

Government of Madras

HOME DEPARTMENT (MISCELLANEOUS)

G.O. No. 1015, 25th May 1920

Census

Superintendent of Census Operations—establishment sanctioned.



Mr.

Government of Madras

HOME DEPARTMENT (MISCELLANEOUS)

G.O. No. 1015, 25th May 1920

Census

Superintendent of Census Operations—establishment sanctioned.

READ—the following papers :—

I

Letter—from G. T. Boag, Esq., I.C.S., Superintendent of Census Operations, Madras.

To—the Secretary to Government, Home (Miscellaneous) Department (through the Accountant-General, Madras).

Dated—the 17th April 1920.

No.—13.

I have the honour to submit proposals for the establishment of my personal office as Superintendent of Census Operations, Madras. My proposals are based on those of Mr. Molony in 1910.

2. The Census Commissioner informs me that a letter is issuing giving financial powers to Local Governments, though it may be some little time yet before the Government of India pass the Census Budgets and make the allotments.

3. I propose the following appointments :—

	RS.
(1) Personal Assistant	200
(2) Clerk	75
(3) Do.	50
(4) Do.	30
(5) Attender	20
(6) Peon	15
(7) Do.	15
(8) Do.	15

4. As personal Assistant I have chosen M.R.Ry. S. Shanmukham Pillai, English Head Accountant in the Collector's Office, Trichinopoly, who was employed in Mr. Molony's office at the last census. The Collector is willing to spare him and he is willing to come for Rs. 200 a month. Mr. Molony only paid his Personal Assistant Rs. 150 at the outset; but considering the general rise in prices during recent years I do not think Rs. 200 an unreasonable salary to propose, and I request that Government will be pleased to sanction it. I have made a similar increase in the scale of pay proposed for my clerks; but I may add that I do not propose at first either to fill all the posts or to pay the full salaries sanctioned.

5. The pay of the attender and peons I have fixed at the rates now paid in the Secretariat including allowances.

6. I enclose a proposition statement in duplicate and request that Government will be pleased to pass early orders.

ENCLOSURE
Statement of proposition for revision of establishment.

Proposition.																						
Nature of charge.										Proposition.												
Present scale.										Proposed scale.				Permanent.					Temporary.			
Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Increase per month.		Decrease per month.		Increase per month.		Decrease per month.				
		Mini- mum.	Incre- ment.	Maxi- mum.				Mini- mum.	Incre- ment.	Maxi- mum.		Amount.	(14)	Amount.	(15)	Period.	Amount.	(16)	Amount.	(17)	Period.	Amount.
(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)											
(1)	Office to which the proposition refers.					1	Personal Assistant	..	..	200	200											
						1	Clerk	..	..	75	75											
						1	Do.	..	..	50	50											
						1	Do.	..	..	30	30											
						1	Attender	..	..	20	20											
						3	Peons (15)	..	..	45	45											
							Total	..	..	420	420											
	Office of the Superintendent of Census Operations, Madras.																					

II

**Endorsement of the Accountant-General, No. Tri. P.A. 4/1775,
dated 26th April 1920.**

Forwarded.

2. There is no audit objection to the proposal being sanctioned by Government in the Financial Department.

3. As regards the grant of the full pay of the temporary appointment of Personal Assistant on Rs. 200 to M.R.Ry. S. Shanmukham Pillai, the English Head Accountant in the Collector's office, Trichinopoly, on pay Rs. 200, the special sanction of Government will be necessary under sub-paragraph 3 to article 76 (c) of the Civil Service Regulations.

4. In sanctioning the proposals it may be stated whether any, and if so what, local allowance should be granted to the low-paid establishment with reference to G.Os. Nos. 16, Financial and 146, Financial, dated 7th January 1919 and 18th February 1920.

T. K. RAJAGOPALAN,
Deputy Accountant-General.

To the Secretary to Government, Home (Miscellaneous) Department.

Order—No. 1015, Home (Miscellaneous), dated 25th May 1920.

The Government sanction the employment under the Superintendent of Census Operations of the following temporary establishment from the dates on which they are employed:—

	Per ensem.
	Rs.
One Personal Assistant	200
One clerk	60
Do.	30
Do.	20
One attender	15
Three peons	8 each.

