Sectt. II-48—22,303—17-1-18.

Home (1919) Department.

(Miscellaneous)

Ordinary SERIES.

G.O. No. 1322

DATED 22/9/19

Slip sent to Index

[Despatch Abstract.]

Presidency Administration Report.-

Recording notes relating to the deputation of a clerk to assist the Superintendent on special duty placed on special duty for the preparation of the ---------- 1918-19.

BACK PAPERS.

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

FURTHER PAPERS.

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

NOTES.

Clerk for the Secy
Administration Report work

Home Department.

V

Registrar.

In their final note, dated 12-9-1918 leading to G.O.No.753, Financial, dated 12-9-1918, the Financial Department said that the question of fixing at Rs.10 per mensem the pay of the clerk assisting the Supdt. compiling the Presidency Administration Report should be reconsidered this year. This point is accordingly submitted for orders.

T
Copy at p. 12 of ac
83. 8 29. 9. 18. M

2. I am in a position to say, from experience, that it would not be a good plan to entrust any portion of the drafting of the report to the clerk. If this is done, it invariably results in double work, as the Superintendent will have practically to rewrite such drafts so that they may be on the same lines as those drafted by himself as to arrangement of matter and the mode of presentation of facts. If this plan is adopted, the Superintendent will have very little time to pay to other routine work such as comparing the fair copies of his drafts very minutely, sending them to press and comparing and arranging proofs. The dates of receipt of the various departmental reports makes it impossible either for the drafting or for the printing to be taken up in the order in which the paragraphs and chapters finally appear in the published report. It is therefore necessary that the clerk should very carefully avoid mixing up bits of printed matter. At the same time he should pay constant attention to the issue of reminders to administrative departments and to the press. All this is work which cannot be satisfactorily performed except by a very senior clerk who has had at least seven or eight years' experience of Secretariat

As to this I agree. But the drafts can't take up so very much time.
14.8.

3

routine. The comparing of proofs received from press particularly requires one who has a tolerably wide acquaintance with the language of the official literature of various departments. It is true the Superintendent finally passes the proofs for striking: but this can only be a mere formality as he will have no time for a careful and exhaustive perusal of these. As submitted above, he already devotes attention to the examination of manuscript matter sent to press in the first instance; and dependence has therefore almost entirely to be placed on the clerk for the rectification of mistakes in printing.

For the above reasons I submit that a clerk on Rs.100 per mensem may be asked for as a permanent measure.

C.O.
12.8.19 (M)

Please see note on page 11 of O.O. No. 83. S. 19.5.18
There seems to be no ground for altering the usual procedure. The very fact that the last year's experiment ~~succeeded~~ proved successful shows that the same conditions should be allowed in continuing the experiment.

CR
13-8-19

US
5.

Jagra
14/8/19

CHIEF SECRETARY'S OFFICE
14 AUG 1919
OTTAWA

Quite so.
14.8.19

O.P. 443-1 Home
14.8.19
NO
2648 C
14-8-19

NOTES.

Financial Department.

The following statement shows the effect of the modifications ordered in G.O.559 Home (Mis) dated 19-7-1918 :-

Arrangement prior to 1918-1919	Arrangement ordered by G.O. 559 Home(Mis) dt. 19-7-18.
(a) I.C.S. Officer on special duty for 3 months (to attend to Parts I and II of the report).	(1) U.S. Home (Judl) to draft Part I (which contains 10 pages) in addition to his regular duties.
(b) 1 temporary clerk on Rs.100 for 3 months.	(2) One selected Superintendent to prepare Part 11 (Will work under U.S.) (Period of employment 3 months)
	(3) One clerk for 3 months.

The point for consideration is the rate of pay to be attached to the temporary appointment of clerk in item (3).

2. The ordinary rule laid down for guidance in fixing the rates of pay of temporary appointments is that contained in Rule(1) in G.O.333 Finl dated 2-8-1[illegible] viz., when a temporary addition is made to an existing establishment, the pay of the additional appointment should ordinarily be the pay of the lowest grade appointment or grade in the establishment to which the extra appointment is to be added, which deals with the work analogous to the duties to be performed. The arrangement contemplated by the rule is that a senior man already in the existing establishment should be detailed

NOTES.

detailed to do the actual special work if the services of such a senior man are necessary ~~[illegible]~~ that the work among the clerks should be re-arranged so far as may be necessary, and ~~[illegible]~~ that the new man employed against the temporary appointment should be posted to some other work for which he may be found suitable. The object of the rule referred to above is to prevent temporary appointments ~~[illegible]~~ being sanctioned for the purpose of increasing the pay of members of ~~the~~ an office establishment.

