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Scott. II-27-37,094-12-11-67

Education .P.H.

(194₆) Department.

mis.

SERIES.

G.O. No.

1027 Edn.

Dated

24-5-46

[Despatch Abstract.]

Libraries - C.P.L- Sri S.R.Naidu - Attender - Temporary promotion
as Asst. - Grant of offg. allowance - Approved.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.
10	117	En	29-1-44			
10	718	En	13-5-42			
10	2307	Ar	31-10-31			

Further Papers.

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

From Sri.R.Janardhanam Nayudu 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 Dept.,
Fort St. George, Madras.

No. 877A/46/CPL dated 13th March 1946.

Sir,

Subject: Establishment - Connemara Public Library - Temporary
Promotion from Attender to Assistant - Officiating
Allowance - Admissibility - Request for.

14729
I have the honour to state that recently there arose a temporary vacancy in the post of one of the Library Assistants for which an attempt was made to secure a qualified person, that is, a candidate holding a Secondary School Leaving Certificate with qualifying marks for Government service, but this proved futile. As it was not possible to keep the post vacant the only way open to carry on the work was to promote one of the Library Attenders to work in the vacancy under rule 31 (a) of the General Rules of the Madras Provincial and Subordinate Services. The qualification of this Attender, namely Sri S. Rangabashyam Neidu, is that he had read for a year in the final S.S.L.C. class but did not sit for the public examination, and has put in about 13 years' service in his present post and is now drawing Rs. 28 per mensem plus Rs. 2-8-0 (Presidency Allowance) in the scale of pay of Rs. 19-2/2-25-1/2-30. Due to his continued observation of the work of a Library Assistant on promotion to the higher post (the scale of which is 30-3/2-45-2/2-55 which is the same as that of a lower division clerk) he has been found to work satisfactorily and has therefore been allowed to continue in the temporary vacancy until a qualified person becomes available.

A 2. In G.O. No. 2307 Revenue dated 31-10-1931 communicated with Finance Endorsement No. 34346 C.S.R.-1 dated 5-11-1931, the Government have declared admissibility of officiating promotion from the post of Attender to the post of a clerk in general. Judging from the Government Order which allows an attender an officiating pay when he acts as a clerk, it has been presumed that a similar officiating pay will be allowed to this attender for acting as an Assistant as the reason for admitting such officiating pay in either case is identical. But in the absence of a specific order to the effect that officiating promotion is admissible from the post of Attender to the post of Assistant in the Library, the Accountant-General is unable to admit the expenditure in audit.

3. As the only way open is to approach Government to obtain the necessary sanction, I submit that on the strength of the Government Order alone quoted above, there is enough justification to expect that the Government will be pleased to sanction officiating pay to this or any other competent attender of this Library when he is permitted to act as an (P.T.O.)

Assistant. There is also the following additional reason to support, strongly, my recommendation. If for any emergency vacancy in the post of a Library Assistant, for want of a qualified hand, an outsider is appointed with no required qualification or experience in Library service, for which there is provision under rule 9 a (i), he is permitted to draw the minimum pay of the Assistant's post, while a competent Library Attender, who should certainly be preferred to an unqualified and inexperienced attoutsider, is denied the officiating pay, if he is posted to act in the Assistant's temporary vacancy. The outsider referred to above, posted in the temporary vacancy, is hardly of any use to the Library service for quite a number of days from the start, but if the officiating pay is not given to the competent Attender he is unwilling to act as an Assistant, as the latter post demands work of greater responsibility. Under the circumstances, if the Government are not pleased to sanction my recommendation, it will lead to temporary inefficient service to the public, from time to time, due to the employment of unqualified and inexperienced outsiders instead of the Library Attenders, who will not take up the work for the reason given above.

4. I have therefore the honour to request that for the reason given above, for the period of acting service already rendered by the attender and also in the future, whenever due to necessity, he or any other competent Attender is promoted to act as an Assistant, the Attender may be allowed to draw the officiating pay of the Assistant's post in the same way as an Attender is permitted to act and to draw the officiating pay of a clerk's post.

I have the honour to be,

Sir,
Your most obedient servant,

R. J. Anandachandran
Librarian. [12.11.1946]

E & P H (C2)

G.O. No. 2307 Revenue dated 31-10-31 quoted

on the previous page has been called for from M.R.O.
This may be over till 22-3-46

SR
18/3/46
CWA
20.3.46

SR
21/3/46

E & P H (C2)

T. M. (by post) dated 30-3-46

From the Asst. Secretary, E & P H Dept
To The Librarian, Commemara Public
Library, Egmore.

SR
3/3/46
E & P H - Commemara Public
Library - Temporary promotion
from Attender to Assistant - Offg.
allowance.

Ref:- your letter no. 8774/46/CPH

dated 13-3-46
what are
Please state the duties
of an Attender and those
of an Assistant in the Commemara
Public Library.

