, choice of paper used for printing and keeping touch with the Government Press and the Superintendent of Stationery.	Rs. 25—1—30.
		One publication and despatch manager
		Rs. 100—10—150.
		One clerk (maintenance of register)
		Rs. 30—1—35.
		One clerk (despatch)
Section 5	Two clerks	Rs. 30—1—35.
		Rs. 25—1—30 each.
		The Board wants to despatch leaflets of general interest direct to between 60 to 70 thousand different addresses. The work has to be done by job workers. This means a good deal of organization and a good deal of supervision over the despatch of each leaflet. I am putting the question of finance up separately, but I think the Board is right in considering that the expenditure involved in direct despatch through the post office must be faced. Both the Chairman of the old Board and the Director of Agriculture have had experience of indirect distribution through Tahsildars. Both condemn it as inefficient.

3. As regards the persons to be appointed, I propose to appoint Mr. Grubb as the office manager and Mr. Naganatha Ayyar as the manager of the publication and despatch section. Mr. Grubb's pay may be fixed as submitted in my previous note with reference to his pay and prospects in the Secretariat and to the fact that this Bureau does not hold out much prospect of promotion to other departments. Mr. Pate advised me that Mr. Naganatha Ayyar had a fair claim to be started to Rs. 120 in view of his prospects of being sent out as Deputy Tahsildar. I think this is fair. His permanent pay in the Board is Rs. 70 and he was acting on Rs. 80.

4. I shall submit a note on the question of budget allotment required for library, contingency, stamps, stationery and furniture separately.

J. T. GWYNN—18-8-19.

HOME (MISCELLANEOUS) DEPARTMENT.

Please see Mr. Gwynn's note on pages *ante*. The proposals as regards the establishment are reported to have been revised after interview with the Honourable Member (Publicity). The revision has not effected much reduction in the original proposals. Against three superintendents, fourteen clerks and typists and four peons originally proposed he now asks for two superintendents, thirteen clerks and typists, two attenders and six peons. The revised scale does not apparently represent immediate requirements alone as suggested by the Honourable Member at page *ante*. The necessity for a separate accountant and four despatchers is not clear. It has not also been explained why two attenders and six peons are necessary. Perhaps the accountant, one of the despatchers on Rs. 30—1—35, one attender on Rs. 12 and two peons on Rs. 10 may be omitted for the present.

2. With reference to paragraph 3 of Mr. Gwynn's note on the previous page as regards the pay to be given to Mr. Grubb and Mr. Naganatha Ayyar, reference is solicited to paragraphs 3 and 4 of the Secretary's note on page *ante* and this department might still accept their starting on Rs. 100 in the scale of Rs. 100—10—150 proposed to be sanctioned.

3. The first portion of paragraph 3 of Mr. Gwynn's draft relating to permanent advance has been deleted as this is separately under disposal.

4. The other portions in the draft order call for no remarks.

5. If the above is approved, the case may be sent to the Financial Department u.o. for acceptance or for remarks, and for provision of funds.

S.N.P.—20-8-19.

S.A.—21-8-19.

The draft Government Order sent by Mr. Gwynn probably embodies the Honourable Member's orders and so I send it up for acceptance before issue.

R. RAMACHANDRA RAO—21-8-19.

FINANCIAL DEPARTMENT.

Please see Financial notes on pages *to ante*. The following statement compares the staff accepted in Financial and the staff now proposed to be employed under Mr. Gwynn:—

Scale accepted in Financial.	Cost per mensem.	Scale now proposed by Mr. Gwynn.	Cost per mensem.	Immediate extra cost.
	RS. A.		RS. A.	RS.
Manager and Superintendent ..	120 0	Office manager (Rs. 100—10—150) ..	137 8	100
Stenographer	100 0	Publication and despatch section manager on (Rs. 100—10—150).	137 8	100
Cash and stationery clerk ..	50 0	One clerk (Library and Information Bureau) (Rs. 80—5—100).	94 0	80
Registry clerk	40 0	One drafting clerk (Rs. 50—2—60) ..	57 8	50
Despatcher	30 0	Two shorthand-typists (Rs. 50) ..	100 0	100
Two typists (20—1—35) ..	57 8	One clerk-accountant on Rs. 40—2—60 ..	47 8	40
One attender	12 0	Registry clerks 2 (30—1—35) and despatcher (30—1—35).	101 4	90
Four peons on Rs. 10 each per mensem.	40 0	Three despatchers (25—1—30) ..	86 4	75
		Two typists (25—1—35) ..	57 8	50
		Two attenders	24 0	12
		One peon	12 0	12
		Five peons on Rs. 10 each ..	50 0	50
	479 8		905 0	759

2. It will be seen that Mr. Gwynn's present proposals are far in excess of the scale already agreed to in this department. The necessity for two managers on the same rate of pay in an office consisting of thirteen clerks (including two typists), four despatchers and two registry clerks

is not very clear from Mr. Gwynn's note. Nor does it appear necessary to have two distinct and self-contained sections as proposed. As, however, it would appear that the present proposals are in accordance with the wishes of the Honourable Member (Financial) no remarks are called for in this department.

3. Necessary provision of funds will be made on receipt of a copy of the Home (Miscellaneous) Department proceedings on this case.

The case may, it is submitted, be passed on to Financial (Civil Service Regulations) sections for acceptance of paragraphs 3 and 4 of the draft order.

K.R.N.—23-8-19.

J.M.H.—23-8-19.

CIVIL SERVICE REGULATIONS SECTION.

4. Paragraph 3 of the draft.—The local purchase of a bicycle at a cost not exceeding Rs. 200 and the supply of an additional type-writing machine may be agreed to.

C.V.R.—25-8-19.

I have already noted elsewhere that Rs. 200 for a peon bicycle, with the rupee at 1 10 is most excessive. I encourage addition, the worst of all the Madras profiteers.

E.M.G.—26-8-19.

5. Paragraph 4 of the draft.—(a) Power to purchase books subject to budget provision.—It is presumed that the books will include those published outside India also: and that in this case local purchases have to be made, thus dispensing with the agency of Messrs. Baker & Co. The Director of Public Instruction has got this power now (rule 93 on page 25 of the Stationery Manual, Volume I).

For orders whether the power asked for by Mr. Gwynn will be given to him.

C.V.R.—25-8-19.

A.Y.G.C.—26-8-19

Books ordered from England should be ordered through Messrs. Baker. There is no reason to make Mr. Gwynn an exception; he won't want technical books.

E.G.M.—26-8-19.

(b) Power to subscribe for such newspapers published in this Presidency as may be thought necessary.—At present the sanction of Government is required for the supply of newspapers to a head of department or for any officer subordinate to him (rule 81 on page 22, Volume I of the Stationery Manual) and the supply of newspapers is arranged for by the Superintendent of Stationery.

As an exception to the general rule is the power given to the Inspector-General of Police to sanction the purchase of newspapers published in the Presidency (page 227 of Volume II of the Stationery Manual). Even in this case the supply is arranged for by the Superintendent of Stationery (page 81 of Volume II of the Treasury Manual).

For orders whether the proposal will be sanctioned. As all charges on account of purchase of newspapers is debited to the common head "32. Miscellaneous—Subscriptions to periodicals" the charge in the case in question need not be debited to Mr. Gwynn's budget (rule 88 on page 24 of Volume I of Stationery Manual).

C.V.R.—25-8-19.

Mr. Gwynn is to buy his own newspapers as he likes. As he is thus exempt from going through the Superintendent of Stationery his newspapers should come out of his budget and not the general head.

A.Y.G.C.—26-8-19.

E.M.G.—26-8-19.

(c) Power to sanction the purchase of furniture up to a limit of Rs. 500 for country articles and Rs. 250 for European articles.—It will be seen from the revised statement to item 51 on pages 68, 69 of Volume II of the Treasury Manual that heads of departments, Collectors, District Judges, etc., Directors of Agriculture and Survey possess the power referred to above.

A.Y.G.C.—26-8-19.

The proposal may, therefore, be agreed to in the case of Mr. Gwynn.

C.V.R.—25-8-19.

E.M.G.—26-8-19.

(d) Power to sanction local purchase of articles of stationery up to limit of Rs. 20 in each case.—This power is now possessed by all principal heads of departments—vide correction slip LVIII, dated 6th July 1916, on page 109 of the Madras Treasury Manual, Volume II. In the case of the Director of Agriculture and of the Superintendent of Government Press, this power is subject to the condition that the articles are not procurable in the Stationery office (page 110, Volume II of the Treasury Manual).

For orders as to whether this condition will be imposed in regard to local purchases by Mr. Gwynn or whether, as in the case of principal heads of departments, no condition will be imposed.

A.Y.G.C.—26-8-19.

C.V.R.—25-8-19.

12 NOTES to G.O. No. 1306, HOME (MISCELLANEOUS), 12TH SEPTEMBER 1919
Mr. Gwynn lives in Madras. He can therefore apply first at the Stationary office.

E.M.G.—26-8-19.

(e) Printing leaflets at private presses where necessary.—This may be agreed to subject to the conditions (also given against item 91 on page 91 of Volume II, Treasury Manual) regarding printing at private presses laid down in paragraphs 242-243 of the Printing Manual.
C.V.R.—25-8-19.

A.Y.G.C.—26-8-19.
E.M.G.—26-8-19.

