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MS. SERIES. (6)

G.O. No.

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Dated

12-9-1945-

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[Despatch Abstract.]

Library - Connemara Public Library - Two peons and one sweeper -
Sanctioned.

Back Papers.

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

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Mr.	1250.	Edw.	17-5-48.				
"	2948.	"	21-9-49.				
"	2786	"	6. x. 50				

From

Sri R. Janardhanam Naidu, B.A., L.T.,
D.E. (Oxon.), D.L.S. (Lond.), F.L.A.,
Librarian, Connemara Public
Library, Egmore, Madras.

To

The Secretary to Government,
Education & Public Health Dep
Fort St. George, Madras

6 AUG 1945 No. 658 A/45/C.P.L. dated 5th August 1945.

Sir,

Subj:- Request for sanction for two additional peons and
a sweeper for the Connemara Public Library.

35367

I have the honour to request the Government will be pleased to sanction the employment of two additional peons and a sweeper for this Library as with the present sanctioned strength of six peons and a sweeper it is found exceedingly difficult to cope with the daily work. I mention below some of the chief reasons that will prove the imperative need for the additional strength.

Unlike most of the other Government Offices the Library works for nearly ten hours daily from morning 8-30 a.m. to 6 p.m. and to avoid any disturbance to the readers, the cleaning work is done starting at three quarters of an hour earlier than the opening time. The peons work by shifts' system, that is to say, a set of three peons come in the morning and work for three hours and are relieved by another set of three at 10 a.m. who go on till 1 p.m. when they go out for an interval of half an hour relieved by those of the morning. Thus from morning 8-30 a.m. till 1 p.m. there will be only three peons in the Library of whom one will be at the gate, another keeping a watch over one half of the Library and the third the other half which will leave no peon to watch the Library extension which is a bit away from the main portion.

As the Library works on public holidays also, there is no certainty that between 8-30 and 1 p.m. there will always be three peons at a time, as one peon or other is likely to be on casual leave or compensation leave, the latter leave being granted to any as a compensation for having worked on a public holiday, permitted to do so under a Government Order. Even when no peon is absent from duty, yet there may not be three peons at a time till 1 p.m. for the reason that one may have to be sent on outdoor duty, to Accountant-General's Office, Secretariat or any other necessary place. Thus, at one time, there may be no more than one peon in the Library who will be at the gate to attend to the visitors, to receive their things for safe custody and to deliver them back, and to watch the books going out on loan verifying them with the gate passes issued for them. The peon at the gate should be changed hourly to keep the person vigorous for the watch, but sometimes for want of another the same man will be kept for hours together. Due to the open access system prevailing in the Library the watching work inside the Library should be done most carefully, otherwise it will lead to loss and severe mutilation of books. But sometimes due to want of peons, and how it occurs is shown in the details given above, no watching at all is possible to be exercised for certain portions, which is really a great drawback.

All the peons are available in the Library in the afternoon, but there is no certainty that on all days all will be available, as one or more may be on compensation or casual leave and one or more may be out either to Secretariat or Accountant-General's Office or Bank or to Government Press to take books for binding or to the place of the book-seller to deliver the bill passed for payment or to the railway station to send parcels of books to the Mofussil Libraries. One of these peons will be taken away by the Library office to help them in their various services such as for despatching covers, to go to post office to register letters or to send money orders and so on. This will leave very few peons for attending to the duty of watching, and to the duty at the entrance as explained above.

There is another very important duty in the Library for the peons namely, the cleaning of books and periodicals daily. Due to open access system the books are no longer in closed cupboards but in open shelves and need constant cleaning, else they will deteriorate due to coating of dust and mud. For this purpose the Library is divided into six divisions each of which is entrusted to a peon for cleaning purpose, though for effective cleaning it should be divided into smaller divisions. But even for six divisions there is no guarantee of daily cleaning as the peon in charge of a division may be on leave or may be away on out-door duty or may be put on duty to watch throughout the day that he may have no time left for cleaning.

