

Educational (1904) Department.

ORDINARY PRINTED.

G.O., No. 14

DATED 8th January 1904

ORIGINAL

INDEXED.



[Despatch Abstract.]

Holidays to Museum servants. Approving certain rules
for the grant of ——— who attend office on specified holidays

BACK PAPERS.

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Government {1904} of Madras. EDUCATIONAL.

2

Recd.

Enclosures

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1904.

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ORIGINAL

G.O., No. 14, 8th January 1904.

N. P.

JANUARY.

Holidays to Museum servants.

Approving certain rules for the grant of — who attend office on gazetted holidays.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

From E. THURSTON, Esq., Superintendent, Government Museum, to the Secretary to Government, Educational department, dated 19th November 1903, No. 1001.

With reference to endorsement No. 620, Educational, dated 5th November 1903, on G.O., No. 942, Public, dated 17th October 1903, I have the honour to state that, as the Museum is kept open on all gazetted holidays unlike other public offices (*vide* G.O., No. 88, Public, dated 28th January 1876), the members of the staff are not able to avail themselves of the holidays as they fall due. The following rules have, therefore, been framed for regulating their holidays, and I request that they may be approved irrespective of the rules contained in Government order above quoted :—

“At the commencement of the official year gazetted holidays, notified in the Gazette or Asylum Press Almanack, to which each member of the staff is entitled during the year, will be entered in the page devoted to him in the leave book; and also the last Saturday and Sunday holidays to which he will be entitled. Holidays falling within each quarter of the year, commencing April 1st, may be availed of during that quarter, and, on the exhaustion of such holidays, no leave on holiday can be granted until the commencement of the next quarter. Leave on holiday will ordinarily be limited to a maximum of ten days consecutively. Application for holiday must be made on the day previous to that on which it is desired to take the holiday. If absence on leave is applied for only on the morning of the day on which it is desired to take the leave, the applicant will, unless he can produce satisfactory evidence that his absence is unavoidable, render himself liable to lose two days' pay for absence without leave. The holidays must be taken during the official year; and no accumulations will be allowed to be credited to the next official year.”

ORDER—No. 14, Educational, dated 8th January 1904.

The supplemental rules proposed by Mr. Thurston will be amalgamated with the rules sanctioned in G.O., No. 942, Public, dated 17th October 1903, and the amalgamated rules, prescribed for the Government Museum. They are printed as an annexure to these proceedings.

(True Extract.)

A. G. CARDEW,
Ag. Secretary to Government.

To the Superintendent, Government Museum.

Exd. P. Seetharam.

[Annexure]

ANNEXURE.

RULES FOR THE GRANT OF HOLIDAYS TO MUSEUM SERVANTS.

A Government servant, employed on the subordinate staff of the Government Museum, Madras, whose attendance is required, otherwise than as a punishment, on a holiday, shall be granted a holiday on another day when opportunity offers. A Government servant of the religious persuasion which observes a holiday shall not, if his attendance can be dispensed with, be required to attend on that day.

2. Compensatory holidays shall not be taken without the permission, obtained not later than the previous day, of the authority competent to grant casual leave. The penalty for the infringement of this rule is a fine of two days' pay: Provided that when application for such permission is made on the morning of the day for which leave is desired and the applicant produces satisfactory evidence that his absence is unavoidable, the fine may be remitted.

3. (a) No holiday shall be taken after the expiry of six months from the holiday for which it is substituted.

(b) Compensatory holidays may be granted in advance by the Superintendent: Provided that they shall be granted within the quarter of the official year beginning with the 1st of April in which fall the holidays for which they are substituted.

(c) The Superintendent may require the subordinate affected to take the compensatory holiday on any date within the six months which he may find convenient.

4. Not more than seven compensatory holidays shall be accumulated, and a lower number may be fixed by the Superintendent.

5. Compensatory holidays may be combined with casual leave or with other holidays: Provided that the total period of absence from duty shall not exceed ten days.

6. The compensatory holidays due to and taken by each member of the staff shall be entered in the page devoted to him in the leave book.

