Public Works (1899) Department.

G.O., No. 1199 W

DATED 4 May 1899.

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[Despatch Abstract.]

Type-writing Machines.

Govt. Trial Dept. communicating the rules issued by the G of S for the supply, issue & repair of ——, requesting the Supt. of Stationery to include them in the next edition of the Stationery Rules and directing that the pattern of machine to be used in public offices shall in future be restricted to the Remington, Comdg Officers of the D.H.Q. for information and guidance.

H.C.
B.
C.K.

Indexed. 9/5

P. W. 2
2,000—28-3-99.

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Public Works (1899) Department.

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## BACK PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
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## FURTHER PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
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P. W. Cho. 3178.

# Government {1899} of Madras.

## FINANCIAL.

No: 893 w d 24-3-99 (SC)
294 w d 31-1-99 (SC)
293 w d 31-1-99 (SC)

*Recd.* 17-4- } 1899.
*Regd.*

*Enclosures*

*Spare copies* 75.

**G.O., No. 463, 29th March 1899.**

No: 1199 W 31-5-99

Communicated to offices of the P.W. Dept. for information and guidance in continuation of G.O. 893 w d/24 March 1899.

**MARCH.**

The C.E. for I Dist 1/c
" C.E. for Wks S.N.
S. Engr. for I-S-17-5-99
The C.A. I Dist 1/c
" Supt. of Works L.H.P. 1/c
" Officers on Special duty.

H.C. Dist Cir 1 21/4/99
B Dist
C.K. Dis
R 6/5/99

**Type-writing Machines.**

Communicating to the departments of the Secretariat and to all heads of departments under the Chief Secretary the rules issued by the Government of India for the supply, issue and repair of —; requesting the Superintendent of Stationery to include them in the next edition of the Stationery Rules; and directing that the pattern of machine to be used in public offices shall, in future, be restricted to the Remington.

" Ewd 1/c
" Ea Rly 1/c

HC To the Instructions for return of com... machines to the Stationery offic...

0-2.5.25

GOVERNMENT OF MADRAS

FINANCIAL DEPARTMENT.

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Read—again the following papers :—

G.O., No. 863, Financial, dated 10th October 1898.

Abstract.—Directing that in all the larger Government offices in which type-writing machines are used there shall be a separate section composed of typists; and that the patterns of type-writers supplied to public offices will be restricted to the No. 4 Yost and to the latest pattern of the Remington; requesting the Inspector-General of Registration to make further efforts to introduce type-writing into his office; and stating that further orders in regard to the qualifications of type-writing clerks will issue in the Educational Department.

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G.O., Mis. Nos. 1151–52, Financial, dated 2nd December 1898.

Abstract.—Furnishing the Government of India with the opinion of this Government on the proposed rules for the supply, issue and repair of type-writers required for the public service.

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G.O., No. 1222, Financial, dated 14th December 1898.

Abstract.—Drawing the attention of all officers to paragraph 1 of G.O., No. 863, Financial, dated 10th October 1898, and to the necessity for requiring a high standard of skill in the typists they employ.

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G.O., No. 209, Financial, dated 10th February 1899.

Abstract.—Agreeing with the views of the Superintendent of Stationery as regards the periodical inspection and repair of type-writing machines; transferring to the Educational Department his proposal to increase the severity of the type-writing tests; admitting up to the date of the receipt of these proceedings the charges incurred by the Board of Revenue, Separate Revenue, for the employment of a mechanic to repair its machines; and informing the Managing Director of the India Trading Company (Limited) that the rules do not permit of local purchase of machines.

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Read—also the following papers :—

Resolution of the Government of India, Finance and Commerce Department (Accounts and Finance—Stores), dated Calcutta, the 3rd February 1899, No. 544-S.R.

*Read*—again Resolution in this Department, No. 224 S.R., dated the 15th January 1897.

*Read*—also circular letter in this Department, No. 4034 S.R., dated the 15th September 1898, and the following replies thereto :—

From the Government of Madras, No. 1152 (Financial), dated the 2nd December 1898.



*Resolution.*—In the Resolution of 15th January 1897, No. 224-S.R., read in the preamble, it was prescribed that type-writers required for the public service should, with the previous sanction, in each case, of the Government of India in the department concerned, or of the Local Government, be obtained through the Stationery office at Calcutta, Madras, or Bombay. It was stated to be desirable that the Stationery offices should confine the supply to one approved pattern instead of supplying various descriptions of type-writers.

2. In consultation with the Local Governments and Administrations, and with their general approval, the Governor-General in Council is now pleased to lay down the following rules for the supply, issue and repair of type-writers required for the public service :—

(1) Type-writers required for the public service will, like articles of stationery in general use, be obtained only by indent on the Superintendent of Stationery, who will procure his supply by indent from the Secretary of State.

(2) The cost of type-writers will be charged in the same way as that of stationery.

(3) A type-writer should not be indented for without the previous sanction of the Local Government, or the department of the Government of India concerned, or in the case of Departments, such as the Telegraph department, to which the cost of stationery is directly charged, the head of the department.

(4) Each Local Government, Department or Head of a Department authorised to sanction the supply of type-writers should, after consulting the Superintendent of Stationery, prescribe one pattern of type-writer for use in all the offices subordinate to it. Only type-writers of the prescribed patterns will be kept in stock.

(5) If a type-writer cannot be repaired locally, it should be sent to the Superintendent of Stationery, who will issue instructions for the packing and transport of the instrument, and will arrange for the repairs. No instrument should be rejected as worn out or unfit for use until it has been examined by the Superintendent of Stationery, who, if he finds that it is in such a condition as to render further repair unprofitable, may issue a new type-writer in place of the one returned.