SR
26/3/46
CWA
28.3.46
SR
29/3/46

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

To
The Assistant Secretary to
Government, Education and Public
Health Department, Fort St. George,
Madras.



No. 877A/45/C. P. L. dated 9th April 1946.

Establishment - Connemara Public Library - Temporary
Promotion from Attender to Assistant - Officiating
Allowance.

Ref: Your post copy of telephonic message dated 29th March
1946.

I have the honour to state that the duties of an attender and
those of an Assistant are set out in the enclosed statement.

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

R. Janardhanam

Librarian.

(9 . IV . 1946)

DUTIES OF AN ATTENDER
IN THE CONNEMARA PUBLIC LIBRARY.

1. Helping the public wherever necessary to pick out the bound volumes of periodicals for their use.
2. Issuing the loose back numbers of periodicals to the public for consultation.
3. Replacing the bound volumes and loose numbers of periodicals.
4. Releasing the completed sets of periodicals with indexes for binding.
5. Checking the bound volumes of periodicals as they return from Government Press after binding, and labelling them.
6. Issuing the reference volumes that are kept at the counter to the public and receiving them back as they are returned.
7. Arranging the bound volumes of periodicals on the shelves.
8. Collating new books and periodicals and stamping them.
9. Attending to minor repairs to books which are in bad condition.

(P. T. D.)

- 2 -

10. Attending to the Records of the Library office and helping the office clerks to stitch registers, ruling pages etc.
11. Pasting correction slips to all the codes and Manuals that are received from time to time.
12. Helping the Assistants in their work whenever necessary.

**DUTIES OF AN ASSISTANT.
IN THE CONNEMARA PUBLIC LIBRARY.**

1. Issuing books on loan.
2. Receiving books from loan.
3. Answering the queries over the phone.
4. Helping the public to select books with the help of the card catalogues and supplying them all reference material including guidance to the shelves.
5. Collecting fines on books overdue.
6. Arranging the books on shelves.

(P.T.O.)

- 3 -

7. Checking the books and periodicals that are returned from loan and taking action in case of mutilations.
8. Receiving suggestions for additions of books in different subjects and informing the Librarian of them.
9. Sending intimation cards to members for the books that have been registered by them when they became available in the Library.
10. Reminding members, when books become overdue.
11. Replacing books returned from loan and after consultation and when they come back bound from the Government Press.
12. Scrutinising the membership admission cards.

R. J. Anandhan

Librarian.

(9. IV. 1946)

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1. Checking the books in the library and the records.
2. Resolving all questions for editions of books in different languages and the records in the library.
3. Issuing information cards to the public for the books in the library.
4. Maintaining records, when books become obsolete.
5. Referring to the records for the books and after consultation and when they come back from the Government Library.
6. Reporting the records to the records section.

145
24/5

Dr
28/5/46

11
The Librarian, Connemara Public Library,
Sri S. Rangaiah Naidu, attender.
Temporary promotion as assistant -
of official allowance - approved.

Cve. 1479 from the Librarian, Connemara Public Library, No 877/46, 13.3.46

Order 1027 En. 24/5/46.
The Govt. approve, as a special case,
of the temporary appointment of Sri S. Rangaiah Naidu, attender, Connemara Public Library, as library assistant.
His pay for the period he acted as assistant was fixed at Rs 30/-,
the minimum of the scale sanctioned for the assistant's post.

Me.

ATTENDERS in the Connemara Public Library
Promotion as Library Assistants.

G. 14729. C2/46. From the L.C. No. 877. A. 46-CPL d/13-3-46.

The method of appointment to and the qualifications prescribed for the posts of Assts. in the ~~Connemara Public Library~~ are as follows:—

Method of appt.

Appointment should be made by direct recruitment or for special reasons by recruitment by transfer from any other class of service

Qualifications.

No person shall be eligible (a) for appt. by direct recruitment if he has completed 25 years of age; & (b) for appt. by direct recruitment or by transfer if he does not possess the minimum general edl. qualification prescribed in the schedule to the general rules.

2. The Librarian, C.P.L., reports that recently there arose a temporary vacancy in the post of a Library Asst. As no qualified person was readily available for the post he promoted one of the Library attenders, S. Rangabashyam Nayudu, to the post of Asst. under rule 31(a) of the General Rules for Subordinate Services. The Librarian requests: (1) that officiating allowance may be

declared admissible to this Library Attender

(Rangabashyam Nayudu) for the period for which

he acted as Asst. and

(2) that officiating promotion with officiating allowance may be allowed in future to competent Library attenders who are promoted to act

as Assts. due to necessity.

Request edl

(1) above: Rangabashyam Nayudu does not possess the qualification prescribed in the rules; but he has put in about 13 years service as attender and is getting a pay of Rs. 28/- in the scale of 19-30; His appt. as Asst. was made under rule 31(a) of the General Rules. A list of duties of an attender and an Asst. in the Library are given at pp. 7-9 c.f. It will be seen from the list that the appt. of an attender to act as Asst. ^{in special cases} involves the assumption of duties and responsibilities of greater importance. The

C.P. Libr.

