

Public Works (1899) Department.

G.O., No. 293 W

DATED 31st Jan '99

2/11/11

[Despatch Abstract.]

Type-Writing Machines

Commencing with the office of the P.W.D., Pres. and
Dept. Secretaries, the formation of a separate Section composed
of typists in all the larger Govt. offices in which
are used, and stating that separate sections of
typists will, for the present, be formed in the P.W.
Secretariat and in the offices of the Chief Engineer for
Irrigation, the Consulting Engineer for Railways and the
Examiners of P.W. Accounts.

290/15

C.R. for
H.C. for
92

Indexed. 1/2

Communicating to officers of the Public Works Department Proceedings, Financial Department, directing, with remarks, the formation of a separate section composed of typists in all the larger Government offices in which — are used; and stating that separate sections of typists will, for the present, be formed in the Public Works Secretariat and in the offices of the Chief Engineer for Irrigation, the Consulting Engineer for Railways and the Examiner of Public Works Accounts.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

Read—the following paper:—

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

Read—again the following papers:—

G.O., No. 110, Financial, dated 5th February 1897.

ABSTRACT.—Communicating to the departments of the Secretariat and to certain heads of departments a resolution of the Government of India directing that type-writers should in future be obtained through the Stationery Office instead of by indent on the India Office; and requesting the Superintendent of Stationery to submit his recommendation as to the pattern which should be approved for general supply.

G.O., R. No. 525, Financial, dated 26th April 1897.

G.O., No. 446, Financial, dated 4th June 1897.

ABSTRACT.—Communicating to the departments of the Secretariat and to all heads of departments under the Chief Secretary the ruling of the Revenue Department that all applications for the supply of type-writers should invariably be accompanied by proposals for reduction of copyist establishments.

G.O., No. 495, Financial, dated 25th June 1897.

ABSTRACT.—Informing the Superintendent of Stationery that, before arriving at a decision on the question of the best type-writer for adoption, the Government desires him to place himself in communication with the principal firms in Madras which use type-writers and to report the result of his inquiries.

G.O., R. Nos. 672, 673, Financial, dated 13th June 1898.

Memorandum No. 1291, Financial, dated 20th June 1898.

ABSTRACT.—Calling upon departments to report the savings effected in copyist establishment by the introduction of type-writing machines.

G.O., No. 627, Financial, dated 18th July 1898.

ABSTRACT.—Communicating to the Superintendent of Stationery letters from the Government of Bombay and Mr. Hurley, General Manager, Remington Type-writer, London, regarding type-writing machines, with the remark that the decision as to the particular pattern of type-writing machine to be adopted for general supply to public offices in this Presidency will be deferred, pending the receipt of a further communication from the Government of Bombay; and referring Mr. Hurley to the Superintendent of Stationery with reference to his request to select the Remington type-writer for Government work.

Read—also the following paper:—

File of replies to memorandum No. 1291, Financial, dated 20th June 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) G. STOKES,
Chief Secretary.

ORDER—No. 293 W., dated 31st January 1899.

Communicated to officers of the Public Works Department for information and guidance. Separate sections of typists will, for the present, be formed in the following offices:—

The Public Works Secretariat.
Office of the Chief Engineer for Irrigation.
Office of the Consulting Engineer for Railways.
Office of the Examiner, Public Works Accounts.

(True Extract.)

Under Secretary to Government.

To the Chief Engineer for Irrigation.
" the Consulting Engineer for Railways.
" the Examiner, Public Works Accounts.
" Superintending Engineers.
" the Consulting Architect to Government.
" the Superintendent of Works, Lighthouse division.
" the Examiner, Railway Accounts.

Exd. T. K. Narayana Aiyangar.

No. 293 W 231.1.99. *gird*

Communicated to
Officers of the Public Works
Department for information
and guidance. Separate sections
of typists, will, for the present,
be formed in the following
offices..

at 8688
*Substituted for the
orig. and which much
with an amendment.*

- The P.W. Secretariat.
Office of the Chief Engineer for Irrigation.
— Do — Consulting Engineer for Railways.
— Do — Examiner, P.W. Accounts.

W.R.P. (2d) A.S.R. 5.11.98 (2d) W.B. deW. 9.11.98
(2d) F.J.W. 14.11.98 (2d) W.H. 14.11.98
7/19/99

- The C.E. for I.
— C.E. for Rg.
— Ex. P.W. A.
— S. Engineer
— C.A.
— S. of Works
— Ex. Ry. Sect.

