

Law (Edn) (1926) Department.

Mis SERIES.

G.O. No. 453

DATED 26-3-26

[Despatch Abstract.]

Library - Commemorative Public -
Temporary establishment for
Cataloguing of books -
Sanctioned.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Rs	205	LE	5-5-25				
"	504	"	7-4-25				
"	1226	"	28-7-24				

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Cw	973		28-5-26				
Cw	1723		6-5-26				
Cw	720		11-4-28				

CE. 3

DEPARTMENT.

2

T/12

Received 192 . Registered 192

Subject.

ENCLOSURES.

No.

No. 89-1/26

Spare copies

Station M a d r a s Dated the 10th February 1926

From (Name) F.H.Gravelly Esqr., D.Sc.,

(Designation) Principal Librarian, Connemara Public Library,

To The Secretary to the Government of Madras

Law (Education) Department.

Sir, (Through the Accountant-General, Madras)

With reference to G.O. No. 504 dated 7th April 1925 and the subsequent correspondence ending with my letter No. 644-2 C.L./ dated 11th December 1925 I have the honour to submit the following proposals for expediting the cataloguing work of the serial publications at the Connemara Public Library which has to precede the stock taking and is also vitally necessary to enable the Library to complete its defective sets of periodicals as well as to furnish a comprehensive list to the readers of the Library regarding the serials contained there.

The work that has to be done is of two kinds. firstly the bringing together of the various serial publications

publications from their present positions in different parts of the topmost shelves of the Library and the grouping of them in order on the ground floor, and ^{examination,} secondly their actual classification and cataloguing.

In many cases also minor mending and binding work that *Can* be done on the spot such as the restoration of torn pages, preservation of loose parts in card-boards, etc. have to be carried out to prevent deterioration. When the different serials (which at present include publications received from over 600 institutions) are assembled together, they have to be carefully scrutinised and catalogued.] In view of the special character and the vast

extent of the work, the Sub-Librarian must be given special assistance if the work is to be completed expeditiously, as he is fully occupied with current work of the Library. Special temporary staff consisting of an

attendant in the routine clerical grade ^(B 60-40-1 1/2 - 55-1-65) ~~(40-1-65)~~ and an attender in the superior service ²³ ~~(23-1-35)~~ exclusively

doing this work is essential if the work is to be done expeditiously. The attender will attend to the bringing

down and grouping of books from the different parts of the library and their mending under the directions of the clerical attendant, who will examine and catalogue them. It is hoped that with this staff the library

will be ready for stocktaking in about a year's time.

Proposition statement in duplicate is enclosed.

I have the honour to be,
Sir,
Your most obedient servant,

J. H. Gravelly

Principal Librarian.

[Signature]

3

3.

NATURE OF CHARGE. *Commensal Public Library - 306. Scientific Department.*
Provincial Museum - Transferred.
Proposed scale.

PROPOSITION.

Temporary.

Increase per month.	Decrease per month.
100	100
90	90
80	80
70	70
60	60
50	50
40	40
30	30
20	20
10	10
0	0

Orders of the
sanctioning
authority.

Present scale.							Proposed scale.							Permanent.				Temporary.				Orders of the sanctioning authority.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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2	Attendants	40	-	1½	-	55	-	1	-	65	104-0-0	2	Permanent Attendants	40	-	1½	-	55	-	1	-	65	104	(52 each)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																</

NOTE.—If the proposal is a reorganization of establishment, the Head of the Department should certify that claims to pension that may arise in consequence have been considered with reference to the provisions of art. 429, C.S.R., and should specify any case in which the maximum pension ordinarily admissible will be subject to reduction under that article. M. T. M., para. 67.

If Local Government is competent to sanction, its order will be written across this column.

Dated 10 - 2 - 1922.

To

The Secretary to Government, Law (Education) Department,

thro' the Accountant-General.

Signature.

order will be
this column.

J. H. Gravey

XX Officer's Designation

Principal Librarian
Connemara Public Library

ACCOUNTANT-GENERAL'S REPORT.

