

**Copy of G.O. No. 70/81/P&ARD dt. Tvm. 29<sup>th</sup> December, 1981**

Abstract: - **Public Services – Work load of Typists in Govt. Service – Further orders issued.**

Read: - 1). G.O.(MS) 484/64/FD dt. 21<sup>st</sup> Sept. 1964.  
2). G.O. (MS) 224/66/FD dt. 3<sup>rd</sup> June 1966.  
3). G.O.(MS) 3..9/68/FD dt. 10<sup>th</sup> October 1968.  
4). Govt. of India, Ministry of Finance (Department of Expenditure) S.IU. of Memorandum No.18/(8) dated 26<sup>th</sup> February 1965.

**ORDER**

In the G.O's read as second and 3<sup>rd</sup> paper above, Govt. have fixed the work-load of Malayalam Typists as 20 pages of 28 lines per day and that of English Typists as 704 lines of 10 words per day in all Govt. Offices including the Secretariat with due allowance for the typing of tabular statements. The expression "due allowance" for typing tabular statements has not been specified so far. For giving allowances for typing matters other than straight typing from running matter, such as stencil cutting, statements etc., the Govt. of India have prescribed the following standards:-

- |       |  |   |  |
|-------|--|---|--|
| i).   | Cutting Stencils   | : | Add 25 per cent (ie. 100 line to be treated as 125 lines).       |
| ii).  | When three or more copies have to be taken out by inserting carbon papers. | : | Add 25 per cent.   |
| iii). | Statements   | : | Add 100 per cent   |
| iv).  | Typing in half margin or draft.  | : | Deduct / 25 per cent (i.e. 100 lines to be treated as 75 lines). |

2. Having examined the question in detail, Govt. order that the above standards prescribed by Govt. of India will be adopted in the State Government offices also including Secretariat for both Malayalam and English Typing, without any change to the basic norms already fixed in the G.Os read above as 2<sup>nd</sup> and 3<sup>rd</sup> papers respectively.

3. Consequent on the adoption of these standards, the proforma for recording the work done by the typists prescribed in the G.O read as first paper requires modification. Hence the form of the Daily work-load register to be maintained by the typist is revised as in the form appended to this order. The supervisory officers will ensure the correctness of the entries made in the register by conducting random check with reference to the files concerned and attest it daily.

4. The Administrative Departments concerned will take necessary action to incorporate the form of daily work load register in the office Manual/Department Manual concerned.

(By Order of the Governor)  
P.I. Chacko, Deputy Secretary.

## DAILY WORK-LOAD REGISTER FOR TYPIST

.....Department .....Section.

Sl.No	File No. (or any other reference )	Nature of matter typed (Memo, letter, Circular, G.O, Proceedings , Note, Statement, etc.)	No. of lines type d	No. of copie s taken	No. of stencil s cut	Margin left (Normal / half)	Total of typed lines calculatin g after giving allowance
1	2	3	4	5	6	7	8