(f) and (g) Power to incur translation charges for the Publicity Bureau Geoflets subject to a limit of Rs. 75 in each case and to depute shorthand writers to meetings and incur charges up to Rs. 100 in each case.—Office is not in a position to criticise the above proposals. For orders:
C.V.R.—25-8-19.

Mr. Gwynn ought in this respect to work in combination with the Criminal Investigation Department. I cannot find any reference to this matter in the file. It looks as if Mr. Gwynn was going to hire a shorthand writer when he wanted one. I submit that he would get more satisfactory results if the Criminal Investigation Department were told that, where practicable, they should depute a shorthand writer for any particular meeting that they were not proposing to report themselves. Or Mr. Gwynn could send one of his own shorthand writers. An outsider would not be trustworthy.

E. M. GAWNE—26-8-19.

I think Mr. Gwynn wants to keep him quite aloof from the Criminal Investigation Department but I am not well acquainted with the later developments of the Publicity Bureau and Mr. Gwynn's duties. I do not know why he should want to depute a shorthand writer to attend a meeting.

Honourable Member (Financial) should see.

A. Y. G. CAMPBELL—26-8-19

HOME (MISCELLANEOUS) DEPARTMENT.

Submitted for orders.

2. As regards establishment, please see page 4 ante, Mr. Gwynn's note, and Financial note on page 4 ante. The proposals appear to be in accordance with the Honourable Member's wishes.
3. Necessary alterations in red ink have been made in paragraphs 4 (a), (d) and (e) of draft order with reference to Financial note above.

4. As regards paragraph 4 (g) of draft order Financial raise the question whether as regards shorthand reports, Mr. Gwynn might not utilise the Criminal Investigation Department and his establishment.

This is not advisable.

R.R.—29-8-19.

S.N.P.—28-8-19.

S.A.—28-8-19.

R. RAMACHANDRA RAO—29-8-19.

Please see my note on pages 4 and 5. The strength of Mr. Gwynn's staff depends on his relations with heads of departments, etc., and specially on the extent to which he is expected to take the initiative. Until that is settled we can't say how many men he wants. Please expedite the disposal of that file. He is available in Ootacamund for discussion till Monday.

C. G. T[ODHUNTER]—30-8-19.

Demi-official to Mr. Gwynn to come to office on Monday. He may be useful for the Council meeting.

A draft demi-official submitted.

S.N.P.—30-8-19

R.R.—30-8-19.

Demi-official—from Diwan Bahadur R. RAMACHANDRA [RAO AVARGAL, Secretary to Government, Home (Miscellaneous) Department.

To—J. T. GWYNN, Esq., I.C.S., Officer in charge, Publicity Bureau, Ootacamund.

Dated—the 30th August 1919.

No.—5288-3.

May I ask you to come up to the Secretariat at 10-45 a.m. on Monday the 1st September as this will be useful in the disposal of certain cases relating to the Publicity Bureau.

Honourable Member (Financial) wishes Mr. Gwynn to be asked to revise his proposals for establishment with reference to the orders in Council to-day.

A.Y.G.C.—1-9-19.

HOME MISCELLANEOUS DEPARTMENT.

Mr. Gwynn u.o.

R.R.—1-9-19.

If Secretary's (Home Department) proposal to distribute to village officers and primary schools through tahsildars instead of direct is accepted, then I think I could take one clerk on

NOTES TO G.O. No. 1306, HOME (MISCELLANEOUS), 12TH SEPTEMBER 1919. 13
Rs. 80-5-100 and two despatchers, one on Rs. 30-1-35, and one on Rs. 25-1-30.
Instead of one manager Rs. 100-10-150, two clerks, Rs. 30-1-35, and two clerks, Rupees
25-1-30. Otherwise no change.

J.T.G.—2-9-19.

HOME MISCELLANEOUS DEPARTMENT.

Now that orders in council have been passed, I submit a draft below in consultation with
Mr. Gwynn. For approval.

R.E.—2-9-19.

I went into this matter with Secretary, Home Department, and Mr. Gwynn and hope my
Hon'ble Colleague will approve the proposals.

W[ILLINGDON]—3-9-19.

The Secretary, Home Department, appears to have forwarded these notes, which include
notes by the Financial Department, to an officer outside the Secretariat without the permission
A of the Financial Department, and now circulates a draft on the establishment question which
the Financial Department have not seen. He will be requested to observe the office orders
in future.

2. Mr. Gwynn's proposals seem to have gone from one extreme to the other. It will be
difficult for the Financial Department to examine the present draft without some further parti-
B culars. As for instance (1) who is to be in charge of the Bureau during Mr. Gwynn's
absence? (2) Why is it necessary to depute shorthand writers to attend meetings—vide
C Chief Secretary's note on page 4—and cannot shorthand writers in the office do this work?
D (3) Have Revenue agreed to imposing the duty of distributing Publicity matter on
tahsildars? This last point in particular seems to need examination. I doubt if the
Revenue agency is capable of undertaking this additional work and if it is not wiser for the dis-
tribution to be made by post, as Mr. Gwynn proposed. After all the post office is the proper
distributing agency and the purchase of postage stamps only means transfer of funds from
Provincial to Imperial in exchange for services rendered.

3. When the Home Department have cleared up these points and explained what the
E various members of the staff are intended to do, I shall be glad if the Chief Secretary will
have the draft scrutinized with all expedition.

C. G. T[ODHUNTER]—4-9-19.

A above—My mistake.—I misunderstood the Chief Secretary's subscription on page
"Home u.o." that Honourable Member (Financial) intended the file to go to Publicity
officer (u.o.).

B. The Superintendent will be in charge; and Mr. Gwynn will arrange matters with
Rev. Mr. Macphail. He distinctly does not want a Personal Assistant Deputy Collector now.

C. Mr. Gwynn will be consulted. To same time the draft may now issue as indicated by
revision.

D. The establishment is reduced on the understanding that the village tappal system will
be utilized. This matter is under separate consideration. If this proposal be vetoed the
establishment will be strengthened and fresh proposals sent up.

E. Please see pages ^{supra} Mr. Gwynn's note dated 18th August 1919.
The points yet requiring orders are C and D above: but I shall be obliged if the draft
Government Order is got through without waiting for these points to be cleared.

R. RAMACHANDRA RAO—5-9-19.

FINANCIAL DEPARTMENT.
(EXPENDITURE SECTION).

The cost of the establishment which the Home (Miscellaneous) Department propose to
sanction, is shown below:—

Designation of the appointment.	Nature of the work.	Rate of pay per mensem.	Average extra cost per mensem.	Immediate extra cost per mensem.
(a) One Office Manager ..	Apparently for the general management of the office as the designation implies.	Rs. 100-10-150	Rs. 137 8	Rs. 100
(b) One clerk	To be in charge of the library, information bureau and telephone.	80-5-100	96 0	80
(c) Do.	Apparently to be manager of the advertising, printing, publication and despatch section.	80-5-100	96 0	80
(d) Two shorthand-typists ..	Shorthand writing and typing	50	100 0	100
(e) One clerk	For drafting work	50-2-60	57 8	50
(f) Do.	For account work	40-2-50	47 8	40
(g) Do.	For registering, record, stationery and forms.	30-1-35	33 12	30
(h) Do.	Despatching	30-1-35	33 12	30
(i) Two clerks	Do.	25-1-30	57 8	50
(j) Two typists	Typewriting	25-1-30	57 8	50
(k) Two attenders		12	24 0	24
(l) One peon		12	12 0	12
(m) Five peons		10	50 0	50
Total ..			803 0	695
War allowance..			82 0	82
Total ..			885 0	778

J.M.H.—9-9-19.
A.Y.G.C.—10-9-19.

J.M.H.—9-9-19.
A.Y.G.C.—10-9-19.

Item (c).—Submitted that this appointment seems to be unnecessary. The office manager—
Home (Miscellaneous) may be requested to reconsider this question.

A.Y.G.C.—10-9-19.
Mr. Gwynn wanted both clerks.

R.R.—11-9-19.
J.M.H.—9-9-19.
A.Y.G.C.—10-9-19.

J.M.H.—9-9-19.
A.Y.G.C.—10-9-19.

Home Department may be requested to reconsider this.

A.Y.G.C.—10-9-19.
Mr. Gwynn wanted both.
R.R.—11-9-19.

J.M.H.—9-9-19.
A.Y.G.C.—10-9-19.

J.M.H.—9-9-19.
A.Y.G.C.—10-9-19.

J.M.H.—9-9-19.
A.Y.G.C.—10-9-19.

3. Funds.—A total allotment of Rs 20,500 has so far been sanctioned under the head "32. Miscellaneous—Miscellaneous" on account of the charges during 1919-20 of the Publicity Bureau (G.O. No. 609, Financial, dated 21st August 1919). Submitted that the officer in charge of the Publicity Bureau may be asked to apply for the additional allotment required during the current year over and above the allotment of Rs. 20,500 already made. The Home (Miscellaneous) Department may be requested to alter paragraph 5 of the draft order accordingly.

A.Y.G.C.—10-9-19.

4. The Orders in Council, referred to on page 4 ante, are not in the file. And the Home (Miscellaneous) Department office is not able to furnish a copy of the orders. In order to avoid delay however the proposals have been examined on the basis of the information which the Home (Miscellaneous) Department have furnished so far.