No.

The entries in the column of 'Present scale' have been compared with the Registers of this office, and are correct with the exception of the items altered in red ink.

There is no Audit objection to the proposal being sanctioned by Government

ACCOUNTANT-GENERAL'S OFFICE

Fort St. George,

Dated 192

Accountant-General.

GOVERNMENT OF MADRAS.

No.

DEPARTMENT.

FORT ST. GEORGE.

The 192

Secretary to the Government
of Fort St. George.

4 22453C
No. Try.P.A.2-1008. OFFICE OF THE ACCOUNTANT-GENERAL, MADRAS, 2.26.

Fort St. George, 16th Feby. 1926.

Enclosures.

FORWARDED.

2. The entries in the column

'Present scale' of the Proposition statement have been compared with the Audit Registers of this office and found correct.

3. There is no audit objection to the proposal of the Principal Librarian being sanctioned by Government. Necessary provision of funds should also be made to cover the proposed expenditure.

TSV.

Muralidhar
DY. ACCOUNTANT GENERAL.

TO

The Secretary to Government,

Law (Education) Department.



No. 423-1 25

5

Government Museum,
Madras, 6th August 1925.

K. E. 2322C
6/8/25

Dear Mr. Krishnamachari,

Unexpected difficulties have arisen with regard to the proposed stock-taking of the Connemara Library.

I wrote to the Principals of the Presidency and Christian colleges for names of suitable men for the work. The former recommended two experienced and in my opinion eminently suitable men to do the work jointly - a proposal which I think was very sound. The latter recommended one man but he never responded to my request that he would come to see me. The two men from the Presidency College ^{after looking into the work} pointed out that the stock-taking of our periodicals was impossible in the present condition of our catalogues and that they could not honestly undertake the work without undertaking the cataloguing too, which was not provided for in the budget. Without very careful investigation they could not even give me an idea of what would be required. As they offered to spend a day or two in making this preliminary investigation, I refrained from troubling you about it earlier. But in spite of a reminder they have not come yet. They will

only

6.



only have time to take up the work during the college vacation next hot weather; so if Government approves, provision will have to be made in the next budget. It is quite evident, I am afraid, that we cannot now get the work done this year; for someone capable of much more than routine checking will certainly have to be employed if the work is to be in any way satisfactory.

As pointed out in my letter No. ^(X) 1020-1 dated 6-8-1925 ₂₅ Museum work requires my absence on tour for practically the whole of September and it is clearly desirable that something should be settled before I go.

I have told the Sub-Librarian to take the full time of one Attendant - though this will involve great delay in finding books for readers - for the purpose of completing this catalogue, which is also needed for purposes of completing defective sets; but it is unlikely that I shall be able to form any adequate idea of the length of time that it will take for a month or two, as there is some preliminary work to be done before cataloguing proper can advantageously be started.

I think, however, that it should certainly be

completed

3.

(b)

completed before the next hot weather vacation and I suggest ^{that} provision, revised if necessary, be made in the next budget. If you approve of this I shall be obliged if you will kindly let me know at once so that I may have time to look into the matter before going on tour and ascertain whether the remuneration offered this year is likely to be ~~of~~ sufficient if the cataloguing of the serials is completed, as proposed, before the work is started; and whether the gentlemen proposed will accept it and undertake to do the work pending Government sanction. Unless the appointment is made in advance we shall probably again fail to get the work done during the long vacation, when alone suitable men are likely to be free.

Yours sincerely,
F. H. Gravely
Superintendent.

To

M.R.Ry. Rao Bahadur V.T. Krishnamachari Avl.,
Secretary to the Government of Madras,
Law (Education) Department.

6/4

Law (S.M.)

