PROCEEDINGS OF THE PLAGUE COMMISSIONER.

(1899)

MISCELLANEOUS.

No. 111

Dated 13-1-99

Despatched 16-1-99.

[Despatch Abstract.]

Establishment

Sanctioning the addl —— of three clerks for the Plague Comr's office.

BACK PAPERS.

No.	Date.	No.	Date.

FURTHER PAPERS.

No.	Date.	No.	Date.
Cno 1833/99			
" 1931/99			

Proceedings of the Plague Commissioner.

READ—

Order:—No. , *Dated* 3 / 189.

Sanction for increase of work in this office. The following additional establishment is sanctioned with effect from the 1st instant.

1 Clerk on Rs 35
1 Clerk on Rs 30
1 Typewriting Clerk on Rs 25.

2. The cost of this additional establishment during the current year will amount to Rs 137 and will be met from the Rs 66,750 already provided in the revised estimate for the year. The contributions of mill-owners and others

The sanction is rejected as No 43 of 1898-99.

January: 46-7-3
February: 90-0-0
136-7-3 or (say 137)

not likely to be fully utilised. ——— It is presumed the P.C. can order transfers from one head of the Estimate to another. If not, the sanction of Govt is solicited for the transfer

3. ~~The Lines~~ One type writing machine has been found insufficient and the sanction of Govt is requested for the purchase of another.

J. M. for Dept
Asstt Genl

Lucy
12/1/88

NOTE FOR THE PR[illegible]SSIONER

The Se[illegible]'s office began work on the 19th September 1898, and the number of Currents received has been as follows

	Total no.	daily average
19th to 30th Sept —	147	12
October —	757	24
November —	882	29
December —	940	30
1st to 10th January 1899 —	396	39.
Total —	3,122	

It will be seen that work has been increasing steadily, & it will go on increasing with the increase in the number of indigenous centres of plague.

2. To cope with this work, we have at present the sanctioned strength of

1 Assistant	300
1 Travelling Head clerk —	75
1 Travelling clerk —	60
1 clerk —	45
1 " —	40
1 " —	35
1 " —	30
1 " —	25
1 " —	25
1 Copyist —	15
1 " —	15
Total	2665

Taking the daily average for this month, the cost per current is

R

Rs 17 per month.

3. Now in the Sloper branch of the L.D.n. Department, they have provided for

1 clerk on	Rs	100
1 "		30
1 "		25
1 "		25
1 "		20
Total	Rs	200

& the following are the currents

	Total No.	Daily average
19th to 30th Sept. —	124	10
October —	380	12
November —	222	7
December —	220	7
1st to 10th Jan 1919 —	73	7.

Taking 7 as the daily average number of currents, the cost per current in the Sloper branch of the L.D.n. Dept is Rs 27 per month. This is not the entire cost, as the sloper papers pass through the Dist. Assistant (Labour) whose pay has not been taken into consideration as he has other work.

4. Some time ago, I worked out the figures relating to the different branches of the Secretariat for the period from 1st January to 30th Sept 1918 & with the following result:

Department.	Average Daily no. of Currents.	Establishment allowed.	Cost per Current
Chief Secretariat —	42	1 at Rs 600 1 " Rs 350 1 Head Clerk Rs 250 1 Clerk Rs 225 1 Clerk Rs 200 40 Nm Clerks Rs 2387	Rs 96
Rev Dept —	25	1 at Rs 600 1 Clerk Rs 350 1 Reporter Rs 225 1 Head Clerk Rs 175 24 Nm Clerks Rs 1292	Rs 106
L.D.n. Dept (Sloper) —	21	1 Asst — Rs 500 (excluding personal allowance) 1 Clerk Rs 200 22 Nm Clerks Rs 1010	Rs 81.

Last year's figures compared with the figures of the Sloper branch of the L.D.n. Dept are as follows, & it will be noted that the cost per current in the Sloper branch is now Rs 12 less than it was last year.

5. These figures will show that the present strength of the P.C.'s Office is quite inadequate and it has not been found possible to carry out Mr. Hamnett's office order No 3 that each day's papers should be dealt with that very day. The clerks are expected to both reference & draft, but owing to the large number of papers they have not been able to do much of drafting, and even to reference properly. The distribution of work among the clerks is shown in Office order No 2 . It is submitted the Clerks on Rs 75 & 45 each require an assistant & that the pay of these two assistant clerks may be fixed

fixed at Rs 35 & Rs 30.

6. One typewriting machine is found insufficient and it is suggested that the sanction of the Dept may be obtained for a second one. A clerk on Rs 25 will be required for this.

7. The extra Cost involved by the above proposals may be met from an allotment from the grant of Rs 57,000 sanctioned for contribute to private plague hospitals & camps

Sr. to be sent to keep up to date as per instruction

(y) 3

add (5) accts

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189