C.K.—7-9-19.
C.P.K.—8-9-19.

J. M. HOOPER—9-9-19.

Submitted that paragraphs 3 and 4 of the draft which are in accordance with this department's notes on pages ~~supra~~ may be accepted.
C.V.R.—9-9-19.

It is requested that an order should be issued at once sanctioning the employment of the staff mentioned on pages ~~note file~~ (subject to the above remarks regarding rates) except item (c) and (g) which should be further examined. The Honourable Member (Financial) should see.
A.Y.G.C.—10-9-19.

2. Item (a) may be accepted.

Item (b).—The rate of increment may be fixed at Rs. 4 so as to spread it over a period of five years—vide article 149 of the Civil Service Regulations.

Item (a).—Manage the advertising, printing, etc., section, as will no doubt have sufficient time to he is apparently not to be given any definite items of work. For orders whether the Home (Miscellaneous) Department may be requested to omit this item. If, however, the post is to be retained, the rate of increment may be altered from Rs. 5 to Rs. 4 as suggested in respect of item (b).

Item (d), (e) and (f) may be accepted.

Item (g).—This post appears to be unnecessary. The work relating to records may be attended to by the clerk in item (b), and the stationery and forms might well be attended to by the accountant or cashier in item (f). The registering can be done by one of the clerks in items (h) and (i).

Item (h) and (i) may be accepted.

Item (j).—The rate of pay may be fixed at Rs. 20-1-30, so as to provide for men with either elementary or intermediate qualifications in typewriting.

Items (k), (l) and (m) may be accepted.

E.M.G.—10-9-19.

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NOTES TO G.O. No. 1306, HOME (MISCELLANEOUS), 12TH SEPTEMBER 1919 15
HOME (MISCELLANEOUS) DEPARTMENT.

The alterations suggested by Financial Department may for the present be accepted, the Publicity Officer being left to come up again to Government for additional establishment if he should find this necessary.

2. The alterations have been carried out in the draft order already put up and the altered draft is for approval.

S.N.P.—11-9-19.

S.A.—11-9-19.

C. H. BROWN—11-9-19.

I accept the suggestions of Financial except in the reduction of the two hands. I have already reduced from the Publicity officers estimates and he considers that the strength of the establishment is the minimum required.

As His Excellency is on tour, I submit this file to Honourable Member (Financial) direct.
R.R.—11-9-19.

I accept the draft as orders are urgently required and as a large reduction has been made in the original demand. But I am bound to say that the explanation of the work that the various men are to do are still very inadequate.

B | I hope the points that are left over further consideration will be cleared up without delay.

C. G. T[ODHUNTER]—11-9-19.

Issue urgently and then **B** above.

R.R.—12-9-19.

The draft order has issued. The points to be cleared up are **C** and **D** on page ante. **D** has been separately referred to Revenue. A draft u.o. note to Mr. Gwynn with reference to point 'C' is submitted. After issue of that u.o. this case may be closed.

C.H.B.—15-9-19.

S.N.P.—13-9-19.

S.A.—13-9-19.

R.R.—15-9-19.

[G.O. No. 1306, Home (Miscellaneous), dated 12th September 1919.]

Note for C.S.

CN.

2 3 4 6 4

Financial

Regd. 18-7-19

Public Bureau



Subject Establishment required for "Publicity"

- 1) I have at present one shorthand writer (Mr. Grubb) on Rs. 100 and 3 peons. *(also another clerk on Rs. 80 working in office)*
- 2) I entertained in anticipation of sanction a 2nd shorthand writer with effect from ~~1st~~ ^{17th} on a pay of Rs. 50/- I request that the appointment of a 2nd shorthand writer may be sanctioned. With these two men I hope for the present to be able to manage my ordinary correspondence and keep touch with what is going on in the Secretariat.
- 3) Mr. Grubb tells me that had he remained in the Secretariat he could reasonably have hoped to draw Rs. 20/- as shorthand allowance in addition to his pay. If this is so, it may be fair to raise the pay of the temporary post which he holds to Rs. 120/-
- 4) I wish also to entertain a manager to arrange for the despatch ^{printing} and publication of the stuff which the Board issues. He will have to pick up something about advertizing methods and printing processes. He must be young and energetic, and intelligent.

Mr. Pate has offered me a suitable man Naganatha Iyer from the Board's Office. He is permanent on Rs. 70/- and acting on Rs. 80/- with ^{prospects} ~~chances~~ of a Deputy Tahsildar's post next year. Mr. Pate thinks that if he comes to me it would be fair to let him draw Rs. 120/- to start with.

5) I request therefore sanction for the creation of a temporary post on Rs. 120/-. I request too that the incumbent of the post should be allowed to draw the full pay attached to it. Mr. Naganatha Iyer is working for me with Mr. Pate's permission from to day. *(16-7-19)*

6) As soon as work develops I shall want at least two more ^{one} clerks in the correspondence branch and one in the "output" branch. It will be convenient for me to have men knowing Malayalee, Canerese, and Hindustani in the office to read Vernacular papers and proofs. I may therefore have to pay

CHIEF SECRETARY
17 VII 1919
GOVERNMENT OF MADRAS

29

rather high for ~~the~~ assistant clerks.

7) I accordingly request permission to entertain two additional clerks on pay not exceeding Rs.50/- per mensem as soon as they are required.

8) I request a permanent advance of Rs.100/- as expenses for packing, bill sticking, and purchase of newspapers may have to be incurred at short notice.

9) I request that two typewriting machines may be supplied to me.

10) I have not yet secured a suitable building for an office. I shall submit my requirements for rent, furniture, library expenses, and postal charges when I have got a building.

My signature

16.7.19

C.S.

P.S. I request also sanction for one additional lion and for ~~an~~ off the purchase of an office bicycle.

my 16.7.19

papers flag (V)
removed

Ishmael Hunt / 150/- wince
he might -
L.H. - Shows
28/12/9 none
no more
phrases
I understand that a desert- int'l
higher caught he got how far less
than 200/-
L.H. - 29/12/11
This under C.S. orders is to
be considered as other being
It has been decided here that he
L.H. - decide to go an option
28/12/11 Int'l Sect of New
L.H. -
28/12/11
my

H₂ to
 have the
 Sep office
 24/7

I recommend this - the clerk will be required both at Poly. & Acad.

3) Page 43

5. Item (3) on page 3 ante :- Submitted this may be sanctioned.

6. Item (4) on page 3 ante :- One typewriting machine has already been supplied to Mr. Gwynn. A second typewriting machine may also be sanctioned.

7. Item (5) on page 3 ante :- Sanction may be accorded for the local purchase of a bicycle. The maximum cost will have to be specified. Submitted for orders whether a limit of Rs.200 may be laid down. If the amount is not sufficient Mr. Gwynn will no doubt come up later on for an increase.

8. The question whether Mr. Gwynn should be considered on special duty in the Chief Sectt. or whether he should be declared to have been detached from the Sectt. is under separate consideration. The question of debit of the cost on account of the Spl. Officer and his establt. will be decided in that connection. Submitted that the question of allotting funds may be considered when a decision has been arrived at on the question of debit of charges.

9. Mr. Gwynn's note does not refer to the clerk on Rs.80 now employed in the Chief Sectt. in connection with the ^{preparation}~~supervision~~ of cuttings from newspapers. If Mr. Gwynn is to have a separate office, he will no doubt arrange to have cuttings from newspapers prepared in his own office for ^{his} use. As cuttings will continue to have to be taken for the perusal of the Chief Secretary in connection with the administration of the Press Act, a special clerk for taking cuttings daily from the various newspapers will still be necessary. With a view to economy, however, a lower

division

NOTES.

division clerk on Rs.25 may be substituted in place of the temporary clerk on Rs.80 sanctioned. Subject to approval, this point has also been embodied in the draft.

10. A draft order and a draft D.O. are submitted for approval which may issue with the concurrence of Public and Revenue (Spl.) Depts.

22-7-19 22-7-19

[Handwritten signature and initials]

It seems it has been settled that Mr Gwynne is to be an outside Sect Officer.

2. The question is which department of the Sect he is to correspond with. His functions are not very clearly defined in G.O. 336 of 17 July 1919 but from Mr Gwynne's note that accompanied the draft of the G.O. which was approved in specific terms by His Excellency it appears that he will not have anything to do with acquainting Govt with the what appear in the newspapers. He will have nothing to do with the weekly abstracts from the newspapers or with the fortnightly reports of the Press. He is to work, I understand, to disseminate correct information to the Press & to cultivate cordial relations therewith. This being the case, it seems to me that he ~~is not~~ is a new 'department' so to speak & then seems no reason

* With Rev. please add a copy of that note to Mr. P. H.?

[Faint, mostly illegible handwritten notes on the left page, appearing to be bleed-through from the reverse side.]

1306 Hurd
 (M.H.)
 12-9-19

33 6
 why he should not remain under "Publicity"
 under the Rev Special Dept

3. The draft deals with his
 with etc + may come in time if
 accepted by Rev Dept. It will be
 submitted to H.M. (Fml Mallin)

M.H.
 24/12/19

Rev Dept

Rev (Spec) Dept

Accepted.