A sum of Rs 300 has been

(I) - Lr's Nos: 504 & 2-4-25

& No. 705 & 5.5.25

(E) 5.5.25

provided in the current year's budget for the stock-building of the books in the Government library. The Supdt: says that it may not be possible to arrange for the work in the current year but that the provision will have to be repeated in the next year's budget. He also seems to imply that the provision will have to be enhanced. He is however not in a position ~~to~~ to say exactly what amount will be required without consulting the two gentlemen whom he has in view for the present we may merely say that the Supdt: may repeat the current year's provision in the next year's budget but that if further provision is necessary he may address the Government explaining how much will be required. A draft S.O. is submitted. It may go to Finance for acceptance before then.



Law (S.M.) 2322C-1

Jch 28831/5/18.8.25

18.8.25

VTK
S. 17.8
Fin 40

p. 7.0



Connemara Public Library,
Government Museum,
Madras, 29th August 1925.

Dear Mr. W. Krishnamachari,

L.E. 2687C

31/8/25

urgent

1/3 anti Correspondence ending with your D.O. No. 423-
L.C.- L/25 dated the 6th August 1925 - Stock taking of
books in the Connemara Public Library.

One of the Assistant Professors of the Pre-
sidency College whom the Principal of the College re-
commended for the stock taking work came and saw me
to-day and has promised to do the work during the next
hot weather vacation provided he is paid an honorarium
of Rs. 400. The other Assistant Professor whom the
Principal recommended is not willing to take up the
work. The Assistant Professor who came and saw me
today will get the assistance of a graduate whom he
will bring and if necessary of a peon also. I am
writing to Mr. Fyson as to the advisability of getting
the work done in this manner and on hearing ~~for him~~
from him a definite reply will be sent to Government.
But in the meanwhile in view of the importance of the
work and in view of the difficulty of getting suitable
men I request that a provision of Rs. 400 may be made

in

Public Library. The Superintendent of the library
has now stated that it is not possible to do

12th 8
in the next year's budget for the purpose.

Yours sincerely,

F. H. Gravelly.

Superintendent.

To

M.R.Ry. Rao Bahadur V.T. Krishnamachari Avl.,
Secretary to the Government of Madras,
Law (Education) Department.

13 6th 10
Law (Educ) Deptt.
In the circumstances
stated by the Superintendent
in his O.O. at pp 4.5 ante;
as for order whether
he may be authorised
to enter a provision of
Rs 400 in Part I of his
budget estimate for next
year for the stock-taking of
books in the Leveemara,
Public Library. A draft
O.O. is submitted. It may
be sent to Finance for
acceptance. Formal order
may be issued after the
formal reply promised
in the O.O. is received

The increased provision
seems necessary since
a suitable person has
not been found for
Rs 250 or 300

20.5.25

(F) 5.5.25

p 4 ante

Law (Educ) Deptt.

23220-3

3-5-25



Feb 30938/54
4.9.25

p 7 ante

Fin 405
Finance (Educ)
A provision of Rs. 300 has been made
in the current year's budget for the stock-
taking of the books in the Leveemara
Public Library. The Superintendent of the library
has now stated that it is not possible to do

10-14

the work in the current year.
He requests that an increased provision
of Rs. 400 may be made in the
next year's budget (He has been asked
to surrender the current year's provision)

Finance need not object to an
increased provision of Rs. 400 being
made in next year's budget. But
the provision should appear under
Part II of the budget estimates and
not under Part I. as suggested by Law (Edn).
The proposal was treated as a Part II
Scheme in connection with the current
year's budget and as no expenditure
is to be incurred in the current year
the scheme is one of new expenditure
for next year. It should, therefore, be
treated as a Part II Scheme. Law (Edn)
may be requested to prepare a note
for the Finance Committee.

8.9.25

Law

8.9.25

Since Finance Dept. has the proposal
should go again before the Finance
Committee, the draft D.O. in the file
cannot issue. A note for the Finance



p 7 ante

p 6 ante

p 9 ante

pp. 5-6 of 5042E
74.25

Ext

4 15

11

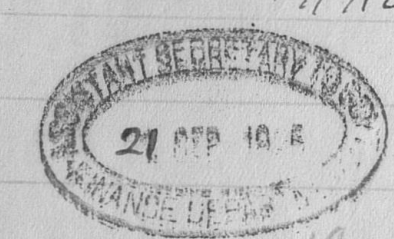
Committee as authorized. It may be sent
to Finance to be supplemented.

