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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

P.W.D. DEPARTMENT

G.O. No.	<i>4011.VX</i>	Press.
B.P. No.		Mis.
Dated	<i>15.10.1878</i>	<i>197</i>

gda

Not to be folded or roughly handled

14/11

GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

15th October 1878, No. 4,011 W.

General.
Account.

Read the following paper :—

No. 194. From Major L. CONWAY-GORDON, R.E., Examiner of Public Works Accounts, to the Secretary to Government, Public Works Department, General Branch, dated Chepauk, 3rd October 1878, No. 297 W.

In my letter No. 2 W, dated 3rd April 1876, I promised to submit to Government a report on the type-writing machines, the purchase of which was sanctioned in G.O., No. 967, of 11th April 1876. I have purposely delayed sending in this report, for it appeared to me that an approximate estimate of the life of the machines would be a point in the report, on which Government would naturally look to receive some information.

2. Two type-writing machines were received in July 1876. The cost of each machine delivered in this country with all duplicates, printing tapes, &c., complete, was Rupees 280. Since July 1876 both machines have been in continuous use. I find them very useful in disposing of office correspondence, and not liable to get out of order if reasonable care be taken of them.

3. They can be easily worked by a person of ordinary intelligence after about a month's practice. Enclosed is a copy of a memorandum I have drawn out for the guidance of operators.

4. The ratio of work done by the machine as compared with hand-copying is as near as possible 2 to 1. Accurate statistics were kept for a month, and it was found that the work done by two men at the type-writers compared with that of four men at hand-copying as 127,631 to 127,558, the *two* type-writers doing a fractional amount of work more than the *four* manuscript copyists.

5. For all purposes in connection with rough drafting and fair-copying the machines answer admirably; with practice, figured statements of account can be turned out; but, as might be expected, the machine is of no use for filling in figures in blank forms. It might perhaps be made use of for this purpose were the forms drawn out specially to suit the machine, but as a matter of fact we have never used it for this purpose.

6. One excellent use has been made of these machines in connection with the Lithographic Press. Circulars or any other documents, of which a number of copies are urgently required, are now type-printed on transfer paper, transferred to the stone and copies taken off by the ordinary lithographic process. The whole process of obtaining as many as 100 printed copies of a circular can be completed in the course of a few hours. I enclose a specimen of typo-lithography for the information of Government, a process I trust soon to further improve upon.

7. The two machines are now, after two years' incessant wear, in perfect order, and, as far as can be seen, are likely to remain so. This report itself is a fair specimen of the work the machine turns out daily.

8. On the whole I am able to report very favorably on the machines. I think that they might with advantage to Government be introduced in all large public offices.

MEMORANDUM ON THE USE OF THE TYPE-WRITER FOR OFFICIAL LETTERS.

Take care to keep the machine always properly cleaned, especially the rod on which the carriage slides, and carefully avoid as far as possible all dust falling on the machine.

The rod and other working parts should be kept slightly oiled with good kerosine oil.

2. Strike the keys as in playing *staccato* on a piano-forte, and with sufficient force to obtain the required impression. In damp weather less force will be found to be required.

3. Take particular care not to strike two keys at a time and to keep good time, for it will be found that the more regularly and mechanically the keys are struck, the more even will the printed writing be.

4. To get a quarter margin on foolscap, place pin in second hole from right of carriage bar.

5. Adjust the paper properly, and see that it is quite straight by lifting the carriage.

6. DEFINITIONS. *A space*.—A horizontal space across the paper, represented by moving the carriage through one division on the index or scale in front of the machine either by the hand or by pressing down the bar.

A Tick.—A vertical space down the paper, represented by turning the printing cylinder one tooth on the ratchet wheel.

7. INSTRUCTIONS FOR CORRESPONDENCE CLERKS. *Stops*.—Leave a space after each stop.

8. *Paragraphs*.—One tick between each paragraph in excess of the usual distance between lines.

9. *Numbering Paragraphs*.—After numbering a paragraph leave six spaces thus:—

"2. It is also to be observed that the Accountant."

