

Public Works (1899) Department.

G.O., No. 1672 *h*

DATED 28 June 1899.

[Despatch Abstract.]

Type-writing

Prov: ^{Educational} ~~Ind.~~ Dept requesting to be furnished
at an early date ^{with} information reg: the number
and nature of the appointments in the various
Govt offices for which — may be prescribed as
a necessary qualification, communicated
Officers of the P.W.D.

HC

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

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pts of the Secretariat to furnish at an
re of the appointments in the various
necessary qualification.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—again the following paper :—

G.O., No. 762, Educational, dated 9th December 1898.

Read—the following paper :—

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

Order—No. 863, Financial, dated 10th October 1898.

The Government directs that in all the larger Government offices in which type-writing machines are used, there shall be a separate section composed of typists. The necessary orders on this point will issue in the respective departments of the Secretariat.

2. In future 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.

3. With reference to his report the Inspector-General of Registration will be requested to make further efforts to introduce type-writing into his office.

4. Further orders in regard to the qualifications of type-writing clerks will issue in the Educational Department.

(True Extract.)

(Signed)

F. J. WILSON,
for Chief Secretary.

Order—No. 762, Educational, dated 9th December 1898.

The Director of Public Instruction and Commissioner for Government Examinations will be requested to report on paragraph 1 of the Financial order read above.

2. It has been suggested to Government that a knowledge of type-writing or of short-hand might be required of applicants for Government clerkships, &c., in certain offices. The Director is requested to report his views on the suggestion, stating whether and, if so, in what way and to what extent it might be feasible to adopt it in the course of a year or two.

3. The Director of Public Instruction will also be requested to ascertain from the Principal of the Lawrence Asylum whether some of the girls of the Asylum cannot be trained in type-writing.

(True Extract.)

(Signed)

H. TREMENHEERE,
Secretary to Government.

To the Director of Public Instruction.
„ Financial Department.

READ—also the following paper :—

From the Hon'ble Mr. G. H. STUART, M.A., Acting Director of Public Instruction, to the Secretary to Government, Educational Department, dated Madras, 24th April 1899, No. 4676.

I have the honour to reply as follows to G.O., No. 762, Educational, dated 9th December 1898.

2. Paragraph 1 of the Government Order.—There is only one type-writing machine in this office, and the typist naturally works in the copying branch, which forms a separate section of the office. The typist is provided with a separate table to which is attached a case and in this case the machine is kept and locked up when it is not in use.

Paragraph 2 of the Government Order.—The answer to this paragraph will depend upon the nature and amount of fair copying work to be got through in each department of Government, and as I cannot be expected to know the requirements of each department, I would suggest that a reference be made on the subject to the various heads of departments. In the Educational Department there is no necessity for the present to prescribe either type-writing or short-hand for any of the appointments in the offices or institutions under the control of the Director except in the Government School of Commerce, Calicut, where type-writing forms a part of the curriculum, but when the requirements of any of the colleges or offices warrant the introduction of type-writing machines, then the clerks or instructors concerned will be required to have qualified under the public service notification. In this connection I beg to invite the attention of Government to the proposals of the Revenue Board on the subject submitted with this office letter, No. 3062, dated 14th March 1899.

Paragraph 3 of the Government Order.—The Principal and Secretary, Lawrence Asylum, Ootacamund, has no objection to the introduction of type-writing in the Female Branch, though Dr. Duncan doubts, and I concur with him, the advantage of giving instruction in the subject to girls, who have been educated only up to the lower secondary standard. Under the recent scheme of reorganization of the male branch of the Asylum the pupils of the upper secondary department are required to bring up three optional subjects for the Upper Secondary examination, viz., music, drawing and commercial correspondence, short-hand or type-writing. I think that type-writing may be required to be taught as the third optional subject to the boys and that the opportunity be taken to allow such of the girls of the Asylum as are bright and intelligent to receive instruction in the subject. A course of instruction extending over twelve months should enable pupils of average ability to pass the examination.

ORDER—No. 318, Educational, dated 3rd June 1899.

Before prescribing the qualifications that should be required of type-writing clerks referred to in paragraph 4 of the Government Order read above, the Government wishes to know the number and nature of the appointments in the various Government offices for which type-writing may be prescribed as a necessary qualification. The information should be furnished at an early date.

2. The Director's suggestion in the last paragraph of his letter is approved.

(True Extract.)

A. P. S. S. S.
Ag. Secretary to Government.

To the Director of Public Instruction.
„ the Hon'ble the Chief Justice (with C.L.),
„ all Departments of the Secretariat.
„ all Heads of Departments.