

Revenue (¹⁸⁹⁷~~190~~) Department.

MISCELLANEOUS SERIES.

G.O., No. 408

DATED 25th January 1897

[Despatch Abstract.]

Forwarding with remarks to the F. O.
through the A. G. a proposition statement,
for the reorganization of the Copying
Establishment in the Revenue Department.

353 R. F. H. b.
22-5-97.

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	4705/98.						

Revenue (1896) Department.

CURRENT No. 5687

From

The Financial Dept

Order.

Memo No. 1323

Dated 6th July

Received 7th August

Registered

Enclosures nil

Spare copies

SUBJECT.

Requesting the Departments of the Secretariat to report the savings effected under Copyist Establishments by the introduction of type writers.

BACK PAPERS.

G.O.	No.	Department.	Date.
			9

FURTHER PAPERS.

G.O.	No.	Department.	Date.
			7

ACCOUNTANT-GENERAL'S REPORT.

No.

THE entries in the column of "Present Scale" have been compared with the Registers of this office, and are correct with the exception of the items altered in red ink.

ACCOUNTANT-GENERAL'S OFFICE,
Fort Saint George,
189

Accountant-General.

GOVERNMENT OF MADRAS.

DEPARTMENT.

No.

FORT SAINT GEORGE,

The

189

*Secretary to the Government
of Fort St. George.*

Statement of Proposition for revision of Establishment.

Order sanctioning present establishment. Government of Madras Revenue Department.		Office to which the proposition refers.	NATURE OF CHARGE.												PROPOSITION.								Grounds of Proposition.	Local Government's recommendation.	ORDERS OF THE GOVERNMENT OF INDIA.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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G.O. Rev. kept: No 807 of 18-2-89 order of the Financial kept: thereon No 104 of 15-2-89.			Permanent 1 First Assistant 600 1 Registrar 350 1 Head Clerk 175 1 Clerk 150 1 do 140 1 do 135 1 do 100 3 do (80 each) 240 2 do (70 each) 140 1 do 60 6 do (50 each) 300 4 do (40 each) 160 1 do 35 1 do 20 8 1 do 25 1 do 20 1 do 17 8 2 Temporary Clerk (20 each) 40 2708 attenders 1(15) 1(14), 2(13), 2(12) 3(10) Muckies 1(15) 1(12) Peons 1(15) 1(10) 3(9) 5(8) 9(7) Masulji 1(8) Total cost 299 3007												Permanent 1 First Assistant 600 1 Registrar 350 1 Head Clerk 175 1 Clerk 150 1 do 140 1 do 135 1 do 100 3 do (80 each) 240 2 do (70 each) 140 1 do 60 6 do (50 each) 300 4 do (40 each) 160 1 do 35 1 do 20 8 1 Typist short 15 + 1 band Writer 30 all 25 + 20 8 + 30 + 22 8 30 all 30 4 Typists each on 15 1 25 Total 10 + 30 allowance 299								Reorganization of the Copying Establishment Vide G.O. Rev.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						

FINANCIAL DEPARTMENT.

No. 1323.

OFFICIAL MEMORANDUM.

The departments of the Secretariat and heads of departments who have been supplied with type-writers are requested to report the savings under copyist establishments which have been, or will be, effected by the introduction of the machines. It has been found possible to reduce the establishment in the Chief Secretariat and, in view of the saving in labour which is effected by the use of the machines, the number of copyists should eventually be reduced by at least one-third in all offices possessing type-writers.

OOTACAMUND,
6th July 1896.

W. H. Phillips
for Chief Secretary.

To the Public Department.

- " Revenue Department.
- " Public Works Department (General Branch).
- " " (Railway ").
- " " (Irrigation ").
- " Local and Municipal Department.
- " Board of Revenue (Land Revenue).
- " " (Revenue Settlement).
- " Inspector-General of Police.
- " " of Prisons.
- " " of Registration.
- " Surgeon-General.
- " Director of Public Instruction.
- " Superintendent of Stationery.
- " Presidency Port Officer.
- " Sanitary Engineer.

