

Home (1917) Department.
(Education)

Ordinary SERIES.

G.O. No. 944

DATED 31-7-1919

INDEXED

[Despatch Abstract.]

Typewriting Machine.

Authorising the Superintendent of Stationery to supply
the Government Museum, Madras, with a -----.

BACK PAPERS.

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

FURTHER PAPERS.

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

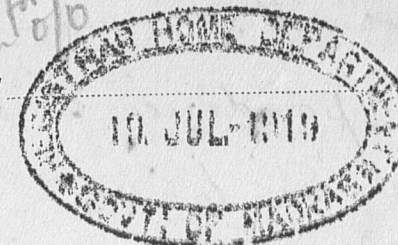
C.F. 29-9,886-22-1-18

Home (Education)

DEPARTMENT.

125/196
Muz 18/18
Recd 28/7

Received



191

Registered

191

Subject

Typewriting machine.

Requesting sanctioning Govt. for the supply
for _____ to the Museum & Library.

ENCLOSURES.

No. /

Spare copies /

No. 441

Station

Madras

Dated the

17th July

1919.

From (Name) H. Dodwell, Esq., M. A.
(Designation) Superintendent, Government
Museum, Madras.
To The Secretary to the Government of Madras,
Home (Education) Department.

Sir,

I have the honour to represent to Government the need for a typewriting machine for this office. The Museum has greatly developed in recent years, and with its progress, its Correspondence work has largely increased. All Correspondence is still copied out by hand which greatly hampers work. A

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typewriter not only gives greater clearness and rapidity, but also leads to economy in the use of paper, as type-written matter covers less space. Besides correspondence work, a large amount of work has to be undertaken occasionally in the shape of preparing lists and catalogues of coins and of specimens collected in the Museum. In the preparation of such catalogues, much time is spent in writing them out in manuscript, and not a little difficulty is experienced in preparing matter for the press.

2. The work of the Connemara Public Library also shows considerable increase in recent years, the increase being particularly noticeable since the All India Conference of Librarians, 1918. The Conference has led to much correspondence, and the Library has had to furnish much detailed information of late relating to the Resolutions which are now engaging the attention of the Government of India. The want of a typewriter is specially felt when long lists have to be prepared, such as the list of scientific periodicals furnished to the Government last year for the

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use of the Government of India. Much difficulty is also experienced in the preparation of supplements to the author and subject catalogues of the Library, which are prepared periodically.

In the circumstances, I have the honour to request that Government will be pleased to sanction the supply of a typewriting machine for this office. I may add that a clerk already on this office staff is a qualified typist.

I have the honour to be,
Sir,

Your most obedient servant,

H. D. Stowell.
12. 2. 19.

Ag. Superintendent.

to the supply of a typewriting machine to the Museum. The S.B.M. has not specified the pattern of the machine he requires. It may however be presumed that he will inform the Supdt. of Sty of his desire in the matter.

Acceptance of Trial is not necessary - cf para 61 of the Stationery Manual as amended by Geo. No. 372 (Trial) d 9.6.15

(vii)

For a precedent, please see Geo. No. 1231 Howe (Edw) d

(w)

14.9.18

En
29.7.19

When given for copying

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When signed

191

READ AGAIN G.O. No.
191

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILLED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL.

N.B.—

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B = Not to be copied.

P = Copy abstract only.

Q = Copy heading only.