3. In the present case the arrangement contemplated by the rule above referred to has been adopted in the case of item (2)- viz., to post a senior Superintendent to do the actual work and to employ a temporary Supdt. on the lowest rate of pay of Rs.150 to fill up the place caused by the deputation. It is not clear why a similar arrangement cannot be adopted in the case of item (3)- viz., to post for the actual work a senior clerk, if Home Dept. consider that course necessary, the additional temporary appointment to be created being however, in the lowest rate of pay of upper division clerks in the Secretariat viz., Rs.40.

4. No doubt during ~~previous~~ previous years a temporary appointment on Rs.100 was being created and this gave a chance of temporary promotions to some of the clerks drawing

G.O. 753 Fin
12-9-18

T

M

Sectn. II. 60,001

NO. 25.

drawing less than Rs.100 in the Home Secretariat. But it may be pointed out that such a chance of promotion is even now available consequent on the creation of the temporary appointment of Superintendent on Rs.150 (and the consequent temporary promotion to the upper devision clerks). The Home Secretariat cannot thus have a reasonable grievance if the pay of the temporary appointment is now fixed at Rs.40.

5. If the Home Secretariat intend to bring in an outsider to hold the temporary appointment, there will then be a case to fix a higher rate of pay for the temporary appointment. Such however, does not appear to be the intention.

Orders are solicited whether in the circumstances, Home Dept. may be requested to adopt the arrangement referred to at M above.

CDM
26.8.19

In any case it is no part of the object of the temporary appointment to give temporary promotion to other members of the staff all
29.8.19

Is not think anything more than a clerk on Rs: 40/- should be allowed - The duties required of the clerk are of an ordinary routine nature but if Home Dept: wish to place a senior man on this class of work they can make their arrangements within the dept:
I agree. If this is not accepted H.D. (Pol) 8th see all
29 8 19

C.S. 29.8.19

REGISTRAR HOME DEPARTMENT
-1 SEP 1919
GOVT. OF MADRAS

Final no: 2648C-1
30.8.19

UNDER SECRETARY TO GOVT. OF MADRAS
-1 SEP 1919
HOME DEPARTMENT

Secret Sub
Head

2nd Home (Fin) no.

1

With reference to the second sentence of the Under Secy's marginal note at p. 1 ante I beg to submit for perusal some of my draft articles in original picked out at random. I respectfully beg to invite attention in this connexion to the notes recorded at pp. 3-5 of the notes to qs. 559, (Home(mis), & q.) . qs. 8.

U As the experiment of entrusting this work to a Supdt. was started last year with expressions of doubt as to its success I scrupulously avoided the use of the blue pencil and the scissors and the paste pot and wrote out each article after a careful study of the departmental reports concerned. This was tiresome work. Nevertheless this is the only safe method which a Supdt. could adopt if each article is to be a readable whole bringing out the salient features of the administration. I

(10) beg to add that Sir Alexander Carlow after going through some of the articles relating to the subjects falling to his portfolio (medical and Land Revr) was good enough to record the opinion that they were well written.

2. At p. 3 ante the Financial Office note para refers to the introduction to the Report containing 10 pages. It contains even less than that. The 10 page limit was prescribed by

by the Govt. of India. But before the introduction was compressed into such small dimensions a great deal of matter had to be read and digested by us, and the final proof underwent considerable scrutiny by Hmjs. The amount of labour involved cannot therefore be judged by the result.

3. With reference to the ruling discussed by Finl. in para 2 of their office note it is subd that the preparation of the General Admtn Report is no more analogous to the ordinary work turned out in "Home" than it is to that of other Secretariat dept's. To entrust this work to each Secretariat Dept. by rotation every year and to regard the establishment as "outsiders" (para 5 of Finl. office note, p 5 ante) would it is subd., not be unreasonable.

4. In view of what is subd in para 1 of this note I prayed for a reconsideration of qs. 559, Home (mis), & 4-) 4-18, and for the grant to me of the usual deputation allowance last year: but the Finl dept declines to accede to this request. Might I very respectfully submit that an arrangement by which men deputed for a special job derive no financial benefit from such deputation while others who have nothing to do with it do so is for obvious

reasons not likely to prove efficient in the long run. I beg to submit that if done properly and carefully the special duty is not of so easy going a nature as the office notes in Fin^l. have always made it appear. The ~~subject is mostly new~~ Supdt is a stranger to most of the subjects on which he has to draw up articles and if any choice were left to Supdts in this matter very few, I beg to submit, wd be found willing to transfer their activities to this job from their daily routine of duties.

