

Revenue (1894) Department.

MISCELLANEOUS SERIES.

G.O., No. 2892

DATED 9th July 98

[Despatch Abstract.]

Sanctioning with amount the
purchase supply of two additional type-writers
for the use of the Bd. of Rev. & R

BACK PAPERS.

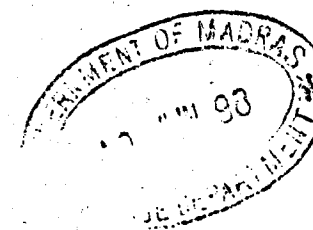
G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

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Revenue (1898) Department.

CURRENT No. 4133.



Order

From
The Board of Revenue
Land Revenue
Madras.

No. 1480 M. S.

Dated 7th June 1898.

Received 9th

Registered 11th

Enclosures

Spare copies

SUBJECT.

Requesting sanction of
Government for the supply of
two Hammond (St. 2 pattern)
typewriters for the use of the
Board's office (Land Revenue
Department).

BACK PAPERS.

G.O.	No.	Department.	Date.
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FURTHER PAPERS.

G.O.	No.	Department.	Date.

To be stitched with
C. No. 4133 of 98.



Revenue Board Office,
(Land Revenue),
MADRAS.

10th. June 1893.

My dear Mr. Stokes

In B.P.No.1480 dated 7th.June 1893 Government sanction has been asked for the purchase of two new typewriters of the Hammond pattern, and I have been authorized to explain matters a little more fully in a demi-official communication, in case difficulties should arise owing to the fact that application is being made for additional machines before any reduction in establishment has been effected in consequence of the supply of two Yosts a year or two ago. The fact is that hitherto no superior officer ^{has} had practical acquaintance with typewriting; no one in authority has known what amount of work a good typist can turn out, and no steps have been taken to ensure the men being kept up to the collar. The result is that the typists have been left almost entirely to their own devices. They have damaged the machines, and until the last few weeks had no notion of ~~fingering~~ ^{finagling}.

BACK PAPERS.

notion of fingerling; one machine is constantly out of order, and doubt if it will ever be really efficient again; the clerks I knock into shape; their pace is improving, but they are hardly of sufficient intelligence to become really good typists. These are the reasons why no reduction on establishment has been even yet feasible; and for the same reasons the Board's office is far behind the Government office in the matter of transmission. Nearly all the copying work is still done in manuscript, and the one serviceable machine is used, the outturn is inferior both in quantity and in quality. The crying want is extra machines by which these one cannot take steps to replace ordinary copyists by men who are and will become decent typists.

Next, as to the type of machine which the Board wishes to purchase this is the result of my own personal experience. When at home the other day I got a Hammond of the latest type—the 1898 model; it cost me £21; or at the present rate of exchange Rs. 915 reflecting freight and insurance; the Yosts supplied to the Board cost Rs. 400

and after personally trying both machines I have no hesitation in saying that my own is much superior. I am not an expert by any means but I have used a typewriter for some months now and can judge fairly as to the merits of different sorts of machines. If I remember correctly, the clerks in the Revenue Secretariat all swore by the Hammond which was purchased when I was Under-secretary, and much preferred it to the Yosts previously supplied. I know you use a typewriter yourself; if you do not know the Hammond already, send for the one in the office and if they have not knocked it about by careless treatment, I have no doubt that you will agree with me in thinking the Hammond much superior to the Yost. Remember also that the machine we are proposing to buy is a later pattern containing additional improvements.

I am afraid all this rigmarole must have wearied you, but it will not be thrown away if it serves to expedite the issue of a G.O. sanctioning the immediate purchase in the local market of the machines we want; I am very keen on making typewriting take the place of hand

BACK PAPERS.

copying, and shall be very disappointed if my schemes are frustrated
by having to wait until an indent goes home to the India Office to
be dealt with by the Store department in its usual leisurely way.

What terrible news one is always getting from Ootacamund now!
Poor old Mr. Grose's death is even more of a shock than Lady Bliss'
-even more sudden than hers.

yours sincerely

Lionel Davidson

I have written this with my own machine (the ribbon having been in
constant use for three months) and writing against time the since I
sat down.

only once



Proceedings of the Board of Revenue
(Land Revenue).

N^o: 1480 Miscellaneous dated 7 June 1898.