The proposal of the Librarian that general sanction may be given for the promotion of attenders as Asst. Libr. cannot be approved. Each case will be considered on its merits as and when it arises.

See Librarian

C.P.L. works

The AG., Tiro Finance

Copy for file.

x Under this rule unqualified may be appt. temporarily

B

Librarian's recommendation that Rangabashyam Naidu may be

granted officiating allowance may be supported. For orders.

the scale of pay for the post of Asst. is Rs 30-55. Rangabashyam is eligible only for the minimum of this scale viz. Rs 30. Request (2) above: For the reason referred to at "B" above the Librarian's proposal may be supported in this Dept.

on the analogy of G.O.No.2307 Rev., dated 31-10-1931.

File may be sent to Fin. u.o. for remarks.

may be supported as a special case. Rule 31(f)

he should give carte blanche to Librarian to make such appointments. Each case has to be dealt with on merits, and the Librarian has to debit each such case for order so that we may judge of the necessity.

Each case has to be dealt with on merits, and the Librarian has to debit each such case for order so that we may judge of the necessity.

Finance (E-III).

The appointment of Mr. Rangabashyam Naidu to the post of Assistant has been made under rule 31(a) of the General Rules for the Provincial & Subordinate Services. Under rule 31(f) of those rules, Mr. Naidu can draw in the post of Assistant his substantive pay as attender (Rs 28) or the minimum pay of the Assistant viz., Rs 30, provided the requirements of F.R. 30 are satisfied in the latter case.

E.P.H. do not propose to approve the general request of the Librarian that officiating promotion be declared admissible from the post of Library attender to that of an Assistant. In that case, it is not possible to allow Mr. Naidu alone to draw Rs 30 as Assistant, even as a special case, unless rule 31(f) is relaxed for which there is no particular justification.

Unless E.P.H. consider that, on merits, there is no case to issue a declaration under F.R. 30, there seems to be no general objection to the Librarian's general request i.e. No.(2) on page 1 above and being sanctioned. This will no doubt enable him to appoint even incompetent men as Assistants under rule 31(a) and to give them officiating pay. But this aspect does not seem to have any



EPH can surely make this decision in each individual case if they wish to do so. I do not see why any relaxation of the rule is necessary.

This is for EPH.

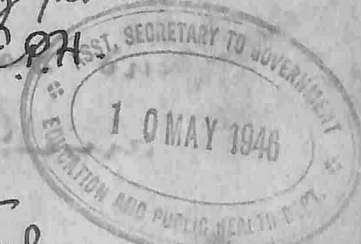
Thru C.S.R.

Fin. no 25876 E/46-1
9.5.46
25308

Relevance to the point viz., whether, on merits, the post of Assistant can be declared as ~~more~~ more responsible than that of an Attender. If, however, E.P.H. consider that the contingency at 'K' above should be avoided, the proper procedure now seems to be to refuse the grant of officiating pay in the particular case of Mr. Rangabashyam Naidu as well. Submitted that Finance may suggest accordingly.

We may accept the proposal in this individual case and agree to fixation of the pay at Rs 30/-, the minimum in the Asst's scale, which is ~~less~~ more than Rs 28/-, the substantive pay as Attender.

This can be done only on the presumption that the offg. appointment involves the assumption of duties and responsibilities of greater importance than those attaching to the Attender's post. So if this presumption is true in one individual case, I cannot quite see why it cannot be accepted as generally true, as it is based not on any individual's merits but purely on the duties & responsibilities attached to the 2 sets of posts. This is, however, a matter for E.P.H.



The Finance dept. has agreed to the fixation of the pay of ~~the pay~~ Mr. Rangabashyam Naidu at Rs 30/-, the minimum in the Asst's scale on the presumption that an offg. appointment involves the assumption of duties and responsibilities of greater importance than those attaching to the Attender's post. On this presumption, Finance has no objection to the general request of the Librarian that officiating promotion be declared admissible from the post of

4-66

of the library attendant to that of an Assistant.
It is for order whether the General Request
of the Librarian may also be agreed to.
Subject to the condition that ^{really} competent
attendants are promoted as Assistants

as a necessity: When no qualified
persons are available for the posts

13/5/46
CWA
16.5.46

The Librarian has stated that
the post of Assistant carries
greater responsibility than that
of attendant. Unless it is
considered necessary to call
for a detailed statement of
the nature of duties of the two
posts, the proposal to allow
promotion to the post of Asst. Libr.
may be approved.

'B', pref
A.C.S. and

16/5/46 JS

he may agree to it as a special case,
and may examine the case when it
arises.

17.5.46

A draft order is submitted for approval

17.5.46
CWA
20.5.46

22/5/46 JS

[Faint, mostly illegible text from the reverse side of the page, appearing as bleed-through.]