Revenue (1897) Department.

MISCELLANEOUS SERIES.

G.O., No. 4838

DATED 14 Sept.

[Despatch Abstract.]

Sanctioning the supply of three type-writers for the use of the Board, the Separate Rev Dept & stating that the fact of this supply should be taken into account when proposals are next submitted by the Board for the revision of the Office establishment

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
C. No. 5480 of 97							

Revenue (1897) Department.

CURRENT No. 7769

The Hon Sir Henry Bliss K.C.I.E.

14/9/97

C No 5480 of 1897

From The Secretary to the Commissioner of Salt, Abkari and Separate Revenue, Madras.

For Orders.

Rec'd No. 3832

Dated 3rd September 1897.

Received

Registered

Enclosures

Spare copies

Reference is solicited to the notes on C. No 5480 of 1897, with reference to the Hon Sir Henry Bliss' remarks thereon, the Bd was requested to report the strength of its Copyist establishment. It reports that five clerks are put upon Copying & Lithographing work & that although they work extra hours they are unable to cope with the work.

Submitted that the following order may be issued.

G.O. Misc. No 1838 d/ 16 Sept 97

In the circumstances stated the supply of three type-writers is sanctioned. The fact of this supply should be taken into account when proposals are next submitted by the Bd for the revision of its office establishment.

SUBJECT.

Issue Reporting to Government, with remarks, that six clerks are employed for Copying and Lithographing purposes in the Office of the Board of Revenue (Separate Revenue).

Dft. 9.9.97

To the Bd of Revenue, Sep. Rev. } dtd. 18-9-97
" Supt. of Stationery

Very well — I know the V. Pres. of the Salt Section of the

14/9/97
C 14/9/97.

It has always been a very moderate scale as compared with other offices & pressure work has increased there with the increase of revenue

BBS
13/9/97

BACK PAPERS.

G.O.	No.	Department.	Date.
C	54 80		7/97

FURTHER PAPERS.

G.O.	No.	Department.	Date.

REVENUE BOARD OFFICE MADRAS.

Proceedings of the Board of Revenue

(Separate Revenue.)

Dated 30 September 1897.

Mis. No. 3832.

Read Official Memorandum from Government, No. 150, Dated 20th July 1897.

Resolution:—

With reference to the Memorandum read above, the Board beg, to state, that there is no separate Establishment designated the "Copyist Staff" in its office. Five of the Clerks, however, on Rs 25/- and one on Rs 20/-, out of those sanctioned for the Correspondence or Current Section of the Office, have been employed on Copying and Lithographing work. This Staff of Copyists, being unable to cope with the increase of work, referred to in Board's Proceedings, Mis. No. 2670, Dated 28th June 1897,

CO 13/97

1897, work is always in arrears, in spite of the fact that the Copyists are made to work extra hours.

(True extract).

Assistant Secretary

To The Secretary to Government,
Revenue Department.

Ref 4497

Revenue (1897) Department.

CURRENT No. 5480

SECY. GOVT. MADRAS
10 JUL 97
REV. DEPT.

From the Secretary to the Commissioner of Salt, Abkari and Sea Customs

Revenue

Order No. 2670

Dated 28th June 1897.

Received 2-7-97

Registered 5-7-97

Enclosures

Spare copies

SUBJECT.

Requesting Government to sanction the supply of 3 Foot typewriters to the Separate Revenue Department and explaining that no retrenchment of Copyist Establishment will be possible on this introduction

not minute
AR
2/7/97

LA
8/7/97

BACK PAPERS.

G.O.	No.	Department.	Date.
	2539		
	1020		
	408		
	943		
	807		

Taken out for Cash-Keeper

FURTHER PAPERS.

G.O.	No.	Department.	Date.
O.M.	150		20/1/97
C	7769/97		

1,000
19-4-05

REVENUE BOARD OFFICE MADRAS

Proceedings of the Board of Revenue

(Separate Revenue),

Dated 28th June 1897.

Mis No. 2670.

Read again Board's Proceedings.

Enclosing Rentein No 2624. (S.R.) dated 4th October 1895.

Read also Government Order on Mis No 2539, Revenue, dated 18th May 1897.

in G.O 446 / 4th 97 Resolution

In September 1895 Government in the Public Department enquired whether the Board required any typewriters of the 90st pattern, but the Board then replied in the negative. as from the Experience it had gained with the 2 Hall's Typewriters which were

Sold by auction in 1892 as they got out of order and became irreparable

were in use in this office from 1886 upto 1892 it had grave doubts whether the outturn with these machines would be greater than that of the copyists. Now that the improved Yost typewriters in use in the other Departments seem to be working well the Board desires to have 3 machines for its office use with a view to secure neatness and promptitude in the large amount of copying work which has to be got through and accordingly requests that Government will be pleased to sanction their supply by the Superintendent of Stationery

2. From the Government Order read above it is observed that applications for the supply of typewriters will not be favourably considered by Government unless they are accompanied by proposals for reduction of Copyist Establishments. But the Board begs to state that this condition cannot be complied with in the case of its office which is very much undermanned. The several administrative reforms introduced in the department from time to time have, in common with the other sections of the office, considerably increased the work of the Copying section and the Establishment has, for a long time past, been working at very high pressure. The following figures will show the extent of the increase that has taken place during the last 10 years.

