

ORDINARY, MS.

Public DEPARTMENT.
G.O., DATED 17-2-92
No. 117.

INDEXED.

When given for copying:

[Despatch Abstract.]

Directing the Chemi-
-cal Examiner to
renew his application
for increase to his
office est six months
hence —

CHEMICAL EXAMINER'S OFFICE,

Madras, 10th February 1892.

No. 147.

From Surgeon Major F. H. Pope M. S.; B. S. C.
Ag. CHEMICAL EXAMINER,
Madras,

To

The Chief Secretary
to Government of Madras.
Public Department.

SIR,

With reference to G. O. No. 946
dated 11th November 1891 Public, I have the
honor to state that the clerical work of
this office has increased largely during
the last 5 or 6 years, and the increase is
in proportion to the increase of analytical
work that is sent to this office.

2. On referring to the records
of the office I find that the articles
examined have increased in number
from 1388 in the year 1885 to 2809 in the
year 1891; and consequently the letters
dispatched

despatched have increased from 847
in the year 1885 to 1100 in 1891.

3. I append to this letter a
Statement of the duties performed by the
present clerk, which, it will be seen, are of
an arduous nature.

4. In late years it was the practice
to partly utilize the services of the Assistant
Chemical Examiner as well as of the First
Assistant to write out Certificates as well
as some of the reports involved in the
Course of Examination, but it has been
found necessary to discontinue this
practice as the Subordinates could
not spare the time. This work then has
wholly to be done by the Clerk.

5. It was the practice also to
make the Laboratory Attendant fill
all

all letters, orders, circulars &c in the files but it was ruled by the Chemical Examiner that responsible work of this nature should be taken away from him and entrusted to the clerk. The clerk has no assistance of any kind and although he is compelled to keep up to his work with no arrears, still I feel that assistance is necessary.

6. Finally the office work is quite at a stand still when the clerk is disabled by sickness as has been the case occasionally and it is easily understood how difficult it is for the others in the office to carry on his work when they have little or no knowledge of the routine practice of the same.

7. I request therefore that the Government will kindly sanction the following

following changes in the Clerical
Establishment of this office.

(a) As the work of the Head Clerk
is really of a responsible nature and
requiring the services of a man in whom
thorough confidence can be placed and
as the salary has been fixed at Rs 30/-
for the last 9 years, I recommend that the
salary of the present clerk who may be
styled the Head Clerk should be Rs 30
to 50 by an annual increment of Rs 4/-

(b) the salary of the Assistant clerk
may be fixed at Rs 15 to 25 by an annual
increment of Rs 2/-

I have the honor to be,

Sir,

Your most obedient servant



M. B. S. C.

Ag. Chemical Examiner.

Statements of work done by the
Clerk of the Chemical Examiner's Office

1. Registering all the letters received and indexing them.
2. Conducting Correspondence of an Ordinary nature.
3. Preparation and making of fair and Office Copies of Budget Estimates.
4. " " Indents for Stationery.
5. " " Indents for Apparatus and chemicals from England &c (2 a duplicate).
6. " " Manuscript notes for the Administrative Reports.
7. " " figures and facts &c for the Annual Report of the Deptt. and to fair copy it.
8. Making fair and Office Copies of the Medico-legal Certificates despatched daily.
9. " " of the Analysis of Spirits, Beer, Salt and water &c.
10. Despatching all the Certificates, Reports &c.
11. Preparing Pay Bills, Salary Bill, Contingent Bill and making fair & office Copies of the same.
12. Preparing the other Periodical Returns.

13. Filing the letters, Circulars, bills &c
14. Ruling the Registers, Books, Forms &c
15. Indexing all the letters despatched.
16. Maintaining Stock Book of Apparatus and
Chemicals &c
17. ——— of Stationery Articles
18. To be in charge of the Records and Library

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✓✓

Chemical Examiner's Office
Madras 10th July 1892

Y. S. S. S.

M. D. B. S. C.

Ag. Chemical Examiner.

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From *The Chemical Examiner*
Madras

To,

The Chief Secretary
to Government of
Madras
Public Department

No. 147.

Dated 10th } *February 1892.*
Received }
Req^d 11th }
Enclosures

Subject.

Requesting that certain
changes be effected in
the clerical department
of the Chemical Examiner
Office.

For orders.

1 clerk on 30 - 50 = Rs: 45
1 clerk on 15 - 25 = Rs: 22 1/2

Existing establishment 30

Monthly addl: Rs: 37 1/2
Expenditure involved

12/14 order 17 Feb 92 A 117

The Chemical Examiner may
draw his a/c^t six months
hence

166 4 16 Feb
14 Feb.

/ From orders /

2013.
15/2

The Chemical Examiner

DESPATCHED
2-11-92
IN M.S.
Copied 18/2

C. 113/2
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WITH ORDER

BACK PAPER, No.

OF 18

FURTHER PAPER, No.

OF 18

READ AGAIN ORDER OF GOVERNMENT, DATED
18, No. , MISCELLANEOUS.

ENCLOSURE.

CURRENT No.

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL (not paged).

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