The question of the Dept. of the Sect.
 with which Mr Ewrym should deal
 was discussed at the meeting of the
 Secretaries this afternoon & I think
 the C.S. concurred that the most
 appropriate department is Home Dept
~~under whom all the Translation~~
~~except one (who is under Legⁿ) or vice~~
~~it is under whom all the Persian &~~
~~Hindustani Translators (?s), as~~
 that Dept. already deals with
 the Editor's Table & public libraries &
 the work of the Publicity Organisation
 & to be largely educational in character.
 Moreover the Rev (Spec) Sec^y has
 quite enough to do already with
 'development' & 'war' subjects. The
 'publicity' formerly allotted to

2/24
 2/24
 2346-1
 24-7-19

CURRENT NO.
 2346-1
 PUBLIC
 24-7-19

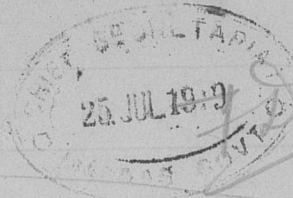
C. 28.7.19

B. 12

R. 29.7.19

34 7

Rev (Spec) at any time was the
War Publicity Board which expired
on March 15th.



ord
24.7.19

Finb - 40

Rev Spet. G.O. 2724 W-1

2413C - 1000 -
finb
25.7.19

Re to 25-7-19

Financial Dept

Submitted with reference to the
last sentence of the C.S.'s note of
24.7.19 on page 6 ante..

cm
25.7.19

If Mr. Cowper is to be placed under
the Home Dept: that Dept: should
see this file. He might add another
para to the draft as under -

" All communications from
the officers in charge of the Publicity
Bureau to this Cont: should
be addressed to the Secy: in the
Home Dept: "

Ent has not

yet considered

C.S. 25/7/19 approved the

Recommendation of the Secretary
The draft better come in. Trial now
of the other matters with those he
settled this week before H.S. goes on
tour

He
27/7

H.L. (Finb:)

8 / 35

13

Please consider what would be a fair scale of establishment without any regard to the men he has selected to fill the posts and let me have a note for discussion with him when I go to Madras early next month.

28-7-9

A/ Not Seen
Please
listen this
separated further
the main file
must now be
handed over
to some
to handle
the
act.

* Extra of taken
com
22.7.19

1. Пропон доповідати на засіданні 19 жовт. 1994 р. 14 жовт. 1994 р.

A. In H.M. note. This will be dealt with separately in Ind.

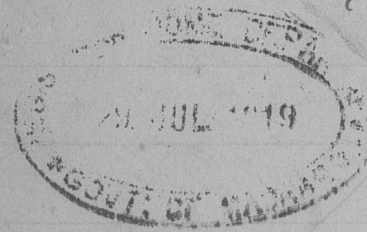
B. In H.M. note. As the subject of Publicity Bureau has been transferred to me, the papers are transferred to that Dept for necessary action regarding this part of H.M. note

Me
29/7/19

File no. 23460-2

29-7-19

Home. No.



Urgent
30/7/19

278



Note for the Chief Secretary.

submitted.

I have now seen most of the Madras Editors and some of the heads of the departments and I have some idea of the work which the Publicity Bureau will have to do. The following establishment should, I think, be sanctioned at once. It will have to be expanded further as work develops.

1 Personal Assistant of the rank of Deputy Collector, under whom will be three sections.

Section 1.— To be responsible for the Library, for the Information Bureau, and for watching the contents of the Press *English & Vernacular*

- 1 Superintendent on Rs. 100-10-150.
- 2 Clerks on Rs. 80.
- 2 clerks on Rs. 60.

Section 2.— Ordinary correspondence, registers, despatching, accounts and typing.

- 1 Superintendent ~~and stenographer~~ on Rs. 100-10-150
- 1 Clerk on Rs. 50.
- 2 Shorthand-Typists on Rs. 50 each.
- 1 Clerk on Rs. 40.
- 2 Clerks to do typing work -one on Rs. 35 and one on Rs. 30.

1 Registering and Despatching Clerk on Rs. 30.
Propose that Mr. Gumbel should be the supt of this section. As he is also a stenographer, he may be allowed to start on Rs. 120.

Section 3.—Advertising and Publication, Printing and Despatch of leaflets and maintenance of distribution registers for leaflets.

- 1 Superintendent on Rs. 100-20-200.
- 1 Clerk on Rs. 50.
- 2 Clerks on Rs. 30 each.

Propose to appoint Mr. Nagaratnam as supt. It would be reasonable.

May not be necessary at once as the P.A. could directly control this section.

Is advised that good typists can not easily be got on the 25-30 scale.

NOTES.

Page 11

To allow him to start on Rs 120 in compensation for loss of chances of promotion which he might have got had he done the boards office.

I have asked for a Personal Assistant of the rank of Deputy Collector. I think it is obvious that the office management of a Publicity organization and an Information Bureau must be really good if it is to justify its existence. If I am to do the office management myself, I shall not have time for anything else, but I think the work which I have to do is quite different. My work will lie chiefly in seeing personally Newspaper Editors and heads of departments and Secretaries, finding out what they want and how best their wishes can be met and sometimes in communicating suggestions to them and finding out whether they are prepared to adopt them. I must also develop the advertizing and publicity arrangements. I would thus be absent from the actual Bureau for a considerable part of my time. When I am absent there ought to be present an officer of sufficient status to be authorised both to give to enquirers such information as is available in the Bureau and also to ring up the Secretariat and make enquiries from it when information is not forthcoming in the Bureau.

I should also want a man with district experience to consult as to the probable effect of given publications or advertizing measures in the district.

Again I want a man to keep a close watch on the Press and bring to notice at once anything which seems to require action of any kind by the Publicity Bureau. For these duties I think an officer of the rank and experience of Deputy Collector is necessary. If I may be allowed to select my man I think Mr. N. Ranganatha Achariyar who is or was till very recently Additional Deputy Collector, Bezwada, would be the most suitable of the Deputy Collectors whose work is known to me. I should be glad if he could be spared.

NOTES.

39 Page 12

Establishment under Section 1.- Is required to manage the Library and to arrange systematically for ready reference ~~Government~~ Government and other Publications which are received. It will also have to read the Press - Vernacular and English dailies. Well-educated clerks will be needed for this work.

Regarding Section 2 the only remark to be made is that for the work which the Publicity Bureau has to do promptitude is very necessary, hence a strong establishment of Shorthandwriters and Typists is required.

As regards Section 3 its sphere of action is unexplored country. We evidently want to train a professional advertiser. A man who can make a success of it will be worth high pay. I propose to try a young clerk, who is said to be promising and let him see whether he can learn. Besides learning the art of advertising, the section will also have to create and maintain large distribution registers giving the names and addresses of persons and institutions to whom publications relating to any subject or to the work of any department should be sent. The section must also know the local resources in the matter of printing, the cost and speed at which printing work of any type can be turned out. I may have to send the Superintendent to Calcutta or Bombay for training if I can find that there is good advertizing school in either of those towns.

I don't propose to appoint any part of this establishment till the need for it is actually felt.

Chief Secretary has given me 1 Stenographer on Rs.100. I have besides appointed in anticipation of

sanction from the dates noted against them.

	Date.
1 Superintendent on Rs. 120	16. 7. 19.
1 Shorthandwriter on Rs. 50.	14-7- 19.
1 Clerk on Rs. 50.	25. 7. 19.
1 Clerk on Rs. 40.	not yet joined duty.
1 Clerk on Rs. 30	24. 7. 19
1 Typing Clerk on Rs. 30	28. 7. 19.
2 Clerks on Rs. 30 each	not yet joined.

The man whom I want now most urgently is the Personal Assistant as he should take over and advise on the office organization.

~~Worshipful~~ *Worshipful* 28.7.19

P.S. In proposing the scale of pay I have assumed that war allowance will be granted

28.7.19

90 Home his no. 3077

(Longeston Furl
(person)
Furl no. 24750-
30-7-19



Home (me) CNO. 5288,
30.7.19

Shulham with a 100

*I pay for class at ministerial 2.4
have assumed that war allowance
will be granted*

Home his no. 3077

41 Home (Mis) Dept.

US.

Please see H-m's (Public) note on p 8 ante and C-S's note on p 9 ante. Fresh proposals have now been subd by Mr Gwynn as regards the establishment required by him - vide pp 10-13 ante.

pro ante

following establishment: -			Extra cost p.m.
1	Perol Asst. Dy Collr's Grade.		500
3	Sn pots	1 on Rs 100-20-200	175
		1 on Rs 100-10-150	137½
		1 Do.	137½
14	Clerks Typists.	2 on Rs 80	160
		2 on Rs 60	120
		2 on Rs 50	100
		2 on Rs 50	100
		1 on Rs 40	40
		1 on Rs 35	35
		4 on Rs 30.	120
4	Peons	4 on Rs 40	40
			1665

The above proposals roughly involve towards establishment an extra cost of Rs 1665 p.m. or nearly Rs 20,000 per annum.