Ed. A. Raitt.

Rec 1896 Sept 10
FINANCIAL DEPARTMENT.



To

THE DEPARTMENTS OF THE SECRETARIAT, &c.

Recd 7. A. 96

Memo. No. 1323, dated 6th July 1896.

Requesting the departments of the Secretariat, &c., to report the savings effected under copyist establishments by the introduction of type-writers.

CN. 5687/96

Re: reductions in the
Copyist Establishment
of the Revenue Secretariat

I have been through this again
carefully & asked like to discuss
the subject with the Secy about 12.30
on Monday 2nd Nov. 1896

Secretary
(through the under Secy)

H.C.
Drafted
D
13.11.96
Please send to [unclear]

1
CN. 5687/96-

Order from the Financial

Dept No 1323 dt 6.7.1896.

Note.

In the above paper the Financial Department requests this Department to report the savings under copyist establishment, which have been, or will be, effected by the introduction of typewriters.

2. The copyist establishment in this office consists of five hands as shown below:-

1 clerk on Rs 25

1 clerk on Rs 20

1 clerk on Rs 17½

2 clerks on Rs 20 each
5. (temporary)

One of these five is always taken as a Reader by the Examiner who, being charged with the duty of comparing the Prussig's also, is engaged the whole day. Practically therefore ~~there~~ there are only

✓
4. Clerks who are utilised as copyists & are unable to suggest any reduction in the number at present.

3. Typewriting is a matter of mere practice and unless the conditions of the establishment are so arranged that ~~there~~ there will be no frequent changes in the personnel, it will be difficult to secure ~~the~~ the services of any typists who can typewrite much faster than good copyists. Of the ^{appointments} ~~price~~ in the office, two are always treated as temporary for the purpose of lessening the cost under Hill allowances and the incumbents are required to go to the Hills ~~at their own expense~~ without travelling allowance or batta. The result is that although men are found to take up the places ^{in the first instance} on the conditions specified, they do not ~~continue~~ long in

I think this is essential.

Q.O. 2270 was
9.4.89

This arrangement works very hard in the men, & should be stopped. The question of hill allowances & hill charges has been the cause of the sacrifice of efficiency to economy in more than one instance.

Typists' work is
difficult.

ho, though at first they are fit for nothing better.

3
the appointments, especially as these are non-pensionable. These appointments were sanctioned in 1889 and since then no less than 22 men have been appointed.

4. Another obstacle in the way of securing the services of really good men is the employment of graduates even as typists. Graduates cannot be expected to be content with the post of copyist or typist for a long time. In the first place there are few graduates who have learnt typewriting & generally they begin to learn it after appointment. By the time they learn to handle the machine properly & work at it with any decent speed, they succeed in getting something better.

5. The few men now employed in the office

4

on the Copyist establishment are:-

1. J. Chinadurai (F.A.) ^{Salary Rs 20 (Permanent)} ^{20 1/2 (sub-protein)} (Taken in the place of P. Kistnaswami Naidu who is unable to handle a typewriter - transferred to the Revenue Dept)
2. N. Narayanaswami Mudali (F.A.) ^{20 sub-protein}
3. C. Jeevaraya Mudali (matric.) ^{17 1/2 Permanent}
4. ~~P. S. Ramaswami~~ ^{Selvanadham Pillai} ^{20 temporary} ^{P.S.A.}
5. P. S. Ramaswami } ^{20 temporary} ^{Once left to better himself}
Angu P.S.A.

Of these No. 2 is the only typist worth the name. He knows the different parts of the machine well, keeps it clean & does about 25 words a minute steadily. No. 1 can do only 16 or 17 words a minute; but it is hoped that he will improve soon especially as the underscr has warned him that he would be discharged if he showed no improvement.

No. 3 is so by nature so inactive in his habits that I have little hope of his ever becoming a good typist; ~~but~~ ^{being} only a matriculate.

man who passed the elementary exam

Yes: he will have to go if he cannot improve

He will have to be discharged or reduced to an attendance

has no chance of by his B.A. & better himself

5

he has no chance of any further promotion in the office & may improve course of time by constant practice. Nos 4 & 5 are about 15 & the Head clerk will be able to say how many words they can do a minute.