2. The attender will be eligible for the war allowance laid down in paragraph 1 of G.O. No. 16, Financial, dated 7th January 1919. The other establishment sanctioned in the preceding paragraph, excluding the Personal Assistant and the clerk on Rs. 60, will be eligible for the war allowances under G.O. No. 146, Financial, dated 14th February 1920.

3. Under article 76 (c) of the Civil Service Regulations M.R.Ry. S. Shanmukham Pillai, English Head Accountant, Collector's office, Trichinopoly, appointed as Personal Assistant, is permitted to draw the full pay of the appointment (Rs. 200) from the date he joined his new duties.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Superintendent, Census Operations.
 „ Financial Department.
 „ Accountant-General, through Financial.
 „ Revenue Department.
 „ Publicity Officer.
 Copy to the Census Commissioner for India (with C.L.).

HOME (MISCELLANEOUS) DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 1015, HOME (MISCELLANEOUS)
DATED 25TH MAY 1920.

[SUBJECT.—Census Superintendent's office establishment.]

From the Census Superintendent, dated 17th April 1920, No. 13.

The establishment sanctioned during the census of 1911 is compared below with that proposed in the current file for the ensuing census:—

Sanctioned in 1911.						RS.	
One personal assistant	...	...	...	...	...	200	per mensem.
" clerk	...	...	...	...	...	60	"
" "	...	...	...	...	...	30	"
" "	...	...	...	...	...	20	"
" attender	...	...	...	...	...	15	"
Three peons	...	...	...	...	...	8	each.
Now proposed in current file.						RS.	
One personal assistant	...	...	...	...	...	200	per mensem.
" clerk	...	...	...	...	...	75	"
" "	...	...	...	...	...	50	"
" "	...	...	...	...	...	30	"
" attender	...	...	...	...	...	20	"
Three peons	...	...	...	...	...	15	each.

2. *Personal Assistant.*—During the last census Mr. Dandapani Ayyar, then a clerk permanent on Rs. 130 per mensem in the Chief Secretariat, was employed as personal assistant on Rs. 150 at the outset and on Rs. 200 later on—vide G.Os. No. 1677, Revenue, dated 23rd May 1910 and No. 3893, Revenue, dated 9th December 1910. Mr. Boag now proposes to appoint Mr. Shunmugam Pillai, Head Accountant in the Trichinopoly Collectorate on Rs. 100 per mensem, as his personal assistant and to fix the latter's salary at Rs. 200 per mensem. For orders whether following the precedent of the last census the salary may be fixed at Rs. 150 for the present or whether in view of the costly living in Madras as compared with the mufassal and the general increase in prices since the last census, Mr. Boag's proposal to fix it at Rs. 200 per mensem from the outset will be accepted.

Yes.

R.R.—4-5-20.

3. *Clerks.*—In the place of three clerks on Rs. 60, 30 and 20 employed during the last census it is proposed now to entertain three clerks on Rs. 75, 50 and 30 respectively. In proposing these increased rates Mr. Boag apparently includes the war allowances in the salaries he has proposed—cf. paragraph 5 of current letter. Since however separate war allowances are being sanctioned for all clerks in the Presidency it is for orders whether three clerks may not be sanctioned for the ensuing census on the same pay as during last census, i.e., Rs. 60, 30 and 20 exclusive of the war allowances which may be sanctioned on the scale prescribed in paragraph 1 of G.O. No. 16, Financial, dated 7th January 1919, as modified by G.O. No. 146, Financial, dated 18th February 1920 and any other Government Order that may be issued in future.

Yes.

R.R.—4-5-20.

4. *Attender*.—A pay of Rs. 20 per mensem inclusive of war allowances is proposed. The minimum pay of a Secretariat attender is Rs. 10 but he now draws Rs. 15 inclusive of war allowances—vide G.O. No. 146, Financial, dated 18th February 1920. Last time the pay alone of the attender was fixed at Rs. 15. Apparently an efficient and experienced attender will be required and it is therefore for orders whether the pay may be fixed this time also at Rs. 15 per mensem plus war allowances on the scale laid down in paragraph 1 of G.O. No. 16, Financial, dated 7th January 1919 or any other scale that may be fixed in future.