16.9.25

19/9
V.T.K.
19.9

Fin 11.0

L. Co. no. 2322C-4
19/9/25



Det 33149/21.9.25

Finance (Exp.)
(Previous Finance note on pp. 9-10 ante)

The following may be added
as note by the Finance Dept.

"Finance Dept.
The proposal may be
placed before the Finance
Committee as a Part II Scheme
for 1926-27."

22.9.25

22/9/25

L. Co. 3003C
23/9/25

D.O. 33149/22.9.25

Law

submitted

Law (Edn) Dept.

V.T.K.
13.9

M2
C4

22.9.25

20/9/25

22/9/25
Co. 10
M2/10



3

16

12

Law (Education) Department.

Note for the Finance Committee.

Part II Scheme - Budget for 1926-27.

Subject : -Stock taking of books in the Connemara Public Library.

Proposals of the Principal Librarian, Connemara Public Library.

The Principal Librarian proposes that a provision of Rs. 400 may be made in the budget for 1926-27 under "30 C. Scientific Departments - Provincial Museums" for a stock-taking of the books in the Connemara Public Library. Note by the Law (Education) Department.

One of the suggestions of the special officer who examined the contingent and the stock registers of the Government Museum and the Connemara Public Library in February 1924 was that there should be an annual verification of the books and periodicals in the Library. The Government in passing orders on the special officer's report expressed the view that an initial stock-taking should be arranged for immediately. The question whether there should be an annual verification was reserved for decision with reference to the results of the initial stock-taking.

2. In September 1924 the Principal Librarian submitted proposals for an initial stock-taking of the books and periodicals in the library and suggested that an officer not connected officially with the administration of the Library and Museum might be selected for the work, an honorarium of Rs. 300/- being paid to him. It was anticipated that the stock-taking would be completed within three months and the Principal Librarian recommended that the special officer might be given the assistance of a clerk for this period.

3. The Government decided that it would be sufficient to give the officer selected for the work an honorarium of Rs. 250/- and that a clerk was unnecessary. The proposal as thus modified was placed before the Finance Committee for consideration in connection with the

pp 7-8 ~ 6.
20/3/24

pp 47-48 & J
G.O. No. 1226 LE
28.7.24

para 5, p 7 ibid.

I
pp 1-2 & G.O. No. 504 LE
7.4.25

pp 3-4 ibid.

(copy) sent to
the Principal Librarian

for the purpose of
the stock-taking

the Principal Librarian
has been asked to
submit a report on
the progress of the
work.

28.7.24

20

13-17
and they
budget for 1925-26 ~~was~~ recommended it for acceptance.
The necessary provision was accordingly made in the
current year's budget.

4. The Principal Librarian now reports that it
is not possible to secure the services of a suitable
person for the work on the remuneration offered. He
says that one of the assistant professors of the
Presidency College has agreed to undertake the work
during the summer vacation of the College (April to
July 1926) but that he requires an honorarium of Rs.
400/-

As suitable persons are not available except
for a remuneration of Rs. 400 the Principal Librarian's
proposal is recommended for acceptance. A provision of
Rs. 400/- may be made in the budget for 1926-27- under

30. b--Scientific Departments--Provincial
Museums--Honoraria--Voted--Honorarium for
stock-taking of books in the Commemorative
Public Library. *19/9* *V.T.* *19-9*
Note by the Finance Department.

The proposal may be
placed before the Finance
Committee as a Part II
scheme for 1926-27.

