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MADRAS RECORD OFFICE.

Government of Madras.

Public DEPARTMENT.

G.O. No.	745	~~Press~~ Mis.
Dated	5-10-	1894.

Not to be folded or roughly handled

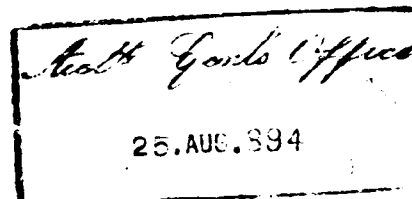
Establishment- Surgeon-General's office

Through the Accountant General

Office of Surgeon General
with the Government of Madras
Madras 22nd August 1894.

N^o 983

From.



Surgeon Major General E. Sibthorpe M.C.S.
Surgeon General
with the Government of Madras
Madras

To.

The Hon'ble the Chief Secretary to Government
Public Department
Cotacamund.

Sir,

I have the honor to state that soon after I assumed charge of my present appointment my attention was drawn to the entire absence of system and as a consequence to the want of expedition and accuracy in the despatch of work in the office. The Record room in which the whole work hinges was considerably undermanned and consequently in a state of great disorder and confusion.

2. On carefully and personally examining the causes of these shortcomings I find that for some years past the work in the office has

been far in excess of the power and scope of the present establishment with the result that the distribution of duties has been most faulty and the aim of the establishment has simply been to get through the work as it best could without any regard to system or accuracy.

3. This state of affairs calls for immediate action with a view to place the office on a more satisfactory basis and to arrange for a redistribution of duties, but with the present limited establishment of 16 clerks including the Manager it is impossible to attempt any reformation, especially as arrangements will have to be made for the following duties for which no provision now exists. viz:-

(a) It is necessary that there should be a circuit clerk for the Surgeon-General to accompany him in all his tours of inspection. At present one of the clerks in the Office is detailed for this duty to the detriment of his own work.

(b) There should be a call clerk to prepare the office arrears list. At present it is difficult to know how many references lie undisposed in the Office and what

communications from the Office remain unanswered. The absence of this information places the Office at a great disadvantage and gives occasion to delay and reminders from other Offices.

(c) A clerk is also necessary for the exclusive duty of maintaining files of G.O.s, G.O.C.C., S.G.O.s, Fort Saint George Gazette, Bengal G.O.s, G.O.C.C.s, I.A. Circulars, Accountant General's Circulars, Controller's Circulars, for collecting and distributing to Medical Officers correction slips to Civil Service Regulations, Civil Account Code, India Army Regulations Vols. I, II, VI, X, Military Account Code, Field Service Manual, Departmental Quarterly sheets and Circulars, and for correcting Office copies of these Regulations.

(d) Some arrangements are also

necessary for the compilation and issue of the quarterly Civil Medical list in 2 parts lately ordered by Government and for compiling and checking other lists issued from and sent to this Office.

Govt. R. 102 Fin.
dated 5 July 94

(c) The travelling allowance bills, hospital contingent bills, contract bills, debit sheets and indents are not for want of hands checked with that care and thoroughness which is so essential in all monetary transactions. Some arrangements ought to be made with a view to effect improvement in this direction.

Record Room. 4. Great improvement is called for in the Record Department.

The system at present in force in the Office is one of subject bundles but as Mr. Maclean's system of disposal numbers is a much better one and is adapted in most public offices I wish also to introduce it into this office. With this view I deputed my Record-keeper to the Revenue Board

and the Chief Secretariat Offices to study the new system and he has done so.

5. To enable me therefore to make suitable provisions for the above duties and also to arrange for a systematic and accurate outturn of work in this Office on the lowest possible scale 3 additional clerks and 2 attenders are absolutely necessary - without this extra establishment it will be impossible to hope for any improvement in the Office. I would recommend that the extra establishment be paid on the following scale.

1 Clerk	Rs 307
1 Clerk	307
1 Clerk	257
2 Attenders on Rotopach	207
<u>Total Rs 1107</u>	

6. I note that my predecessor in his letter No 456 dated the 31st August 1893 applied to Government for an increase of establishment but nothing was done to ameliorate

6. The condition of the Office due presumably to his not having laid all facts clearly before Government.

7. With the addition of the extra assistance applied for this Office will still compare very favorably with the establishments of other Public Offices as will be seen from the following figures

	Number of clerks.	Number of attendants.
Inspector General of Police	38	19 (Including Constables)
Director of Public Instruction	23	5
Surgeon General with Govt.	19	2 (Including 3 clerks and 2 attendants now applied for)

In the Revenue Board Office the Record establishment alone consists of 17 clerks and 15 attendants, and it will be seen from paras 14 (1) and 22 of the Board's proceedings No. 712 Land Revenue dated 24th December 1892 that each Collector is to be provided with a record establishment of 5 clerks and 2 attendants.