Yes.

Peons.—Three peons were sanctioned last time on Rs. 8 per mensem each and Mr. Boag now recommends three peons on Rs. 15 per mensem each inclusive of war allowances. Submitted the minimum pay of a peon in the City of Madras is Rs. 15 per mensem. Mr. Boag's proposal may therefore be sanctioned. If this rate is adopted no war allowance need be paid to the peons.

Yes.

The remarks of Financial may be invited u.o.

A.S.—30-4-20. S.A.—3-5-20.

The personal assistant may, I think, get Rs. 200 as proposed by Mr. Boag.

2. The clerks may be paid Rs. 60, 30 and 20 plus such allowances as may be sanctioned for clerks on that pay.

3. The other proposals may be approved.

This may go to Financial u.o.

W. S. BROWN—4-5-20.

1 and 2. Yes.

3. Regarding attender and peons I approve of the proposals in the office-note alone.

R. RAMACHANDRA RAO—4-5-20.

FINANCIAL DEPARTMENT.

It is proposed to entertain the following establishment in the office of the Superintendent of the Census Operations :—

	Rs.
One personal assistant	200 per mensem.
" clerk	60 "
" "	30 "
" "	20 "
" attender	15 "
Three peons	15 each (without war allowances).

2. The strength of the establishment proposed is the same as that sanctioned during the census of 1911 and may be accepted.

J.M.H.—10-5-20.

3. The rates of pay proposed are also the same as those sanctioned for the 1911 operations except in regard to the pay of the peons. It would seem sufficient if the pay of the peons is fixed at Rs. 8 each as on the former occasion and they be declared to be eligible for war allowances under G.O. No. 146, Financial, dated 18th February 1920. Subject to the above modification the proposed rates of pay may be accepted.

J.M.H.—10-5-20.

4. The proposal to allow Mr. Shanmugham Pillai to draw the full pay of the appointment of personal assistant may also be accepted.

5. The cost will apparently be met from the funds to be allotted by the Government of India for the purpose—vide paragraph 2, page 1, current file.

M.S.V.—7-5-20. C.K.—8-5-20.

J. M. HOOPER—10-5-20.

R. A. GRAHAM—10-5-20.

HOME (MISCELLANEOUS) DEPARTMENT.

A draft order is submitted, which may be sent to Revenue u.o. for acceptance of paragraph 3.

S.N.P.—13-5-20.

As regards the pay of the attender, attention is solicited to paragraph 4 of this department's note on page 2 ante, in which it was suggested that it should be fixed at Rs. 15 and that the attender should be allowed to draw war allowance on the scale laid down in paragraph 1 of G.O. No. 16, Financial, dated 7th January 1919. The Financial Department while agreeing to fix the pay of the attender at Rs. 15 has generally stated that the whole establishment will be eligible for the war allowances as sanctioned in G.O. No. 146, Financial, dated 18th February 1920. According to this order the total remuneration of an attender (including the allowance) is only Rs. 15, i.e., the same pay as in 1911. As the Financial Department has not objected specifically to this department's proposal at Right I think.

W.S.B.—14-5-20.

A above, it has been adopted in the draft order subject to approval.

S.A.—13-5-20.

Issue.

W. S. BROWN—14-5-20.

Also Revenue u.o. for acceptance of paragraph 3.

W.S.B.—14-5-20.

R. RAMACHANDRA RAO—14-5-20.

REVENUE DEPARTMENT.

Paragraph 3 of the draft order may, it is submitted, be accepted in this department and the file returned to Home (Miscellaneous) u.o.

P.K.—18-5-20.

J. B. BROWN—22-5-20.

HOME (MISCELLANEOUS) DEPARTMENT.

Submitted the draft order may issue.

S.N.P.—24-5-20.

Issue.

W.S.B.—25-5-20.

[G.O. No. 1015, Home (Miscellaneous), dated 25th May 1920.]



191

READ ALSO:-

I

C. 2472, From the Supr Census Operatin, No. 13, dated 17 April 1920.

Enot of the acct genl. ^{II} Tri. P.A. 4/1775 26 Apr 1920.

No. 1015, dated 25th May 1920.

