

Local & Munl. (1896) Department.

MISCELLANEOUS.

G.O., No. 1901 L.

DATED 14-10-96

INDEXED.

[Despatch Abstract.]

Establishment Informing the Financial department
that no reduction can be made in the
Copyist — of this department.

BACK PAPERS.

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

FURTHER PAPERS.

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

[L. & M.]

Local & Munl. (1898) Department.

CURRENT No. 21718

current No 21718 & 26792.

C.S.
The

Order No 1901 Lms d/ 14.10.96

The Financial Department will be informed that no reduction can be made in the copyist establishment of this Department.

From The Financial Department.

138
7/10/96

15412.10.96

Process No. 1323

Dated 6 - 7 - 1896.

Received 6 - 8 - 1896.

Registered

Enclosures

Spare copies 2.

SUBJECT.

Requesting the department of the Secretariat, &c, to report the savings effected under copyist establishments by the introduction of typewriters.

Note - The copyist establishment of this Department consists of 5 clerks - one on Rs 20, one on Rs 18, one on Rs 16, one on Rs 14 and one on Rs 12. One of these is employed in registering the municipal letters received, keeping the stationery and the connected accounts and reading the papers to the Examiner. The number of copyists for this Department was fixed by Mr. Candlish at 5 with a view to have the office drafts fair copied by the copyists, but as they have not been able to undertake this work, it has been generally done by the drafting clerk and their assistants to the prejudice of their other work. There are only 3 typewriting machines in this Department for 6 copyists and 2 of these who were experienced in typewriting have lately left the office to take up other appointments. Only men of inferior qualifications can be secured for these places in this Department, as the scale of salaries is comparatively poor, the first and the last being paid Rs 20 and Rs 12, respectively, against Rs 25 and Rs 18 or Rs 17.8-0 respectively in the Public and Revenue Departments. But when the additional typewriter indicated for is received and the present copyists acquire sufficient experience and facility in working the typewriters, they will be just able to do their legitimate work including the copying of the office

To The Financial Department.

P.20

15412.10.96

Drafts, most of which are long, being reviews of the annual reports and budgets of the local boards and municipal corporations. It is therefore submitted that no savings can be effected under the copyist establishment of this Department, which is only Rs 80 per month against Rs 126 in the Public Deptt and Rs 102½ in the Revenue Deptt.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

I proposed to examine all the copyists in type writing on return to Madras, fixed, I think, a minimum of 25 words a minute, which should be reached by the date of Govt's return from the hills. This is not a high standard, & if it is attained, as it should be, the number of copyists can probably be reduced. If they can not attain this standard, their services should be dispensed with, or they should be suspended, until they do.

10/20/96

Keep this in view.
10/22/96

FINANCIAL DEPARTMENT.

No. 1323.

OFFICIAL MEMORANDUM.

The departments of the Secretariat and heads of departments who have been supplied with type-writers are requested to report the savings under copyist establishments which have been, or will be, effected by the introduction of the machines. It has been found possible to reduce the establishment in the Chief Secretariat and, in view of the saving in labour which is effected by the use of the machines, the number of copyists should eventually be reduced by at least one-third in all offices possessing type-writers.

Ootacamund,
6th July 1896.

For Chief Secretary.

- To the Public Department.
- " Revenue Department.
- " Public Works Department (General Branch).
- " " (Railway ").
- " " (Irrigation ").
- " Local and Municipal Department.
- " Board of Revenue (Land Revenue).
- " " (Revenue Settlement).
- " Inspector-General of Police.
- " " of Prisons.
- " " of Registration.
- " Surgeon-General.
- " Director of Public Instruction.
- " Superintendent of Stationery.
- " Presidency Port Officer.
- " Sanitary Engineer.

FINANCIAL DEPARTMENT.

Local & Municipal Dent.

To

THE DEPARTMENTS OF THE SECRETARIAT, &c.

6 AUG. 96

Memo. No. 1323, dated 6th July 1896.

Requesting the departments of the Secretariat, &c., to report the savings effected under copyist establishments by the introduction of type-writers.

[L. & M.]
500-18-8-96.

Local & Munl. (189) Department.

CURRENT No. 2699 L

Order

From The Financial Dept

No.

Dated 2/9

Received 1/10

Registered 2/10

Enclosures

Spare copies

SUBJECT.

Ref. to send an early reply
to the Communication
reg. the Savings under
Copyist establishment
on the introduction of
the type-writing
machines.

Aug
7/2

7/10

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

[G
70]

300-6-12-95.

Financial DEPARTMENT.



Local and Municipal Dept.
CURR. 2699 L

MEMORANDUM No.

THE Local and Municipal Department

Memo No. 1323 dated 6-7-96

is requested to ^{send} submit an early reply to the communication noted in the margin.

Subject.

Re the Savings under Copyist establishment on the introduction of type writing machines

W. D. Phillips
Asst. Secretary

CHIEF SECRETARIAT,

28th September 1896.

7

The Local and Municipal Dept.

10.10.96
11.10.96
12.10.96

When given for copying _____
When copied 8/10 } 1896
When examined 11/10
When signed 12/10

READ AGAIN G.O., No. _____ DATED _____
189 _____

CURRENT No. _____

ENCLOSURES TO C. No. _____

1 OCT. 96

28 1301

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.

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