

Government of Madras.

EDUCATIONAL DEPARTMENT.

Repert.

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} 1913.

Enclosures

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G.O. No. 877, 23rd September 1913.

Establishments.

Passing orders on the proposals for the reorganization of the clerical and menial — of the Government Museum and the Connemara Public Library.

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Passing orders on the proposals for the reorganization of the clerical and menial — of the Government Museum and the Connemara Public Library.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

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

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

Dated—Madras, the 5th July 1913.

No.—488.

I have the honour to submit for the orders of Government the proposals detailed below for the reorganization of (i) the office establishment of the Government Museum, and (ii) the staff of peons belonging to the museum and the Connemara Public Library, and to request that Government will be pleased to accord their favourable consideration to them. A proposition statement (in duplicate) is enclosed.

2. Both the museum and the library are open on all days except Friday but including gazetted holidays. They are opened at 7 A.M., the museum being closed at 5 P.M., and the library at 6 P.M., from April to September and at 5-30 P.M., from October to March. The members of the staff are allowed compensatory holidays in lieu of gazetted holidays, under the rules approved by Government in G.O. No. 14, Educational, dated 4th January 1904.

3. (i) *Office establishment.*—The office establishment of the museum, excluding the personal assistant who is also sub-librarian of the Connemara Public Library, now consists of the following officers, involving an average monthly cost of Rupees 182-1-4 :—

- | |
|---|
| (1) First assistant on Rs. 60-2-80 (average, Rs. 73-5-4). |
| (2) Second " " 35-2-55 (" 48-5-4). |
| (3) Writer " 30-1-40 (" 36-10-8). |
| (4) Assistant writer " 20-1-25 (" 23-12-0). |

As regards the two assistants, their most important duties are to open the buildings punctually in the morning, to secure them carefully in the evening, to see that the buildings and grounds are kept clean and tidy and that the peons in charge of galleries behave properly, are diligent and watchful, and duly dust and clean the specimens and specimen cases. The two assistants discharge exactly the same duties and there seems no good reason for the considerable disparity of pay between them. This anomaly is explained by the fact that the pay of the assistants has been fixed not so much with reference to their work, as with reference to the length of service of the particular incumbents who first happened to hold the posts—*vide* paragraph 2 of Mr. Thurston's letter No. 548, dated 24th July 1890, disposed of in G.O. No. 510, Revenue, dated 10th June 1891, and paragraph 2 (b) of his letter No. 977, dated 13th November 1903, disposed of in G.O. No. 57, Financial, dated 19th January 1904. Another point calling for notice is that there has been no increase to the staff of assistants in consequence of the addition of the museum new building and the Connemara Public Library—*vide* Mr. Thurston's letter No. 611, dated 6th November 1895, disposed of in G.O. No. 916, Educational, dated 4th December 1895. Though in his letter of the 13th November 1903 referred to, Mr. Thurston stated that the office work and care of the buildings had increased, he did not ask for an addition to the number of assistants, but only recommended an increase of pay to the two existing assistants.

4. In practice, the existing arrangements cause considerable inconvenience and hardship and leave much to be desired from the point of view of efficiency. The assistants come on duty on alternate days at 7 and 10 A.M., respectively, the assistant coming on duty at the former hour being required to open the buildings in the morning and allowed to leave at 2 P.M., emergencies excepted, and the assistant coming on duty at 10 A.M., being required to close the buildings in the evening. From this it will be seen that though there are nominally two assistants, only one is on duty from 7 to 10 A.M., and from 2 to 5 P.M. Further, owing to the grant of compensatory holidays there is only one assistant on duty even between 10 A.M. and 5 P.M. in about 180 days in the year. This puts an undue strain on the assistants who have during a number of days in the year (sometimes even extending to ten days at a stretch) to work single-handed from 7 A.M. to 6 P.M., or even later, for during half the year the library is open till 6 P.M. Further, the assistant coming on duty at 10 A.M. has to take charge from the other assistant of cash, treasure trove coins on sale at the museum, etc., which occupies a considerable amount of time daily.

5. The difficulties experienced at present can, I am satisfied, be remedied only by relieving the first assistant altogether of the work of opening and closing the buildings and to a great extent of the work of supervising the menial pensionable and non-pensionable staff, and employing an extra assistant in addition to the second assistant for the discharge of these duties. The first assistant could then come on duty at 10 A.M., and remain till 5 P.M. He would attend to correspondence, have charge of cash, stores, records and stationery, the keys of the museum show cases, treasure trove coins and publications (catalogues, bulletins, etc.) on sale at the museum, keep accounts, and generally supervise the work of the rest of the office. He would be the head clerk and cash-keeper of the museum. The other two assistants would attend on alternate days at 7 A.M. and 12 noon, the officer coming at 7 A.M. leaving at the latter hour, and be responsible for the care of the buildings and grounds and inspection of the peons in the galleries and of the non-pensionable establishment (gardeners, day watchmen, etc.). When one of the two assistants, however, is granted compensatory leave, the other assistant would have to be on duty throughout the day. This will not be so great a hardship as at present, as the assistants will usually do duty for only five hours a day, instead of seven hours as at present.