3 The establishment originally proposed by him was as follows:

- 1 Manager. Rs 120.
- 1 Stenographer Rs 100

1 Shot hamomiter Rs 50
 2 Clerks on Rs 50 Rs 100
 4 Pems on Rs 70 Rs 40. or Rs 410 p.m.
 or Rs 4920 p.a.

4 When the appointment of Director of agriculture was sanctioned the following was the initial establishment sanctioned for his office (G.O. 1226 Rev. of 14 Dec 1906)

- (T)
- | | |
|-------------------------|------------------------|
| 1. Head clerk | Rs 100 |
| 1 clerk | Rs 85 |
| 1 clerk | Rs 70 |
| 1 clerk | Rs 50 |
| 1 clerk | Rs 25 |
| 1 Typist 20-1-35 | Rs $28\frac{3}{4}$ |
| 1 Attender | Rs 10. |
| 1 Muchi | Rs 10 |
| 5 Pems (10, 8, 2, 2, 7) | Rs 40. |
| 1 sweeper mesalchi | Rs 4. / Rs 422-12 p.m. |

5 Perhaps an establishment somewhat on the above scale with the necessary ^{additions &} alterations may be sanctioned for the special officer. It is not possible to say whether all the establishment asked for by Mr. Gwynn is indispensable.

6 The other requests in the file are:—

x accepted by Financial.
please see para 2 of draft
note put up by that Dept

paras 5 & 7 p 4 ante

see para 8 of final
note on p 4 ante

(i) the grant of war allowance to
the Est. that may be sanctioned. 43

(ii) the grant of a permanent
advance of Rs 100.

(iii) sanction to the local purchase
of a bicycle at a cost not exceeding
Rs 200. +

(iv) the supply of a second
typewriting machine.

7 Financial has already
accepted the above requests in
their notes ante. But that Dept.
will have to be consulted as
regards the Est. to be sanctioned
and as to provision of funds.

8 H.M. (Publicity) wishes to
discuss the case with Mr. Gwynn
when he goes to Madras.

5th
1879
S. 1879

I venture to suggest
that the establishment is
being conceived on rather a large
scale. The originally sanctioned
establishment, Mr. Gwynn a
trial run first. Since a Dy
Coll. is not essential. A man
of the Supr. or Manager Class wd.
suffice.?

18.8

I am very much at a disadvantage
in having done on this before having
spoken to Mr. Gwynn. I note below
what I think is reasonable. I shall
will please return the file soon
to be put into Mr's hands before
he goes to Madras. Orders
may be passed after Mr (Pub & Publ)
sees Mr. Gwynn & discusses the
file.

File has already
accepted this note

2. The four requests i ii iii iv on
page 16 may be sanctioned.

3. Mr. Grubb was drawing only Rs ~~40~~ 50
~~before~~ in the Sept a year ago. He is now
get Rs 100. It is not necessary to
sanction an additional shorthand
allowance. The figure 100 may well
be held to comprise the stenographer's
allowance also..

4 Regarding the manager, I should
say Rs 100 is sufficient. The man
proposed gets now Rs 80.

5 The 2nd shorthand writer on Rs 50
may be sanctioned with effect from the
date of entertainment.

6 The annual pen ~~was~~ asked for may
be sanctioned.

If the above be so the establishment

The establishment will consist as follows:—

- 1 manager on 100
- 1 stenographer on 100
- 1 clerk on 80
- 1 2nd stenographer on 50.
- 4 peons.

7. Now turning to pages 10, 13 & the duties mentioned therein, I would comment as follows:—

For the library one record keeper on 50 & an attendant would be sufficient.

For current work, 2 typists on usual pay & 1 Registering clerk will be required in add.

I do not think any further special establishment is necessary for advertising.

As the Sect, the Library & the Correspondence do not form separate sections.

About the personal asst, the duty at A on p 11 can easily be done by the clerk on 80 & the translators. The manager on 100 ought to be able to do the work indicated at B. H.M will however probably discuss this matter with the Public Officer & decide.

M. J. 8/19



Home (H.M.) 40.5288-1

2.8.19
File 41-2538C
2.8.19

Copy of M. J. Gwynn's No. 9317-19 with H.M.'s notes thereon attached as directed by Secy. M. J. 21 upa

Chief Secretary.-

This note from Mr. Gwynn will be of interest in connection with a note I sent into office on the same subject.

If the question of his office establishment is in Financial, I shall be glad if it can be dealt with in time for me to discuss it with him in Madras next week.

C.G.T. 1-8-19.

The question of establishment will no doubt come to Financial but is for Home to deal with in the first instance.

N.E.M. 2-8-19.

Home u.o.

Seen, attach a copy of Mr. Gwynn's letter and H.M.'s note to Current Mis. 5288. The original should be filed with 5286.

R.R.H. 2-8-19.

94

Fort St. George
Madras,
31st July 19

Not in file
Adhunter,

Your P.O. of 28-7-19 re: the Madras Mail reporter's en-
quiry has just reached me. The Editors of Justice, the Hindu
and the Times had all complained to me in conversation on the
subject. Justice was specially bitter about it. New India has
also complained in print. The matter was informally discussed at
a meeting of the Board on the 29th. The general opinion
seemed to be that the Madras Mail was entitled to
the enterprise of its reporter and that it was not the
business of the Government to get the earliest news on such matters as
to see that all news reached all papers simulta-
neously. The Board laid down the proposition that
the Government should promote publicity and not in any way
the free flow of information direct from Government.
ended.

I would strongly hold that when there is a question
the Board should get at least as much
as "the most favoured" newspaper.

Whether there is a case for stationing
a Bureau in Ooty while Government are
this should be necessary.

It would be well if the Madras Mail
was kept in securing information.

for the
either

The following statement shows the scale of establishment first asked for by Mr. Gwynn (which Finl. was inclined to sanction), the scale now required by him and the scale recommended by the Home (Mis.) Dept.

Scale first asked for	Scale now proposed	Scale recommended by Home (Mis.)
1 Manager Rs. 120 1 Shorthand writer 100 1 do. 50 2 clerks (Rs. 50) 100 4 peons (Rs. 10) 40	1 Persl. Asst. Dy. Colr. Rs. 500 1 Supdt. (100-20-200) 175 2 Supdts. (100-10-150) 275 2 clerks (80) 160 2 do. (60) 120 4 do. (50) 200 1 do. (40) 40 1 do. (35) 35 4 do. (30) 120 4 Peons (10) 40	1 Manager Rs. 100 1 Shorthand writer 100 1 Clerk 80 1 Shorthand writer 50 1 Record keeper 50 2 typists (20-1-35) 57½ 1 Registering clerk (pay not stated) 30 1 Attender (pay not stated) 12 4 Peons (10) 40
Total. 410	1665	519½

2. Mr. Gwynn is anxious to have urgently a Personal Assistant Deputy Collector. Home (Mis.) has set its face against this part of the proposal - Financial may, it is submitted, concur.

3. As regards the office establishment, it is submitted that for the combined office of the Publicity Board and the Employment and Labour Board, which was created during the war and which had therefore to

carry

-2-

At our meeting of the 29th, I proposed to the Board one of its functions should be to bring to notice ions on which the Public desired further information. This was accented by the Board.

I am a good deal more hopeful than I was that it will be possible to make a success of this work.

There is more to be done than I had realized. The press and I think the politicians too know far less of the work of the Departments that I had thought. I think it would be possible - useful to increase the knowledge.

I have asked for a Personal Assistant of Deputy Collector grade to take over office management, etc. I hope not be considered unreasonable. It is plain management of the Bureau must be really good if

to be a public nuisance. At the same time that I must manage to make a deep personal Heads of Depts, Secretaries, Editors and I can't do this and guarantee good office without a Deputy Collector.

I expect to be able to make some use but he tells me office management is not

Yours s

I am not sure. If Mr. Gwynn's work is to be in the line of - decided by him in page 11 & 20 anti. I fancy he will require a junior gazetted officer to run his office rather to inquire.

67879-

7250 of C.R.E. 19-20

carry out its work expeditiously, the following establishment was considered sufficient :-

1 Head clerk	Rs. 90 ✓
1 Clerk	50 ✓
1 Clerk	40 ✓
1 Shorthand typist	40 ✓
1 Typewriting clerk	35 ✓
1 Despatcher	20 ✓
	<u>275</u>

From G.O. 336 Rev.(Spl.) dated the 17th July 1919 it will be seen that the activities of the Publicity Board now revived would comprise a wider field and be many-sided. In the circumstances this dept. may, it is submitted, agree to the necessity for a bigger establishment. It seems, however, unnecessary to sanction an establishment on the scale proposed by Mr. Gwynn until the work of the Board develops. He may be permitted to come up for additional hands when the necessity for them actually arises. The activities of the Publicity Bureau in its infancy will be confined to the dissemination of ^{correct} information by publications and in this connection Mr. Gwynn will also have to carry out the ordinary correspondence. For these duties the following establishment seems to be sufficient :-

see p. 22 above
 Mr. Gwynn evidently intends this - see A on p. 12 anti - but I do not think it is necessary to give him altogether the free hand he desires.

57829

NOTES.

49 Page 24 Rs.

1 Superintendent who will be in entire charge of the office.	120
1 Stenographer, who can also attend to correspondence.	100
1 Stenographer	50
1 Clerk to be in charge of records.	50
1 Clerk to be in charge of cash, stationery etc.	40
1 Registering Clerk who can also keep in other work	30
1 Despatcher	30
2 Typists (30)	60
1 Attender	12
4 Peons (10)	40
	532

It is submitted that the rate of pay proposed for the Superintendent is not high, since the Superintendent of the Bureau of Industrial Information gets Rs.100-5-125. The pay for the senior Stenographer is also reasonable, considering that shorthand writers in the High Court are paid Rs.70-4-90 and Rs.90-6-120 and this man has to do correspondence work in addition. The rates proposed in the remaining cases are the minimum that could be fixed considering the nature of the work.