8. I consider it also very necessary that a Civil Apothecary from the Reserve Establishment should be detailed

to do duty in this Office in connection with the Statistical Department during the working season when extra help becomes absolutely necessary. The appointment of a medical man will tend to avoid those professional errors which are now to be met with in the Reports issued from this Office. While thus employed the Apothecary should be allowed to draw the Presidency allowance of Rs 30/- per mensem as otherwise it will be difficult to obtain men annually willing to take up the work.

9. I take this opportunity to draw the attention of Government to the fact that the Manager in this Office is ill-paid considering his responsibilities and duties and the scale of pay in other Public Offices. I see that two of my predecessors specially brought his case to the notice of Government (vide letters quoted in the margin) and I fully endorse their views and recommendation. I am strongly of opinion that his pay should be raised from Rs 150/- to Rs 200/-

No. 208 dated 7.3.90

No. 995 dated 27.12.90

80.679

8.5.91

It will be seen from the following statement that the Manager in this Office is paid less than those of other Offices.

Office	Appointments	Pay	Remarks
Surgeon-Genl. with the Govt. of India	Chief Superintendent	Rs 500/-	
Do	Second — Do —	300/-	
Surgeon-Genl. with the Govt. of Bombay	Manager	200/-	
Inspector-Genl. of Police Madras	Do	250/-	
Inspector General of Registration	Second Clerk	200/-	
Sanitary Commissioner Madras	Manager	200/-	
Director of Public Instruction	Do	200/-	
Do	First Assistant	Graded according to Educational pay	
Adjutant General	Second Assistant	Rs 175/-	
Do	Manager	300/-	
Quarter Master General	Deputy Manager	200/-	
	Manager	300/-	

Although
is an Assistant
Inspector-Genl.
attached to the
Office in the ca-
pacity of Secy to
Inspector-Genl.

Exclusive of
Hill allowance

Under the above circumstances I hope Govern-
ment will be pleased to favorably consider
his case and increase his pay in proportion
to his heavy duties and responsibilities and
more so in consideration of his 22 years con-
tinuous and meritorious service.

10. I further request permission to re-
distribute the scale of pay of the Clerks in
this Office. According to the present scale
there are several clerks both in the Senior
and Junior Grades who draw the same rate
of pay. This I consider very undesirable

as it creates discontent when promotions are
made in the Office. It is very necessary that
the rates of pay of the Clerks should vary in
each appointment. On receipt of permission
of Government a revised scale will be submitted.

11. I enclose the necessary proposition and
re-appropriation statements and request the
of very early orders to enable me to
commence the work of reform at once.

Have the honor to be
Sir,

Your most Obedt Servant.

Chintamp

Surgeon-Major-General
Surgeon-General with the Govt. of Madras.

Public 1894 Department

From

Surgeon-Maj. Genl. G. Sutherland F.R.C.P.S.

Surgeon-General

With the Govt. of Madras

Madras

the

N^o 983

Dated 22 } Aug: 1894

Received 31

Regd: 1st Sep: 1894

Encl. two

11

Subject

Submits proposals
for the re-organization of
the Office Establishment

Pub. 160 d/6-3-94 ms
730 d/7-9-93 ms
Jul 8: 10205-2-94 Roul
Pub 592 9822-8-93 R.C.
730 d/22-10-92 ms at head
679 d/8-8-91 ms
898 d/20-12-90 ms
240 d/28-3-90 ms
900 d/11-11-89 ms

Order d/5 October 94 n^o 945

Existing financial
circumstances preclude
Govt. from sanctioning
any of the proposals
submitted, but they
will be considered later
in the official year
should the Surgeon-Genl.
again address Govt. on
the subject. Mean while
it may be remarked
that although some extra
assistance seems called
for there do not appear
to be sufficient grounds
to justify all the proposals
made.

from orders

3513
5/10

5710794

Surgeon-Genl.

with proper statement

10/10/94

[G]
25
20-6-94

Public DEPARTMENT.

C. No. 2464

FOR ORDERS.