Nos 4 & 5 would type write 25 words a minute. If dictated they would do 30 words a minute.

C.R. 15/9/96.

6. It seems to me difficult to improve the staff unless the following suggestions are adopted:-

- (1) the two temporary appointments should in the first place be declared permanent, as in fact they were originally sanctioned
- (2) the appointments pay of the five appointments should be so re-arranged, as to admit of some ^{regular} promotion in the usual course
- (3) a rule should be made (at least observed in practice) that graduates should not be taken as typists
- (4) ~~that no clerk~~ ^{Copyist} ~~to be~~

I think so

Yes

F.A. is said to be got, 2nd day 16/9

6
who may be en-
tertained hereafter
should be confirmed
in his appointment
until he passes the
Elementary Test
in Typewriting:

- (5) ~~that~~ persons who pass
the ^{Advanced} ~~Intermediate~~ Test
~~should~~ by preference
be given all jobs -
such as making copies
for private of papers
applied for by private
individuals - &c.
(by way of induce-
ment)

and

- (6) the Copyist establish-
ment should be kept
distinct from the other
establishment.

The above (barring 4 & 5)
is in effect what now
obtains in the Public Dept.
There are 6 men in that
Dept drawing from Rs 18 to
Rs 25: 3 are unpassed,
2 matric. & 1 middle school
I Class.

~~Advanced~~ Intermediate
at least, let them
be sub-pro tem till
they pass the Intermediate.
Do

Yes - & possibly a small personal
allowance too.

Jan 20

1 on Rs 25 - (on comm. only)
1 on Rs 25
1 on Rs 23
1 on Rs 21 (Said she nothing)
1 on Rs 20
1 on Rs 19
1 on Rs 18

(Please see the Chief Secretariat
Establishment - 6 - p. 14 & 15)
Pages 14 & 15

Please see summary
d. 15-9-1892-

7. In 1893 I suggested
the adoption of a scheme
based on some whabon
the above principles and
though it was supported by
the then under secretary,
it was not sanctioned
by the Secretary. I have
for this reason hesitated
to resubmit my proposals
for consideration & waited
to see if some other proposals
which would ~~have the same~~
effect ~~became~~
could be suggested, but I
regret I am unable to do
so.

8. There is one other point
which I beg to mention.
Since the introduction of
typewriters it has become
almost the rule that all
big notes & important drafts
are typewritten, so that
Copyists have now more
work to do than they had
formerly.

9. So far as the reply
to the Financial Department
is concerned, the following

1900
The
Chief
Secretariat
Cec

will perhaps do.

at all times in the
Lect

I have been told that
over with the Reg. at Madras
My own idea is that the
ten years ago is a good one
permanent, & that the permanent
copies to (at 7-11-3) a good office
when I was in the Reg. at Madras
32 if they passed the
Examination in the Reg. at Madras
at 17-11-20 & 11-11-20 of the Reg. at Madras
Then there are each have a typewriter

The first machine should be used
by a graduate clerk brought in
to reference to the Reg. at Madras
as a copyist when learning his
work

However, the matter wants talking
over.

16-9-96

Let it stand over
till you can go into it
in Madras.
17.9.96

2/8

A.N.

With reference to Mr.

No 1323 Financial, dt 6-7-1896,
the undersigned has the
honour to state that the
Copyist establishment in
this office consists practically
of four hands only and
that he is unable to suggest
any reduction in the number
at present, especially as
since the introduction of
typewriters, some additional
work is thrown on the estab-
lishment by reason of
its being frequently called
upon to type write lengthy
notes and drafts which
before submission to the Secy or
have to ~~pass~~ be
circulated to H.Ms.

The question of reorganizing the
copyist establishment is ^{being} under consideration
& the possibility of reducing its
strength will be borne in mind
The matter cannot be satisfactorily
decided until the return of
the Secy to Madras

14 Sep 96

2/8

Temporary Clerks employed in the Revenue Secretariat
from 26 February, 1889 to date.