7. “Holidays” include Fridays and the last Saturday of each month, but do not include Sundays.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 14, EDUCATIONAL, DATED
8TH JANUARY 1904.

[SUBJECT.—*Holidays for the Museum staff.*]

From the Superintendent, Government Museum, No. 1001, dated 19th November 1903.

The Superintendent, Government Museum, submits for approval certain rules regulating the grant of holidays to the members of the Museum establishment who attend office on all gazetted holidays. Mr. Thurston apparently wants these rules to be substituted for those sanctioned in G.O., No. 942, Public, dated 17th October 1903, but it is submitted there is no necessity for it. The rules contained in the Public G.O., quoted provide for all that is necessary. The Museum is a special institution which has to be kept open on all gazetted holidays but there is nothing to prevent servants attending on gazetted holidays from being allowed to be off duty in convenient batches during the next few days. If they want the leave to accumulate, the rules already sanctioned must apply.

2. Mr. Thurston's rules, however, are really supplemental to these rules and he may be informed that there is no objection to their adoption as such but not otherwise.

3. The following modifications, however, seem necessary before they can be adopted as supplemental rules :—

(1) The words "or Asylum Press Almanack" in line 2 should be omitted. The words are unnecessary and the Asylum Press Almanack is no authority for gazetted holidays.

(2) The words "and Sunday" in line 4 should be omitted. The Museum is open on Sundays but is closed on Fridays instead. The establishment is not therefore entitled to any holidays for working on Sundays.

Yes, but we must then include Friday as an authorized holiday: for the establishment will be entitled to a holiday if it has, by any chance, to work on Friday.

A. GALLETT.

(3) The sentence "leave on holidays will ordinarily be limited to a maximum of ten days consecutively" should be omitted. The sanctioned rules allow of only seven days' accumulation and it is submitted that this is quite sufficient. A man who attends on a gazetted holiday should, as already stated, take his leave within the next few days; but if he allows his leave to accumulate he should not be granted more than seven days' accumulated leave as already decided.

(4) Similarly the words "and within six months of the public holidays for which they are substituted" may be inserted after the words "the holidays must be taken during the official year". The word "and" after these words may then be omitted, the remaining portion of the sentence being made a new sentence. The alterations are shown in pencil in the original.

A.—It is submitted that the word used by Mr. Thurston is "may". He seems to want power to grant holidays in advance.

P.T.T.—27-11-03.

Yes, I withdraw. I took "may be availed of" to mean "will usually be availed of" as otherwise the sentence seemed unmeaning. But I suppose it means that if you earn a holiday in June 1903 you may take the compensatory holiday in advance, say, in May.

A.G.

That is so.

E. THURSTON.

In the office-note it is suggested that Mr. Thurston's rules should be sanctioned, with modifications, as rules supplementary to the rules in G.O., No. 942, Public, dated 17th September 1903. The Museum authorities would then have to refer to two sets of rules.

Granting that the Museum, in view of its special circumstances, requires special rules, it would appear to me sounder to consolidate the elaborations¹ or concessions² of Mr. Thurston's rules with the body of the rules, as far as they remain applicable, in G.O., No. 917, Public, dated 16th September 1902, and G.O.,

¹ Special entries in the leave book.

² Abolishing the ten days maximum — a concession which seems reasonable.

No. 942, Public, dated 7th September 1903. The consolidated rules, which would apply only to the subordinate staff of the Government Museum, would then run [as shown in the annexure to G.O., No. 14, dated 8th January 1904].

May this draft be referred to Mr. Thurston?

A. GALLETTI—27-11-03.

Yes.

A. G. CARDEW—27-11-03.

To the Superintendent, Government Museum.

The amalgamated rules seem to be sound.

E. THURSTON—28-11-03.

The draft placed below is submitted for approval. If approved, it may be put in type before submission to the Secretary. Should it not be sent to Public for acceptance?

P. T. THARYAN—3-12-03.

Yes. The rules altered are Public department rules.