10. *Brackets*.—Use the colon with a space on each side and prolong by hand each dot of the colon thus:—

: Excluding interest :

11. *Quotations*.—Give a margin wider by eight spaces (about) and give only one tick between the lines, thus:—

"2. In March 1878 the Government of India remarked that the practice of notifying in the Official Gazette the appointment and subsequent events in the service of Members of Office Establishments should be henceforth discontinued, unless they hold the specifically and officially recognised position of Assistant to the Secretary under a Local Government."

12. *Commencing Official Letters*.—Begin the heading "From the Examiner" at Index 13.

Begin the next line "Public Works Accounts" at Index 25.

Give an extra tick; begin the next line "To the Superintending Engineer" at Index 13.

Begin the next line "First Circle" at Index 25.

Give three extra ticks, commence "No." at Index 7.

Put date on the same line as "No." but commence at Index 35.

Give two extra ticks, commence "Sir" at Index 7.

13. *Concluding Official Letters*.—Give an extra tick, commence "I have the honor to be" at Index 25.

Commence "Sir" at Index 35.

Commence "Your most obedient servant" at Index 30.

Leave a space of five ticks for signature.

Commence "Examiner of Public Works Accounts" at Index 35.

14. *Dockets*.—On letters folded lengthways commence at Index 31.

15. *Figured Statements*.—Calculate number of figures in each column of statement and then mark off on Index the point at which the line of units of each column is to commence, so as to get the figures exactly one under the other.

16. *Enclosures*.—Copy consecutively after letter. The words "Enclosure No. 1" at Index 24 thus:—

ENCLOSURE No. 1.

Copy of a letter from.....to.....

ENCLOSURE No. 2.

Copy of a letter from.....to.....and so on.

(Signed) L. CONWAY-GORDON, Major, R.E.,
Examiner of Public Works Accounts.

No. 195. ORDER THEREON, 15th October 1878, No. 4,011 W.

COMMUNICATED to all Departments of the Secretariat for information and for opinion.

2. A machine of this kind would probably be useful on the Hills.

(True Extract.)

Colonel, R.E.,
Secretary to Govt., P.W.D.

To the Financial Department.

" Revenue do.
" Military do.
" Examiner of Public Works Accounts.

Exd. T. D. Ryan.
Spare Copies

GENERAL
ACCOUNT.

Gob. of (1878) Madras.
PUBLIC WORKS.

To

THE FINANCIAL DEPARTMENT.

&c. &c. &c.

Dated October 15th.

Issued

Recd.

Encl.

G. O., 15th October 1878, No. 4,011 W.

OCTOBER.

Nos. 194-196.

Type-writing Machines.—Examiner's
report on the working of the —, commu-
nicated for opinion to the Departments of
the Secretariat.

FROM THE EXAMINER, P. W. ACCOUNTS,

MADRAS.

TO THE SECRETARY TO GOVERNMENT,

PUBLIC WORKS DEPARTMENT,

GENERAL BRANCH.

No. 297

CHEPAK, 3rd OCTOBER 1878.

SIR,

IN MY LETTER NO. R.W. DATED 3RD. APRIL 1876, I PROMISED
TO SUBMIT TO GOVERNMENT A REPORT ON THE TYPE-WRITING
MACHINES, THE PURCHASE OF WHICH WAS SANCTIONED IN G.O. NO.
967 OF 11TH. APRIL 1876. I HAVE PURPOSELY DELAYED SENDING
IN THIS REPORT, FOR IT APPEARED TO ME, THAT AN APPROXIMATE
ESTIMATE OF THE LIFE OF THE MACHINES WOULD BE A POINT IN
THE REPORT, ON WHICH GOVERNMENT WOULD NATURALLY LOOK TO
RECEIVE SOME INFORMATION.

2. TWO TYPE-WRITING MACHINES WERE RECEIVED IN JULY
1876. THE COST OF EACH MACHINE DELIVERED IN THIS COUNTRY
WITH ALL DUPLICATES, PRINTING TAPES, ETC. COMPLETE, WAS
RS. 280. SINCE JULY 1876, BOTH MACHINES HAVE BEEN IN CON-
TINUOUS USE. I FIND THEM VERY USEFUL IN DISPOSING OF
OFFICE CORRESPONDENCE, AND NOT LIABLE TO GET OUT OF ORDER
IF REASONABLE CARE BE TAKEN OF THEM.