No.	Names	From	To	
1	^{F.A.} Doraswami Pillai 20	26 Febry/89	30 Sept/90	G.O. No. 1047.2 15.2.89
2	Thinnugam Mudali 22	26 Febry/89	31 March/90	
3	K. S. Anandanatha Pillai	1 Apr/90	4 Mar/91	
4	P. Doraswami Mudali	1 Oct/90	18 Febry/91	
5	G. Venkatarow	21 Febry/91	31 July/93	
6	C. Parthasarathy Maider	5 Mar/91	31 Aug/92	
7	Subbiah Pillai	1 Aug/92	14 Dec/92	
8	M. Marijaprasadam	15 Dec/92	26.2.93	
9	T. N. Chennadorai	27.2.93	7.1.94	
10	T. V. Ramaswami Chetti	1.8.93	23.10.93	
11	C. Parthasarathy Maider	31.10.93	30.9.94	
12	T. G. Gounder	8.1.94	18.1.94	
13	T. V. Maraganaswami Maider	19.1.94	10.3.95	
14	d. Venkataramana Ayyar	1.10.94	13.10.94	
15	C. Trinivasa Row	7 or 2 Nov 1894		
16	Mahomed Azमतulla Sahib	10.11.94	31.1.95	
17	T. Gounder	1.2.95	3.2.95	
18	P. Rungarow	4.2.95	4.4.95	
19	M. Goma Row	11.3.95	4.4.95	
20	M. Sankaranarayana Pillai	8.4.95	29.4.96	
21	Tholasingam Pillai	1.3.95	10.3.95	
22	P. V. Jeyarethana Raju	8.4.95	12.10.95	
	P. Rungarow	15.11.95	31.1.96	
23	B. S. Ramaswami Ayyar	5.2.96		
24	A. Selvanatha Pillai	13.5.96		

14/9/96.

See

Note

Please see the foregoing notes.

2. The under Secretary has after a ^{careful} ~~fact~~ and mature consideration come to the conclusion that if the Typist establishment of this office is to be ~~made~~ rendered really efficient it is necessary that the following proposals should be sanctioned; namely:—

There is no copying establishment proper &

- (1) that the present copying establishment should be abolished;
- (2) that in its place ^{special} ~~typist~~ ^{typewriting} establishment should be entertained;
- (3) that the scale of pay of the new establishment should be so arranged as to admit of the persons employed on it having some promotion ^{for} ~~with~~ ^{merit & length of service};
- (4) that this establishment should be kept separate from the rest of the office;
- (5) that as a rule none but

(6) That Typists who have passed the Intermediate Test in Typewriting & show special aptitude in the work ~~or Typists who know shorthand~~ also, should be given some personal allowance by way of encourage-
ment -

~~Issues arise~~
The questions that remain
for consideration are :-

(a) How many hands is the new establishment to consist of :

(b). What is the state of payable ;;

(c) who are to be the
men to be employed

Because they always
learn faster than I

It is understood that no advanced examination in Typewriting has yet been prescribed.

No; a shorthand writer wants much
higher pay, if a good man; an inferior
sh. w. wd. be of no real use. *It is*

as a reward, I enclose ^{in all this} \$2111/46.

4. Question (a). The present copyist establishment consists of ^{five} ~~5~~ hands including a reader. My own opinion is that ~~this is a reduction~~ a reduction

in this number cannot
safely be made, at least
until all the typists have
become experts, especially
as since the introduction of
typewriters additional work
is thrown upon the establish-

present in that it is called upon to type write all important notes before they go to Secy or H. M. S. But if it is ^{thought} necessary that some reduction should be made in compliance with the memo from the Financial Department, the number may be reduced to four.

5. (b). As regards the scale of pay - the following is suggested:—

970

1 clerk on Rs 25
 1 clerk on Rs 20
 1 — do ————— 17½
 2 Temporary clerk } 40
 on Rs 20 each

5-

Total 102 $\frac{1}{2}$ lbs.

on the 20th inst

Total 102 $\frac{1}{2}$ thats

I further from the notes
the under must be returned

Wm. W. W.