Apart from the defects mentioned above for want of enough peons, I have to mention two more important items to justify the need for at least two more peons. As long as the Library was under the charge of the Principal Librarian who was also the Superintendent, Government Museum, he was having a personal peon to look after his needs, but that peon was of the Museum and not of the Library. But when the Principal Librarian's post was abolished and when the Librarian was put in sole charge of the Library since April 1939 no personal peon was given to him and therefore there is no peon to attend to his needs. Besides, the Library office was hitherto, mostly a part of the Museum office which has a peon to attend to its office needs, but now though the Library office has become entirely separated from the Museum

and is independent of it, the former has no peon to attend to its needs.

Since taking charge of the Library in April 1939 I have been intending to approach Government for additional peons placing before them all the above details but due to war I have been putting it off, but now as I feel that the war is almost over and as I am anxious that the quality of Library service should be effectively improved as a post-war measure among which keeping the volume inside the Library tidy and clean and in proper places free from mutilation, is an important measure, I feel justified in placing this measure before Government to obtain sanction for two more peons, and I hope in the interest of service the Government will be pleased to grant it.

I have also to submit that there is a pressing need for three sweepers to sweep the Library with its extension. There was never a time when it had not at least two sweepers of which one was maintained by the Madras University when half of the Library portion was occupied by the University Library. With the exit of the Madras University Library, Connemara Public Library has occupied the entire Library buildings which cannot be swept except with the help of two sweepers. Though the sanctioned strength of sweepers is only one, my predecessor has been employing a temporary sweeper every year under the power vested in him in para 1. of item 37 in Appendix 7 of Madras Financial Code Volume II meeting the cost from the small unspent balance of the annual budget under the contingencies. I have continued the same practice since taking full charge of the Library in April 1939.

It has been possible for a long time to employ a temporary sweeper as his pay was not much, namely Rs.12/- a month, but now with the increased pay and dearness allowance it comes to Rs.30/- per month to meet which from the unspent balance it will be hardly possible. Unless there are two sweepers for the Library it will not be possible to keep the building with the extension in a clean condition. In the earlier portion of the letter I have stated that before the public are let into the Library in the morning at 8.30 a.m., withing about three fourths of an hour the whole Library hall, where the readers assemble for study, has to be swept by the sweepers to avoid disturbance to the readers when they begin their study, which cannot be done unless there are two sweepers. Besides the entire Library and the extension, the Library office and the research workers' room also have to be swept. The sweepers are also entrusted with the work of steady water supply to the constant stream of visitors, getting water from the distant pipe, particularly a heavy task during summer. They have also to prepare the paste for pasting and binding work; in fact they have a number of minor services to perform.

Unless there be at least two sweepers, when one is absent due to illness or any unforeseen circumstances there will be none to clean the Library. The sweepers, being poor people, it happens, sometimes that one of the two falls severely ill and unable to turn up for work even for a week or ten days. It is so difficult, particularly at the present time, to get a substitute and the work is somehow, though imperfectly, managed by the other person; but what will be the state, if the other is not available, cannot be imagined.

The Library service is of late enormously increasing, the Library being exhaustively made use of both by the Military and civil personnel, the toll of membership enrollment mounting up from day to day. I can enclose copies of number of letters to prove the usefulness of the Library, though I am content just to enclose only three as specimens. Under the circumstances I hope the Government will be pleased to extend their usual kind patronage to the Library and sanction the requested additional strength namely two peons and a sweeper the barest number required which I have ventured to request of Government after most careful consideration, the sanction of which will greatly ensure the safety of the most rare and valuable Library property (books and periodicals) and enhance their usefulness to the Military and civil personnel a very great deal.

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

R. Janardhanam

LIBRARIAN. (6. VII. 1945)

EXP.#(A)

The G.O.s. required for this file have been called for.
This may lie over till 15/8/45

As the G.O.s. have not yet been recd. this may lie over

From : Major H. K. Percy-Smith, Club of Western India, Poona,
To : The Librarian, Connemara Public Library, Madras.