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*Order.*—Ordered, that this resolution be communicated to the Military Department with reference to the communication from that department, No. 1545 B., dated the 18th May 1898, and to other departments of the Government of India; to all Local Governments and Administrations; to the Comptroller and Auditor General, and to all Accountants-General and Comptrollers; to the Mint Masters and the Assay Masters, Calcutta and Bombay; to the Director-General of the Post Office of India; and to the Commissioner of Northern India, Salt Revenue.

(Signed) J. A. ROBERTSON,
*Offg. Asst. Secy. to the Govt. of India.*

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From the Government of Bombay, dated 4th March 1899, No. 1145.

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From H. BRADLEY, Esq., I.C.S., Acting Superintendent of Stationery, Madras, to the Chief Secretary to Government, dated 16th March 1899, Dis. No. 618.

I have the honour to return herewith the papers referred to me under No. 723, Financial, of the 11th instant, for an expression of opinion as to the pattern of type-writing machine to be prescribed for use in Government offices in this Presidency.

2. In reply, I have the honour to state that my personal experience of these machines is limited to an acquaintance with one or two large type-writing offices in London in which Remingtons only are in use. A Yost machine has been in use in this office for the past two years and seven months and it is still in perfect working

order. The advantages possessed by the Remington are, however, fully set out in the report of the Superintendent of Stationery, Bombay, No. 3315 of the 12th August last, and I cannot help feeling that the omission on the part of the proprietors of the Yost machine to enter into open competition with the Remington when it has been known for some time that the adoption of one pattern for use in public offices in the different provinces in India has been under consideration, tends to indicate that the improvements effected in the new Remington machines have also been recognised by them.

3. I agree practically with the whole of the report of the Stationery office, Bombay, already quoted. It is of greater value as it embodies the result of practical experiment. Different officers see different advantages to be obtained from the use of certain machines; but even had I any leaning to any other description I should find it hard to justify my choice in the face of the evidence already before Government on behalf of the Remington. As the Government of India has decided that no option is to be left to heads of departments as to the style of machine to be used in their offices, I think the Government could not do better than to prescribe the Remington.

4. In common with the Superintendent of Stationery, Bombay, I would urge the Government to consider the advisability of obtaining the machines from the local Remington agency. As already pointed out in my report No. 76 of 11th January last, all type-writing machines are delicately constructed, easily damaged in transit and require not only care but technical knowledge in packing and unpacking. I understand that the local agency will undertake to deliver machines in thorough working order at any office in the Presidency. The experience of Bombay was that out of twelve received from the India Office Store Department two were found on receipt to have been so damaged in transit as to require repair before issue. I am expecting twelve Yosts and twelve Remingtons to be landed here within the next week, and I shall inform Government if any of them has been damaged.

5. In paragraph 2 of this office letter, No. 76, dated 11th January last, my predecessor reported that he could not say what the cost of a Remington obtained from the India Office Store Department was, but that he would be surprised if it did not fully amount to Rs. 350 which is the price in the local market. It will be seen from the Bombay report that the cost of the Remingtons obtained last year worked out to Rs. 551-9-7 each. Allowing for the improved rate of exchange and the value of the extra accessories provided from home, there can be no doubt that a considerable balance would still remain in favour of local purchase. It appears from the Resolution of the Government of Bombay, No. 186, Financial, dated 14th July last, that it accepted the contention of the Superintendent of Stationery that Remingtons, being articles of American manufacture, need not be obtained through the India Office Store Department, for it authorised that officer to purchase eleven Remingtons available in Bombay, and to instruct the local agents to deliver a further supply of twelve machines. In spirit though not in letter the Bombay Government would appear to have contravened the rules though it seems most unreasonable that articles which can be imported into India direct from the country of manufacture should have to be obtained through the India Office. Should the Government see its way to the issue of similar orders, I would suggest that the request for Remingtons and Yosts and for spare parts for each which was submitted to Government with my

Dis. No. 417, dated 21st February 1899.
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letters noted in the margin may be cancelled. If it should be decided that type-writers even of American origin must be obtained through the India Office, the request for Yost machines and parts may be cancelled, and the number of Remingtons indented for correspondingly increased. I think it will be sufficient to have two sets of spare parts for the Remington at first as I do not know exactly of what a set is comprised or what the cost of it is.

6. I would mention that a Remington has been in use in the office of the Plague Commissioner for some little time and a reference might be made to that officer in regard to its working.



Order—No. 463, Financial, dated 29th March 1899.

The rules for the supply, issue and repair of type-writers contained in Government of India Finance and Commerce Department Resolution, No. 544-S.R., dated the 3rd February 1899, read above will be communicated to the departments of the Secretariat and to all heads of departments under the Chief Secretary for information and guidance. The Superintendent of Stationery will include the rules in the next edition of the Stationery Rules.

2. In supersession of paragraph 2 of G.O., No. 863, Financial, dated 10th October 1898, the Government directs that the pattern of type-writing machine to be used in public offices shall, in future, be restricted to the Remington.

3. Remington type-writers required for public offices will, as in the Bombay Presidency, be procured from local agents by the Superintendent of Stationery.

(True Extract.)

A Elgington
for *Chief Secretary.*

To the Departments of the Secretariat. (P.W.D.)
" all Heads of Departments under the Chief Secretary.
" the Superintendent of Stationery.

Bxd. S. J. Pereira.