3. THEY CAN BE EASILY WORKED BY A PERSON OF ORDINARY

INTELLIGENCE AFTER ABOUT A MONTH'S PRACTICE. ENCLOSED IS A COPY OF A MEMORANDUM, I HAVE DRAWN OUT FOR THE GUIDANCE OF OPERATORS.

4. THE RATIO OF WORK DONE BY THE MACHINE AS COMPARED WITH HAND COPYING IS AS NEAR AS POSSIBLE 2 TO 1. ACCURATE STATISTICS WERE KEPT FOR A MONTH, AND IT WAS FOUND THAT THE WORK DONE BY TWO MEN AT THE TYPE-WRITERS COMPARED WITH THAT OF 4 MEN AT HAND COPYING AS 127.621 TO 127.558; THE TWO TYPE-WRITERS DOING A FRACTIONAL AMOUNT OF WORK MORE THAN THE FOUR MANUSCRIPT COPYISTS.

5. FOR ALL PURPOSES IN CONNECTION WITH ROUGH DRAFTING AND FAIR COPYING, THE MACHINES ANSWER ADMIRABLY; WITH PRACTICE, FIGURED STATEMENTS OF ACCOUNT CAN BE TURNED OUT; BUT AS MIGHT BE EXPECTED, THE MACHINE IS OF NO USE FOR FILLING IN FIGURES IN BLANK FORMS. IT MIGHT PERHAPS BE MADE USE OF FOR THIS PURPOSE WERE THE FORMS DRAWN OUT SPECIALLY TO SUIT THE MACHINE, BUT AS A MATTER OF FACT WE HAVE NEVER USED IT FOR THIS PURPOSE.

6. ONE EXCELLENT USE HAS BEEN MADE OF THESE MACHINES IN CONNECTION WITH THE LITHOGRAPHIC PRESS. CIRCULARS OR ANY OTHER DOCUMENTS, OF WHICH A NUMBER OF COPIES ARE URGENTLY REQUIRED, ARE NOW TYPE-PRINTED ON TRANSFER PAPER, TRANSFERRED TO THE STONE AND COPIES TAKEN OFF BY THE ORDINARY LITHOGRAPHIC PROCESS. THE WHOLE PROCESS OF OBTAINING AS MANY AS 100 PRINTED COPIES OF A CIRCULAR CAN BE COMPLETED IN THE COURSE OF A FEW HOURS. I ENCLOSE A SPECIMEN OF TYPE-LITHOGRAPHY FOR THE INFORMATION OF GOVERNMENT, A PROCESS I TRUST SOON TO FURTHER IMPROVE UPON.

7. THE TWO MACHINES ARE NOW AFTER TWO YEARS INCESSANT WEAR, IN PERFECT ORDER, AND AS FAR AS CAN BE SEEN, ARE LIKELY TO

132
1024
REMAIN SO. THIS REPORT ITSELF IS A FAIR SPECIMEN OF THE WORK THE MACHINE TURNS OUT DAILY.

8. ON THE WHOLE, I AM ABLE TO REPORT VERY FAVORABLY ON THE MACHINES, I THINK THAT THEY MIGHT WITH ADVANTAGE TO GOVERNMENT BE INTRODUCED IN ALL LARGE PUBLIC OFFICES.

I HAVE THE HONOR TO BE,

SIR,

YOUR MOST OBEDIENT SERVANT,

Loway-ford

EXAMINER, P.W. ACCOUNTS & MAJOR R.E.

60409768/14 apt/76

FROM THE EXAMINER, P.W. ACCOUNTS,

MADRAS,

TO THE SECY. TO GOVT. P.W. D.

GENERAL BRANCH.

NO. 297 *W*

DATED 3rd OCTOBER 1878.

RECD.

ENCLOSURES. 2.

SUBMITTING TO GOVERNMENT
A REPORT ON THE TYPE-WRITING
MACHINES.