6. As regards the pay of the assistants, it appears to me that the present pay of the first assistant (Rs. 60-2-80) is unnecessarily high, having been fixed with reference to the special case of R. Dāmōdaram Nayudu, the late first assistant, who retired last year after a service of thirty years in the museum. I am of opinion that it will suffice to fix the pay of the appointment at Rs. 50-1-60. I would also propose that the designation of the post should be altered to "head clerk and cash-keeper," which I consider more suitable. In my opinion the term "assistant" should in future be reserved for members of the skilled subordinate staff who are really specialists. As regards the other two officers, who should, I consider, be named "second clerk" and "third clerk" I would fix their pay at Rs. 40-1-45 and Rs. 35-1-40 respectively.

7. The present pay of the writer (Rs. 30-1-40) is also unnecessarily high and I would reduce it to Rs. 25-1-30, which I consider is quite sufficient. The present pay of the assistant writer (Rs. 20-1-25) was fixed in 1908 (G.O. No. 732, Educational, dated 28th October 1908) and may remain unaffected.

8. The establishment proposed above in lieu of the existing staff is as follows :—

	RS.	RS. A. P.
(1) Head clerk and cash-keeper on	50-1-60 (average cost	56 10 8)
(2) Second clerk on	40-1-45 ("	43 12 0)
(3) Third clerk	35-1-40 ("	38 12 0)
(4) Writer	25-1-30 ("	28 12 0)
(5) Assistant writer	20-1-25 ("	23 12 0)

The total monthly cost of the proposed establishment will be Rs. 191-10-8 as against Rs. 182-1-4, the cost of the existing establishment. The above proposals therefore involve an increase of Rs. 9-9-4 per mensem or Rs. 115 per annum.

9. The appointment of first assistant is now permanently vacant. The present incumbent of the post of writer will attain the age of fifty-five on the 31st October next and will be retired with effect from the 1st November, as his retention in the service is not desirable. The only officer who will be affected by the proposed reorganization is the present second assistant (Rs. 35—2—55), who reached the grade of Rs. 41 in May last. On the abolition of his present appointment, he will be provided with one of the three superior appointments in the new scale. If the reorganization proposed above is approved, I have the honour to request that Government will be pleased to allow it to be brought into effect from the 1st January 1914. The increased cost in the current year can be met from savings anticipated under "Establishment."

10. (ii) *Staff of peons*.—The present staff consists of thirty men as shown below, involving an average monthly cost of Rs. 274-6-5 :—

	Rs.
Head peon on	15
Two peons on	12
One peon on	11
Two peons on	10
Four peons on	9
Six peons on	8-4-10
Fourteen peons on	8

The distribution of work among this staff is as follows :—

- One Head peon.
 One Superintendent's peon (sanctioned in G.O. No. 233, Educational, dated 13th March 1912).
 One feeder of live animals (sanctioned in G.O. No. 233, Educational, dated 13th March 1912).
 One chikledar (cleaner of arms and metal-ware).
 One office peon and printer.
 One peon working under the herbarium keeper (economic and botanical assistant).
 Eight peons for the old building (one doorkeeper and one for each of the Amaravati, skeleton, bird, mineral, botanical, economic and fish galleries).
 Seven peons for the new building (one doorkeeper and one for each of the art, fabrics, idols, Tanjore arms, arms and pre-historic galleries).
 Two peons in the library.

The above distribution accounts for a total of twenty-three men. Of the remainder a number are absent on compensatory leave. This number varies from day to day, but is about four on the average in the first and second quarters of the official year and about six in the remaining quarters. As the peons come on duty at 7 A.M., the office rules provide for an interval of two hours off duty to each of them in turn for purposes of refreshment and rest. As there is only a very small or at times even no margin of supernumeraries, great difficulty is often experienced in arranging for this interval, and in arranging at the same time for miscellaneous work, such as cleaning the buildings, carrying letters, going to the Accountant General's office in connection with contingent and pay bills, going to the bank to pay remittances and cash cheques, etc. Most of the peons live at considerable distances from the museum, and as they are not able to bring their meals with them at 7 A.M., they go home during the interval. Experience shows that some of their energy is spent in this double trip and they are not as diligent in their duties as is desirable. In view of these considerations, the interval of two hours off duty now allowed is not too long. In practice, however, even this interval has often to be curtailed owing to the paucity of men and exigencies of work. Further, a number of men are relieved for meals only at unsuitable hours. The proper time to relieve men coming on duty at 7 A.M. would be from 9 A.M. to 12 noon, or from 10 A.M. to 1 P.M., but in practice it has been found difficult to adhere to these hours without greatly curtailing the tiffin interval. Again, whereas peons in other offices who work for shorter hours get their holidays as they fall due and are even allowed casual leave up to a limit of fifteen

days in the year, the museum peons cannot get the full amount of compensatory leave admissible to them and are rarely or never allowed casual leave. As observed by Mr. Thurston in paragraph 4 of his letter No. 91, dated 25th January 1894, disposed of in G.O. No. 122, Revenue, dated 15th February 1894, the work of the museum peons is hard, and I think everything possible should be done to ameliorate their present condition. The difficulties experienced at present, on which I have dwelt at some length, can be obviated only by the addition of a number of peons to the existing staff. I would, therefore, propose the addition of three peons as a minimum for the purpose, and I venture to express the hope that Government will be pleased to sanction it.

