

STENCIL

Memo. no. OM/M-1031/57—5774, dated the 17th July 1957, from the Deputy Organisation and Methods Officer, Cabinet Secretariat, Government of Bihar, to all Departments of Government.

SUBJECT.—Use of Stencil.

The undersigned is directed to say that as a result of the instructions conveyed in the Organisation and Methods Section memo. 3640, dated the 6th April, 1956 it has been noticed that some waste of stationery is occurring in the Secretariat and attached departments and that even though the contents of a letter cover a quarter of a page, a separate stencil is cut for the memo. In all cases, therefore, where the main letter and the memo. could be accommodated in one and the same page, a separate stencil for the memo. need not be cut but for cyclostyling the required number of copies of the main letter, a thin paper should be pasted over the memo. After the required number of copies of the main letter has been taken out the thin paper pasted over the memo. should be removed to print the memo. copies. By doing this the purpose of obtaining a certain number of copies of the main letter without the memo. part will be achieved by the use of only one stencil paper for the whole operation. The consideration on which the Organisation and Methods Section memo. of the 6th April, 1956 was issued should not, however, be lost sight of and memo. copies should in no case be sent to the original addressees of the main letter.

Memo. no. OM/R-301/58—8787, dated the 17th October, 1958, from the Chief Secretary to the Government of Bihar, Cabinet Secretariat, (Organisation and Methods Section), to all Departments of Government/all Heads of Departments/all District Officers.

 TYPIST.

SUBJECT.—Standard for Hindi Typists.

With the adoption of Hindi as medium of work in Government offices the work of Hindi typing has considerably increased. It will increase further as Government are committed to a complete switch-over to Hindi from the 29th November, 1960. The question of fixation of a standard for a Hindi typist has therefore been engaging the consideration of Government.

Under rule 2.3.(1)(d) of the Secretariat Instructions an English Typist is required to type and compare 15 F'cap pages or 4,500 words a day. It has been urged that the keyboard of an English typewriter is smaller and easier to operate : and that since the keyboard of Hindi typewriters is not so, the output of a Hindi Typist is consequently smaller.

Government has had the question examined and as a result have arrived at a conclusion that a standard of 12F' cap pages or 3,600 words a day may be a reasonable standard which should be prescribed as the daily output of a Hindi Typist. They are however of the view that after sometime when the Hindi typing gets into stride and the typists get fully used to Hindi typing the output should approximate to the standard laid down for English typing. The State Government are accordingly pleased to order that a standard of 12 F' cap pages or 3,600 words a day for typing and comparing Hindi matters may be adopted for the present subjects to a review after six months Government will appreciate if the work of Hindi Typists is carefully watched and a report is sent by the first week of May, 1959 showing how the standard has worked, and whether it is not capable of being raised to the standard laid down for English typists. The local officers may kindly be informed.
