

Revenue (1898) Department.

MISCELLANEOUS SERIES.

G.O., No. 4961

DATED 15th December 98

[Despatch Abstract.]

Recording Proceedings of the
Board of Revenue passing orders on letters
from the Collector of Krishna regarding
the progress made by the typist employed
in his office.

BACK PAPERS.

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

FURTHER PAPERS.

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Revenue (1898) Department.

CURRENT No. 8434

Order (Cm) No. 4961 of 15th Dec 1898.

Recorded.

No. 3504 Misc.

Dated 9th. December 1898.

Received }
Registered }
10

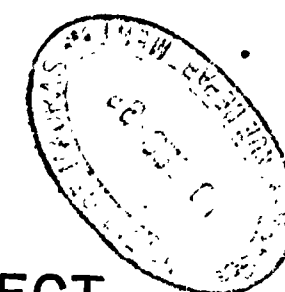
Enclosures -
Spare copies. -

SUBJECT.

Passing orders on letter from
the Collector of Mysore regarding
the progress made by the typist em-
ployed in his office.

To
The Board of Rev (L.R.)
Note. In the order to be issued in
the Financial Dept., it is ~~proposed~~
proposed not to insist on the
reduction of establishment for
the present.

Cm. 13. xii. 98/12/98.

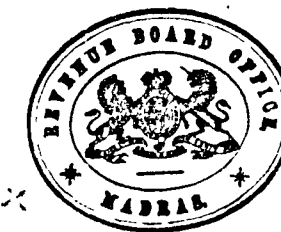


BACK PAPERS.

G.O.	No.	Department.	Date.
	2539	—	18-5-97

FURTHER PAPERS.

G.O.	No.	Department.	Date.



Proceedings of the Board of Revenue

(Land Revenue).

No. 3504 Misc. Dated 9th December 1898.

Read letter from R. Morris Esq., Ag. Collector of Kistna, to the Secretary to the Commissioners of Land Revenue, Madras, Dis. No. 5541-G1., dated 4th October 1898; reporting and reference thereon No. 1174, dated 18th October 1898.

Read also letter from the same officer, Dis. No. 6244-Genl., dated 7th November 1898.

Resolution In his letters read above the Collector of Kistna states that the typist, entertained in his office, is not able to type a letter appreciably faster than a copyist can transcribe it in manuscript and that it is not therefore possible to effect any reduction in the establishment as required in G.O. No. 2539 Misc., dated 18th May 1897. The typist is reported to have typed 387 words to dictation in ten minutes and 233 words from a printed paper in the same time. These rates compare unfavourably with the pace attained by the typists in the Board's office none of whom can be described as exceptionally fast manipulators, judged by the English standard, indeed, they are exceedingly slow. They have shown themselves able to type at the rate of from 35 to 45 words per minute to dictation and from 27 to 32 words per minute when copying from printed papers, the trials having lasted for half an hour in dictation and an hour in copying. On actual comparison of the work turned out by these typists with that done by a fast copyist, the rate of copying being the same in both cases, it was found that

that the use of the type-writer saves at least 28 per cent of the labour of copying; and if to this is added the advantage obtained by duplicating and manifolding copies on the type-writer, it should be possible to make two or ordinary typists do the work of three or even four copyists.

Highest No. of words typed---	1926
Do-----	copied---1802
Difference	424
or $\frac{424 \times 100}{1802} = 28$ per cent.	

2. The Board therefore wishes desires the Collector to subject his typist to further training, and to report again at the end of three months whether he cannot show better results. The Board would add that some of the typists in its own establishment began with a speed of ^{from} 10 to 15 words per minute only a few months ago and have obtained their present degree of speed by dint of regular practice, the results of which were reported every day.

3. A copy of these Proceedings will be submitted to Government with the remark that an extension of the period of three months referred to in G.O. No. 2539 M.S. (Rev) dated 18th May 1897 appears to be necessary not only for the reason stated above but also in consequence of the recent increase of work in the Kisumu Collectorate which Mr. Morris has separately brought to the notice of the Board and which would render a reduction of establishment at present particularly inconvenient.

/True Extract/

Wm. L. D. D.

Ag. Secretary.

To the Collector of Kisumu
Copy to the Secretary to Govt., A.D.

When given for copying _____
When copied _____
When examined _____
When signed _____

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READ AGAIN G.O., No. _____
DATED _____
189 ,

CURRENT No. _____

ENCLOSURE TO G. No. _____

ORDER OF GOVERNMENT A A A A A A A

LETTER BY GOVERNMENT.

REPLYMENT WITH 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 bearing only.