11. Further, additional peons are also required for other work for which it is not possible to arrange with the existing staff. Seven additional peons will be necessary as detailed below :—

- A cleaner of arms and metal-ware (in addition to the present chikledar).
- A peon for the new pre-historic gallery or the room containing the Bruce-Foote collection of pre-historic and proto-historic antiquities.
- A peon for watching in the live animal gallery or vivarium.
- A peon for the zoological section (in addition to the feeder of live animals).
- A peon for the office in addition to the present office peon and printer.
- Two peons for the library.

12. (a) *Cleaner*.—The appointment of chikledar (for cleaning armour, coins and metal-ware) has been in existence from before 1894—vide G.O. No. 122, Revenue, dated 15th February 1894. In 1903 Mr. Thurston recommended that, as the duties of the chikledar "have considerably increased on account of the transfer of the collection of arms from the Madras Arsenal and other acquisitions," his pay be increased from Rs. 9 to Rs. 11. Government, however, disallowed the proposal in G.O. No. 57, Financial, dated 19th January 1904. The proper remedy for increase of work in such a case, it appears to me, is increase of men and not increase of pay. Since 1894, the collection of arms and metal-ware has vastly increased owing to the transfer of the large collection of arms from the Madras Arsenal now displayed along the corridor and in one of the rooms in the new building (vide paragraph 5 of Mr. Thurston's report for 1897-98 recorded in G.O. No. 555, Educational, dated 1st September 1898), and to extensive additions made from time to time to the art metal-ware collection, which, in the words of Mr. Thurston, "has developed into one of very considerable value" (vide penultimate sub-paragraph of paragraph 5 of his report for 1905-06 recorded in G.O. No. 482, Educational, dated 16th July 1906). I may add that ever since 1906 large additions have been made to the metal-ware collection and representative specimens are still being added to make it as complete as possible. The arms and metal-ware require periodical cleaning, and it is quite impossible for a single man to cope with the work. A second man is therefore, in my opinion, absolutely necessary for this work.

13. (b) *Peon for the new pre-historic gallery*.—As Government are aware, the catalogue of the Bruce-Foote collection is now being revised by me, and every endeavour is being made to issue it at an early date. In anticipation of the issue of the catalogue, I am making arrangements to open the collection to the public. A peon will be necessary for cleaning and dusting the cases and for watching the room.

14. (c) *Peons for the live animal gallery*.—The live animal gallery contains a number of snakes, some of which are poisonous, and visitors are often found interfering with them. The door-keeper no doubt is posted in this gallery, but he cannot be expected to watch the animals as his attention is devoted to keeping the tally of visitors and taking charge of umbrellas, etc., to be returned to the owners when they leave the museum. Neither is the feeder of live animals available for the work in question, as he has duties to attend to with the zoological assistant and taxidermists, and a considerable part of his time is taken up in going to the bazaar to obtain the daily supply of food for the animals. I am therefore of opinion that a separate peon is necessary to watch in the vivarium.

* (a) The pre-historic gallery being not yet opened to the public, the peon intended for it has been utilized in the library. (Paragraph 17 *infra*.)

15. (d) *Peon for the zoological section.*—I have the honour to invite a reference to paragraph 9 of my letter No. 880, dated 4th December 1911, disposed of in G.O. No. 238, Educational, dated 13th March 1912, in which I asked for two peons for the zoological section. Government, however, for reasons of which I am not aware, sanctioned only one peon. In addition to the reasons set forth in my letter referred to, I would state also that as outside taxidermists are very difficult to find, the museum might train its own taxidermists. If I am allowed a peon for the zoological section in addition to the peon sanctioned in the Government Order referred to, I can make arrangements to employ both men as opportunities offer in collecting work and also train them in taxidermy. I have accordingly the honour to request that Government will be pleased to sanction the employment of a second peon for the zoological section.

