

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures.

Spare copies.

G.O. No. 392, 7th May 1912.

DESPATCHED

Government Museum, Madras.

Sanctioning the employment of an assistant on Rs. 100—5—150 for the Zoological section of the—

BACK PAPERS.

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

FURTHER PAPERS

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

Government of Madras.

EDUCATIONAL DEPARTMENT.

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G.O. No. 392, 7th May 1912.

Government Museum, Madras.

Sanctioning the employment of an assistant on Rs. 100—5—150 for the Zoological section of the—.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O. No. 1405, Public, dated 18th December 1911.

ABSTRACT.—Sanctioning the entertainment of a temporary establishment for Mr. Rea, Superintendent, Archæological Survey, in connection with the work of arranging and cataloguing the antiquities in the Government Museum, Madras.

II

G.O. No. 432, Public, dated 4th April 1912.

ABSTRACT.—Passing orders relating to the division and distribution of work between the Superintendent and the Additional Superintendent, Archæological Survey, and the payment of travelling allowance to the Manager, office of the Superintendent, Archæological Survey, for journeys performed in connection with the conservation inspection duty.

III

Letter—from J. R. HENDERSON, Esq., M.B., C.M., F.L.S., Superintendent, Government Museum, Madras.

To—the Secretary to Government, Educational Department (through the Accountant-General).

Dated—the 14th February 1912.

No.—122.

I have the honour to submit, for the favourable consideration of Government, proposals for an increase in the skilled subordinate staff of this museum.

2. At present the skilled staff consists of but two officers, viz., the Personal Assistant to the Superintendent and the Botanical Assistant; while of these only the latter is available for detailed scientific work in connection with the museum collections. These officers are the only graduates at present on the staff, and they draw the highest salaries, that of the Personal Assistant being Rs. 100—10—200 and that of the Botanical Assistant Rs. 100—2—120. The duties of the Personal Assistant, who is also Sub-Librarian of the Connemara Public Library, are, in addition to looking after the staff and the correspondence connected with the library, to maintain the library catalogues and indexes up to date, and to help readers who may seek his assistance. In his capacity of Personal Assistant, apart from the general management of the staff, he has to attend to correspondence, to see that the registers and records are duly maintained, to arrange for contracts for fittings, etc., and to check all bills and accounts. These details are mentioned to show that his time is fully occupied and that consequently assistance of the kind which would be required from the proposed assistants

cannot be expected from him. The Botanical Assistant, who is a graduate in Botany, is in charge of the botanical and economic galleries, attends to all questions which may arise in his special subject, frequently proceeds on tour, and is the museum photographer. He is at present often called upon to take up work outside his proper sphere. I may add that the duties of the first and second assistants who come next in point of salary and position are confined to the Museum office, to the inspection of gallery attendants which is carried out at frequent intervals during the day, and to seeing that the buildings are kept clean.

3. At the conference as regards museums in India held at Calcutta in December 1907, a resolution (No. IV) was passed to the effect "that there should be a considerable increase in the skilled subordinate staff of Provincial Museums." In G.O. No. 736, Educational, dated 30th October 1908, forwarding the report of the full proceedings of, and the resolutions passed by this conference to the Superintendent, Government Museum, attention was drawn to this resolution, and the Superintendent requested to report whether any, and if so what, increase was considered necessary. In his letter No. 656, dated 18th November 1908, Mr. Thurston replied that he would prefer, so long as he remained in charge of the museum, that the existing conditions should remain unchanged, and accordingly no action was taken to give effect to the resolution. I may, however, mention that Mr. Thurston had in view, in the event of his return to India, the appointment of a Deputy Superintendent to be recruited in England. As, however, the initial pay of the Superintendent is only Rs. 500 *per mensem* and the Deputy Superintendent would presumably draw less, it would in my opinion be extremely difficult to find a competent officer, and he could hardly be expected to specialise in more than one subject. I am of opinion that the appointment of two competent local assistants would be a more desirable step both from the point of view of the work and of economy.

4. At the Museums Conference held at Simla in July 1911, members were asked to explain what had been done to carry out the resolutions of the 1907 conference. Speaking for the Madras Museum, I said that, while on the whole an attempt had been made to carry out the recommendations of the latter conference, nothing had been done as regards resolution No. IV which from my point of view was the most important of all. At the same time I pointed out the special need of Archæological and Zoological Assistants in the Madras Museum.