G. T. B.
22/9/28.

Recommendation of the Finance
Committee

Placed in Class II

[Provision of Rs. 400
made in the
budget].

very urgently
necessary

16-17
14
Law (20) Septt.
12-644-2/25
C.L. 18
4008
283999c
Government Museum,
Madras, 11th December 1925.
11.11
13
Dear Mr. Vishnamachari,

I am sorry to have to trouble you again with
regard to the arrangements for library stocktaking
suggested in my letter No. 423 - 1 C.L. of August 6.
Now that the Sub-librarian has begun the work of cata-
loguing the serials he finds that it takes him far long-
er than he anticipated. Many serials of a purely tem-
porary interest have been kept with the others, occupy-
ing much valuable space. And many works (in various
languages) which are not serials at all have been put
with the serials, apparently to avoid difficulties of
cataloguing. All these have to be sorted out, in the
one case to economise space of which we are very short,
and in the other case to get them properly entered as
standard works. And before anything can be done with
the books on the almost inaccessible shelves where
serials are mostly kept, all have to be carried ^{down to the ground floor} and
spread out there.

I have gone into the matter very carefully with
the Sub-librarian, and am of opinion that the work
will

in the routine clerical grade (Rs. 40 - 65) and an

13-17
49-15
will probably take at least two years to complete, working on it as he is now trying to do with one clerk, one attendant and one peon for three hours a day and four days a week, which is the utmost time that can be spared from routine duties. Even this can only be done by seriously curtailing attention to the public and is not always possible. I am afraid, therefore, that the whole question will have to be considered afresh. I had hoped to come down to see you about it. But in view of the weather and the fact that I am somewhat unwell, I am afraid this will be impossible before I go on leave next Tuesday. And when I return your office will be closing for Christmas. Under the circumstances the best course seems to me to be to send you the above information now, and to see you as early as I can after the Christmas holidays.

yours sincerely,

J. B. Gravelly

Superintendent.

To

M.R.Ry. Rao Bahadur v.T.Krishnamachari Avl.,
Secretary to Government, Law (Education) Department.

Law (Education) Dept.

Submitted.

The file may lie over till the Superintendent interviews the Secretary as promised in the

14-15-26.

D.O.

15/12. It is not clear from the D.O. whether the Superintendent proposes to drop the original proposal to employ an Assistant

Professor of the Presidency College on the work of stocktaking for a remuneration of Rs. 400. In respect of this proposal a note for the Finance Committee has already been prepared and sent to the Finance Department. It is submitted that this proposal need not be withdrawn pending the result of the Superintendent's interview with the Secretary.

12-13-26

15/12

17/12

17/12

17-12

1-2-26

C. No. 453 C - From the Principal Librarian, Connemara Public Library, No. 89-1/26, dated 10-2-1926.

I am not sure if he saw the Secy.

15/12

The Principal Librarian, apparently after interview with the Secretary, proposes the employment of a special temporary staff consisting of an attendant in the routine clerical grade (Rs. 40 - 65) and an

17-21

attender (Rs.23 - 35) for the cataloguing work of the serial publications which has to precede the stock-taking of the library. It is hoped that the library will be ready for stock-taking in about a year's time.

2. In the circumstances explained by the Librarian the necessity for additional staff for the preliminary work of ~~the~~ cataloguing ~~may~~ be admitted. No incremental scale need be sanctioned. It may be sufficient to sanction the minimum pay. It does not also seem necessary to employ an attender on the higher scale of pay. His pay ~~may~~ be fixed at Rs.15 a month.

3. As regards the period for which the establishment is to be employed it ~~is observed~~ ^{may be noted} that one year may be ~~necessary~~ ^{observed} if the additional staff alone is to be deputed for this work. From the D. O. at pages 14 - 15 ~~ante~~ it is observed that some portion of the existing staff can also be utilised for this purpose, especially as a new typist-clerk is to be sanctioned with effect from 1-4-1926. It is for consideration whether the temporary staff may be sanctioned for six months and the Librarian asked to avail himself of the services of the existing staff also.

4. No provision has been made in the Budget Estimate for 1926-27 for the temporary staff. The ensuing year's budget, however, contains a provision of Rs.400 for the payment of honorarium for stock-taking. As the cataloguing is a necessary preliminary ^{to} ~~for~~ the stock-taking this amount may be utilised for the temporary staff ^{for the present}.