16. (e) *Peon for office.*—There is at present only one man doing duty as both printer and office peon. As regards the museum printing work, I have the honour to invite a reference to the orders of Government noted in the margin. By the Government Order of 7th August 1891, it was directed that all printing for the museum should be done at the Government Press, and the museum printing

machine was transferred to the Government Press. On Mr. Thurston's representation, however, Government were pleased to reconsider the matter and allowed the re-transfer of the printing machine to the museum, subject, however, to the condition that no extra expense was incurred on account of press establishment. Since then a single man has been employed to serve as both printer and office peon. Though in his letter No. 91, dated 25th January 1894 (paragraph 6), disposed of in G.O. No. 122, Revenue, dated 15th February 1894, Mr. Thurston stated that "eventually a permanent appointment of compositor will be necessary" it does not appear that he ever took action to this end. The reasons for the need of a press at the museum are explained in Mr. Thurston's letter of the 11th December 1893, disposed of in G.O. No. 4904, Revenue, dated 30th idem, and I fully endorse his remarks. Since that time the new building has been added, and the printing work has vastly increased owing to a large increase in the number of exhibits and also to the substitution of descriptive and explanatory labels for short labels, merely giving the names of the exhibits. I need hardly add how important it is from an educational point of view to give as full information as possible in labels. Another point that requires special mention is that the labels have to be reprinted from time to time as the paper on which they are printed becomes discoloured. Further, the present arrangement under which the printer is required to devote a part of his time to office work has been found unsatisfactory, both from the printing and from the office point of view. It often happens that when the man is printing, he is called away to do some office work, and *vice versa*, and time is thereby lost. Moreover, great difficulty is felt by my office owing to the want of a full-timed peon, and the clerks themselves are forced to carry papers, etc., from place to place and do work which in other offices is done by peons or attenders. I am of opinion that a separate peon is absolutely necessary for the office, and hope that Government will sanction an extra peon for this purpose.

17. (f) *Two peons for the library.*—Only two peons were provided for the Connemara Public Library when it was started (*vide* G.O. No. 916, Educational, dated 4th December 1895). This number has been found quite insufficient for requirements, and as a matter of fact an extra or third peon has been at work in the library for several years past. This has been rendered possible by employing in the library the peon sanctioned in G.O. No. 843, Educational, dated 21st December 1899, for the (old) pre-historic gallery, which has not been opened to the public up to date. Even with three peons, great difficulty has been experienced in properly arranging for work. As the library is open from 7 A.M. to 5-30 or 6 P.M., each of the peons is allowed an interval of two and a half hours off duty. Further, the peons have, as in the case of the museum men, to be allowed compensatory leave. One of the peons serves as door-keeper. It often happens that there is only one peon in the library and as he is utilized as door-keeper, there is nobody available for other work.

There is sufficient work in the library for a staff of four peons, in cleaning and dusting tables, shelves and chairs, carrying books to readers from the counter, and bringing back heavy books from the readers' seats, and in helping the attendants in getting out books from the shelves and replacing them. Further, under existing arrangements, it is not possible to subject the books to periodical examination and cleaning. I have accordingly the honour to request that Government will be pleased to approve of the addition of two extra peons to the library.

18. The additional number of peons I would therefore propose is ten. To add all the ten men to the last or Rs. 8 grade would be to raise the number of men in that grade from 14 to 24. In other words, out of a total staff of forty peons, twenty four or more than half would be in the last grade. This would considerably impede promotion in the peons' ranks and increase the difficulty already experienced in finding suitable men to fill the posts. I am strongly of opinion that it is desirable that every peon employed in the museum and library should be able to understand and speak English tolerably well, and that the prospects of peons should be improved with a view to recruiting their ranks with a better class of men than in the past. I would add as another reason for improving the prospects of these peons that they will usually have no chance of rising to the head peon's post—*vide* below. I have carefully gone into the matter and commend for the favourable consideration of Government the following scale, leaving out the case of the head peon which is dealt with below:—

	Rs.
Two peons on	13
Two peons on	12
Three peons on	11
Seven peons on	10
Seven peons on	9
Eighteen peons on	8

19. The present pay of the head peon is Rs. 15. In 1903, Mr. Thurston proposed the appointment of two head peons on Rs. 15 each, presumably as the work was too much for a single man to cope with. Government, however, allowed only one head peon on Rs. 15—*vide* G.O. No. 57, Financial, dated 19th January 1904. The head peon is required to go round with the assistant on duty when opening and closing the buildings, and is on duty from 7 A.M. to 6 P.M. As he is allowed an interval of only two hours off duty, like the other peons, he has to work for nine hours a day. The head peon posts the peons to the several galleries, arranges for their relief for meals and inspects them while on duty in the galleries not less than four times a day. He is also required to look after the non-pensionable servants (day watchmen, gardeners, sweepers, etc.). He is thus responsible for the work of the whole menial staff, and his position is one of trust. As stated by Mr. Thurston in his letter disposed of in the Government Order last referred to, it is desirable, in the interests of discipline, to appoint only a pensioner of the Native Army as head peon, and I may add that the present incumbent is a pensioned jamadar. His work is hard, involving a great deal of physical strain as he has to be constantly moving about. Considering his work and responsibilities, the present pay of Rs. 15 is too low and I have the honour to recommend that the pay be raised to Rs. 20.