4. Please see the ^{penultimate} para. of Mr. Gwynn's note dated 28th July. If the scale proposed above is approved, he will have no difficulty in retaining the men he has appointed already.

CK
4-8-19

Please see my marginal remarks against the above note.

A such a clerk hardly appears necessary at present. The Registering Clerk is Despatcher could attend to this.

5/8/19

Despatching is bound to be heavy

* Suggest 20-1-35

* According to my marginal remarks above I place the total at Rs. 479 1/2.

5/8/19

P 202 C.B.E. - 19-20

P 202 C.B.E. - 19-20

See p. 10 ante

pp 12-13 ante

Final no. 2538C-1
5-8-19



See no objection to the proposals in the final note. As against the Deputy Collector I feel rather doubtful. He is handsome it had better to be in brackets only to begin with. H.M. Dill should see the same as 5/8

Box 20
6.8.19
V.E. 6000

Note H.M. Unotcar
6.8.19 ante

Submitted that the file may be circulated
to H.M. (Publicity)

6.8.19

6.8.19

I have no objection to the Manager's
pay being raised to £20, if he
has none.

also to the conversion of the 80 R clerk
into a 50 R clerk.

But in addition I think that
two typists, a registry clerk & the
attender are indispensable.

The question of a P.A. D. Coll
is for orders

W. J. M.

H.M.

Arrested me by mistake. The
H.M. W. Lookwater takes Publicity
for

Keep in Madras.

Mr. Sugun will send a draft 90.
defining his relations with cities,
secretaries etc, authorizing his personal
plan of action and proposed developments.

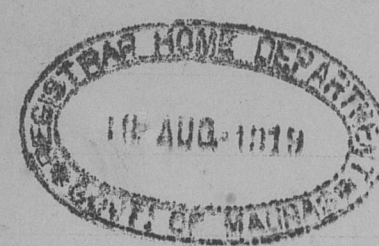
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Handwritten notes in the middle of the left page, mostly illegible due to fading.

Handwritten notes at the bottom of the left page, mostly illegible due to fading.

51
26
A and sanctioning the work that is
immediately necessary, while leaving
development to be provided for as
they arise

8
88-4



PTD

NOTES.

Page 27

C. No. 5549 Home Dept.
19.8.19

Publicity Bureau.

Secretary to Government, Home Department.



Submitted.

2. As directed by H.M. (Publicity), I submit a draft G.O. showing the establishment which I think necessary after interview with H.M. As the Presidency Health Association will take over a great deal of the work which I had formerly expected would fall upon this Bureau, I do not think I have a case for a Personal Assistant. I ^{expect to} ~~should~~ be able to arrange with the Translators to furnish me with extracts of important matter appearing in provincial and Madras vernacular newspapers, though it is possible that the Translators may ask for some extra establishment in order to enable them to give me sufficient assistance in this direction. If the Translators will furnish me with these extracts, it is probably not worth while to give me clerks to assist me in watching the contents of the Press. I cannot ^{guarantee} ~~undertake~~ singlehanded to read the press so carefully as to be safe from occasionally failing to notice matter of some importance. But I do not think it is practically necessary for me to give such a guarantee. ~~so long as other departments are not relying on me to read the press for them.~~ If I can keep in close personal touch with the Editor and heads of departments, my attention will be called soon enough to anything of real importance, and it is perhaps hardly worth while to spend money on clerks for this purpose. The establishment then required will be:-

1 Office manager Rs. 100-10-150.

1 Clerk Rs. 80-5-100.

sect I

(For Library, information bureau and tele-

53

Sect I

Correspondence,
typing, records and
accounts.

Sect 2

phone. I want an intelligent man who ~~can~~ arrange the library and the G.O.'s received from Government properly so ~~that~~ *it will* be easy for him to pick out at once what an enquirer wants. He should also have sufficient intelligence to be able to help an enquirer to find what he wants in a mass of statistical tables and to understand what the statistics mean. He may also have sometimes to interpret unofficially the meaning of obscurely worded rules or G.O.'s. He should also have sufficient intelligence to ring up the Secretariat and get assistance when the matter ~~is~~ too deep for himself)

2 Shorthand-typists	...	...	Rs. 50 each.
2 Typists	...	...	Rs. 25-1-30 each
1 Clerk (drafting clerk),	...	...	Rs. 50-2-60
1 Clerk (accountant)	...	...	Rs. 40-2-50
1 Clerk (Registering, record, stationery and forms)	...	...	Rs. 30-1-35
1 Clerk (Despatching)	...	...	Rs. 25-1-30.

(We shall have two or three thousand honorary correspondents many of whom will use vernaculars. They will not all write but some of them will. We shall frequently have to issue urgent communiqués simultaneously to all newspapers. We shall have to maintain the accounts of the despatch section which, I am afraid, must spend a good deal of money.)

54

It is
Entered

Section 3

Advertising, printing, publication and despatch of printed matter, maintenance of address registers, choice of paper used for printing and keeping touch with the Government Press and the Superintendent of Stationary.

- 1 Publication and despatch Manager -Rs.100-10-15
- 1 Clerk (maintenance of register) Rs. 30-1-35.
- 1 Clerk } (Despatch) Rs. 30-1-35
- 2 Clerks } each Rs. 25-1-30

The Board wants to despatch ^{leaflets of general utility} direct between 60 to 70 thousand different addresses. The work has to be done by job workers. This means a good deal of organisation and a good deal of supervision over the despatch of each leaflet. I am putting the question of finance up separately, but I think the Board is right in considering that the expenditure involved in direct despatch through the post office must be faced. Both the Chairman of the old Board and the Director of Agriculture have had experience of indirect distribution through Tahsildars. Both condemn it as inefficient.

3 As regards the persons to be appointed, I propose to appoint Mr. Grubb as the office Manager and Mr. Naganatha Ayyar as the Manager of the Publication and despatch section. Mr. Grubb's pay may be fixed ~~as~~ as submitted in my previous note with reference to his pay and prospects in the Secretariat and to the fact that this Bureau does not hold out much prospect of promotion to other departments. Mr. Pate advised me that Mr. Naganatha Ayyar had a fair claim to be started to Rs. 120 in view of his

prospects of being sent out as ~~a~~ Deputy Tahsildar.
think this is fair.
 His permanent pay in the Board is Rs. 70 and he was
 acting on ~~Rs.~~ 80.

10 I shall submit a note on the question of budget allotment required for library, contingency, stamps, stationery and furniture separately.

18.8.19

Home (Mis)dept.

US.

Please see Mr. Gwynn's note at pp 27-30
 under The proposals as regards the Est.
 have been revised ~~after interview with~~
~~after discussion with~~ H.M. (Publicity).
 and may be approved in this dept.

2 With reference to para 2 of Mr Gwynne's note on the previous page as regards the pay to be given to Mr. Gubb and Mr. Naganatha Aygar, refce is solicited to paras 3+4 of the Secy's note on p 17 ante and this dept might still accept their starting on Rs 100 in the scale of Rs 100-10-150 proposed to be saved.

3 The first portion of para 3 of Mr. Gwynn's draft relating to permanent advance has been deleted as this is separately under disposal

4 The other portions in the draft order call for no remarks.

The revision has not affected much reduction in the original proposals. Against 3 Sep 06, 16 clerks & typists & 6 pears originally proposed he now asks for 2 Sep 06, 13 clerks & typists, 2 attendants & 6 pears. The revised scale does not apparently ~~now~~ represent immediate requirements alone as suggested by H.M. at p. 26 ante. The necessity for a separate accountant and four dispatchers is not clear. It has not also been explained why 2 attendants and 6 pears are necessary. Perhaps the accountant, one of the dispatchers as Rs 30-1-35, 1 attendant at Rs 12 & 2 pears at Rs 10 may be omitted for the present.

5 If the above is approved, the C may be sent to the Finl. Dept. for acceptance or for remarks. and for provision of funds.

500
20819

$\frac{50}{21.89}$. The draft E.O. sent by Mr. Gwyn
probably embodies Hm's orders
and so I ~~will~~ ^{will} ~~submit~~ ^{submit} for
acceptance before some

May
21/87

July 1897

Financial Dept.

Please see Financial notes on pages 22 to 24 ante. The following statement compares the staff accepted in April and the staff now proposed to be employed under Mr. Wynne:-

p. 24 ante

57
at draft
p. 27-30 ante

Scale accepted in Feb	Cost p.m. Rs.	Scale now proposed by Mr. Gwynne	Cost p.m. Rs.	Immediate extra cost
Manager and Superintendent	120	Office manager Rs 100-80-150	137½	100
stenographer	100	Publication and Despatch Section manager on		
"	50	Rs 100. 10. 150	137½	100
Cash and Stationery clerk	40	clerk (library & information Bureau Rs 80-5-100	94	80
Registry clerk	30	1 drafting clerk Rs 50-2-60	57½	50
Despatchers	80	2 shorthand typists Rs 50	100	100
2 typists (20-1-35)	57½	1 clerk account ant on Rs 40. 2-50	47½	40
1 Attu dr	12	Registry clerks 2 (30-1-35) & Despatchers (30-1-35)	101½	90
4 Peons on Rs 10 each p.m.	40	3 Despatchers (25-1-30)	86½	75
		2 Typists (25-1-35)	57½	80
		2 Attu dr	24	12
		1 Peon	12	12
		5 Peons on Rs 10 each	50	50
	479½		905	75
Rs 5,754		Rs 10,860 p.a.		