To acty 5-10-78

Cir 7.10.78 Rtd 15.10.78

MEMO ON THE USE OF THE TYPE-WRITER FOR OFFICIAL LETTERS.

AP 3
10/8

TAKE CARE TO KEEP THE MACHINE ALWAYS PROPERLY CLEANED
ESPECIALLY THE ROD ON WHICH THE CARRIAGE SLIDES, AND CARE-
FULLY AVOID AS FAR AS POSSIBLE ALL DUST FALLING ON THE
MACHINE.

THE ROD AND OTHER WORKING PARTS SHOULD BE KEPT
SLIGHTLY OILED WITH GOOD KEROSENE OIL.

3. STRIKE THE KEYS AS IN PLAYING STACCATO ON A PIANO
FORTE, AND WITH SUFFICIENT FORCE TO OBTAIN THE REQUIRED
IMPRESSION. IN CAMP WEATHER, LESS FORCE WILL BE FOUND TO
BE REQUIRED.

5. TAKE PARTICULAR CARE NOT TO STRIKE TWO KEYS AT A TIME
AND TO KEEP GOOD TIME, FOR IT WILL BE FOUND THAT THE MORE
REGULARLY AND MECHANICALLY THE KEYS ARE STRUCK, THE MORE
EVEN WILL THE PRINTED WRITING BE.

4. TO GET A QUARTER MARGIN, ON FOOLSCAP, PLACE PIN IN
SECOND HOLE FROM RIGHT OF CARRIAGE BAR.

6. ADJUST THE PAPER PROPERLY, AND SEE THAT IT IS
QUITE STRAIGHT BY LIFTING THE CARRIAGE.

DEFINITIONS.

A SPACE. A HORIZONTAL SPACE ACROSS THE PAPER,
REPRESENTED BY MOVING THE CARRIAGE THROUGH ONE DIVI-
SION ON THE INDEX OR SCALE IN FRONT OF THE MACHINE,
EITHER BY THE HAND OR BY PRESSING DOWN THE BAR.

A TACK. A VERTICAL SPACE DOWN THE PAPER,
REPRESENTED BY TURNING THE PRINTING CYLINDER ONE TOOTH

ON THE RATCHET WHEEL.

STOPS LEAVE A 'SPACE' AFTER EACH STOP.

PARAGRAPHS :- ONE TICK BETWEEN EACH PARA, IN EXCESS OF THE USUAL DISTANCE BETWEEN LINES. AFTER NUMBERING A PARA, LEAVE 6 SPACES THUS :-

*2. IT IS ALSO TO BE OBSERVED THAT THE ACCOUNTANT.

BRACKETS. USE THE COLON WITH A SPACE ON EACH SIDE AND PROLONG BY HAND EACH DOT OF THE COLON THUS :-

< EXCLUDING INTEREST >

QUOTATIONS. GIVE A MARGIN WIDER BY EIGHT SPACES < ABOUT > AND GIVE ONLY ONE TICK BETWEEN THE LINES, THUS :-

*2. IN MARCH 1878, THE GOVERNMENT OF INDIA REMARKED THAT THE PRACTICE OF NOTIFYING IN THE OFFICIAL GAZETTE THE APPOINTMENT AND SUBSEQUENT EVENTS IN THE SERVICE OF MEMBERS OF OFFICE ESTABLISHMENTS SHOULD BE HENCEFORTH DISCONTINUED, UNLESS THEY HOLD THE SPECIFICALLY AND OFFICIALLY RECOGNIZED POSITION OF ASSISTANT TO THE SECRETARY UNDER A LOCAL GOVERNMENT.

COMMENCING OFFICIAL LETTERS.

BEGIN THE HEADING 'FROM THE EXAMINER' AT INDEX 18.

BEGIN THE NEXT LINE 'PUBLIC WORKS ACCOUNTS' AT INDEX 25.

GIVE AN EXTRA TICK; BEGIN THE NEXT LINE 'TO THE SUPERINTENDING ENGINEER' AT INDEX 13.

BEGIN THE NEXT LINE '1ST. CIRCLE' AT INDEX 25.

