H.C.

$\frac{O}{9}$ 3,600—17-12-96.

Revenue (1899) Department.

MISCELLANEOUS SERIES.

G.O., No. 877

DATED 1st March 99

[Despatch Abstract.]

Communicating to the heads of Depts. under the Rev. Secrett. except the Sep. Rev. & Financial Dept. agreeing with the views of the Supt. of Stationery as regards the periodical inspection and repair of Typewriting Machines; transferring to the Educational Dept. his proposal to increase the Severity of the Typewriting tests; admitting up to the date of the receipt of these proceedings the charges incurred by the Board of Rev. (Sep. Rev.) for the employment of a mechanic to repair its machines and informing the Managing Director of the Indian Trading Company (Limited) that the rules do not permit of local purchase of Machines.

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 (1899) Dept.

Government {1899} of Madras.

FINANCIAL.

Current No. 1362

Recd. 23rd Feb. 1899. Enclosures

Regd. Spare copies

G.O., No. 209, 10th February 1899.

Order (mins) No. 877 1st March 1899 communicated to the heads of Depts under the Revenue Secretariat except the Board of Rev (Dep Rev).

FEBRUARY.

Read 4-3-99.

1/11 1.2.99

To CR 24/2/99 The heads of depts under the Rev Secy except the Board of Rev (Dep Rev).

BM 21.2.99 KD 27-2-99

Type-writing Machines.

Agreeing with the views of the Superintendent of Stationery as regards the periodical inspection and repair of —; transferring to the Educational Department his proposal to increase the severity of the type-writing tests; admitting up to the date of the receipt of these proceedings the charges incurred by the Board of Revenue, Separate Revenue, for the employment of a mechanic to repair its machines; and informing the Managing Director of the India Trading Company (Limited) that the rules do not permit of local purchase of machines.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—again the following papers:—

G.O., No. 863, Financial, dated 10th October 1898. = Go 4425 Fin Rev-Pkt-11-98

ABSTRACT.—Directing that in all the larger Government offices in which type-writing machines are used, there shall be a separate section composed of typists, stating that the patterns of type-writers supplied to public offices will be restricted to the No. 4 Yost and to the latest pattern of the Remington, requesting the Inspector-General of Registration to make further efforts to introduce type-writing into his office, and stating that further orders in regard to the qualifications of type-writing clerks will issue in the Educational Department.

G.O., No. 1222, Financial, dated 14th December 1898. = 1509 Fin Rev-10-1-99

ABSTRACT.—Stating when type-writing machines may be applied for by officers, and drawing the attention of all officers to paragraph 1 of G.O., No. 863, Financial, dated 10th October 1898, and to the necessity for requiring a high standard of skill in the typists they employ.

READ—also the following papers:—

Proceedings of the Board of Revenue (Separate Revenue), Mis. No. 3248, dated 17th August 1898. = Rev Ch 6083/98

Resolution—Mis. No. 3248, dated 17th August 1898.

The Board begs to request that Government will be pleased to sanction, with reference to clause (*m*) of article 98 of the Civil Account Code, a monthly expenditure of Rs. 6 for the upkeep of three type-writing machines at present in use in its office. Periodical inspections and repairs are needed to keep them in working order and the services of a type-writing machine repairer at the monthly salary specified above have been engaged from the 15th ultimo in anticipation of sanction and approval.

(True Extract.)

(Signed) C. G. TODHUNTER,
Acting Secretary.

To the Secretary to Government, Revenue Department,
through the Accountant-General, Madras.

No. 4130.

Forwarded.

FORT ST. GEORGE,
29*th August* 1898.

(Signed) T. HESKETH BIGGS,
Accountant-General.

To the Secretary to Government, Revenue Department.

From H. ORMEROD, Esq., General Managing Director, the India Trading Company (Limited), to the Chief Secretary to Government, dated Madras, 12th December 1898, No. 1792.

With reference to my conversation with you the other day about the "Remington" type-writer, I have seen the Superintendent of Stationery, who tells me that an indent has already been submitted for execution by the India Office. Unless I am greatly mistaken, the cost of machines imported in this way will be found to exceed the price (Rs. 350) that we are prepared to charge Government for the No. 7 machine. Perhaps you will kindly look into this matter.

Another point also that I would dwell upon is that, my Company only requires a little encouragement from Government to induce it to make all requisite arrangements for the opening of a well-equipped workshop for the repair of machines that may be disabled by accident, &c., and to maintain a reserve stock of "parts," so that worn-out machines may be renovated at comparatively small cost.

Only a short time ago I myself put in thorough working order, at a cost of Rs. 5, a No. 5 machine that had been discarded, after several years of very hard usage, as worn out. It is now working excellently.

From J. N. ATKINSON, Esq., I.C.S., Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 11th January 1899, Dis. No. 76.

I have the honour to return herewith the two files referred to me for remarks under No. 5, dated 2nd January 1899. Three questions are involved. I propose to deal with them separately.