15

2. It will be seen that Mr. Gwynne's present proposals are far in excess of the scale already agreed to in this Dept. The necessity for 2 managers on the same rate of pay in an office consisting of 13 clerks (including 2 typists), 4 despatchers and 2 registry clerks are not very clear from Mr. Gwynne's note. Nor does it appear necessary to have two distinct and self contained sections

pages 27-30 ante

of page 27 and

as proposed. As however, it would appear that the present proposals are in accordance with the wishes of the Hon'ble member (Financial) no remarks are called for in this dept.

3. Necessary provision of funds will be made on receipt of a copy of the Home (mis) dept. proceedings on this case.

The case may, it is submitted be passed on to Finl. (C.S.R) section ^(3 and) for acceptance of para 4 of the draft order.

Finl no 2732C-
" 23-8-19
[C.S. through C.S.R
Section]
Finl no 2957A
23-8-19

XPR
23-8-19
C.S. (Mis C.S.R.)

20/8/19

C.S.R Section

4. Para 3 of the draft. The local purchase of a bicycle at a cost not exceeding Rs 200 and the supply of an additional type writing machine may be agreed to.

I have already written elsewhere that Rs 200 for a prom bicycle, with the repair at 1/10 is most excessive. I know as Addison, the word of all the Madras professors.

5. Para 4 of the draft. 26-8-19.

(a) Power to purchase books

There are two machines now but these are to be
2 Short hand writers and
2 typists (para 1 of draft)
under the govt.

Subject to budget provision.

It is presumed that the books will include those published outside India also: and that in this case local purchases have to be made, thus dispensing with the agency of Messrs

Baker & Co: The D.P.D has got this power now. (Rule 93 on p. 25 of the Staff Manual Vol T.

For orders whether the power asked for by Mr Goynan will be given to him.

CO2
25.8.19

25.8.19

Books ordered from England should be ordered through Messrs Baker. There is no reason to make Mr Goynan an exception: want want technical books

25.8.19

(b) Power to subscribe for such newspapers as published in this Presidency as may be thought necessary.

At present the sanction of Govt is required for the supply of newspapers to a Head of Dept or for any officer subordinate

to him. (Rule 81 on p. 22 Vol I of the Stat^y Manual) and the supply of newspapers is arranged ^{for} by the Sup^t of Stat^y.

As an exception to the general rule is the power given to the D. G. of Police to sanction the purchase of newspapers published in the Presidency (p. 227 of Vol II of the Stat^y Manual). ~~Even~~ in this case the supply is arranged for by the S^t of S^t (p. 81 of Vol II of the Treasury Manual).

For orders whether the proposal will be sanctioned:

Rule 88 on p. 24

of Vol I of Stat^y Manual

As all charges on account of purchase of newspapers is debited to the common head "32-miscellaneous - subscriptions to periodicals" the charge in the case in question need not be debited to Mr Guyon's budget.

cor
25-8-9

Mr Guyon is buying his own newspapers on his own - As he is thus exempt from going through the Supl of Stat^y, his newspapers should come out of his budget and the general head

are
25-8-9

25-8-9

(C)

(c) power to sanction the purchase of furniture up to a limit of Rs 500 for country ~~made~~ articles and Rs 250 for European articles.

It will be seen from the revised Statement to item 51 on pp 68-69 of Vol II of the Treasury Manual that heads of depts, Collectors, Dy. Judge &c Directors of Agr and Survey possess the power ref^d to above.

The proposal may, therefore, be agreed to in the case of My Goyum
 W.D. 1916-17

(d) power to sanction local purchase of articles of Stat^d up to limit of Rs 20 in each case.

This power is now possessed by ^{all principal} Heads of depts. vide corr^d slip LVIII of 6-7-1916 on page 109 of the Madras Treas^d Manual Vol II. In the case of the ^{Directors of Agr^e} Collectors of Malabar and S. Canara, and of the Supot, Govt Pres, this power is subject to the condition that the articles are not procurable

in the Stationery Office (p. 110 Vol II of the Treasury Manual).

For orders as to whether this condition will be imposed in regard to local purchases by Mr Gwynn or whether, as in the case of principal heads of Dept, no condition will be imposed.

cor
25.8.49

Mr Gwynn has in Madras. He
can then apply for it at the
Sig. Office
W.S.L.

(e) Printing leaflets at private presses where necessary.

This may be agreed to subject to the conditions re-printing at private presses laid down in paras. 242-43 of the Printing Manual ~~and~~.

cor
25.8.49

all
W.S.L.

W.S.L.

(f) + (g) Power to incur translation
charges for the Publicity Bureau
leaflets subject to a limit
of Rs 75 in each case and
to depute shorthand writers
to meetings and incur charges
up to Rs 100 in each case.

Office is not in a position
 to criticise the above
 proposals: For orders:

COR.
 25.8.19.

Mr Gwynn ought in this respect
 to work in combination with the C.I.D. ~~at~~

I cannot find any reference in this matter in
 the file - It looks as if Mr Gwynn was going
 to hire a shorthand writer when he wanted me. I
 submit that he would get more satisfactory results
 if the C.I.D. were to do that, where practicable, it should
 depute a shorthand writer for any particular meeting
 that it was not proposing to report themselves - or
 Mr Gwynn could send one of his own shorthand writers
 An outsider would not be trustworthy.

W. S. L.

I think Mr Gwynn wants to keep him quite aloof from the C.I.D.
 but I am well acquainted with the

Later developments of the Publicity
Bureau & Mr. Ewing's duties. I do not
know why he should want to deputize
a newspaper writer to attend a meeting.

HM (Bill.) should see

Home (Music) 4.0

us.

Horne (Miss) Dept.

Subs. ~~for~~ orders.

2 As regards establishment, please see p 27 ante, Mr. Gwynn's note & Finl. note on p 33 ante. The proposals appear to be in accordance with H.'s wishes.

3 Necessary alterations in red ink have been made in paras 4(a), ^(c) & (d) of draft order with ref^s to final note above.

4 As regards para 4 ~~(4)~~ (5) of
draft on, ~~We Gwynn has not explored~~
~~the resources of the~~ ^{raise the question} ~~fuel.~~ ^{in the form}
whether
that as regards Shothard report,
We Gwynn might ^{not} utilise the C.I.D
and his establishment.

~~Handwritten text, mostly illegible due to blurring and crossing out.~~

$\frac{500}{28819} \times \frac{1}{28819}$

Int. no. 287A-
UNDER SECRETARY TO GOVT. OF CANADA
27 AUG-1919
HOME DEPARTMENT
REGISTERED
27 AUG-1919
GOVT. OF CANADA

This is not
admissible
w/ 29 June

Please see my note on pages 25 and 26. The strength of Mr. Gwynne's staff depends on his relations with Woods & Dept. etc and especially on the extent to which he is expected to take the initiative. Until that is settled we can't say how many men he wants. Please expedite the disposal of that file. He is available in Ottawa and for discussion this morning.

This is marked for Council.

Do. Mr. Gwynne
 Come to office on Monday.
 He is useful for the Council
 brief on 30/5/49

30.8.49 30/5/49

Secy.

A draft do. is subd.

30/5/49

30/5/49

PTD

NOTES.

66 Page 41

Do.

Home (Mis) Dept.

5208-3 33089

Dear Mr. Gwynn,

May I ask you to come
up to the Secretariat at
⁴⁵
10.30 AM on Monday the 1st
September as this will be
useful in the disposal of
certain cases relating to the
Publicity Bureau.

Yours sincerely

30/8/19

J. T. Gwynn Esq. &c.

officer in charge, Publicity Bureau

Ootacamund.

seen
on
30/8/19

Box 11
2.9.19
R.H.

H.M. (mil) wishes Mr. Gwynn to
be asked to revise his proposals
to establish a unit with reference to
the orders in Council today

will
1.9.19

Home (ms) no 5288-4
1.9.19

Home no

~~Mr. Gwynn~~
~~Mr. Gwynn~~ (ms)
45/18

If Secy (Home Dept) proposal to distribute
to V.O.s a primary schools this takes instead
of direct is accepted, then I think I could
take one clerk on 80-5-100 instead of
the despatch manager and the clerk
of 30 and 2 despatchers 1 on 30-1-35
1 on 25-1-30

instead of 1 Manager 100-10-150
2 clerks 30-1-35
2 clerks 25-1-30

otherwise no change.

2.9.19

Keep B.

Now that orders in Council have
been passed, I submit a draft
below in consultation with
Mr. Gwynn. For approval

H.E.

H.M. (Financial)

2/9/19

Box 9
3.9.19

68 43

Turns into his matter with Sec: Home Dept &
Mr. Gwynne hope my hon. coll: will approve
the proposals
L. S. S. 19

to an officer outside the
Secretariat without the
permission of the Finan-
cial Department.

The Secretary, Home Department, appears to
have forwarded these notes, which include notes by the
Financial Department, and now circulates a draft on the
establishment question which the Financial Department
have not seen. He will be requested to observe the office
orders in future.