Press

miss

The Govt. sanction the employment under the Superintendent of Census Operations of the following temporary establishment from the dates on which they are employed:-

One Personal Assistant	200.
One Clerk	60.
One Clerk	30
One clerk	20
One Attender	15
Three peons	8 each

2 The attender will be eligible for the war allowance laid down in para 1 of G.P.

⑨ No 16 Fink of 7th Jan^y 1919.
The other establishment sanctioned

in the preceding paragraph, excluding the Personal Assistant and the clerk on RoRo, will be eligible for the war allowances under G.O. No. 146 Fint of 14 Feb. 1920.

3. Under article 76 (c) of the Civil Service Regulations M.R.Ry. S. Shanmukham Pillai, English Head Accountant, Collector's Office, Trichinopoly, appointed as Personal Assistant, is permitted to draw the full pay of the appointment (Rs. 200) from the date he joined his new duties.

SMP
13.5.20

13.5.20

14.5.20

14.5.20

(B)

To

The Supdt. Census Operations
The Finl Dept
The Asst. Finl. This Fint
The Rev Dept
The Publicity Office

Cpy to the Census Comm. for India (with C.C.D.)

Not for E.D.

G.O. No. 1015, 25th May 1920

Census

Superintendent of Census Operations—establishment sanctioned.

READ—the following papers:—

Letter—from G. T. Boag, Esq., I.C.S., Superintendent of Census Operations, Madras.

To—the Secretary to Government Home (Miscellaneous) Department (through the Accountant-General, Madras).

Dated—the 17th April 1920.

No.—13.

I have the honour to submit proposals for the establishment of my personal office as Superintendent of Census Operations, Madras. My proposals are based on those of Mr. Molony in 1910.

2. The Census Commissioner informs me that a letter is issuing giving financial powers to Local Governments, though it may be some little time yet before the Government of India pass the Census Budgets and make the allotments.

3. I propose the following appointments:—

	Rs.
(1) Personal Assistant	200
(2) Clerk	75
(3) Do.	50
(4) Do.	30
(5) Attender	20
(6) Peon	15
(7) Do.	15
(8) Do.	15

4. As personal Assistant I have chosen M.R.Ry. S. Shanmukham Pillai, English Head Accountant in the Collector's Office, Trichinopoly, who was employed in Mr. Molony's office at the last census. The Collector is willing to spare him and he is willing to come for Rs. 200 a month. Mr. Molony only paid his Personal Assistant Rs. 150 at the outset; but considering the general rise in prices during recent years I do not think Rs. 200 an unreasonable salary to propose, and I request that Government will be pleased to sanction it. I have made a similar increase in the scale of pay proposed for my clerks; but I may add that I do not propose at first either to fill all the posts or to pay the full salaries sanctioned.

5. The pay of the attender and peons I have fixed at the rates now paid in the Secretariat including allowances.

6. I enclose a proposition statement in duplicate and request that Government will be pleased to pass early orders.

For the Supdt

Proof of G.O. and notes

Submitted for approval.

CRP.
25.6.20

25.6.20

X

G.O. No. 1015, 25th May 1920

General

Superintendent of Census Operations - establishment sanctioned

For the following papers:-

To the Secretary to Government Home (Miscellaneous) Department through the Accountant-General, Madras.
Date: 17th April 1920.
No. 18.

I have the honour to submit proposals for the establishment of my personal office as Superintendent of Census Operations, Madras. My proposals are based on those of Mr. Malley in 1910.
2. The Census Commission, Madras, in its report of 1910, has recommended that powers to local Government, though it may be some time before the Government of India pass the Census Bill, and make the following appointments:-

- (1) Personal Assistant
- (2) Clerk
- (3) Do.
- (4) Do.
- (5) Attendant
- (6) Peon
- (7) Do.
- (8) Do.

4. As personal Assistant I have chosen Mr. R. S. Srinivasan Pillai, English Head Accountant in the Collector's Office, Pudukkottai, who was employed in Mr. Malley's office at the last census. The Collector is willing to spare him and he is willing to come for Rs. 200 a month. Mr. Malley only paid his Personal Assistant Rs. 150 at the outset, but considering the general rise in prices during recent years I do not think Rs. 200 an unreasonable salary to propose, and I request that Government will be pleased to sanction it. I have made a similar increase in the scale of pay proposed for my clerks, and I may add that I do not propose at first either to fill all the posts or to pay the full salaries sanctioned.