5. I would therefore propose that two local graduates, who appear to show special aptitude for the work to which they will be put, be appointed as assistants in archæology and in zoology on Rs. 100—5—150. They should in the first place be appointed on probation and, if at the end of a reasonable period—say, one year—they have shown aptitude for their work, be confirmed on their executing a bond not to leave the appointment without special permission for a period of five years. It need scarcely be pointed out that experience counts for much in a museum appointment and that good work cannot be expected from assistants who would be prepared to leave at the earliest opportunity and would only regard their posts as stepping stones to something better. For the same reasons it is imperative that the salary should be such as to attract and keep good men. The scale of pay given above is that of lecturers in the local colleges who are invariably distinguished graduates and are not, I understand, bound down for a special period. The local teacher of the class referred to has frequent chances of promotion to other posts which would be denied to the Museum assistant, but inasmuch as there are men in Europe and elsewhere who are content to remain in poorly paid appointments for the love of scientific work, I am in hopes that similar men will also be found in India.

6. The need for an assistant in archæology has already been pointed out by Dr. Vogel, Officiating Director-General of Archæology, in his memorandum on the Archæological section of the Madras Museum communicated with G.O. No. 604, Educational, dated 30th August 1911. Dr. Vogel remarks (paragraphs 27 *et seq.*): "It seems highly desirable that the museum staff be increased with a permanent Archæological Assistant, who will be able to arrange, label and register all antiquarian specimens which will reach the museum. I must add that Mr. Rea's deputation on museum duty would render the immediate appointment of such an assistant by no means superfluous. On the contrary, in the work of cataloguing the Amaravati sculptures,

"Mr. Rea will require an assistant who will be able to read the votive inscriptions and to identify the scenes of Buddha's life by a reference to Sanskrit and Pali literature. He should also prepare the list of copper plate grants referred to above. The Archaeological Department would be able to provide a competent native assistant on a pay of Rs. 100—10—150." In my letter No. 563, dated 9th August 1911, submitting remarks on Dr. Vogel's memorandum, I have recorded my entire approval of the suggestion to appoint an Archaeological Assistant and have stated my opinion that as the Archaeological section of the Museum may not perhaps provide full work for such an assistant, he should be required, if his other duties permit, to do some work also in the Art section. The Archaeological Assistant should, in my opinion, be a graduate, preferably in History, who has had a special training in archæology and who also has a knowledge of Sanskrit and some of the South Indian vernaculars.

7. The appointment of a Zoological Assistant is not less necessary than that of an Archaeological one. The zoological collections consisting largely of vertebrate animals are capable of considerable expansion and improvement, while invertebrates are at present but poorly represented. For example, there is no general collection of South Indian snakes, of which group only a few species are exhibited, while with the exception of butterflies hardly any insects are to be seen in the show cases, and other important arthropod groups, such as the scorpions, centipedes, millipedes, etc., are conspicuous by their absence. A great deal in the way of collecting and preserving specimens must be done before the zoological collections can be considered fully worthy of the Presidency Museum. At present, apart from the two taxidermists who can only occasionally be spared for such work, there are no collectors on the museum staff, but I have already made recommendations on this subject in my letter No. 880, dated 4th December 1911. If, as I hope, collectors be appointed, it will be part of the work of the Zoological Assistant to supervise them. A no less important part of his duty will be to supervise the taxidermists who in addition to their special work are in charge of the "Stuffing room", the repository of spirit and other specimens which for various reasons are not exhibited in the public galleries. It is within my knowledge that spirit specimens collected by myself before I became connected with the museum, including a considerable number which were of special interest and even some which were the types of new species, have disappeared through want of attention in the stuffing room. These specimens were put aside, the spirit was allowed to dry up, and when the discovery was made, they were thrown away by the taxidermists of the time. The proposed assistant would keep a register of all spirit specimens and be responsible for their safety. In addition to the other duties which could be assigned to him, he would prepare and maintain a list of all the exhibited zoological specimens—an important desideratum. I would propose to send him frequently on tour accompanied by a taxidermist and one or more collectors. He could also be helpful in various other directions which need not be detailed, as I have perhaps sufficiently indicated that abundant work can be found for such an assistant.

8. In submitting these proposals for the favourable consideration of Government, I would state in conclusion that the appointment of the two proposed assistants will, I am convinced, greatly increase the general usefulness of the museum. They would not only benefit the sections in which their special duties lay, but, by taking up a considerable amount of minor work which is at present performed by the Superintendent, would thereby enable the Chief officer of the Museum to devote more time to things of major importance than he is able to do at present.