W I do not see how this applies to my
office, which is Imperial, and nonprovisional.
I work it on a scale fixed by the Govt. of
India, not by Provincial.

No. 5324C P.H. Ry. 1411 18.11.98
28.11.98 Recd. 29.11.98

R Your note raises a general
question on which the orders of
Government seem necessary. Perhaps
you will submit the point yourself.

I For favour of counterinitials

Financial CURRENT NO. 3567 *22.11.98*

Apr.
Stam. please raise the
question 11/21/98.

To Chief Secretary.
I give this on to you for submission if
considered necessary to Govt. I do not send this
order as applies to my office. *bid is as*

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.)

G. STOKES,
Chief Secretary.

To all Departments of the Secretariat.
„ the Educational Department.
„ the Accountant-General.
„ the Superintendent of Stationery.
„ the Inspector-General of Registration.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—again the following papers:—

G.O., No. 110, Financial, dated 5th February 1897.

ABSTRACT.—Communicating to the departments of the Secretariat and to certain heads of departments a resolution of the Government of India directing that type-writers should in future be obtained through the Stationery Office instead of by indent on the India Office; and requesting the Superintendent of Stationery to submit his recommendation as to the pattern which should be approved for general supply.

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ABSTRACT.—Communicating to the departments of the Secretariat and to all heads of departments under the Chief Secretary the ruling of the Revenue Department that all applications for the supply of type-writers should invariably be accompanied by proposals for reduction of copyist establishments.

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ABSTRACT.—Informing the Superintendent of Stationery that, before arriving at a decision on the question of the best type-writer for adoption, the Government desires him to place himself in communication with the principal firms in Madras which use type-writers and to report the result of his inquiries.

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ABSTRACT.—Calling upon departments to report the savings effected in copyist establishment by the introduction of type-writing machines.

G.O., No. 627, Financial, dated 18th July 1898.

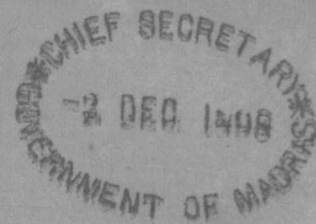
ABSTRACT.—Communicating to the Superintendent of Stationery letters from the Government of Bombay and Mr. Hurley, General Manager, Remington type-writer, London, regarding type-writing machines, with the remark that the decision as to the particular pattern of type-writing machine to be adopted for general supply to public offices in this Presidency will be deferred, pending the receipt of a further communication from the Government of Bombay; and referring Mr. Hurley to the Superintendent of Stationery with reference to his request to select the Remington type-writer for Government work.

READ—also the following paper:—

File of replies to memorandum No. 1291, Financial, dated 20th June 1898.

P.W.C. No. 86

Government {1898} of Madras.
FINANCIAL.



Recd. 19.10.

Enclosures -

Regd. 19.10.

1898.

Spare copies //

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

OCTOBER.

Type-writing machines.

Directing that in all the larger Government offices in which — are used, there shall be a separate section composed of typists, stating that the patterns of type-workers 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.

Form No. 14.

C. No.

NOTE FOR

for by Imperial out of a grant obtained
by contributions for open rail from the various
Railways. Please read office note below. There
is no necessity for the small details of my
office being legitimated for by Government because
its members are not members of the general
Secretariat staff, and they have already been
exempted from other provisions, and they are
non-jeremiad. It cannot possibly matter
to the Secretariat generally whether I do or do
not form my typist into a "separate section"
whatever that means. In my house office every
man from the head clerk down, including the
draughtsmen, ^{hand} to ^{hand} typist, and ^{they} ^{are} ^{obliged}
do it too. I don't believe in applying to a
staff like mine, non-jeremiad, non-examines,
and separate in every way from the Provincial
Secretariat staff, who are necessary for
the internal management of the latter.

F.Rs.

1/12/98

318

73.

ik order

P.T.O.

D. W. C. No. 5688 NOTE FOR R

G. O. 863 Lircular of 10 October 1890 desires that in all the larger Government Offices in which type writing machines are used there should be a separate section composed of typists & the order has been communicated to the P. W. D. who in turn have drafted an order for his counters initials requesting that separate sections of typists be formed in all the P. W. D. Offices including the Railway Branch.

Where? make
the place. I don't
know. 7/14

R. Please
sit at desks at
P. W. D. Office
9/10. But not
the

We have 2 copyists who are both typists. Their salaries are Rs 15 and 30 each. They are certainly not fit for any other work & in these circumstances it would perhaps be advisable to separate them from the rest of the establishment but it is not understood how a Provincial Govt. can only affect an Imperial Estate 5.

