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Revenue (1899) Department.

MISCELLANEOUS SERIES.

G.O., No. 243

DATED 16th January 99

[Despatch Abstract.]

Recording with remarks proposals of the Board of Revenue for the reorganization of Despatch establishment in the Land Revenue Department in consequence of the introduction of type-writers.

BACK PAPERS.

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

FURTHER PAPERS.

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

Revenue (1898) Department.

CURRENT No. 8435

From

The Board of Revenue, Land Revenue, Madras.

Order

No. 5485 Misc.

Dated 8th December 1898.

Received } 10 " "
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SUBJECT.

Submitting to Government proposals for the reorganization of - copyists' establishment in the --- office of the Board of Revenue, Land Revenue Department, in consequence of the introduction of type-writers.

BACK PAPERS.

G.O.	No.	Department.	Date.

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REVENUE BOARD OFFICE MADRAS

Proceedings of the Board of Revenue

(Land Revenue).

No.3485 Misc.Dated 8th December 1898.

Resolution.

In its Proceedings No.1792,dated 15th May 1897,as modified by Board's Proceedings No.186,dated 31st idem,the Board promised to effect a reduction of one hand in the copyists' establishment in about three months' time from the date of supply of a third type-writing machine in addition to two Yost machines --- which were already in its office.Subsequently the sanction of --- Government was obtained for the supply of two additional type-writers of the Remington pattern (G.Os.No.2892 dated 9.7.98 & No.3257 dated 4.8.98) which were purchased and brought into use on the -- 26th August last.

2. The period of three months referred to in Board's Proceedings No.186,dated 31.5.98 expired on the 26th ultimo and - in order to effect a reduction in the copyists' establishment,the Board proposes to abolish immediately one of such appointments on Rs.15 and to provide the incumbent with another appointment in -- the office which has fallen permanently vacant.It will further be possible to dispense with the services of a second ~~copyist~~ Copyist on Rs.15 in January next.The result of the abolition of these two appointments will be to effect a saving of Rs.30 per mensem in the cost of the Board's establishment.

3. The abolition of two copyists' appointments on Rs. 15 will leave five posts on the scale shown at page 4 of G.O.No.- 677,dated 12th October 1895,viz.

	Rs
2 copyists on Rs.20 each	40
2 ..... $17\frac{1}{2}$ each	35
1 15	15
5 copyists on	Rs.90

The Board observes that although five copyists with four typists among them will be a sufficient number for its office, yet the scale of pay mentioned above is not calculated to secure the services of good workmen. The Board has had actual experience of this difficulty, for one of its type-writing copyists on Rs.20 having been deputed for duty in the Plague Commissioner's office and another having fallen ill, no typist candidates have come forward to take their places. The reason is that there is an increasing demand in commercial houses as well as in public offices for good typists and it is not improbable that even the typists on the Board's establishment may leave it in search of better posts elsewhere unless they are afforded a definite prospect of advancement in the Board's office itself.

4. For these reasons the Board proposes to reorganize its copyists' establishment as follows:-

Present scale		Proposed scale	
2 copyists on Rs.20	40	1 typist on Rs.30	30
2 copyists on Rs $17\frac{1}{2}$	35	1 typist on Rs.25	25
3 copyists on Rs 15	45	2 typists on Rs.20	40
		1 copyist on Rs 20	20*
Total	120		115

*Note. The lowest pay for a copyist is now Rs.15: it is proposed to make it Rs 20, so as to enable the Board to get a good man who can also act as a typist in privilege leave &c. vacancies.

The proposed scale provides a typist's appointment on Rs.30, similar to that allowed for Collectors' offices in G.O.No.1057 dated 10th. December 1897, one typist's appointment on Rs.25 and 2 on Rs.20 per mensem. The copyist on Rs.20 will also undergo training in type-writing, so as to be able to take the place of any typist who may be absent on leave or deputation, but his ordinary work will be copying in manuscript. The two higher posts on Rs.30 and 25 will be given only to men who have passed the necessary tests in type-writing in accordance with G.O.No.366 Educational, dated 1st July 1897. The typists at present in the Board's office will be considered eligible for these appointments only if they possess the prescribed qualifications, although under G.O.No.87 Educational, dated 11th February 1897 copyists who were on the permanent establishment on 1st. January 1898 are not required to pass further examinations in order to hold typists' appointments.

5. The proposals made in para 4 will absorb Rs.25 out of the saving of Rs.30 contemplated in para 2 above and in order to compensate for the loss of saving, it will be necessary to effect a corresponding reduction by abolishing or reducing some other appointment in the Board's office. It is not necessary, however, to effect this reduction immediately, as the present scale of pay will be maintained in regard to the 5 copyists who will be retained until at least two of them qualify themselves by passing the examinations referred to in para 4 above or until duly passed men are available for the posts in question.

6. To sum up, the Board proposes

(1) to abolish a copyist's appointment on Rs.15 immediately and another in January 1899; the necessary proposition statement will be submitted in January and in the meanwhile both appointments will be kept vacant, their permanent incumbents being employed on other duty. One of these appointments has already remained vacant since the 6th ultimo.

(2) to obtain the sanction of Government for the revised scale of copyist's and typists' appointments specified in para 4 above as soon as the services of passed typists are secured for two at least of those appointments. When applying for such sanction the increases of pay involved in the proposed scale will be provided by a corresponding reduction in the pay of one of the appointments in other grades of the Board's establishment.

/True Extract/

Lovell Davidson
Ag. Secretary.

To the Secretary to Government, Revenue Department.

Q.B.

REVENUE DEPARTMENT.

Current No. 8435 of 98.

From The Board of Revenue (Land Revenue)

Dated 8th December 1898.

FOR ORDERS.

Paras 4 & 6 of the current

For the reasons given in para 3 of the Proceedings read above, the Board proposes to reorganize its copying establishment and to obtain the sanction of Government for the revised scale of copyists' and typists' appointments as soon as the services of passed typists are secured for some of the appointments.

Para 5 of the current

The revised scale costs Rs 5 less than the present scale but in order to effect a greater financial saving on account of the introduction of type-writing machines the Board states that it will be necessary to abolish or reduce some other appointment in the Board's office. As such a saving will not, however, be insisted on for the present, it may be pointed out to the Board that no appointment in the regular establishment

Ex. 1222 M/S 14-12-98

need not be abolished or reduced unless such a course is considered desirable for other reasons.

14.VII.98. C.R. 15/7/98.

Secy
Mr
Treasurer
Hon. 7-
approved
10-1-99.

Please see draft letter below.

C.R.
11/1/99.

Secy
Mr
12-1-99

Draft letter below

C. 9.1.99.
R. 11-1-99

Read B-P. 3485 min of 8 December 1898 (enc 8435 of 98)

G.O. (Ann) No 243 of 16th Jan 18

Recorded.

2. With reference to para 5 of the Proceedings, it is observed that no appointment in the regular establishment need be abolished or reduced merely to compensate for, ~~the temporary savings consequent on the~~ the want of anusan Effected by the reorganisation of the Copyright establishment, unless such a course is considered desirable for other reasons.
(From Orders)

Mr
12.1.99

C.R.
11/1/99.

To The Board of Rev (C.A.)
Dated 19-1-99

11-1-99

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