9. As already stated in paragraph 2, the only officer on my staff now available for detailed scientific work in connection with the museum collections is the Botanical Assistant (Herbarium-keeper). The pay of this officer being Rs. 100—2—120, the cost of his appointment is Rs. 113—5—4 *per mensem* (*vide* proposition statement appended to G.O. No. 232, Educational, dated 21st April 1911) or Rs. 1,360 *per annum*. My present proposals involve an increase of Rs. 266—10—8 *per mensem* or Rs. 3,200 *per annum*. The cost of the staff available for detailed scientific work will, after revision, therefore be Rs. 380 *per mensem* or Rs. 4,560 *per annum*. If my proposals are approved, I have the honour to request that Government will be pleased to allow effect being given to them from the 1st May next, and to make the necessary provision in the budget estimates of the ensuing year.

IV

Endorsement No. P.A. 3/19772, dated 27th February 1912.

Forwarded to Government.

2. The cost of the present staff of skilled subordinates as stated in the Superintendent's letter is correct according to the registers of this office.

3. There is no audit objection to the proposal being sanctioned by Government.

4. With reference to paragraph 6 of the Superintendent's letter, attention is invited to G.O. No. 1405, Public, dated 18th December 1911, in which the temporary appointment of an assistant on Rs. 100—10—150 has already been sanctioned to assist Mr. Rea in the work of arranging and cataloguing the antiquities in the Government Museum.

A. NEWMARCH,
Offg. Accountant-General.

To the Secretary to Government, Educational Department.

Order—No. 392, Educational, dated 7th May 1912.

In his letter read above, the Superintendent, Government Museum, requests sanction for the appointment of two assistants on Rs. 100—5—150 each, one for the Archaeological and the other for the Zoological section of the Museum. In G.O. No. 1405, Public, dated 18th December 1911, the Government have already sanctioned a temporary Archaeological Assistant to assist Mr. Rea in the work of arranging and cataloguing the antiquities in the museum, and, as stated in paragraph 3 of G.O. No. 432, Public, dated 4th April 1912, when Mr. Rea has finished his work in the museum, the question of retaining this Archaeological Assistant permanently will be considered.

2. The Government, however, sanction Mr. Henderson's other proposal, viz., to employ an assistant for the Zoological section; and as it is desirable that this assistant should be trained in his work by Mr. Henderson himself, this sanction will have effect from 5th November 1912, the date of return from leave of Mr. Henderson.

3. This sanction will be registered as No. 55 of 1912—13.

4. As no provision has been made in the current year's budget to meet the charge, the Superintendent, Government Museum, will be requested to submit a re-appropriation statement or to apply for an additional allotment before any charge is incurred.

(True Extract.)

T. E. MOIR,
Ag. Secretary to Government.

To the Superintendent, Government Museum.
,, Financial Department.
,, Public Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 392, EDUCATIONAL, DATED
7TH MAY 1912.

[SUBJECT.—*Additional establishment for the Government Museum, Madras.*]

Previous papers :

G.O. No.	736, Educational,	dated 30th October	1908.
" "	812 "	" 12th December	"
" "	604 "	" 30th August	1911.
" "	1405, Public	" 18th December	"
" "	432 "	" 4th April	1912.

*From the Superintendent, Government Museum, Madras, dated 14th February 1912,
No. 122.*

From the Accountant-General, No. P.A. 3-19772, dated 27th February 1912.

A conference of curators of Museums in India was held at Calcutta in December 1907 and in their resolution No. IV this conference recommended that the skilled subordinate staff of the Madras Museum should be increased. In communicating the resolutions of the conference to the Superintendent of the Museum, he was requested in paragraph 2 of G.O. No. 736, Educational, dated 30th October 1908, to report whether any, and if so what, increased establishment was considered necessary. The Superintendent, Mr. Thurston, reported that no additional establishment was necessary and the matter was dropped—*vide* G.O. No. 812, Educational, dated 12th December 1908.