I doubt if you can do so
less than four men.

I think a reduction sched. be perfectly feasible in spite of the additional work performed by the copying is abt. We hope to get in more efficient typewriters & shall take care only to have them in on probation in the first instance. An additional temporary hand may be necessary at the outset but this sched. or g. be for a few months at the outside.

A. If the establishment is to consist of five hands

	average pay
3 Typists on Rs 15-1-20 each	56 1/2
2 Typists on Rs 20-1-25	47 1/2
1 Typist on Rs 25-1-30	28 3/4
Total	103 3/4

of an additional expenditure of Rs 1-4-0 per mensem

B If the establishment is to consist of only four hands the following scale will be the best.

2 Typists on Rs 15-1-20 each	37 1/2
1 Typist on Rs 20-1-25	23 3/4
1 Typist on Rs 25-1-30	28 3/4
Total 4	90

The latter scale may perhaps be ~~preferably~~ adopted on trial.

6. (C) - The existing copyists are: -

1. P. Krishnaswami Naik
2. T. V. Narayanaswami Mudali
3. C. Jeevaraya Mudali
4. N. Santharamanarayana
5. A. Selvanadham Pillai

Permanent

Temporary

This is what I recommend. The scale is designed to provide sufficient savings for a compensation pension to a copyist who cannot use a typewriter & must be left as a type writer. One of them must be used. Can you use with 3 men. or a saving of Rs 12 1/2 per mensem.

1. i.e. P. Ros' Clerk's copy

Liby? 11/11/56
P. Krishnaswami Naik

C.R. 739/90

He writes a very bad hand, & though his conduct is good, it is to the advantage of the office to replace him by an efficient typewriterist.

LD
14.11.56

He has been recommended if he has been declared unfit to be a typist & as this employment can be found

11/11/56

Certainly, & given some reward asking the only man who has passed the Typewriter Exam.

LD
14-11

No 4 & 5 above have been otherwise temporarily provided for and maybe left out of account.

No 1 has been ^{medically} declared unfit to work at a typewriter & will be of no use on the new establishment. But he has 27 years service and will, if now retired, be eligible for a pension of Rs 10-12-0. As this amount is less than the savings that would accrue if only four hands are employed, article 471 of the C.S.R. would apply in the present case and the copyist may be retired on compensation pension.

No 2 - T. V. Narayanaswami Mudali

is a good typist, has passed the Elementary Test, & takes special interest in the work. He should be retained.

No 3 - C. Jeevaraya Mudali

failed at the last examination & is an indifferent typist.

But he is only 34 years old and cannot be retired. He may be given further trial and taken into the new establishment subject to the condition of his passing at the next examination. For the remaining two posts applications may be invited.

7. If it is thought that it is hard to retire P. Kistnaswami Naidu at this age (46 years), the only course is to obtain five hands on the scale proposed above. In this case the arrangements will be

- Par.
1. P. Kistnaswami Naidu - 20-1-25 - to draw maximum, as he is already drawing Rs 25-
 2. N. Narayanaswami Mudali - 20-1-25 - to begin at Rs 20/-
 3. C. Jeevaraya Mudali - 15-1-20 - to draw his present pay of Rs 12 1/2
 - 4-5 } to be filled by new men.
 6. In the case of men of special merit who have

Yes; he was an allender in 1915 promoted to a clerkship on 1917. If he cannot pass the exam next time, he must become an allender again. He is well behind but I shall say stupid & slow.

Yes. M. M. Ch. and me. 12/11/06.

I don't think it is. 12/11/06.

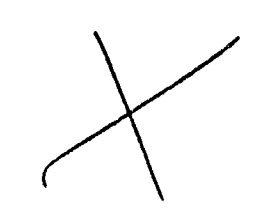
Yes, since Kistnaswami Naidu cannot type write & is not fit for copying. 12/11/06.