2. In regard to Mr. Ormerod's statement that there appears to be an impression that type-writers can be obtained through the India Office at lower prices than are current in Madras, I may say that I am not aware of any such impression nor am I of that opinion. I am not in a position yet to say what the cost of a Remington obtained from the Director-General of Stores, India Office, is, but I should be surprised if after allowing for exchange, freight, and percentages, it did not fully amount to Rs. 350. I think it is very probable that several articles which are obtained through the India Office could be purchased locally at cheaper rates and at the saving of much time, but this would no doubt be opposed by the Home authorities.

3. In regard to the question of the local Remington agency opening a workshop for the repair of machines and maintaining a reserve stock of "parts", I should like to inquire what is comprised in the "little encouragement by Government" to which Mr. Ormerod refers. It would be a convenience to have such a workshop at hand, but I would not recommend a promise of any definite amount of work being given to it, for type-writing in this Presidency is still in its infancy and the machines now under supply, if properly attended to and carefully used, should not require any repairs for a long time. This office can obtain and maintain a reserve of spare "parts," should the Government so direct.

4. During last year this office arranged for the repair of six machines only. They had all been in use for some time. Two were repaired by the Bombay Type-writing Company, one by a Mr. D'Cunha, two by Messrs. Addison & Co., and one by the Superintendent, Public Works Workshops. The two first agencies are not now available, but there is a Mr. Zuzuart here who undertakes such work for several local mercantile firms. I would suggest that Mr. Ormerod be informed that the number of Remingtons in use in Government offices in Madras will no doubt steadily increase and in the natural course of events they will some day require repairs which the Government will have executed by the best and cheapest agency then available.

5. The third question referred to me is that of the periodical inspection and repair of machines at the Presidency town. I submit that a periodical examination by a mechanic, who is to be paid so much per mensem per machine for cleaning and

oiling it and special rates for such repairs as he may consider to be requisite, would result in much unnecessary expenditure and would lead to the machines being unduly pulled about and tinkered with. Such an arrangement would practically relieve the typist of much of his responsibility for the care of the machine given him to work with and would encourage him to be careless and inevitably induce repairs which are preventible.

6. In G.O., No. 1222, Financial, dated 14th December 1898, the Government insists on the necessity "for requiring a high standard of skill" in its typists. The most rudimentary knowledge of the machine enables the typist to clean and oil it, and if this is regularly done and the machine carefully used and kept covered when not in use, there is no reason why it should not work without any difficulty for a considerable time. Weekly inspection by the manager or head clerk should then suffice. If a machine by any accident or rough usage gets out of order it at once announces the fact by refusing to work and the intervention of a mechanic to say it requires repair is uncalled for.

7. What should be specially avoided as much as possible is sending machines from place to place as they are delicately constructed and easily damaged in transit. The unpacking also requires to be done very carefully. When once set up in an office in good working order further removals should be avoided.

8. Instead of employing a mechanic as proposed I would apply the principle of prevention being better than cure and make every endeavour to obviate extensive repairs by insisting on typists being acquainted with the construction of their machines as well as being able to work them. This would be rendered more easy by the Government adopting one machine for use in all its offices and requiring candidates for employment as typists to pass a technical examination in the machine as well as the ordinary test of facility in working it. The teachers of type-writing classes would no doubt readily meet the requirements of Government in the matter. The typists could then themselves carry out ordinary repairs and replace damages by spare parts to be obtained on indent from this office. Repairs requiring mechanical skill could, at any time, be effected through private agency in Madras.

Order—No. 209, Financial, dated 10th February 1899.

The Government agrees with the views expressed by the Superintendent of Stationery in his letter read above as regards the periodical inspection and repair of type-writing machines. The Stationery office will obtain and maintain a reserve of spare parts, and the attention of all heads of offices in which machines are used will be drawn to the necessity for the machines being periodically inspected by responsible subordinates.

2. Orders will be passed in the Educational Department on Mr. Atkinson's proposal to increase the severity of the type-writing tests. It is to be observed that in paragraph 2 of G.O., No. 863, Financial, dated 10th October 1898, the Government has decided to restrict the patterns of type-writers to the No. 4 Yost and to the latest pattern of the Remington.

3. The charges incurred by the Board of Revenue, Separate Revenue, for the employment of a special mechanic will be admitted up to the date of the receipt by the Board of the present proceedings. The services of the mechanic should however be dispensed with immediately.

4. The Managing Director of the India Trading Company (Limited) will be informed, with reference to his letter No. 1792, dated the 12th December 1898, that the rules do not permit of the local purchase of type-writers and that the Government cannot give any guarantee in connection with the opening of a workshop in Madras by the Remington agency. The number of Remington machines in use in Government

offices in Madras will no doubt steadily increase and in the natural course of events they will some day require repairs which the Government will have executed by the best and cheapest agency then available.

(True Extract.)

A Bolgington
for *Chief Secretary.*

To the Superintendent of Stationery.
" the Board of Revenue (Separate Revenue).
" the Accountant-General.
" the Postmaster-General.
" all Departments of the Secretariat. (Revenue)
" the General Managing Director of the India Trading Company (Limited), Madras.

Exd. A. F. Eccleston.

*When given for copying*_____
*When copied*_____ } 189
*When examined*_____
*When signed*_____

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

CURRENT No.

ENCLOSURES TO C. No.

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

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