2. In January 1911 Dr. Vogel, officiating Director-General of Archaeology in India, wrote a memorandum on the Archaeological section of the Madras Museum, and in paragraph 27 of this memorandum he proposed that the Museum staff should be increased by the appointment of a permanent Archaeological assistant who would be able to arrange, label and register all antiquarian specimens which would reach the Museum. He added that the deputation of Mr. Rea, Superintendent, Archaeological Survey, to arrange and catalogue the antiquities in the Museum would not render the appointment of a permanent assistant superfluous as in the work of cataloguing the Amarāvati sculptures Mr. Rea would still require an assistant who would be able to read the votive inscriptions and to identify the scenes of Buddha's life by a reference to Sanskrit and Pali literature. In paragraph 2 of their letter No. 86, Museums, dated 6th June 1911, the Government of India referred to the above proposal of Dr. Vogel and requested to be informed of the views of the Governor in Council. They however observed that the Superintendent of the Madras Museum was a whole-time officer and that with the active co-operation of the local archaeological officers it would probably be possible for him to put the sculpture gallery, etc., into good order without the addition of a specialist whose duties when once the initial work of labelling and re-arranging was completed would probably be insufficient

Page 2 *ibid.*

to employ a whole-time officer. Mr. Henderson to whom the matter was referred for remarks stated in paragraph 12 of his letter, dated 9th August 1911, that an Archaeological assistant would be extremely useful not only during Mr. Rea's special duty but also subsequently. He, however, recognized that the Archaeological section of the Museum would not give such an officer full work and therefore proposed to give the officer some work in the arts section. He stated that he would go into the matter fully after receiving the report of the Museums conference held at Simla in July 1911 and address Government separately. This was approved in paragraph 7 of G.O. No. 604, Educational, dated 30th August 1911.

3. Mr. Henderson now returns to the subject and requests sanction for the appointment of two assistants on Rs. 100—5—150 each—one for Archaeology and one for Zoology. He appears to have made out a case for the appointment of a Zoological assistant. In regard to the Archaeological assistant it is submitted that Mr. Rea is now arranging and cataloguing the Archaeological specimens in the Museum; that he has been given a temporary assistant on Rs. 100—10—150, one photographer on Rs. 30—2½—45 and four lascars to assist him in the work—*vide* G.O. No. 1405, Public, dated 18th December 1911—and that after Mr. Rea has put the archaeological section into good order, the work in the section will not be sufficient for a whole-time Archaeological assistant. The assistant may, however, be required to look after the arts section as well and in that case he may have sufficient work.

4. If Mr. Henderson's proposals are accepted in their entirety, the post of temporary assistant sanctioned for Mr. Rea in G.O. No. 1405, Public, dated 18th December 1911, may be abolished as there will be no necessity for two Archaeological assistants. The permanent Archaeological assistant may be told to assist Mr. Rea.

5. Mr. Henderson requests that if his proposals are approved, effect may be given to them from 1st May 1912 and that necessary provision for meeting the charge may be made in the budget estimates for 1912-13. It is now too late to make any provision in the budget, but if Mr. Henderson's proposals are sanctioned, the Financial department may be requested to make an additional allotment during the year.

The papers should go to Financial for remarks.

R. SUNDARAM AIYAR—15-3-12.

It is plain that when Mr. Henderson's letter was written, the temporary assistant sanctioned for Mr. Rea had not joined duty. His employment under that officer will constitute exactly the period of probation which Mr. Henderson rightly deemed essential (see paragraph 5 of the current).

The case for a Zoological assistant is stronger.

2. Educational may support both proposals. The value of the assistance given by two such members of the staff will depend entirely on their personal equation and too great care cannot be bestowed on their selection. The pay proposed is, I think, reasonable and necessary. The cost for ten months works out to Rs. 2,000, of which Rs. 1,000 has presumably been provided for the temporary assistant to Mr. Rea. The other Rs. 1,000 should be found without difficulty notwithstanding the absence of budget provision. The lateness of this application need not therefore rule it out of account so far as 1912-13 is concerned, if it is approved as a permanent measure of reform.

[3. Mr. Henderson is, however, shortly going on leave. I think he ought personally to select and train the Zoological assistant and would not sanction that appointment until he returns from leave, unless he can choose a good man and give him adequate instructions how to work before giving over charge to the acting Superintendent. I do not think this should be possible.]

[Office to note date from which and period for which Mr. Henderson has applied for leave.]

L. DAVIDSON.

Six months from the 5th May 1912.

R. SUNDARAM AIYAR—16-3-12.

L. DAVIDSON—16-3-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

The Superintendent, Government Museum, proposes the entertainment of—

Paragraph 5 of letter.

	Extra cost per mensem. RS.
(a) A permanent Archaeological assistant (100—5—150 = 133½)	133½
(b) A permanent Zoological assistant (100—5—150 = 133½)	133½
Average extra cost	266½ per mensem or 3,200 per annum.