20. The cost of the proposed staff of peons will be Rs. 380 per mensem, as against Rs. 274-6-5, the cost of the existing staff. The increased cost will therefore be Rs. 105-9-7 per mensem or Rs. 1,267-3-0 per annum. If all the ten new peons now proposed were added to the last or Rs. 8 grade, and the rest of the menial establishment left unaffected, the increased cost would be Rs. 80 per mensem. Thus, the increase on account of revision of the existing scale of peons' pay is only Rs. 25-9-7 per mensem. I have the honour to request that the reorganization of the peons' staff may be allowed to be brought into effect from the 1st March 1914, the necessary provision being made in the budget estimate of the ensuing year.

See para 18
on p. 13 and
para 11 on p.
14 infra

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 877, EDUCATIONAL,
DATED 23RD SEPTEMBER 1913.

[SUBJECT.—*Reorganization of the clerical and menial establishments of the Government Museum and the Connemara Public Library.*]

From the Superintendent, Government Museum, dated 5th July 1913, No. 488.

The proposals submitted for sanction by the Superintendent, Government Museum, consist of—

- (i) appointing an additional clerk,
- (ii) revising the pay of the clerical establishment,
- (iii) employing ten additional peons, and
- (iv) revising the pay of the peons.

The following statement gives in one view the clerical and menial establishments as they exist at present and as proposed to be revised :—

(i) GOVERNMENT MUSEUM.

I. Clerical.

Existing.		RS.	Proposed.		RS.
1 first assistant		60—2—80	1 head clerk and cash-keeper		50—1—60
1 second assistant		35—2—55	1 second clerk		40—1—45
1 writer		30—1—40	1 third clerk		35—1—40
1 assistant writer		20—1—25	1 writer		25—1—30
			1 assistant writer		20—1—25
		4			5

Average additional cost Rs. 9-9-4 per mensem.

II. Menial.

		RS.			RS.
1 head peon		15	1 head peon		20
2 peons at		12 each.	2 peons at		13 each.
1 peon		11	2 " at		12 "
2 peons at		10 each.	2 " at		11 "
4 " at		9 "	6 " at		10 "
6 " at		8—4—10	6 " at		9 "
12 " at		8 "	16 " at		8 "
		28			36

Average additional cost Rs. 86-9-7 per mensem.

(ii) CONNEMARA PUBLIC LIBRARY.

Existing.		Menial.		Proposed.		RS.
2 peons at		8 each.	1 peon ..			10
			1 ..			9
			2 peons at			8 each.
—			4			
2						
—						
30						
—						
Average additional cost Rs. 19 per mensem.						40
Total additional cost—						
(i) Government Museum	..	{ clerical	9 9 4	per mensem.		
	..	{ menial	86 9 7	..		
(ii) Connemara Public Library	..	menial	19 0 0	..		
Total ..						115 2 11
Or ..						1,882 3 0 per annum.

2. The establishment, as a whole, was last reorganized in 1904—vide G.O. No. 57, Financial, dated 19th January 1904. Since then—

(i) the pay of the assistant writer was raised from Rs. 15— $\frac{1}{2}$ —20 to Rupees 20—1—25—G.O. No. 732, dated 28th October 1908;

(ii) the minimum pay of the peons was raised to Rs. 8 per mensem—G.O. No. 24, Educational, dated 10th May 1910;

(iii) the pay of the personal Assistant was raised from Rs. 100—5—150 to Rs. 100—10—200—G.O. No. 232, Educational, dated 21st April 1911;

(iv) the non-pensionable menial establishment was reorganized—G.O. No. 233, Educational, dated 13th March 1912; and

(v) an assistant was sanctioned for the zoological section—G.O. No. 392, Educational, dated 7th May 1912.

3. With regard to the first two of the present proposals, it is submitted that the necessity for a third clerk is explained in paragraphs 3 to 5 of Mr. Henderson's letter. The chief objects of the reorganization are—

(1) to relieve the first assistant altogether of the work of opening and closing the buildings and to a great extent of the work of supervising the menial staff,

(2) to entrust those duties to the proposed extra assistant, and

(3) to entrust the first assistant with the charge of correspondence, cash, stores, records and stationery, show cases, treasure trove coins, publications, accounts and general supervision of the rest of the office.

The Superintendent makes out that the work of opening and closing the buildings in time, of supervising the cleaning of the buildings and dusting of the exhibits and of controlling the menial establishment would take the full time of an officer stationed in the building throughout the day. There are about fifteen galleries in the museum containing exhibits each in charge of a peon, and there are thirty peons and fifteen * other menials to control. (The museum grounds are in charge of the Agricultural Society.) Though the work above described may not give full occupation to an officer throughout the day and he may perhaps be able to do a portion of the work which it is proposed to assign to the head clerk, the difficulties pointed out by the Superintendent in arranging for an assistant to be in attendance throughout the day (from 7 A.M. to

Statement on pages 1 and 2 ante.