5. The pay of the attendant and peon I have fixed at the rates now paid in the Secretariat including allowances.

6. I enclose a proposition statement in duplicate and request that Government will be pleased to pass early orders.

ENCLOSURE
Statement of proposition for revision of establishment.

(1) Office to which the proposition refers.	Present scale.				Proposed scale.				Proposition.			
	Number.	Designation.	Pay.		Designation.	Pay.		Average cost.	Permanent.		Temporary.	
			Mini. num. (4)	Incr. ment. (5)	Maxi. num. (6)	Mini. num. (10)	Incr. ment. (11)	Maxi. num. (12)	Increase per month. Amount. (14)	Decrease per month. Amount. (15)	Increase per month. Amount. (16)	Decrease per month. Period. Amount. (18) (19)
Office of the Superintendent of Census Operations, Madras.	1	Personal Assistant	..	..	..	..	..	..	Rs. 200	Rs. 200	Rs. 200	Rs. ..
	1	Clerk	..	..	..	..	..	..	Rs. 75	Rs. 75	Rs. 75	Rs. ..
	1	Do.	..	..	..	..	..	..	Rs. 50	Rs. 50	Rs. 50	Rs. ..
	1	Do.	..	..	..	..	..	..	Rs. 30	Rs. 30	Rs. 30	Rs. ..
	1	Attender	..	..	..	..	..	..	Rs. 20	Rs. 20	Rs. 20	Rs. ..
	3	Peons (15)	..	..	..	..	..	..	Rs. 45	Rs. 45	Rs. 45	Rs. ..
		Total	..	..	..	..	..	..	Rs. 420	Rs. 420	Rs. 420	Rs. ..

Order of the sanctioning authority for the Superintendent's personal office.

II

Endorsement of the Accountant-General, No. Tri. P.A. 4/1775, dated 26th April 1920.

Forwarded.

2. There is no audit objection to the proposal being sanctioned by Government in the Financial Department.

3. As regards the grant of the full pay of the temporary appointment of Personal Assistant on Rs. 200 to M.R.Ry. S. Shanmukham Pillai, the English Head Accountant in the Collector's office, Trichinopoly, on pay Rs. 200, the special sanction of Government will be necessary under sub-paragraph 3 to article 76 (c) of the Civil Service Regulations.

4. In sanctioning the proposals it may be stated whether any, and if so what, local allowance should be granted to the low-paid establishment with reference to G.Os. Nos. 16 Financial and 146, Financial, dated 7th January 1919 and 18th February 1920.

R. SRINIVASA AYYAR,
Deputy Accountant-General.

(2)

T.K. Rajagopal

To the Secretary to Government, Home (Miscellaneous) Department.

Order—No. 1015, Home (Miscellaneous), dated 25th May 1920.

The Government sanction the employment under the Superintendent of Census Operations of the following temporary establishment from the dates on which they are employed:—

	Per mensem.
One Personal Assistant	RS. 200
One clerk	60
Do.	30
Do.	20
One attender	15
Three peons	8 each.

2. The attender will be eligible for the war allowance laid down in paragraph 1 of G.O. No. 16, Financial, dated 7th January 1919. The other establishment sanctioned in the preceding paragraph, excluding the Personal Assistant and the clerk on Rs. 60, will be eligible for the war allowances under G.O. No. 146, Financial, dated 14th February 1920.

3. Under article 76 (c) of the Civil Service Regulations M.R.Ry. S. Shanmukham Pillai, English Head Accountant, Collector's office, Trichinopoly, appointed as Personal Assistant, is permitted to draw the full pay of the appointment (Rs. 200) from the date he joined his new duties.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Superintendent, Census Operations.
" Financial Department.
" Accountant-General, through Financial.
" Revenue Department.
" Publicity Officer.

Copy to the Census Commissioner for India (with C.L.).

25/6/20
8

HOME (MISCELLANEOUS) DEPARTMENT.
NOTES CONNECTED WITH G.O. No. 1015, HOME (MISCELLANEOUS)
DATED 25TH MAY 1920.