Paragraph 2 of Educational Secretary's note on page 2 *supra*.

2. Item (a).—The Educational department propose to sanction the permanent Archaeological assistant asked for.

In G.O. No. 1405, Public, dated 18th December 1911, a temporary Archaeological assistant on Rs. 100—10—150 (=137½) has been sanctioned to work under Mr. Rea in connection with his work at the Museum. In their letter No. 86, Educational, dated 6th June 1911, the Government of India have remarked as follows:—

“As regards the further proposals * * * for a permanent Archaeological assistant, the Government of India would be glad to be informed of the views of His Excellency the Governor in Council. They understand however that the present Curator of the Museum is a *wholetime officer*; and it appears to them that with the active co-operation of the local archaeological officers, it would probably be possible to put the sculpture gallery, etc., into good order without the addition of a specialist whose duties, when once the initial work of labelling and re-arranging was completed, would probably be insufficient to employ a whole-time officer.”

It is respectfully submitted that the argument put forward by the Government of India has not been met by the Educational department; and it is for orders whether the question of creating a permanent appointment of Archaeological assistant may not be taken up on the completion of the special work at the Museum.

Cf. paragraph 1 of G.O. No. 1405, Public, dated 18th December 1911.

3. Item (b).—In the circumstances detailed in the Superintendent's letter, the employment of a permanent Zoological assistant may perhaps be agreed to. As regards the pay, it is for consideration whether it will not suffice if a scale of Rs. 75 *—5—120 † (=105¾) is fixed.

4. A full year's provision has been made in the budget estimate for 1912-13 on account of the Archaeological assistant at the rate of pay of Rs. 100 per mensem. It has not been definitely stated when the Zoological Assistant will be entertained, and the Educational department may be requested to ask the Superintendent to forward a re-appropriation statement or to apply for an additional allotment for the charge during 1912-13, before such expenditure is incurred.

C.P.K.—23-3-12.

T.H.R.—23-3-12.

C. REILLY—25-3-12.

We may agree to the Zoological assistant. With Mr. Rea and his assistant, both working at the Archaeological section of the Museum, there is certainly no case for yet another assistant in that section. When Mr. Rea has finished his work it can be decided whether a permanent assistant is required.

I don't think Mr. Henderson meant another man.

L. DAVIDSON.

H. A. STUART—26-3-12.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The papers may now be submitted to Honourable Member for orders.

T.K.—28-3-12.

C. RAMANUJACHARI—28-3-12.

Yes. I may say that Mr. Henderson told me orally he would like to train the Zoological assistant himself and would not object to his appointment being deferred until his own return from leave.

L. DAVIDSON—29-3-12.

The Zoological assistant may be appointed from the date of Mr. Henderson's return from leave.

M. H[AMMICK]—1-4-12.

His Excellency Lord Carmichael's note is attached below. It could not be added to the file earlier, as the file had gone in circulation before the note reached office and returned only to-day:—

Note from His Excellency Lord Carmichael, to the Chief Secretary to Government, dated 28th March 1912.

Mr. Henderson gave me the two copies of his letters Nos. 122 and 192.

* *Vide current file.*

I would like as strongly as possible to support his request in No. 122.*

I think there would be something to be said, besides cheapness, in favour of having Indians for the posts suggested. They would be surer of being able to talk the vernacular languages than Europeans would be: and I think especially for the Archæological assistant that is most important. This assistant also ought to be able to decipher inscriptions.

Dr. Vogel while here dwelt strongly on the evident need for assistance in the Archæological department. I quite agree with Mr. Henderson that an assistant in that department might help with the art collections also.

In the Zoological department the need for assistance is perhaps even more clear. It is most regrettable that we should lose type specimens! Climatic conditions make it much harder to keep specimens in good order here than at home or in a country like Australia; and our staff would seem very short in an European museum—in an Australian museum it would be laughed at.

The second letter No. 192† Henderson asked me to say nothing about, so I content myself by noting that he has struck me as a most painstaking man doing a lot of hard work well.

† *Vide Demi-official No. 822-1, dated 29th April 1912.*

2. It is for consideration whether with reference to the proposal to appoint an Archæological assistant, the file should be further circulated in view of His Excellency Lord Carmichael's note.