5. The file may be sent to the Finance Department u.o. for remarks.

13/12/26
19/12/26
20/12/26

The Sup^t spoke to me about this.

The attender should be able to read English or write it if he is to be of use. So a higher scale attender is needed

p2 c.6 VTK

Vide Note for the Finance Department at (XXI)

Vide 18/12/26 ante

E

18-22

The cataloguing cannot be done unless this preliminary work is completed.

2. The est^t recommended by the Sup^t may be sanctioned for six months in the first instance — without ~~the~~ incremental scales.

Law Edr. no. 2322C-5

22.2.26

VTK
21.2.

Fin U.O



E-1 p17 supra

6038

p17 supra

Finance (E.T.).

The proposal is to sanction the employment of one attendant on Rs.40 per mensem, and one attender on Rs.23 per mensem

for 6 months in the Connemara Library for preparing a catalogue of serial publications preparatory to stock-taking. The necessity for the staff is explained by the Principal Librarian on pp.1 and 2 c.f. and in his D.O. on pp.14-15 supra. Finance need not perhaps object to the employment of the staff.

2. From the proposition statement on p.3 c.f. it will be observed that the minimum pay of an attendant in the library is Rs.25 and that there are attendants on Rs.35 and Rs.40 as well. The pay of Rs.40 for the attendant now proposed can be agreed to only if one ^{minimum} with educational qualifications is to be employed.

Otherwise the pay ~~should~~ be restricted to Rs.25 p.m. An Attender on Rs.23 may be agreed to, as it is stated that he should be one ^{who is} able to read and write English.

A

p17 supra

19-23

3. As The extra cost involved (viz. Rs. 378 for 6 months) is trivial the proposal need not go before the Finance Committee. The Law Department propose to meet the cost from the provision made for the stock-taking of the Library.

1-3-26.
me
2-3-26.

3-3-26
Law (Edn)

Attendant 40
Attender - 23
63 x 6 = 378
para 4(a)(ii) of (P) Removed
p17 Supra
25-3-26
Dr. Finance
no 6038 ET-1
3-3-26.

h. En 622C
3/3/26.

Law (Edn) sept.

Orders in this case can be issued only after the budget is voted on by the Council. It may then be necessary to call for a re-appropriation statement from the S.A.M. for utilising the provision made in the budget for the stock-taking of books towards the pay of the temporary establishment. The file may lie as for the present.



1300
4/37
Sey
WP

VTK
5/3

The demand under 30 b. Scientific Dept. - Provincial

Museums' has been voted on by the Council. A draft order is submitted for approval.

mu
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Sey
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VTK
26-3.

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Law (Education)

DEPARTMENT.

Library - Connemara Public -

Temporary establishment for
cataloguing of books - Sanctioned.

READ AGAIN G.O. No., dated 192

” ” ” ” ” 192

READ ALSO:—

C. No. 453, C From the _____, No. _____, dated _____ 192

” ” ” ” ” ” ” 192

” ” ” ” ” ” ” 192

ORDER.

No. 453, dated 26. 3. 1926

Misc.

The Government sanction the employment for a period of six months of a temporary staff of one attendant on Rs. 40 a month and one attender on Rs. 23 a month for work connected with the cataloguing of books in the Connemara Public Library. The attendants should possess the minimum ^{general} educational qualifications.

2. The expenditure in 1926-27 will

2. The expenditure in 1926-27 will be met from the provision of Rs. 400 entered in the budget estimate for 1926-27 under '30 b. Scientific Departments - Provincial Museums - Honoraria - Voted'. The Principal Librarian is requested to submit through the Accountant General a re-appropriation statement to meet

the expenditure. No expenditure should
be incurred until sanction has been accorded
to the re-appropriation of funds.

To

The ~~xxxxxx~~ Principal Librarian
Connemara Public Library.

" A. G. ~~the~~ Finance ✓

" Finance Deptt. ✓

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ORDER OF GOVERNMENT

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LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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