Appointment to be subject to passing the elementary test at the next ex.

I am not certain about this. The copying clerks were given fair warning that if they failed to pass the last exam. they would suffer for it. I am particularly indifferent as at the present time I am not getting off very well about this. 12/11/06.

I would not lay down a general rule but would say that the grant of personal allowances should be primarily considered in cases of approved service coupled with special merit & that the best typewriters should have preference in the distribution of copying work on copy stamp papers for private individuals. This would mean a little extra remuneration.

This is in the matter of is not now necessary to amend. 12/11/06.



at least five years service under Government. A personal allowance of Rs 57 per mensem may be granted, the number of typists drawing such allowance not exceeding two at any one time. ~~Even~~ Even including this additional expenditure which is not likely to be incurred for another 304 years, the cost of the new establishment will, if it is to consist of only 4 hands, ~~not~~ be still less than that of the existing Copyist establishment. 9. There remains one more point for consideration. If the above proposals meet with approval, it will probably be necessary to ~~take some~~ incur some additional expenditure under Hill allowances but ~~it can easily be~~ ~~arranged that~~ this expenditure may be kept down as much

20

as possible by taking up the one of the lowest paid clerks to the Hills, as far as possible.

P. H. H. H.

13 Nov 96.

I think the proposals made in the foregoing note will, if carried into effect, conduce to the efficiency of the office. The alterations in pay involve a saving as shown in the margin. We have one good man who can be given a small step above as a reward for passing the Elementary type-writing examination, and the who may be tried temporarily. The other two vacancies will be advertised. - ~~Extra~~ Rs. 5 should be given by a increment of Rs. 1 to men who pass the Elementary exam. of a typewriting, & Rs. 20 shd. be the minimum pay for men who have passed the intermediate exam.

If the Govt. approve the scheme a draft order will be sent to the Hon. Secy. of the Revenue.

To
17. 11. 96

x Present		Proposed	
		major	minor
permanent	1 on Rs. 25	all 1 on Rs. 25	1 on Rs. 30
	1 on Rs. 20	1 on Rs. 15	1 on Rs. 25
	1 on Rs. 17 1/2	2 on Rs. 15	2 on Rs. 20
temporary	2 on Rs. 20	4 on Rs. 25	4 on Rs. 30
	5 on Rs. 102 1/2		

Saving at first Rs. 27 1/2 p.m.
Minimum ultimate Rs. 7 1/2 p.m.
Savings
Savings for which must be set one pension for a man who has been retired in a few years time

These are submitted for the Govt.

Y. H. H. H.

21

The Hon. Secy. of the Revenue

Read C. No. 568 of 1896

G. O. No.

1 Clerk on Rs. 25
1 " on Rs. 20
1 " on Rs. 17 1/2
2 Clerks on Rs. 20 each (temporary)

Approved

The copiest establishment of the Revenue Secretariat consisting of five hands as noted on the margin will be abolished and the following staff of Typists entertained in its place:-

2 Typists on Rs. 15-1-20 each	37 1/2
1 Typist on Rs. 20-1-25	23 3/4
1 Typist on Rs. 25-1-30	28 3/4
	90

2. The present clerk on Rs. 25 who has been medically declared unfit to work as a Typewriter & for whom no other suitable employment can be found will be retired on compensation pension.

3. A proposition statement embodying the above changes will be forwarded to the Financial Dept. through the Accountant General.

To the Financial Dept.
with a proposition statement. Note. Nothing has been said.

about the date from which the new scheme should take effect. Under Article 478 of the Civil Service Regulations Krishnaswami Nayudu should be given at least three months notice. It is presumed that the scheme will not be fully given effect to till the expiry of this period.

L.D.
24/11/96

It does not seem desirable to postpone the reorganization of the present copying staff longer than may be absolutely necessary & it is submitted it may take effect from the 1st January next, in which case H. Naidu will have had one month's notice & will be entitled only to two months' pay under art. 478 of the C.S.R., his pension commencing from the 1st March.