We can't do anything
for him at present - That's
certain. He may come up
again later on as proposed.
In the meantime, I note that
he seems to be opening his
mouth too wide. He must
count on this hand in his re-
- - - and it will also be
useful that he should have
the services of a civil apothecary
for a part of the year, as he
proposes. His manager should
also get help from the Sur-
- - - manager. But then the
question arises why did the Sur-
- - - manager get Rs 200?
What sort of office has he to
superintend?

11
8/9/94

The S.G. has sent forward it is
submitted a good case for at any
rate some increase to his establishment
but there is no money and but
small chance of there being any
during the current official year.
May it be told that it is impossible
now to give him anything and
that he may come up again toward
the end of the off year when Govt.
will consider if anything can
be done?

Meanwhile he can arrange his
Office as he thinks

7/10/94

WITH ORDER

The Hon: Mr: Bliss
 Enquires "what sort of
 office" has Manager
 of Sany Jowis office
 to supervise. The in-
 formation is wanted for
 purposes of comparison
 with another office
 whose Manager now
 gets 150/. but who has
 been recomd. for 200/.
 Will you kindly obtain
 a note from Madras
 on the subject as soon
 as possible?

J.S.B.
 11/9/94

1st Asst.

Please supply at once
 the information asked for

[Signature]

The present scale of the Sanitary
 Commissioner's office establishment
 is shown in the proposition shall
 be checked with G.O. of 30-9-92 No
 1017 ZD and the duties of the Manager
 are described in para 15 of Dr. J. J.
 -will's letter of 25-10-90 No 10189 printed
 in G.O. of 4-12-90 No 10190 4. P. C. L.

1/3

The H. E. Enquires
how long the Manager
of the Sanitary Commr's
Office has held the
app't: and what his
length of service is.
Please obtain the
information for H. E.

J. S. B.
22/9

P. B. L. M.

Please find out & let
me know

22/9/94

S. Balasundara Mudaliar, the present
Manager of the Sanitary Commr's Office
has held the appointment from 18th
August/92 and his total service
now is 11 years & 5 months.

Mr. Digne, the late Manager held
the appointment on No 100 from
1st June/89 to 30th Sept/91, on No 120
from 1st October/91 to 31st January/92
and on No 200 from 1st Feb/92 to 17th
Aug/92. His total service was 30 years
and one month.

V. M.
25/9/94

Note for the Hon.
Mr. Bliss C. S. J.

With ref. to the
query at end of his
note of the 8th inst
the Hon's attention is
invited to the proposition
witnessed with G.O. 1017
of 30.9.92, which
shows the existing
stat^e of the Sang. Court's
office. The Manager's
duties are described
in para. 15 of Dr. Finnelly's
letter in G.O. 1760.A. of 1880

Please state how
long the San. Court's Manager
has held the office & what his
length of service is - He
seems to me too highly
paid

W.
21/9/97

H.M.

~~Memorandum~~
~~Instructions~~

It has been ascer-
tained that S.
Balasundara
Mudaliar, the

present Manager of the
San. Court's office has held
the appt. since 18th Augt. 92.
His total service is 11 years &
5 months.

Mr. Dique, the former Mana-
ger, held the appt. on Rs. 100
from 1.6.69 to 30.9.71; on
Rs. 120 from 1.10.71 to 31.1.81; &
Rs. 200 from 1.2.81 to 17.8.92.
His total service was 30 yrs 1 mth.

J.S.B.
17/9

J.S.
28/9/94

No chance of a
vacancy when we might cut
him down. The San. Court
intends, however, to come
up to the established
The point can then be considered.
Meanwhile reply may go to S. J.
as requested

W.
3/10/97

IN ORDER OF GOVERNMENT, DATED
189 , No. , MISCELLANEOUS.

38.

No.

T WITH DITTO.

GOVERNMENT

A A

F GOVERNMENT.

T WITH DITTO.

OT FILED UP, BEING MEANT FOR DELETION
N ORIGINAL (not paged).

N.B.—

- A — Copy in full.
- B — Not to be copied.
- F — Copy abstract only.
- Q — Copy heading only.

13-5-01

ORDINARY, MS.

Public DEPARTMENT.
G.O., DATED 5-10-94
No. 745

INDEXED.

When given for copying. 8/10

[Despatch Abstract.]

Stating that the Surplu-
plus's proposals for
increase to his establish-
ment will be considered
later in the official
year, should he again
address Govt on the
subject.

7-11-11
26/12/11

16-5-11
24-11-11 ✓
21-2-13

19-6-14 ✓
25-11-15
21-11-16

12-5-17 ✓
3-12-17 ✓
22-6-18 ✓