NOTE FOR THE CHIEF SECRETARY.

C. No. 3567.

G.O. No. 863, Finl., dated 10th October 1898, directed, amongst other instructions relating to the supply of type-writing machines to public offices, that in all the larger Govt. offices in which the machines are used there shall be a separate section composed of typists. The Public Works Dept. (Ry. Branch) holds that this order does not apply to the establishment of that office for the reasons (1) that it is paid for by Imperial, (2) that its members are not members of the general Sectt. staff and have already been exempted from other provisions e.g. examination rules and (3) that the appointments therein are non-pensionable.

2. It will be seen from the Govt. of India's resolution recorded in G.O. No. 110, Financial, dated 5th February 1897, that type-writing machines are now supplied by the stationery office like all other stationery articles in general use and the intention of the order in question was just as much to ensure that type-writing machines supplied at Govt. expense are used by skilled operators as to effect reductions in establishments in consequence of the facilities which are afforded by the machines for turning out work rapidly.

This was most clearly once pointed out to the Chief Secretary, who, it would appear, has, in the present case, refrained from communicating the order from the Railway Branch.

Our Office Establishment moreover has been exempted from the Examination rules in this Presidency and any restrictions contemplated in para 4 of the Financial Order will not apply to this Office.

I do not continue

7/11/98

18/11/98

[G.]
75
1,000 31-7-17

3. Para. 1 of G.O. No. 803, Fin., dated 10th October 1898 stated that the "necessary orders....will issue in the respective depts. of the Sect." and the questions raised in the notes in the Railway Branch seems to be for settlement between that Branch and the General (Buildings and Roads) Branch of the P.W. Secretariat which is better acquainted than is the Finl. Dept. with the relations existing between the several branches of the Secretariat.

CMS
14/1/99

14/1/99

No. 135, d/14-1-99. 70

P. W. D. (Ry). u d

To. W.

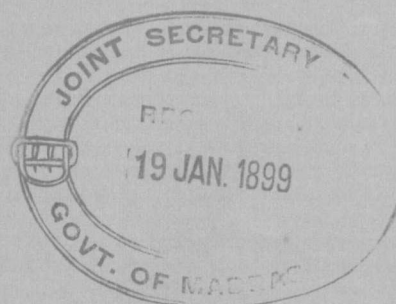
I would suggest that you singly communicate the G.O. to me. I have talked this over with Mr. de Winter and with Mr. H. de Winter.

No. 388C d/18-1-99 7/1/99

at present there is only one Secretary in the P.W.D. in this

Presidency, & i. inf. re Secretariat with an Irrigation Branch, & a Railway Branch. The course pursued with the G.O. appears, consequently, to be correct

under existing circumstances. If you wish the Railway Branch formed into a distinct office - I think you should address Govt. in the subject. The separation appears prima facie, to be unobjectionable provided that no additional expense is involved which is for you to move in the matter.



C. No.

NOTE FOR

W

Under the Railway Branch is constituted as a separate Department, as in Bombay & Poona, there will be recurrence of this sort of thing, i.e. of orders being applied to the constitution of my office which are quite unsuitable to it, inasmuch as it is not only entirely distinct from, but on an altogether different basis from, the other branches of the Secretariat.

2. Meanwhile as the Chief Secretary, whom I ~~will~~ refer the case to Govt. does not seem to deal with it, and as the G.O. must reach me before I can take any action, I postpone it.

3. My clerks and you are not members of an undivided office in a matter of policy, whether any be the case theoretically, so that in accordance with the G.O. my two typewriters must be constituted into one "Branch". I can obtain Govt. recommendation of the order which I see of the way is all applicable to the "larger Govt. offices".

4. The question of the separation of the Branch as to form a distinct Department shall be taken up when I consider that time is ripe for taking it up.

CMS

10-1-99

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INDIAN TELEGRAPHS. Monthly Number.

To *Telephone* From *message*
(Office) (Office)

Words.	Day.	Hour.	Minute.	Official Instructions
	<i>10</i>	<i>11</i>	<i>30</i>	

To *Chief Secretary* From *Joint Secy*
(Person) (Person)

RECEIVED
10 JAN 10
OFFICE OF THE SECRETARY
OF THE
INDIAN
TELEGRAPH
DEPARTMENT

Please pass early orders on my note regarding the opening of a separate section for compound of typists in all Govt offices in which typewriting machines are used.

64 Word Form.

Recd. from			LN.	Sent to			LN.
At	Hrs.	Mis. by		At	Hrs.	Mis. by	

Telegraph Master.