[SUBJECT—Census Superintendent's office establishment.]

From the Census Superintendent, dated 17th April 1920, No. 13.
The establishment sanctioned during the census of 1911 is compared below with
that proposed in the current file for the ensuing census:—
Sanctioned in 1911.

	Rs.	
One personal assistant	200 per mensem.	
" clerk	60	"
" "	30	"
" "	20	"
" attender	15	"
Three peons	8	"
Now proposed in current file.		

	Rs.	
One personal assistant	200 per mensem.	
" clerk	75	"
" "	50	"
" "	30	"
" attender	20	"
Three peons	15	" each.

2. *Personal Assistant.*—During the last census Mr. Dandapani Ayyar, then a clerk permanent on Rs. 150 per mensem in the Chief Secretariat, was employed as personal assistant on Rs. 150 at the outset and on Rs. 200 later on—vide G.O's. No. 1677, Revenue, dated 23rd May 1910 and No. 3893, Revenue, dated 9th December 1910. Mr. Boag now proposes to appoint Mr. Shunjugam Pillai, head accountant in the Trichinopoly Collectorate on Rs. 100 per mensem, as his personal assistant and to fix the latter's salary at Rs. 200 per mensem. For orders whether following the precedent of the last census the salary may be fixed at Rs. 150 for the present or whether in view of the costly living in Madras as compared with the mufassal and the general increase in prices since the last census, Mr. Boag's proposal to fix it at Rs. 200 per mensem from the outset will be accepted.

3. *Clerks.*—In the place of three clerks on Rs. 60, 30 and 20 employed during the last census it is proposed now to entertain three clerks on Rs. 75, 50 and 30 respectively. In proposing these increased rates Mr. Boag apparently includes the war allowances in the salaries he has proposed cf. paragraph 5 of current letter—Since however separate war allowances are being sanctioned for all clerks in the Presidency it is for orders whether three clerks may not be sanctioned for the ensuing census on the same pay as during last census, i.e., Rs. 60, 30 and 20 exclusive of the war allowances which may be sanctioned on the scale prescribed in paragraph 1 of G.O. No. 16, Financial, dated 7th January 1919 as modified by G.O. No. 146, Financial, dated 18th February 1920 and any other Government Order that may be issued in future.

Yes.

R.R.—4-5-20.

Yes.

R.R.—4-5-20.

each/

s/

m/H/

e/

1/

Phas
28/6/20

2 NOTES TO G.O. No. 1015, HOME (MISCELLANEOUS), 25TH MAY 1920

4. Attender.—A pay of Rs. 20 per mensem inclusive of war allowances is proposed. The minimum pay of a Secretariat attender is Rs. 10 but he now draws Rs. 15 inclusive of war allowances—vide G.O. No. 146, Financial, dated 18th February 1920. Last time the pay alone of the attender was fixed at Rs. 15. Apparently an efficient and experienced attender will be required and it is therefore for orders whether the pay may be fixed this time also at Rs. 15 per mensem plus war allowances on the scale laid down in paragraph 1 of G.O. No. 16, Financial, dated 7th January 1919 or any other scale that may be fixed in future.

Yes.

Peons.—Three peons were sanctioned last time on Rs. 8 per mensem each and Mr. Boag now recommends three peons on Rs. 15 per mensem each inclusive of war allowances. Submitted the minimum pay of a peon in the City of Madras is Rs. 15 per mensem. Mr. Boag's proposal may therefore be sanctioned. If this rate is adopted no war allowance need be paid to the peons.

Yes.

The remarks of Financial may be invited u.o.

A.S.—30-4-20. S.A.—3-5-20.

The personal assistant may, I think, get Rs. 200 as proposed by Mr. Boag.

2. The clerks may be paid Rs. 60, 30 and 20 plus such allowances as may be sanctioned for clerks on that pay.

3. The other proposals may be approved.

This may go to Financial u.o.

W. S. BROWN—4-5-20.

1 and 2. Yes.

3. Regarding attender and peons I approve of the proposals in the office-note alone.

R. RAMACHANDRA RAO—4-5-20.

FINANCIAL DEPARTMENT.