It will take some time probably to find really good typists to fill the new offices. We want at

(R)
24 Nov. 96. least 2 new men.

23
H. N. Rose C. Sec. No.
H. N. Rose C. Sec.

From

Dated

189

FOR ORDERS.

have instructions from the Secretary. I submit for the orders of Hon^{ble} Members the question whether a shorthandwriter may not be appointed for the Revenue Secretariat. A shorthandwriter has been employed in the Chief Secretary's office since July 1895 & I, personally, have been permitted to use his services for Revenue as well as legislative work, but this was on the understanding that the arrangement should cease as soon as I was relieved of legislative business i.e. immediately after the next Legislative Council meeting. The loss of his assistance will mean a good deal of extra work to me, & there ^{will} ~~be~~ be ample scope for a whole-time shorthandwriter in the Secretary's office as to the Secy himself & the First Assistant, besides myself.

should use one regularly. — 24
 The pay suggested in R's of- without
 allowance, for which it should
 be possible to get a man who
 knows how to use a typewriter
 as well.

DO
 20-2-8

The use of such a man w:
 my much facilitate the
 disposal of my work. In fact
 of help to enable me to do
 this it will prove expedient
 his aid is essential.

M. J. B.

FOR ORDERS.
 There are savings referred to cover the
 extra charges this year.
 25-2-86

I quite agree. When I
 was working as Rev. Sec. I thought
 such a man was wanted;
 work has greatly increased
 since then. The extra
 expense involved is not
 great & it will be well
 repaid.

JG

24/11/95

I cannot quite see why the
 same arrangement should not
 be made in District Court, viz.,
 that an extra clerk is given to my
 and a selected clerk who knows
 shorthand. The use of ~~the~~
 system ~~does~~ end of type writing lessons
 work, & should lead to a decrease of
 establishment within 100 to 200 in-
 crease

JS

24/11/96

Handwritten No. 25
 H. H. H. H. H.

Short hand writers &
 of posts in the Reserve
Secretariat

Put up the A.G. reply
 to the question whether Krishna-
 Swami Narayana can be included
 of state what person he would
 draw salary of Rs. 100
 of 1997

He has
 H.S.
 F.A.
 & Recd
 (possibly the Head Clerk)
 also.

With reference to the H. H. H.
 Shree's note regarding the grant of a
 shorthand allowance to a selected
 clerk in lieu of the entertainment of
 a special shorthand writer, I submit
 a draft order dealing with this
 subject & the reduction in the copying
 establishment consequent on the use
 of typewriters. — I submit on the first
 instance that the entertainment of a
 shorthand writer will only lessen the
 work of drafting officers — not that of
 the clerical establishment proper. If the
 shorthand allowance is given to one
 of the clerks now on the list, ~~drafting~~
 shorthand writing & transcription will
 be an addition pure & simple to his
 work, & some one else will have to
 help him. I anticipate that we shall
 be able to occupy the full time of
 a shorthand writer; if so another man
 must be entertained. As however we
 are at the same time reorganizing
 the copying establishment, I submit that
 it will suffice to have one "typist plus
 shorthand writer" in lieu of one of the
 existing copyists who I think may
 safely be abolished now that we
 have typewriters in general use.

C. 12/12/96
 R. 11/1/97

The saving which the use of these machines should involve has been greatly neutralized by the fact that in the past graduates have been brought in to use them, & that men of the class either get promotion or learn to better themselves. The fact that two of the present copyists are only temporary men has had a similar effect. The appointments though nominally "temporary" are in fact permanent, that is to say they have been in existence for many years & ^{will} always be required. Being temporary, they carry no hill allowance & the consequence is that they are kept by a series of new men who only stop for a few months. Such men never learn to use type-writers properly, & the difficulty cannot be met except by making the appointments permanent & giving the holders some prospect of promotion. - Another reason which renders it impossible for the present at least to effect any further reduction in the copying establishment is the undoubted fact that much more copying has been required since typewriters have come into use. Hardly a day passes without manuscript notes being sent out to be typewritten, which were formerly in circulation in manuscript. Cost involved.