C. RAMANUJACHARI—2-4-12.

His Excellency Sir Murray Hammick should see Lord Carmichael's note. It does not seem to affect the decision to consider the permanent appointment of an Archæological assistant after Mr. Rea's work is over.

L. DAVIDSON—3-4-12.

It does not seem that anything need be done further. I suppose that the letter about salary will be put up separately for disposal.

M. H[AMMICK]—5-4-12.

A draft order is submitted for approval. If approved, it may be sent to the Financial department for acceptance.

S.K.—1-5-12.

C. RAMANUJACHARI—1-5-12.

T. E. MOIR—1-5-12.

To the Financial Department.

FINANCIAL DEPARTMENT.

Please see notes on page 3 and *supra*. The draft order may, it is submitted, be accepted in Financial, the sanction being registered as No. 55 of 1912-13.

C.P.K.—2-5-12.

V.G.K.—3-5-12.

C. REILLY—3-5-12.

A. G. CARDEW—4-5-12.

[G.O. No. 392, Educational, dated 7th May 1912.]

READ AGAIN G.O. No. 1405 Pub, dated 18. 12. 1911

432 Pub., 4. 4. 1912

READ ALSO:—

C. No. 630, From the S. G. M., No. 122, dated 14. 2. 1912

End of the A.G., P.A.3- 27. 2. 1912
19772

ORDER.

مف.

No. 392, dated 7-5- 1912.

Pages 1-12 C.F.

87.71570

In his letter read above
the Supt^t, Gov^t Museum
requests sanction for
the appointment of two
assistants on Rs 100-5-150
each, one for the archae-
ological and the other for
the Zoological section of
the Museum. In G.O. No
1405, Public, dated 18th
December 1911 the Gov^t
have already sanctioned
a temporary archaeological
assistant to ~~help~~^{assist} Mr
Reas in the work of
arranging

arranging and Cataloguing the antiquities in the Museum and as stated in para 3 of G.O. No 432 Public of 4th April 1912 when Mr Rea has finished his work in the Museum the question of retaining this archaeological assistant permanently will be considered.

2. The Gov^t ^{honours} sanction Mr Henderson's other proposal viz., to employ an assistant for the Zoological section; and as it is desirable that this assistant should be trained ^{in his work} by Mr Henderson himself, this sanction will have effect from 5th November 1912, the date of return from leave of Mr Henderson.

3. This sanction will be registered as No 55 of 1912-13.

4. As ~~there~~ no provision has been

W

Para: 7 Page 8-10 CF

Page 8 of notes.

Has been made in the current year's budget the to meet the charge the S. G. M. will be requested to submit a reappropriation statement or to apply for an additional allotment before any charge is incurred.

SK 1.5.12 CA 1.5.12

LM 1.5.12

Para: 4 Page 7 of notes.

So The S. G. M. ✓
" Fin Dept ✓
" Public Dept ✓

Depd 2/5/12

Sp. copies depd 18/5/12

SK 2/5/12

Current No., dated 19 ..

G.O., No. 292, dated 7-5-1912.

Number of MS. pages sent { Correspondence including order or orders
(b)
Notes.....

Docket... Govt Museum, Madras

Sanctioning the employ-
ment of an assistant for
the 10th-5-157 for the Zoological
section of the(e) Number of copies required when struck off (not including
copies for volumes and editors' table which are retained
in the Press).Complete
correspondence
and orders.

Notes

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(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public dated 30th November 1900.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

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INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Registrar any instance of incomplete or careless editing.

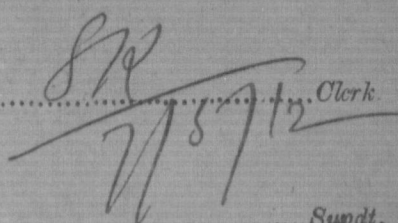
(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

* Copies distributed on..... (Press Clerk.)

† Copies distributed on..... (Despatcher.)

A	B	C
Please send proof in triplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.
	Type may be released after usual interval. at once.	Type may be released after usual interval.
.....Clerk.	Clerk.	Clerk.
.....Supdt.	Supdt.	Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....			
" " " Issue.....			
For Volumes....			
For E.T.....			
Total ...			

First copy sent to Press.

Returned for signature.

Despatched in Print.

READ AGAIN G.O., No. 191 DATED

CURRENT No.

ENCLOSURE TO C. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH D.H.T.O.

PAPERS NOT FILED UP, BEING WANT FOR DISPATCH IN ORIGINAL.

R.E.:-

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.