It is proposed to entertain the following establishment in the office of the Superintendent of the Census Operations:—

	RS.
One personal assistant	200 per mensem.
„ clerk	60 „
„ „	30 „
„ „	20 „
„ attender	15 „
Three peons	15 each (without war allowances.)

2. The strength of the establishment proposed is the same as that sanctioned during the census of 1911 and may be accepted.

J.M.H.—10-5-20.

3. The rates of pay proposed are also the same as those sanctioned for the 1911 operations except in regard to the pay of the peons. It would seem sufficient if the pay of the peons is fixed at Rs. 8 each as on the former occasion and they be

J.M.H.—10-5-20.

declared to be eligible for war allowances under G.O. No. 146, Financial, dated 18th February 1920. Subject to the above modification the proposed rates of pay may be accepted.

10
NOTES TO G.O. No. 1015, HOME (MISCELLANEOUS), 25TH MAY 1920 3

4. The proposal to allow Mr. Shanmugham Pillai to draw the full pay of the appointment of personal assistant may also be accepted.

5. The cost will apparently be met from the funds to be allotted by the Government of India for the purpose—vide paragraph 2, page 1 current file.

M.S.V.—7-5-20. C.K.—8-5-20.

J. M. HOOPER—10-5-20.

R. A. GRAHAM—10-5-20.

HOME (MISCELLANEOUS) DEPARTMENT.

A draft order is submitted, which may be sent to Revenue u.o. for acceptance of paragraph 3.

S.N.P.—13-5-20.

As regards the pay of the attender, attention is solicited to paragraph 4 of this department's note on page 2 ante, in which it was suggested that it should be fixed at Rs. 15 and that the attender should be allowed to draw war allowance on the scale laid down in paragraph 1 of G.O. No. 16, Financial, dated 7th January 1919. The Financial Department while agreeing to fix the pay of the attender at Rs. 15 has generally stated that the whole establishment will be eligible for the war allowances as sanctioned in G.O. No. 146, Financial, dated 18th February 1920. According to this order the total remuneration of an attender, (including the allowance) is only Rs. 15, i.e., the same pay as in 1911. As the Financial Department has not objected specifically to this department's proposal at

Right I think.

W.S.B.—14-5-20.

A above, it has been adopted in the draft order subject to approval.

S.A.—13-5-20.

Issue.

W. S. BROWN—14-5-20.

Also Revenue u.o. for acceptance of paragraph 3.

W.S.B.—14-5-20.

R. RAMACHANDRA RAO—14-5-20.

REVENUE DEPARTMENT.

Paragraph 3 of the draft order may, it is submitted, be accepted in this department and the file returned to Home (Miscellaneous) u.o.

P.K.—18-5-20.

J. B. BROWN—22-5-20.

HOME (MISCELLANEOUS) DEPARTMENT.

Submitted the draft order may issue.

S.N.P.—24-5-20.

Issue.

W.S.B.—25-5-20.

[G.O. No. 1015, Home (Miscellaneous), dated 25th May 1920.]

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Home (Mis) DEPARTMENT.

Current No dated 191

G.O. No. 1015, dated 25. 5. 1920.

Number of MS. pages sent { Correspondence (b) 4 + 2 = 6
(b¹) Notes 7

Brief subject: Census

(a) Number of copies required when struck off (not including copies for volumes and editors' table 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	16	16
Ooty Records ...		3	3
For filing with original ...		1	1
Total ...		20	20
FOR ISSUE.†			
	Letter only.	Complete G.O.	Special issue copies of G.O. (b) No. Papers.

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

Spare copies				
The ...				
The ...				
The ...				
The ...				
The ...				
The ...				
The ...				
The ...				
The ...				
The ...				
The ...				
The ...				
Total				50

Copies distributed on ‡ (Press Clerk).

† Copies distributed on ‡ (Press Despatcher).

‡ To be initialled and dated.

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.

TO PRESS, MADRAS OOTY.

A	B	C
Please send proof in duplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.
Type may be released after usual interval at once.	Type may be released after usual interval at once.	Type may be released after usual interval.
Referencer. Clerk.	Referencer. Clerk.	Referencer. Clerk.
Supdt.	Supdt.	Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	15/11/20 297
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition.
Supplied to Secretariat for Record.....				
" " " Issue.....				
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....				
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...				