GIVE THREE EXTRA TICKS, COMMENCE 'NO' AT INDEX 7.

PUT DATE ON THE SAME LINE AS 'NO'. BUT COMMENCE AT INDEX 35.

GIVE TWO EXTRA TICKS, COMMENCE 'SIR' AT INDEX 7.

CONCLUDING OFFICIAL LETTERS :-

GIVE AN EXTRA TICK, COMMENCE 'I HAVE THE HONOUR TO BE' AT INDEX 25.

COMMENCE 'SIR' AT INDEX 35.

COMMENCE 'YOUR MOST OBEY. SERVANT' AT INDEX 30.

LEAVE A SPACE OF FIVE TICKS FOR SIGNATURE.

COMMENCE 'EXAMINER P.W. ACCOUNTS' AT INDEX 35.

DOCKETS :- ON LETTERS FOLDED LENGTHWAYS COMMENCE AT INDEX 31.

FIGURED STATEMENTS :- CALCULATE NUMBER OF FIGURES IN EACH COLUMN OF STATEMENT AND THEN MARK OFF ON INDEX THE POINT AT WHICH THE LINE OF UNITS OF EACH COLUMN IS TO COMMENCE, SO AS TO GET THE FIGURES EXACTLY ONE UNDER THE OTHER.

ENCLOSURES :- COPY CONSECUTIVELY AFTER LETTER. THE WORDS 'ENCLOSURE NO. 1' AT INDEX 24 THUS :-

ENCLOSURE NO. 1.

COPY OF A LETTER FROM..... TO.....

ENCLOSURE NO. 2.

COPY OF A LETTER FROM..... TO..... AND SO ON.

Lowry-Jordan.

EXAMINER, P.W. ACCOUNTS & MAJOR P.E.

SPECIMENS OF TYPO-LITHOGRAPHY

FROM THE EXAMINER, P.W. ACCOUNTS,
MADRAS.

TO THE DISTRICT ENGINEER,

NO. CHEPAK, SEPTEMBER 1878.

SIR,

I HAVE THE HONOR TO FORWARD FOR THE FAVOR OF YOUR
PERUSAL A COPY OF A PRINTED CIRCULAR LETTER ON THE SUBJECT
OF THE SCHEDULES OF EXPENDITURE BY CIVIL OFFICERS FROM
FAMINE FUNDS.

2. THESE SCHEDULES CONTAIN EXPENDITURE ACCOUNTED FOR
UNDER THE RULES IN FORCE PRIOR TO THE 1ST. SEPTEMBER 1877
TO THE ACCOUNTANT GENERAL, MADRAS.

3. AS YOU WILL OBSERVE FROM PARA 7 OF THE PRINTED
LETTER YOUR OFFICE IS REQUIRED TO COMPLETE THE SCHEDULES
WHEN SENT TO IT BY THE COLLECTOR IN RESPECT TO THE PUBLIC
WORKS (NAMESLY IMPERIAL, PROVINCIAL, LOCAL AND SPECIAL)
OF MUNICIPAL FUND TO WHICH THE VALUE OF THE WORK AT NORMAL
RATES IS PROPERLY CHARGEABLE.

4. WHEN THIS IS DONE, I SHALL BE MUCH OBLIGED IF YOU
WILL NOTE UPON THE SCHEDULE OR SCHEDULES AGAINST ANY WORK
FOR WHICH A COMPLETION CERTIFICATE HAS BEEN SENT BY YOU TO

THIS OFFICE, THE NUMBER OF THAT CERTIFICATE.

5. A LIST OF THE WORKS FOR WHICH COMPLETION CERTIFICATES ARE STILL REQUIRED SHOULD THEN BE TAKEN IN YOUR OFFICE AND THE SCHEDULES THEMSELVES FORWARDED TO ME AT YOUR EARLY CONVENIENCE, WITH ANY REMARKS YOU MAY WISH TO OFFER.

I HAVE, ETC. ETC.

FOR EXAMINER, P.W. ACCOUNTS.

ENCLOSURE ONE.

SP6
12/8
FROM THE EXAMINER, P.W. ACCOUNTS,

MADRAS.