* Sweepers	2
Watchmen	3
"	4
One punkah puller	1
Garden maistry	1
Gardeners	2
Women	2
Total	15

G.O. No. 57, Financial, dated 19th January 1904, as modified by G.O. No. 233, Educational, dated 13th March 1912.

6 P.M.) with the existing two assistants and with the necessity to grant compensatory

holidays seem real. The employment of an additional clerk appears to be the only feasible solution. The skilled assistants, of whom there are two now, the herbarium keeper * and the zoological † assistant (one more is to be added shortly for the archaeological section ‡), cannot be deputed to this work. Nor does it seem that the personal assistant and the sub-librarian of the Connemara Public Library can look to it, though he has the general control of the museum and will be in charge of it in the absence of the Superintendent. The Superintendent proposes to effect savings by reducing the pay of the existing two clerks and of the writer, which is rendered easier by the retirement of the existing incumbents. The total extra cost on account of the revision of the clerical establishment is only Rs. 115 per annum. If the Government decide to sanction the additional assistant, the scale of pay proposed seems suitable and may be accepted. There is also no objection to the sanction being brought into effect from 1st January 1914.

* Page 4 of G.O. No. 232, Educational, dated 21st April 1911.

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

‡ File separately under disposal.

Of paragraph 3 on page 2 of G.O. No. 232, Educational, dated 21st April 1911, and G.O. No. 916, Educational, dated 4th December 1895.

4. As regards the menial establishment it is submitted that there are at present 28 peons in the museum and two in the Connemara Library or 30 in all. The proposal is to increase the former to 36 and the latter to four or to 40 in all. The additional ten hands proposed are dealt with in two batches of three and seven. Taking the first it is submitted that of the existing 30 peons only 23 are said to have fixed duties. The remaining seven are required to provide against absences on compensatory leave and for miscellaneous work. Of the eight additional peons asked for for the museum proper, three are required to supplement the seven above mentioned. As regards the purpose for which these are required it is stated that the absences on compensatory leave number on an average four to six and that almost no margin of supernumeraries is left for the "miscellaneous" work. Of the latter work, except the cleaning of buildings, the other items properly belong to the peon attached to the office. There need therefore be no special provision of peons for this purpose. The peons attached to particular sections can be used for the purpose of cleaning the buildings. The other ground on which the proposal is based, namely, to give longer hours of respite, seems to be reasonable especially as the peons have to be in attendance from 7 A.M. to 6 P.M. But it is not possible to say whether for this purpose alone the three additional hands proposed are necessary. Dr. Henderson says that this suggestion represents the minimum.

5. As regards the seven additional peons, the purpose for which they are required is detailed in paragraph 11 of the letter, and the necessity for them is explained in paragraphs 12 to 17 of the letter. The Superintendent seems to have made out a case for an additional peon each—

- (a) for cleaning the arms and metalware,
- (b) for watching the live-animal gallery, and
- (c) for the office.

The peon sanctioned for the pre-historic gallery, who is now temporarily working in the library, may be transferred back to his own place. The proposal to employ an additional peon for the zoological section was once before submitted to Government, but was not approved. No reasons were then assigned for disallowing the proposal. The Honourable Member (Sir Murray Hammick) merely sanctioned the establishment exclusive of this peon. Mr. Henderson now reverts to the same recommendation. The object of employing an additional man is to train him as a taxidermist as it is difficult to procure trained men for the purpose. There is already one peon attached to this section. It is a question whether it will not be sufficient for the purpose in view if this man alone were trained. He has, however, other work as feeder of live-animals and has also to attend on the zoological assistant.

Of paragraph 9, page 3 of G.O. No. 233, Educational, dated 13th March 1913. The former work is stated to take a considerable part of his time in procuring from the bazaar the daily supply of food for the animals. The Superintendent says that

if an additional peon is sanctioned, he could make arrangements to employ both men as opportunities offer in collecting work and in taxidermy. It is for consideration whether the additional peon may be allowed.

6. As regards the proposal to appoint two additional peons for the library, it is stated that they are required—

- (1) for cleaning and dusting furniture,
- (2) for carrying books to readers and back, and
- (3) for helping the attendants in getting out books from shelves.

As the peon sanctioned for the pre-historic gallery is already actually working in the library, a peon to replace him, when restored to his sanctioned post, seems necessary. There are in the library, besides two peons, three attendants. The work of the latter servants was in another connection stated by the Superintendent to be—

- (a) to issue books to readers,
- (b) to replace them in their proper places, and
- (c) to maintain registers in use in the library.

It is not clear why the attendants themselves should not carry books to the readers. It seems to be part of their legitimate duties. The necessity for a fourth peon does not seem to have been made out.

7. With reference to the question of the revision of the scale of pay of the peons, the present arrangement seems unduly to put a large number on the last pay of Rs. 8. Fourteen out of thirty peons are paid at that rate. The existing incremental scale of Rs. 8— $\frac{1}{4}$ —10 for six peons seems also to be ill-suited. The scale proposed by the Superintendent seems generally acceptable, but the number in each grade depends upon the orders to be passed in respect of the additional hands.

