

Public Works (1899) Department.

G.O., No.

<sup>293</sup> 294 W

DATED

31<sup>st</sup> January 1899

293W / 1/2/99

Type Writing Machines [Despatch Abstract.]

Pro: Civil Dept. Stating when  
may be applied for 3 officers, drawing the attention  
of <sup>officers</sup> ~~the~~ Para 19 of G.O. No 863 dated 10 Oct 98, and to  
the necessity for requiring a high standard of skill  
in the typists they employ, Communicated  
to Officers of the P.W.D.

290  
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OK for  
H.C. Maj  
Jr

Proceedings, Financial Department, stating when — may be applied for by officers, and 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, communicated to officers of the Public Works Department.

## GOVERNMENT OF MADRAS.

## PUBLIC WORKS DEPARTMENT.

General.  
Account.

READ—the following paper :—

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

Read—again the following papers :—

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. 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; stating 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.

Order—No. 1222, Financial, dated 14th December 1898.

Type-writing machines may be applied for in cases where officers are satisfied that there will be a substantial gain in the efficiency of the work done and that any need for an increase in the copying staff will be prevented. The attention of all officers is drawn 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.

(True Extract.)

(Signed) A. EDGINGTON,  
for Chief Secretary.

ORDER—No. 294 W., dated 31st January 1899.

Communicated to officers of the Public Works Department, in continuation of G.O., No. 293 W., dated 31st January 1899.

(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.

Erd. T. K. Narayana Aiyangar.

Government (1898) of Madras.  
FINANCIAL.

Recd.

Regd.

Enclosures

Spare copies

1898.

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

\* On Chs 8688.

DECEMBER.

Communicated  
to officers of the Public  
Works Dept. in continuation  
of G.O. No. 293 W. of 31st Jan  
1899.

The C.E. for I.  
C.E. for R.  
in R.D. at  
S. Engineer:  
C.A.  
Sofw. Lt. by  
W.A.

Type-writing machines.

Stating when — may be applied for by officers, and 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.

## GOVERNMENT OF MADRAS.

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(True Extract.)

*A. S. Srinivasan*  
for Chief Secretary.

To all departments of the Secretariat.  
„ the Accountant-General.  
„ the Superintendent of Stationery.

(Public Works) ✓