TO THE COLLECTOR,

NO.

CHEPAK, SEPTEMBER 1878.

THE COLLECTOR IS REQUESTED TO BE GOOD ENOUGH TO SUBMIT AT AN EARLY DATE A RETURN SHEWING THE MUNICIPAL WORKS THAT HAVE BEEN UNDERTAKEN BY CIVIL OFFICERS IN THE DISTRICT FROM FAMINE FUNDS.

2. THE EXPENDITURE INCURRED UPON EACH SHOULD BE ENTERED, AND A NOTE AS TO WHETHER THE WORK HAS BEEN COMPLETED.

3. IT SHOULD ALSO BE STATED WHETHER THE MUNICIPALITY ACCEPT THE NORMAL VALUE OF THE WORK AS A CHARGE TO MUNICIPAL FUNDS.

FOR EXAMINER, P.W. ACCOUNTS.

SP 7
10/11/9
FROM THE EXAMINER, P. W. ACCOUNTS.

MADRAS.

TO THE

NO.

CHEPAK, SEPTEMBER 1878.

SIR,

WITH REFERENCE TO MY CIRCULAR NO. 72 OF 1876, DATED 31ST. DECEMBER, ASKING YOUR OPINION ON THE EXPEDIENCY OF MODIFYING THE FORM OF STATION-BOOK OR DAY-BOOK AT PRESENT IN USE, I HAVE THE HONOR TO OBSERVE THAT THE MATTER APPEARS TO HAVE BEEN OVERLOOKED BY YOU; AND, AS IT IS VERY DESIRABLE THAT THE QUESTION INVOLVED BE DECIDED AT THE EARLIEST POSSIBLE DATE, IN VIEW TO THE ACCOUNTS CHAPTER OF THE NEW CODE BEING PROCEEDED WITH, I REQUEST THE FAVOR OF YOUR FILLING UP THE 'QUESTION PAPER' WHICH ACCOMPANIED THE CIRCULAR, WITH YOUR ANSWERS AND ANY FURTHER SUGGESTIONS YOU MAY WISH TO MAKE ON THE SUBJECT, AND RETURN THE DOCUMENT TO ME AS SOON AS POSSIBLE.

I HAVE, ETC. ETC.

Alonway Gordon

EXAMINER, P. W. ACCOUNTS & MAJOR R. E.

GOVT.
OF MADRAS.

187 .

P. W.
DEPT.

SECRETARY.

Fort St. George, 2 November 1878.

OFFICE NOTE.

To

C.

Proof of no 4011 W.
of 15th October 1878 for
correction.

You may like
to see that this
is all correct
before we issue it.

W.
4.11.78

W.
4.11

5/11 To W.

Thanks Prof.

Corrected.

W.
5/11

Please let me have 6 copies
of possible - heads and
usual number -

PUBLIC WORKS DEPARTMENT.

10/11

Letter from the Examiner, P. W. Accounts
No. 297 W. dated 3rd October 1878.

FOR ORDERS,

if any are necessary.

E. A. M. J. R. R.

Secretary to Government
P. W. D.

Got Communicate & a list of the
I think there are many in the
the machine to be found useful
& supplement hand copying
I have some copies in
require speedily. I think
a machine to be found useful
helpful in the Govt. Office on
the Hills -

7th October 1878.

W. P. 10

FOR ORDERS.

1011
12

Mr 4011 W 27/15 Oct 78
Communicated
to all Departments
of the Secretariat for
information and for
opinion.

A machine of this
kind would probably
be useful in the H.R.

W 14/10

Hydrographical Dept
R. Dept
Mil. Dept
Chief of the Staff
Chief of the Gen. Staff
4011

To Acty 5-10-78

W 7-10-78

27-15-10-78

11107

Gobt. of (1878) Madras.

PUBLIC WORKS.

To

The Financial
Department.

Dated

Issued

Recd.

Encl.

G. O., 15th Oct. 1878, No. 401160

Nos. 194-195

605

Type Writing Machines -

Examiner's Report on the
working of the — Comd. for
opinion to the Dept. of
the Secretariat.

Copy to be
sent to the
Secy to Govt.