This is a convenience and thereby encourages to better work to our school. which is well worth the small take.

11/12/16.

The rates of pay proposed for the new hands are the ^{very} lowest at which we are likely to get good men. The salary which a good typist can command in a mercantile office is, I am informed, higher - (from Rs 25 to Rs 30) - but Govt service carries pension with it, & the rates proposed may suffice. Experience alone can show this.

I propose to get the new men in on probation - & only to take F.A. or matriculation as B.A. is always trying to get away. The shorthand writer should however be a graduate if possible.

The financial results of the changes proposed cannot be exactly stated, as the pay to be drawn depends on the examinations passed. Assuming that the five men draw on the average Rs 20 pm, there would be a saving of Rs 2 1/2 pm, ^{hands} which we should have in reality as extra hand for use as shorthand writer. If the shorthand writer be left at of calculation, as he should be considering the changes in the copying establishment, there would be a saving of Rs 10 1/2 - 80 = 22 1/2

x. for the allowance of Rs 30 p. m.

pro.

22
11. 11. 86

1,000-5-2-98.

REVENUE DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read

90. 2 No. 4087 25th 7 Aug 1897

The copying establishment of the Revenue Secretariat consisting of five hands & as noted in the margin* will be abolished & the following staff of typists will be entertained in its place:—

5 men on R- 15-25 pm.

The necessary Proposition statement
will be forwarded to the main
at Department through the A.G.

17/12/96

W
8/19/77

2. Such of the typists as have passed the technical examination in typewriting will ~~be paid~~ draw pay at the rate of Rs. only p.m. On passing the Elementary examn. in this subject they will be entitled to draw annual increments of ^{up to a maximum of Rs. 19 p.m.} Rs. 1 1/2 p.m. on passing the intermediate examn. & receive Rs. 20 p.m. with annual increments of Rs. 1 up to a maximum of Rs. 25 p.m.

3. A special short hand allowance of Rs. 30 p.m. will be attached to one of the five posts of typist. The holder of the allowance next here passed the intermediate or advanced examination in short hand writing.

-1.2. a
 a c 4. Existing increments in the copying
 have establishment with continuance of
 typew. Now their present rate of pay, unless
 for special reasons it is thought
 desirable to reduce it to the rate strictly
 admissible for typists according to
 the compensation

to
 11.12.86

note:

- The existing increments are -
1. K. R. S. Rami. ^{Majority} R' 20
 2. J. R. S. Rami. R' 17 1/2
 3. K. R. S. Rami. R' 25

No. 3 has fractured his hand, & cannot use
 a typewriter; the Accountant-General has
 been asked if he can be retired on an
 invalid pension; he would get a pension
 of Rs 11 or Rs 12.

No. 1 has passed the Elementary Exam
 in typewriting. No. 2 failed & I am
 sending him to Pachayappa's for
 special instruction next term (beginning
 January 1897)
 Two new hands will be engaged, one being
 a man who knows shorthand;
 a third new hand will be required if
 No. 3 can be retired.

to

11/12/86

(who are retained in the Secretariat)

Des-3-2-97

The Chief Secretary, Fin. Dept.
 & the Secy General
 with propositions

note. It is

If No. 3 cannot be retired on invalid
 pension, perhaps be advisable to modify the
 so as to make the shorthand writer
 extra hand on Rs 15-25 + L.A. of 30. It will be
 possible to show a saving sufficient to
 provide a compensation pension for No.
 3. The establishment for a shorthand writer
 is quite distinct from the charges on the copy
 establishment, with which he has to con-
 sider that his spare time (if any) is
 occupied in copying or reading.

I think No. 3 should be retired
 on invalid pension

W

29

When given for copying
 When copied
 When examined
 When signed

190

READ AGAIN G.O., No. , DATED
 190

CURRENT No.

ENCLOSURES TO C. No

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
 IN ORIGINAL.

A A A A A A A

N.B.-

- A = Copy in full.
- B = Not to be copied.
- P = Copy abstract only.
- Q = Copy heading only.