Dated 12th May 1945.

Dear Sir,

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May I take this opportunity of thanking you for the assistance you gave me in 1943. I much regret that pressure of work here has prevented me from visiting you again.

Yours faithfully,
(Sd.) H. K. PERCY SMITH.

From : William Dray, Flight Lieutenant, J-12953, RCAF, Section 25,
Ceylon Air Forces.
To : The Librarian, Connemara Public Library, Madras.

Dated 3rd June 1945.

Gentleman,

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May I express my appreciation for the courtesy and assistance always afforded me when I visited the Library. I am very sorry that my leaving Madras makes it impossible for me to continue using it.

Sincerely yours,
(Sd)(Wm. Dray)
Flight Lieutenant,
J-12953, RCAF.

From Mr. G. D. Jeavons, John Dickinson & Co., Ltd, P.O. Box 77, Madras.
To : The Secretary, Connemara Public Library, Pantheon Rd, Egmore, MADRAS

Dated 1st Feb. 1945.

Dear Sir,

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I would like to express my thanks for the service and courtesy I have always received, and my Membership of this Library has been enjoyable to me.

[P.T.O.]

Yours faithfully,
(sd) G. D. Jeavons.

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From P/O A.J. S. McMillan, 156845, Royal Air Force, B.R.D. WORLI.
To the Librarian, Connemara Public Library, Madras.

Dated 26th July 1944.

Dear Sir,

I should like to take this opportunity of saying that the Madras Public Library is the best I have had occasion to use either in India or England.

Yours truly,
(Sd.) A.J.S. McMillan.

Connemara Public Library.

C.No.35337.A.45.

From the Librarian, Connemara Public Library
No.658 A.45./C.P.L. dated 5-8-1945.

Sub:- Library - Connemara Public Library - Two
peons and one sweeper - Sanctioned.

ORDER/MS. 1407... Edn. Dated. 12.9.45.

Sanction is accorded to the employment in the
Connemara Public Library of ^{an} additional staff of two
peons and one sweeper for a period of two years in the
first instance.

To
The L.C.P.L.
The A.G.thro' Finance.

[Signature]

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C.No.35337.A.45.

From the Librarian, Connemara Public Library, No. 45.CPL.
dated 5th August 1945.

Sub: Sanction for two additional peons and a sweeper for the Library.

The Librarian, Connemara Public Library, requests that two posts of additional peons and a sweeper may be sanctioned

for the Library. The sanctioned strength of peons in the

Library is six, and that of the sweeper is one. For the

reasons mentioned by the Librarian his proposals may be supported in this department.

The scale of pay for the peons is Rs.12-17; The total expenditure on employment of two peons is Rs. will be about Rs.350/- per annum plus dearness allowance of Rs.384/-

The expenditure on the sweeper will be met from contingencies and the estimated cost of it is Rs.360/-. As the total

cost of the proposal is only Rs.1094/- it does not seem necessary the proposals should be treated as a part-scheme for 1946-47. The proposals may start with, be sanctioned for a period of two years.

The case may be sent to Finance for remarks.

U.O.No. 35337-A-1. Edu
30.8.1945



3920061

As the non-availability of the services of the full complement of peons due to casual leave and other causes are not peculiar occasions is common in all offices it cannot be regarded as a valid reason to sanction additional staff in the library. It is not usual to sanction additional staff to fill up casual vacancies. Some addition is considered necessary.

(as against 2 proposed)

one person and one sweeper in addition to

the existing strength. The pay & d.a of the sweeper should

not exceed the market rate. If the above suggestion is accepted the extra cost works out to Rs 760/- monthly p.a.

As the staff proposed is intended to meet the normal increase of work it is not necessary to treat the proposal as a Part II Scheme for 46.47.

For the reasons given by the Librarian the proposal may be accepted

4.9.45
G. H.

File no 3920081-1
4-9-45

39262

Edu. and P.H. Dept

4 SEP 1945

A draft order is subd. for approval.

11/9/45
8.9.45

11/9/45