5. I request that these considerations may be placed before the present ag Ch. Secy. and Hons Fin^ce and Fin^l., who have all been Adm^n Report Officers, and that sanction may be obtained to my drawing the usual deputation allowance for last year and for this year's special duty and that as regards the clerk if one on Rs. 100 cannot be sanctioned, a senior man on Rs. 85 may be given me whose emoluments wd. ~~amo~~ with d.a, amount to Rs. 95.

C.S.
59.9

~~I am not prepared to argue about~~ Ag^t the clerk on 100/-. Last year's arrangement must stand.

10

The deputation allowance I am ready to consider but first two points.

(a) What is the approximate saving to Govt under the new methods as opposed to that by wch a special I.C.S. offr was appointed for three months?

(b) Is Mr Venkatasubbayya seriously prepared to contend, after experience, that the work he does in the administr. Report involves a real increase of work or responsibility as compared with the charge of any of the three Judicial sections? It cant involve extra responsibility as I am theoretically responsible, so this reduces itself to a question of work.

The replies should be put up with the papers dealing with Mr. C.V's similar application last year.

10.8.9.

S

May look Drul. with ref. to the Clerk on 1007. The Supr

11

not have confused this case by drafting in his deputation allusion. An extract of this has been taken will be dealt with separately.

The reason for a clerk on 100/- last year was that we wished the experiment to have a chance of succeeding. It did succeed. Why, therefore, change?

We cannot possibly spare a clerk on 100/- as final suggestion. We have not got enough as it is.

12-9-9

There are only six senior clerks on Rs 100-4/120 in the Home Secrett & there are six sections working. No senior clerk can be spared)

I am afraid "Financial" misses the point.

2 Hitherto for a series of years we had an I.C.S. officer & a 100 R clerk to do the special work.

3 Then owing to shortage of officers Sir Alexander Cardew proposed to substitute a Supt for an I.C.S. officer. The substitution is yet in the experimental stage

4 There was no idea to make any other change. Unless financial

U

cf fo 559 (Home Secrett)
19.7.18

page 5 of notes with it

U

page 19 notes with fo 559
19.7.18

Box 27
12-9-19

Secrt. II—8 (a)—160.001—16-1-17.

NOTES.

12

really considers th
than an I.C.S Officer
do with a less efficient
see where their propo
We are now concerned wi
appointment of the estab
certainly seems to be
up the general question
is necessary for the wh
to be discussed thoroughly

5 The question for deem
accepted staff is I.C.S
Last year we experimented
This year, I propose
where the question of redu
in this file, I cann

6. On merits, there is
criticism directed on
I must plead, as
responsible hands.

7. The question of de
not arise in this f

8 I cannot sp
a clerk on Rs

13

I am afraid I am not convinced. We have a team of three now — Under Secretary, Supt, and clerk — as against two — Asst Colln and clerk. Moreover if, as the Supt says, he writes the whole draft, there is nothing but routine work left for the clerk.

A (*part-time, ×whole time)

B

However, there seems to be a preliminary question viz: whether the whole of the work should not be transferred to the Archaeological Survey. My recollection is that at the outset this was one of the things which was specially ordered to be allotted to him and I presume, if so, that he is to work up his report into something much more popular than we have ever issued yet, perhaps following the lines of Dr Burnbook Williams', "India in the years 1917-18"

C

3 Please examine this point in the first instance

8
13-9-19

REGISTRAR HOME DEPARTMENT
13 SEP 1919
GOVT OF INDIA

14

Submitted.

2. With reference to para. 2 of H.M. (Finl.)'s note on page 12 ante, attention is solicited to para. 12 of the Hon. Mr. Campbell's note and the Hon. Mr. Todhunter's note on pages 11 and 12 respectively of the notes to f.p. no. 336 Rev. (Pol.) (War.) dt. 17.7.19, in which it was suggested that the compilation of the Presidency Administration Report might be entrusted to the Director of Publications. In the note circulated to Govt. officials with memo. no. 1696-2 dt. 26.5.19 ~~this~~ on the subject of publicity in relation to Gov. activities this item was included in the ~~work~~ Director's work — para. 7 (iv)(h) on p. 12 of f.p. no. 336 dt. 17.7.19. No further action appears to have been taken on this matter subsequently.