8. The last of the proposals is to increase the pay of the head peon from Rs. 15 to Rs. 20. In support of this it is stated that the present pay is too low for the responsible work of controlling the menial staff allotted to him. The pay of this peon was raised from Rs. 13 to Rs. 15 only in 1904—G.O. No. 57, Financial, dated 19th January 1904. Except the duffadar of the Chief Secretariat and the jamadar of the High Court no other head peon is paid Rs. 20, and Rs. 15 is the ordinary rate of salary for such a servant. Further, by vesting the control of the menial establishment in the first and the second clerks as proposed, the responsibility of the head peon should be considerably lessened. It does not seem to be necessary therefore to raise the pay of the head peon further.

There seems to be no objection to give effect, when sanctioned, to the revised scale of menial establishments from 1st March 1914.

C. RAMANUJACHARI—20-8-13.

Have you a plan of the museum? Is it essential that every gallery should have its own peon? Can't one man sometimes see to more than one?

W. FRANCIS—20-8-13.

Submitted that no plan of the museum is available in the Secretariat.

As regards the necessity for a peon for each gallery, attention is invited to the notes of the Hon'ble Sir Henry Bliss, dated 21st November 1895, in G.O. No. 916, dated 4th December 1895, recorded after personal inspection of the buildings. He stated that "while the rooms are open to visitors an attendant will be required in each to prevent theft and mischief." Perhaps with the larger attendance now obtaining and with larger number of exhibits, the necessity for a separate peon for each gallery will be greater.

C. RAMANUJACHARI—22-8-13.

His Excellency the Governor (through Financial).—

As to the clerical establishment referred to in paragraphs 1—9 of the current and paragraphs 1—3 of this note, it is not alleged that their work is any heavier, than it has been for many years past, and one would not have thought that the job of attendant at a museum was a particularly strenuous life.

2. It is submitted that the Superintendent may be told that the Government have no objection to his re-arranging the duties and pay of the clerks so long as he doesn't increase the total amount paid them, and that he should say whether the proposed increase of about Rs. 10 a month might not be avoided by giving the second and third clerks (see tabular statement on page 1 above) Rs. 5 less each.

3. As to the menials, it is first of all proposed (paragraph 10 of the current) to add three more to the thirty peons already employed because at present there are not enough in reserve to give all these thirty the whole of the compensatory holidays given them because the museum is open on public holidays.

4. But other peons do not get *ali* holidays, as the Superintendent seems to think. Plenty of them have to work on such days. The museum peons get Fridays as a complete holiday. The Superintendent's own figures are against his proposals as he says (top of page 7 of current) that the number on leave average, four in two of the quarters and six in the other two, whereas there is a reserve of seven already to take these men's places.

5. The new chickledar (paragraph 12 of current) seems necessary, but one would have thought that much of this cleaning could be avoided by varnishing the brass ware with invisible collodion varnish, as is done in English museums.

6. A peon will be wanted for the pre-historics gallery if the present system of one gallery one peon is adhered to and may be also sanctioned.

7. The live-animal "gallery" is (or was when I was last there) a small room in which there is already a peon as doorkeeper. The Superintendent wants another peon to prevent the snakes from biting visitors. Submitted that the snakes should be kept in visitor-proof cages and then a peon won't be wanted.

8. The zoological section has already two peons, one being the feeder of the live-animals. The Superintendent asks for a third, in order that he may train him as a taxidermist. Submitted that one of the existing men could be trained.

9. The extra peon for the office (paragraph 16 of current) may be sanctioned.

10. So may the extra one for the library, paragraph 17.

11. The claim for Rs. 20 for the head peon is sufficiently disposed of in paragraph 8 of the office-note above.

12. I would therefore submit that the four peons mentioned in paragraphs 5, 6, 9 and 10 of this note will suffice. Of these, two may be on Rs. 20 and two on 8. Total extra cost Rs. 34 per mensem or Rs. 408 per annum.

W. FRANCIS—22-8-13.

To the Financial Department.

FINANCIAL DEPARTMENT.

The following statement shows the proposals for the revision of the strength and pay of clerks and peons in the Government Museum and the Connemara Public Library:—

Government Museum and Connemara Public Library—Clerical staff.

Existing strength and pay.	Strength and pay proposed by the Superintendent, Government Museum.	Strength and pay proposed by the Superintendent, Government Museum.	Strength and pay proposed by the Educational Department.
	Cost per mensem. Rs.	Cost per mensem. Rs.	Cost per mensem. Rs.
1 personal assistant and sub-librarian (100-10-200)	161-12	1 personal assistant and sub-librarian (100-10-200)	161-12
4 first assistant (50-2-80)	73-54	1 head clerk and cashier (50-1-60)	56-108
1 second assistant (35-2-50)	48-54	1 second clerk (40-1-45)	43-12
1 writer (30-1-10)	36-108	1 third clerk (35-1-40)	38-12
1 assistant writer (20-1-25)	23-12	1 writer (25-1-30)	28-12
		1 assistant writer (20-1-25)	23-12
Total	343-34 6	Total	362-12 6
		Extra cost	9-9-4

The Superintendent, Government Museum, to be asked to re-arrange the duties and pay of the clerks so as not to involve any extra cost

Total .. 343-34 6

Government Museum and Commemara Public Library—Staff of peons.

