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GOVERNMENT OF KERALA
ABSTRACT.

Official language - Malayalam - Training of English Typists
in Malayalam typewriting - Pilot schemes introduced.

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PUBLIC (MISCELLANEOUS) DEPARTMENT

G.O.MS.No.270

Dated Trivandrum 29th June 1966

- Read 1. G.O.P.No.647/65/PD dated 19th October 1965.
2. G.O.P.No.159/36/PD dated 19th April 1966
3. Letter No.SVM.3-66 dated 30th May, 1966 from the
Principal, Sankethika Vidya Mandiram, Trivandrum.

ORDER.

Consequent on the issue of orders in the G.Os, cited typing in Malayalam has become a real necessity in most Government Offices. The quantum of typing work in Malayalam is also bound to increase gradually. To cope up with this increase in volume of typing work in Malayalam in times to come, the question of introducing a pilot scheme for giving training to the English Typists who are below 45 years of age in Malayalam typewriting has been under the consideration of Government for some time. After considering the question in detail Government are pleased to issue the following orders:-

1. The Principal, Sankethika Vidya Mandiram, Trivandrum will give training to the English Typists in Malayalam typewriting at a consolidated fee of Rs.50/- per trainee for the entire course viz. five months so as to enable the trainees to appear for the Lower Grade Examination in Malayalam typewriting (Kerala Government Technical Examination).
2. On completion of training the trainees will appear for and pass the Lower Grade Examination in Malayalam typewriting (Kerala Government Technical Examination).
3. The first batch of trainees (numbers twenty) will be drawn from English typists working in Trivandrum in Departments of Harijan Welfare, Cooperation, Panchayat and Municipalities. The Director of Harijan Welfare, Registrar, of Cooperative Societies the Director of Panchayats and the Director of Municipalities will forward to Government the names of five english typists in their respective Departments for being included in the first batch.
4. Training will be imparted to each trainee for one hour every day between 10 and 12 A.M. and between 3 and 5 P.M. on all working days. The trainees will attend at their respective offices after an hour's training in the institute viz. Sankethika Vidya Mandiram, Trivandrum.
5. The trainees will be paid actual expenses of journey to attend the training on the basis of a certificate of attendance from the Head of the Institution.
6. The trainees will execute a bond to the effect that they will after training serve the Government as English Typists for a period not less than two years.

By order of the Government
T.V.Vijayakumar
Asst. Secretary.

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Endt. on E4-22036/66 R.Dis. dated 12-7-66

Copy to all sub-officers for information and guidance. Further orders in the matter will be issued in due course.

Sd - For Chief Conservator of Forests.

Endt. on F.Dis.11918/66 E1. dated 27-7-1966

Copy to Senior Superintendent, Typists (2) and Stock file and E2.Section.

Conservator's Office,
Chalakydy.

[Signature]
For Conservator of Forests

BPP/3

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