3. As regards para. 1 of H.M.'s note it is submitted that Part II of the Report is entrusted to the Superintendent on special duty and that the ~~work~~ writing of the Part I dealing with the year's administration which under the Govt. of India's orders ~~to~~ recorded in f.p. no. 19 (Home (Misc.)) dt. 8.1.18 takes the place of the original summary, has to be done by the C.S. — pages 3 & 4 of notes to f.p. no. 559 (Home (Misc.)) dt. 19.7.18.

(K)

(K)

(M) (remarked)

Nearly by Secy.: vide pr. f.p. 3-Parts. W/S K

(U)

S

Ref para 2 of Adm. Dept's note.

Since remarked

Please see linked file & the memo, to the C.of.S it contains in which I have been trying to get India's orders about the administration reports. They have been reminded today by wire. I submit that the question of the agency to whom the compilation of our report is to be entrusted may await India's reply to that memo.

2. Prima facie, one wd doubt whether the P.O. has time to take on this work. Again, the report is not at present a "popular" production & we have no instructions to make it so. It is this Govt's report to the Home Govt via the Govt of India & so to. Therefore perhaps be prepared under Govt's own direction.

I certainly don't think he has this year. LD

15 F. 8

A on p.12 Regarding the leader of the team — the H.S. — I would submit that he

16

does only Part I. The mechanical part of the work involving a good deal of accuracy is done by the others.

B on p.12. With my knowledge of Supt. Venkatasubbayya, I ascribe this statement to, perhaps unintentional(?) exaggeration & conceit. He is building up a case for a deputation allowance.

Spoken to day. The statement is the whole truth & nothing but the truth. C.

C on p.12 The discussion of the question of the transfer of work to the Pub Off will take time. So both in the interests of the administration report & in the interests of the Pub officer's work (the Pub officer is new & I am loath to saddle him with work with a time limit) I submit that it is too late to make any innovations in the current year.

Ld

The work takes three months & papers have to go by the 15 Dec. The report is due at Delhi on 1 Jan & much of the interval is holidays. Material has already been received in office & for want of establishment work has not commenced.

D on p.14 I do not anticipate any orders varying the present

practice. If I get any tendy to reduction of establishment, I shall disband or reduce the establishment.

What I recommend is, that as the establishment has to commence work tomorrow, the required establishment be sanctioned as usual subject to revision from time to time as relevant orders issue & this question be not held up as contingent on orders yet to issue

15/9/19

HM

HM (Rel) LD 15/9/19

Very well
15.9.19

Box 15. HDC 15.9.19

Received at 8.30 pm
wired to the Supt.
Madras that he
shd begin work
tomorrow according
to arrangements
already intimated
CR 15/9/18

SECRETARY TO GOVERNMENT OF MADRAS
16 SEP 1919
HOME DEPARTMENT

Now take up the other questions
16/9/19

ws.
The file may be sent to Financial for personal and return.

2. It is submitted that the question of

entrusting the preparation of the Administration Report for the next year to the P.C. may be taken up in July next when ~~the publicity~~ ~~authorities~~ experience will have been gained of the working of the Publicity Bureau.

3. The question of the deputation allowance applied for by the Supt. may be taken up on receipt of his replies to the ~~queries~~ H.S's queries on page 9 ante.

16.9.19

On return from tour.

This file should be closed. Extracts relating to the allow. question ~~of~~ which is an entirely separate issue should be taken on a fresh file status.

17.9.19

Put up for perusal

Fin: Dept:

Seen returned with thanks.

H.S.

Home Dept. 12.9.19

Home Dept.

The ~~p~~ notes may now be recorded

2. The question of deputation allowance is dealt with in a separate file.

ASSISTANT SECRETARY 17 SEP 1919 GOVT. OF MADRAS

CHIEF SECRETARIATE 17 SEP 1919 MADRAS GOVT.

P. 443-2 Home 17.9.19

CURRENT NO. 3026C Financial 17-9-19

Fil no. 3026C-1 17.9.19

REGISTRAR HOME DEPARTMENT 18 SEP 1919 GOVT. OF MADRAS

Note in Call book

Call book 289

3. Orders are solicited on the suggestion at 'A' on p. 17 ante.

G.O. No. 1322 Home (Mis.)
22. Sep 1919

Sd
22.9.19

When given for copying
When copied _____
When examined _____ } 191 .
When signed _____

READ AGAIN G.O. No.
191 .

, DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT	A	A	A	A	A	A	A
LETTER OF GOVERNMENT							
STATEMENT WITH DITTO.							
PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.							

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