	Receipts				Dispatch						
Year	Foolscap Reps	Foot Reps	Det^n Reps	Total	year	Peons	mis	Rent	Lab	Rep	Total
1887	8634	812	883	10329	1887	718	3078	5807	1020	189	10812
1888	12061	1192	1317	14570	1888	606	4230	2284	9090	379	16589
1889	11081	1156	1218	13455	1889	460	4387	1176	8075	373	14471
1890	11611	1131	1301	14043	1890	565	3760	986	7266	345	12922
1891	11186	1202	1166	13554	1891	602	4244	1529	6869	467	13211
1892	11747	1301	1382	14430	1892	629	4981	1876	6859	260	14105
1893	13255	1385	1630	16270	1893	597	5429	2727	7130	387	16270
1894	14023	1456	1495	16974	1894	552	5687	3523	6663	316	16741
1895	14062	1426	1639	17127	1895	594	5490	3512	6967	302	16865
1896	13939	1418	1542	16899	1896	520	5813	3802	6790	343	16768
1897 upto 31st March	3592	848	458	4398	1897 upto 31st March	130	1324	910	1862	106	4332

The Board has under consideration a scheme for the strengthening of the office establishment. and intends submitting it to government after the present financial pressure is over, but until the scheme is sanctioned it requests that the present establishment may not be interfered with. The introduction of the typewriters may, no doubt, after the men have been sufficiently trained in their use lighten the work in the copying section but the relief given will only be sufficient to allow them to complete the work they have already to do in proper time.

Jno Lotan Al

Commandant
Asst Secretary

To

The Secretary to Government, Revenue Department

Sent 30.6.97

C 4807/97

The Hon Mr Cross. C. S. I.
The Hon Sir Henry Bliss. K. C. S. I.

J Hinde 16/7/97

Re the disposals (Sep Proc Rolls) mainly that affect the work of the copyist staff. They seem to have been steady for the last 5 years at about 1600 per annum or a trifle more. Taking the working days at 285 per annum. that comes to 56 per diem, of which a large proportion must consist of the word recorded as otherwise disposed of by printed endorsement or order. What is the strength of the Sec's copyist establishment?

1 clerk.

17/7/97

To

The Hon the Chief Secretary
for favor of counter initials.

13/7/97.

C 4807/97

For orders.

It is submitted that in the circumstances set forth in the Proceedings read above, three typewriters may be sanctioned for the use of the Board in the Separate Revenue Department and the Board informed that the fact of this supply of the machines should be taken into account in considering the scheme for the strengthening of the office establishment which it intends to submit after the present financial pressure is over.

14/7/97. 16/7/97

14.7.97.

12/7/97

The Board has under consideration a scheme for the strengthening of the office establishment. and intends submitting it to government after the present financial pressure is over, but until the scheme is sanctioned it requests that the present establishment may not be interfered with. The introduction of the typewriters may, no doubt, after the men have been sufficiently trained in their use lighten the work in the copying section but the relief given will only be sufficient to allow them to complete the work they have already to do in proper time.

I have the honor to be

Sir

Your most obedient

humble servant

Secretary to Government, Revenue Department

Dft
30.6.97

C No 5480 of 97

The Hon Mr Cross. C. S. I.
The Hon Sir Henry Bliss. K. C. S. I.

I think so
JS
16/7/97

Min the disposals (Supt Prog Rolls) mainly that apart the work of the copyist staff — They seem to have been steady for the last 5 years at about 1600 per annum + a trifle more — Taking the working days at 285 per annum — that comes to 56 per diem, of which a large proportion must consist of the work recorded above disposed of by printed endorsement or order. What is the strength of the Std copyist establishment? 1 clerk.

JS
17/7/97

To

The Hon the Chief Secretary
for favor of counter initials.

C 13/7/97.

WH
17/7/97

C No 5480 of 97

For orders.

It is submitted that in the circumstances set forth in the Proceedings read above, three typewriters may be sanctioned for the use of the Board in the Separate Revenue Department and the Board informed that the fact of this supply of the machines should be taken into account in considering the scheme for the strengthening of the office establishment which it intends to submit after the present financial pressure is over.

H/7/97. 12/7/97

H/19.7.97.

When given for copying ____
When copied ____
When examined ____
When signed ____
} 189

READ AGAIN G.O., No. 189 DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT	A	A	A	A	A	A	A
LETTER OF GOVERNMENT.							
STATEMENT [illegible] DITTO.							
PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.							

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