Resolution

The Board requests that Government will be pleased to sanction the supply of two — Hammond (at 2 pattern) typewriters for the use of its office. There are at present in use in the Land Revenue Department only two Gost machines, of which one is frequently out of order. These were supplied some two years ago, and the Copyists who work on them have as yet failed to attain an adequate rate of Speed; they are now being given a last opportunity of improving their capacity, and in the event of their failure will be discharged or given other work. These circumstances have in the past prevented any reduction in the strength of the Board's Copying establishment, but if the request now made is Sanctioned the Board will have no difficulty in effecting a reduction at an early date. At present the bulk of Copying work in the Board's office is still done in manuscript, and the existing establishment cannot get sufficient practice in typewriting because only one or two at most two machines are available.

available for use, and as a rule neither of these can be spared for instructional purposes. It should be added that the Board is just entertaining a shorthand writer in lieu of one of its ordinary clerks, for whose use it is desired to reserve one machine.

2. The Board wishes particularly to urge the purchase of Hammond machines rather than Gosts as the former pattern is cheaper, simpler to work and generally more up to date than the latter.

3. Should Government approve the proposed purchase, the Board requests that it may be authorized to make immediate arrangements therefor with the local agents of the Hammond Typewriter Company, as the machines are urgently required, and it would take months to arrange for their supply from England.

Loael Davidson.

Acting Secretary.

The Secretary to Government
Revenue Department.

[a d.o. letter will follow about this matter]

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Note.

The supply of two 'port' type-writers to the Land Revenue Department of the Board was sanctioned in C.O. 847 of 30.10.95. The Board now applies for two additional type-writers (Hammond No 2 pattern) for the use of its office.

2. In 1896, the Heads of Departments who had been supplied with type-writers were informed that the number of copyists in their offices should eventually be reduced by at least one-third vide memorandum (Final) no 1323 of

6.7.96. Later on, it was ruled in C.O. 2539 of 18.5.97 that all applications for the supply of type-writers should invariably be accompanied by proposals for reduction of copyists' establishment to take effect, however, three months after the supply of the machines so that time might

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accustomed to their use. The Board, however, states that one of the two machines already supplied is frequently out of order, that the typists have as yet failed to attain an adequate rate of speed and that these circumstances have in the past ~~been~~ prevented any reduction in the strength of the copying establishment but that if the request now made is sanctioned the Board will have no difficulty in effecting a reduction at an early date. It is reported that the existing establishment cannot get sufficient practice in type writing because only one or at most two machines are available for use and as a rule neither of these can be spared for purposes of instruction. The Board also adds that it is just entertaining a shorthand writer, in lieu of one of its ordinary clerks, for whose use it is desired to reserve one machine.

The Board urges the purchase of Hammond machines rather

cheaper, simpler to work and generally ^{more} up to date than the latter, and requests that if the proposal is approved, it may be authorized to make immediate arrangements with the Local Agents as the machines are urgently required and it would take months to arrange for their supply from England. In January 1897 the Government of India directed that in future type-writers should be obtained through the Stationery office on indent in the usual way, the Stationery office obtaining its supply exclusively by indent on the India office. The Govt of India also considered it desirable that the Stationery office should confine its supply to one approved pattern instead of supplying various descriptions. (vide C. I. letter in C. O. 110 dated 25.2.97.) The Supt. of Stationery was accordingly asked to submit, in consultation with heads of offices, his recommendations as to the patterns which should be approved.

2 of C.O. 110 (Hind 7.5.97). It appears that no decision has yet been arrived at on the point and that the papers are in the Fiscal Department.

4. The supply of two add'l type writers ~~writing machines~~ may be sanctioned on the distinct understanding that the Board will effect a reduction in the copying establishment within three months after the date of the supply of the machines. The question of purchasing Hammond machines locally may be remitted to the Financial Dept. for consideration.

See the more suggested at A above may be approved. Please see Mr Davidson's do with the current.

Draft accordingly

Please see draft below (Mr Davidson has seen this. It is sent back to madam)

See file may be asked to accept

Del
One who has been by
lost with a
A
E
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The Financial Dept.
for counter initials

June 11/98

The Board of Rev (L.A.)
Financial Dept
Satisfactory

Read B.O. 1480 (Hind 7.6.98)
(no. 4133998)

C.O. (Am) no. 2892 d 19th July 98.
The supply of two additional type writers to the Board of Revenue is sanctioned on the distinct understanding that the Board will effect a reduction in the copying establishment within three months after the date of the supply of the machines.

2. The question of authorizing the Board to make immediate arrangements for the purchase of Hammond machines locally will be considered in the Financial Dept.
11/7/98

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