2. Mr. Gwynn's proposals seem to have gone from
one extreme to the other. It will be difficult for the
Financial Department to examine the present draft without
some further particulars. As for instance (1) who is to
be in charge of the Bureau during Mr. Gwynn's absence?
(2) Why is it necessary to depute shorthand-writers to
attend meetings--vide Chief Secy.'s note on page 39--
and cannot shorthand writers in the office do this
work? (3) Have Revenue agreed to imposing the duty of
distributing publicity matter on Tahsildars? This last
point in particular seems to need examination. I doubt
if the Revenue agency is capable of undertaking this
additional work and if it is not wiser for the distribu-
tion to be made by post, as Mr. Gwynn proposed. After all
the post office is the proper distributing agency and the
purchase of postage stamps only means transfer of funds
from Imperial to Provincial to Imperial in exchange
for services rendered.

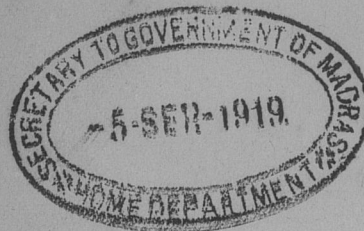
3. When the Home Department have cleared up
these

NOTES.

Page 44

E

these points and explained what the various members of the staff are intended to do, I shall be glad if the Chief Secy. will have the draft scrutinized with all expedition.



u.s. 9

A alone on p 43. My mistake. I misunderstood the Chief Secy's Subanphon on p 42 "Home no" that HM. Manual intended the file to go to Public Office (u.o).

B. One of the Supts will be in charge; Mr. Gwynn will arrange matters with Rev Mr. Marphail. He distinctly does not want a P.A. by the way now.

C Mr. Gwynn will be consulted. To save time. To save time the draft may now come as indicated by revision.

D. The establishment is reduced on the understanding that the whole labial system will be utilized. This matter is under separate consideration. If this proposal be vetoed. The establishment will be strengthened & fresh proposals sent up.

E Please see pages 27. 28 infra.

The points yet requiring orders are C & D alone: but shall be dealt with

NOTES.

if the draft G.O. is not yet without
waiting for these points to be
cleared

579/14

Final

Home (mis.) 288-5

5-9-19

CURRENT NO.

2885C

FIN. NO.

5-9-19

Financial department
Expenditure Section.

The cost of the establishment,
which the Home (mis.) department propose
to sanction, is shown below:-

Designation of the appointment	Nature of the work	Rate of pay p.m. Rs.	Average extra cost p.m. Rs.	Immediate extra cost p.m. Rs.
(a) one Office manager.	apparently for the general management of the office as the designation implies	100-10-150	137 1/2	100
(b) .. clerk	To be in charge of the library, information bureau and telephone	80- 5-100	96	80
(c) .. clerk	Apparently to be manager of the advertising, printing, publication and despatch section.	80- 5-100	96	80
(d) 2 shorthand typists	Shorthand writing & typing	50.	100	100
(e) 1 clerk	For drafting work	50-2-60	57 1/2	50
(f) 1 clerk	For account work	40-2-50	47 1/2	40
(g) 1 clerk	For registering, record stationery & forms	30-1-35	33 3/4	30
(h) 1 clerk	Despatching...	30-1-35	33 3/4	30
(i) 2 clerks	Despatching...	25-1-30	57 1/2	50
		659 1/2		656

Designation of the appointment	nature of work	Rate of pay Rs	averages	Immediate
			entia Cool-f.m. Rs	entia Cool-f.m. Rs
(g) 2 typists...	Type-writing	25-1-30	572	50
(k) 2 attenders...		12	24	24
(l) 1 peon...		12	12	12
(m) 5 peons...		10	50	50
		Total...	803	696
		War allowance.	82	82
		Total..	<u>885</u>	<u>778</u>

all
10-8-4
over
10-8-4
page 40

1. Item (a):- may be accepted.
Item (b):- The rate of increment may be fixed at Rs. 4 so as to spread it over a period of 5 years. vide Lt. 149 of the Civil Service Regulations.
Item (c):- Submitted that this appointment seems to be unnecessary. The Office Manager - item (a) - will no doubt have sufficient time to manage the advertising, printing &c. section, as he is apparently not to be given any definite items of work. For orders whether the Home (mis.) department may be requested to omit this item. If, however, the post is to be retained, the rate of increment may be altered

Home (mis.) may be referred to accounts this question
 all 10-8-4
 Mr. Gwynne wanted both clerks
 11/9/14

all 10-8-4
all 10-8-4
all 10-8-4

These Deps. may be required to consider this

all 10-8-4
Mr. Gurnam wanted
both 11-9-14

all 10-8-4
all 10-8-4

all 10-8-4

G.O. 609 Finl - Z
21-8-1919

from Rs. 5 to Rs. 4 as suggested in respect of item (b).

Items (d), (e) and (f):- may be accepted
Item (g):- This post appears to be unnecessary. The work relating to records ~~will~~ ^{may} be attended to by the clerk in item (b), and the stationery and forms might well be attended to by the accountant or cash keeper in item (f). The registering can be done by one of the clerks in items (h) and (i).

Items (h) and (i):- may be accepted.
Item (j):- The rate of pay may be fixed at Rs. (20-1-30), so as to provide for men with either elementary or intermediate qualifications in type writing.

Items (k), (l) & (m):- may be accepted.
3. Funds:- A total allotment of Rs. 20,500 has so far been sanctioned under the head "32 miscellaneous-miscellaneous" on account of the charges during 1918-20 of the Publicity Bureau. Submitted that the Officer in charge of the Publicity Bureau may be asked to apply for the additional allotment required during the current year over

and above the allotment of Rs. 20,500 already made. The Home (mis.) department may be requested to alter para 5 of the draft order accordingly.

over
1054

4 - The orders in Council, referred to on page 42 ante, are not ~~sent~~ in the file. And the Home (mis) dept. is not able to furnish ^(a copy of) the orders. In order to avoid delay the proposals have (however) been examined on the basis of the information which the Home (mis) dept. have furnished so far.

CR COM
7.9.19 8.9.19

Cf. the C.L.H.

2/9/19

Subj. that paras 3 & 4 of the ~~the~~ draft below which are in accordance with the Dept's notes on pages 33-39 supra may be accepted.

CR
9.9.19

CS

10.9.19

It is suggested that an order should be issued at once approving the

employment of the staff were limited
on pp. 45, 46 N.F. (subject to the above remarks
regarding rules) except items (c) & (g) which
should be further examined. HM (incl.)
should see all 10-9-48.

Home (Miss) no

Final no 2885C-1
10-9-48



Ms. Home (Miss) Dept.

The alterations suggested by Final
Dept may for the present be accepted, the
Publicity Officer being left to come up again
to Govt for additional establishment if he
should find this necessary.

The alterations have been carried
out in the draft now already put up
and the altered draft is for approval

SDP
11-5-48
La
11-9-48

S
11-5-48

I accept the suggestions of General
except in the reduction of the two hands.
I have already reduced for the P.O.S.
estimates & he considers that
the strength of the establishment is
the minimum required.

As HQ is in town, I am

Box 27
11-9-19

15 50

this file to HM (2) 1 draft

my
11/9/19

HM (2) 1

I accept the draft as orders are urgently required and as a large reduction has been made in the original demand. But I am bound to say that the explanation of the work that the various men are to do are still very inadequate.

I hope the points that are left over for further consideration will be cleared up without delay.

E
11.9



Issue instantly to Mr B alone

12/9/19

us.

The draft order has issued. The points to be cleared up are C & D on p 43 ante. It has been separately referred to Rev. A draft no. note to Mr. Gwynne is sent. After issue of met no. this case may be closed.

Prinluk
edit

5MP
12/9/19

15/9/19

PREFERENCE.

~~URGENT~~

Home Miss DEPARTMENT

G.O. No. 1306, dated 12 sep 1919

(b)
3
Number of MS. pages sent { Correspondence.....
(b)
Notes..... 5

Brief subject..... Publicak Boukan

(c) Number of copies required when struck off (not including copies for volumes and editors' proofs which are retained in the Press).	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
--	--	--	---------------

FOR RECORD.

Madras Records	...	4	30	30
Ooty Records	...		3	3
For filing with original	...		1	1
Total	..		34	34

FOR ISSUE.†

Signature copies.

India Office.....			
Govt. of India.....	Dept.		
Revenue Department.....			
Public Works Department.....			
Local and Municipal Department.....			
Educational Department.....	Dept.		
Public Dept.....	} Total		
Judicial Dept			
Political.....			
Financial Dept.....			
Marine Dept.....			
Ecclesiastical Dept..			

168787 copies

The			
The			
The			
The	<i>Extras</i>	25	
The			
The			
The			
The			
The			
The			
The			
The			
Total		25	

INSTRUCTIONS FOR THE
SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see rule 315 of the office Manual.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for *one* week, and larger papers for *two* weeks only. *The type of notes and of all confidential papers is distributed immediately after striking.*

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

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† To be initialled and dated

TO PRESS, MADRAS COTY.

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Pleasee send proof in duplicate. The papers have been carefully edited.

B
Proof returned corrected. Please strike off and send number of copies as indicated.

C
As the matter is clear manuscript has been carefully edited, (b) proof not be sent. Please print and supply number of copies as indicated.

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Type may be released after usual interval

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Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

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