Cost per menssem. Rs.			Cost per menssem. Rs.			Cost per menssem. Rs.		
1 peon (15)	..	15	1 peon (20)	..	20	30 same as in column	274-5½	
2 peons (12)	..	24 each.	2 peons (13)	..	26 each.	(1).		
1 peon (11)	..	11	3 " (12)	..	36	plus		
2 peons (10)	..	20	3 " (11)	..	33	2 peons (9)	..	18 each.
4 " (9)	..	36	7 " (10)	..	70	2 " (8)	..	16 "
6 " (8-10)	..	56-6½	7 " (9)	..	63			
14 " (8)	..	112	15 " (8)	..	144			
30	Total	274-5½	40	Total	880	34	Total	308-5½
				Extra cost	105-9½		Extra cost	34
				per menssem.			per menssem.	
				Total extra cost	115-9½		Total extra cost	34
				per menssem.			per menssem.	

2. The addition of four peons proposed by the Educational Department may, it is

Paragraph 12, page 5 ante.

I think it might. It is only one grade out of seven that is incremental. All the rest are on fixed pay.

C. REILLY—2-9-13.

Paragraph 12, page 5 ante and statements on page 5 and above.

submitted, be accepted. It is for consideration in this connection whether the incremental rate of pay (viz., 8-4-10=9½) now in force in regard to six of the existing peons' posts may not be done away with, fixed rates of pay being substituted instead. If so, all the peons (including the four additional men now proposed) may be graded as follows:—

Cost per menssem. Rs.		
1 peon (15)	..	15
2 peons (12)	..	24
2 " (11)	..	22
2 " (10)	..	20
9 " (9)	..	81
18 " (8)	..	144
34	Total	306

If the above grading is adopted, the extra cost will be reduced from Rs. 34 per menssem according to the Educational Department's proposals to Rs. 31-9½ per menssem (or Rs. 379-⅞ per annum).

[According to the Educational Department's proposals there will be an increased cost (of Rs. 34 per menssem) only on account of peons and this increase will be given effect to from 1st March 1914 so that there will be no extra charge during the current year.]

3. The proposals of the Educational Department may, it is submitted, be accepted, subject to the remarks in paragraph 2 ante, the sanction being registered as No. 1 of 1914-15.

C.P.K.—1-9-13.

A. HANUMANTA RAO—1-9-13.

C. REILLY—2-9-13.

We may accept the Educational Department's proposals.

A. G. CARDEW—4-9-13.

H. A. S[TUART]—5-9-13.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

His Excellency the Governor.

W. FRANCIS—9-9-13.

P[ENTLAND]—18-9-13.

Draft.

W. FRANCIS—20-9-13.

A draft order is submitted for approval.

P.R.—21-9-13.

C. RAMANUJACHARI—22-9-13.

Approved.

W. FRANCIS—23-9-13.

[G.O. No. 877, Educational, dated 23rd September 1913.]

68 DEPARTMENT.

READ AGAIN G.O. No., dated 191 .

" " " " ; " 191

C. No. 2206, From the Sgm, No. 488, dated 5-7- 193

..... 191

ORDER

24

No. 8778, dated 23 - 9 - 1913.

NOT for E.T. Dr 23/9

These do not

In the circumstances stated, the Govt. have no objection to the proposal submitted by the S. G. on ^{for} the rearranging the duties and pay of ^{the} Museum clerks, provided that they are modified so as not to involve any increase in the total amount now paid to the clerical establishment. The Superintendent is accordingly requested to state whether the proposed increase in the average cost by about Rs 10 p.m. may not be avoided by giving, if necessary, the second and third clerks Rs 5 less each.

2. As regards memoirs the Govt. sanction

the employment of four additional
 peons — two on Rs 9 and two on Rs 8 per
 — so as to provide for an additional
 chikledar, a peon for the new
 prehistorics gallery, an additional
 peon for the office and another for
 the library. The Govt. are not satisfied
 with the ^{the necessity for} the ~~the~~ ^{of} the proposals.

3. This sanction will take effect
 from 1st March 1914 and it will be
 registered as No. 1 of 1914-15.

P.R. 22.9.13 CR 22.9.13

NA 22/9

To, The S.G.M. — 20/9/13
 " A.G. — 15/9/13
 " Fair Dept. 5/9/13

Recd 25/9

Recd 26/9/13

26/9/13

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DEPARTMENT.

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G.O. No. 877, dated 28-9-1913.

(b)

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SPECIAL INSTRUCTIONS.

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