A.G.—4-12-03.

A.G.C.—17-12-03.

To the Public department.

PUBLIC DEPARTMENT.

The draft may be accepted in Public. The special circumstances of the Museum call for a modification of the ordinary rules relating to holidays.

2. Attention is invited to the Hon'ble Mr. Forbes' note of 11th October 1903 at page 3 of the K.W. of G.O., No. 942, Public, dated 17th October 1903. The Educational department might perhaps word the rules so as to avoid the term "compensatory" holidays.

C. S. SIMPSON—21-12-03.

I do not think we need object.

M. HAMMICK—25-12-03.

To the Educational department.

EDUCATIONAL DEPARTMENT.

The draft is submitted to Honourable Member for approval. It would be difficult to get rid of the word "compensatory" all through the rules, without redrafting. As they relate only to the Museum, perhaps they may be approved.

A. G. CARDEW—2-1-04.

G. S. F[ORBES]—6-1-04.

[G.O., No. 14, Educational, dated 8th January 1904.]

Educational (1903) Department.

CURRENT No. 1914 14/5-1-04

From

[Name] Edgar Thurston Esqr.

[Designation] Superintendent, Govt. Museum,

[Station] Madras.

No. 1001

Dated 19th November 1903

Enclosures Nil.

Received 15 NOV 1903 190

Registered 20-11-1903

SUBJECT.

Forwarding for approval, the rules regulating the holidays for the members of his staff.

BACK PAPERS.

FURTHER PAPERS.

2

To

The Secretary to Government,
Educational Department.

From

With reference to endorsement No. 620,
Educational, dated 5th November 1903 on G. O.
No. 942. Public, dated 17th October 1903, I have
the honour to state that, as the museum is kept
open on all gazetted holidays unlike other public
offices (vide G.O. no. 88, Public, dated 28th January 1876),
the members of the staff are not able to avail
themselves of the holidays as they fall due. The
following rules have, therefore, been framed for
regulating their holidays, and I request that
they may be approved irrespective of the rules
contained in G.O. above quoted:—

"At the commencement of the official
year gazetted holidays, notified in the Gazette
or Asylum Press Almanack, to which each member
of the staff is entitled during the year, will be
entered in the page devoted to him in the leave
book; and also the last Saturday and Sun-
day holidays to which he will be entitled.

3

[E. & L.]
218

500-18-9-03.

TELEPHONE MESSAGE.

From

THE HEAD CLERK, ~~at~~
EDUC. AND LEG. DEPT.,

To

First Asst. Govt. Museum
THE MANAGER, OFFICE OF THE D. P. I.
HEAD CLERK, P. W. D.

Dated 25-11-1903.

Please let me know if the
museum is closed on Fridays
just like the Commemorative Public
Library.

Telephoned 7/4.
25-11-03
M.H.

Reply is placed below.

TELEPHONIC MESSAGE.

No.

Date,

25-4-

190

3

8

11

Hours

35

Minutes.

From

First Adk

Post Museum

To

H. C.

85

Reply.

yes

Adk

25/4

32

READ ALSO:—

C. No. 1914, From the S. G. M., No. 1001, dated 19-11- 1903

ORDER No. 14, dated 8-1-1900

P.

The Supplemental rules proposed by Mr. Thurston will be amalgamated with the ~~general~~ rules sanctioned in G.O. no 942 Public d^o 17th October 1903 and the amalgamated rules, prescribed for the Gov^t Museum. They are printed as an Annexure to these proceedings.

Aug 4. 12. 3

3/12/23

Annexure

(H.R. rules drafted by A.S.)

To the S. Gen. Sept 5 6/2/4

3 - 11 - 11

1001

m.p.d.

11/11

The Supplemental notes
prepared by Mr. Thurston will be
submitted with the original notes
of the 1st of Dec. 1900 and the original
notes prepared for the 1st of Dec. 1900
and the original notes prepared for the 1st of Dec. 1900
and the original notes prepared for the 1st of Dec. 1900

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DATED

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