

E. & P.H.

(1947) Department.

Ms.

SERIES.

G.O. NO. 1843 Education.

Dated 22nd August 1947.

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[Despatch Abstract.]

Museum - Government - recommendations of the cabinet salaries committee - proposals of the superintendent for reorganization of Museum office - orders passed.

Back Papers.

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

Further Papers.

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

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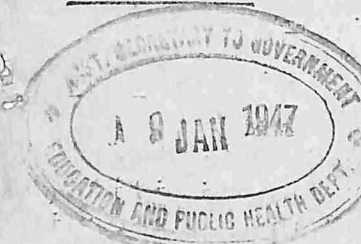
From (Name) Dr. A. Aiyappan M.A.
Ph.D.,
Designation Superintendent
Government Museum
Station Egmore, Madras.

Received _____ Registered _____
To The Secretary to Government
Education & Public Health
Department,
Madras.

Enclosures:

No. 218-1/47 dated 18th February 1947.

Sir,



Subject:- Public Services- Revision of Pay
Scales- Recommendations of the Cabinet
Salaries Committee - Proposals submitted.

Reference:- G.O. Ms. No. 223 Edn. and Public Health
Department dated 23rd January 1947.

I have the honour to submit below proposals for
the re-organisation of the Museum Office Establishment
based on the recommendations of the Cabinet Salaries
Committee.

The existing staff, with scales of pay, is as
given below:-

- 1) Personal Assistant. Rs 100-10/2- 200.
- 2) Head Clerk and Cash Keeper 55-5/2-70/- plus
6/8/- (Presidency
Allowance).
- 3) Store keeper -do-
- 4) Third Clerk
- 5) Fourth " Lower Division clerks 30-55 plus
6/8/-
- 6) Fifth "
- 7) Sixth "

- 8) Caretaker, Museum Theatre. 35-2/2-45. In addition
to his duties at the theatre, attend-
ing to rehearsals and performances,
he has to help office in correspon-
dence work relating to reservation
etc., and preparing several state-
ments.

Recommendation 4. This office falls under B Class in
City offices.

Recommendation 5. Taking into consideration the nature
of work done in the Museum Office, the relative propor-
tion of the staff in the upper and lower divisions has
to be fixed suitably so as to provide a better balance
for upward promotion. The additional clerk (lower
division clerk) sanctioned in G.O. No. 104 Edn. Ms. dated
20-1-47 may also be taken into account for this purpose
thus making a total of 9 persons in the office esta-
blishment. I am convinced that out of the 9 posts at
least four require to be placed on a higher status
than the rest. I accordingly propose that the staff
may be reorganised as follows fitting them in the
scale of pay recommended by the Cabinet Salaries
Committee.

Re
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1. Office Assistant (Personal Assistant's designation changed) 190 - 240
 2. Accountant and Cash keeper 140 - 190
 3. Head Clerk - Upper Division Clerk in charge of Supervisory work Special plus pay Rs10/- 80 - 110
 4. Upper Division Clerk in charge of Stores 80 - 110
 - 5 to 8. Four Lower Division Clerks 45 - 90
- (1 of these four Lower Division clerks is a qualified typist and all typing work is solely done by him. He should be given the allowance of Rs.10/- for typing work).
9. Caretaker.- General Subordinate Service- Revised pay not yet fixed by Government. I recommend that the pay may be fixed as 50 - 3- 80

assigned to the four higher posts. As regards the nature of the duties

The Office Assistant's (present Personal Assistant's) post is one of trust with a high degree of responsibility. The post from the beginning has been filled up by recruitment from the Secretariat, and the pay and prospects should be such as to attract men of sufficient administrative ability and experience and to retain them in the post. The pay proposed is scale (3) approved in Recommendation 23.

The duties of Accountant and Cashkeeper entail heavy responsibilities in that a large amount of cash (permanent advance cash, theatre rent and advance, sale proceeds of coins, publications) and of valuable treasure trove coins, and museum publications are kept in his personal custody. The holder of the post should be a trustworthy man with experience in museum matters as he deals with Budget and other accounts involving contact with all the work in the various scientific sections of the Museum. The pay proposed is scale 5 fixed in Recommendation 23.

I am convinced that considering the nature of the work involved in this office there should be two upper division clerks so as to carry on the work efficiently in consultation with the Curators of the Scientific sections. I enclose a statement showing the nature of the duties attached to the Lower Division Clerks and the Caretaker. I solicit kind reference to Dr. Gravelly's letter No.1376-1/39 dated 25th September 1939 (copy enclosed) in reply to Government Memorandum No.36251-A-2 Edn., dated 18th September 1939. The volume of work has increased considerably since then owing to the large demand for the use of the Museum Theatre for the Museum Publications, and to the general expansion of the activities of the Museum.

Recommendation 18. The contingent establishment consists of the following members:-

- 11 watchmen (5 day and 6 night watchmen)
- 1 Garden maistry
- 2 Men gardeners
- 2 women gardeners
- 4 Sweepers
- 1 Latrine sweeper.

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All the members are full-time servants and their services are essential throughout the year. Though I consider that all of them should be made permanent for the present, it would be desirable to keep some

of them on the present temporary basis and the rest made permanent as shown below:-

Watchmen:	9	(3 day and 6 night watchmen, duties are interchangeable)
Garden Maistri..	1	
Gardener..	1	
Garden woman..	1	
Sweepers..	4	(Four)
Latrine sweeper..	1	
	17	

The rest, namely 2 watchmen and 2 of the garden staff may continue as at present and be paid at market rates as will be fixed by the Government. As regards the pay to be fixed for those proposed to be made permanent, I suggest the following scales of pay in addition to the allowances admissible to the Inferior staff:-

Night and Day watchmen..	15 - 1/2 - 25.
Garden Maistri..(skilled labour with supervisory duties)..	18 - 1/2 - 25.
Garden women and sweepers..	12 - 1/2 - 21.
Latrine sweeper..	15 - 1/2 - 24.

The existing rules regulating the grant of gratuities after a certain length of continuous service may continue. In addition to 15 days casual leave in a year, rules may be framed for them to earn leave at 1/22 of the period spent on duty and leave on medical certificate on half pay for one month at a time - in all 6 months in total one's total service or proportionately to the service.

Recommendation 19. For want of additional hands the normal work of this office suffers a great deal. We have started from 1st January last the system of keeping correspondence and records under the Tottenham Scheme. There is no separate Record Keeper. Accordingly I request that the additional clerk and the attender sanctioned on a temporary basis for one year from 1-4-47 (G.O. No.104 Edn. Ms. dated 23-1-47) may be sanctioned on a permanent basis.

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

A. Aiyappan
Superintendent. (18/2/47)

Statement showing the nature of the duties assigned to the four higher posts. ----- 5

Encl. 1.

Office Assistant:-

1. General administrative work including arrangements for the safety of the buildings and the valuable exhibits and fittings in public galleries.
2. Control over the staff of clerks and inferior servants including the large staff of gallery peons and menials - granting compensation leave to them taking care not to interfere with the current work of the institution.
3. Dealing with all work connected with the routine administration of the Museum so as to relieve the Superintendent of as much of administration work as possible.
4. To arrange personally for the supply of the fittings and furniture for the galleries.
5. To contact personally with applicants for the use of the Museum theatre and to maintain the list of the engagements at the theatre.
6. To keep in personal custody gold and other valuable treasure objects maintaining the register of such objects.
7. To keep in personal custody confidential papers other than those dealt with by the Superintendent himself.
8. Custody of personal files and conduct report sheets of the staff under his control.
9. Added responsibility of holding charge of the Institution during the absence of the Superintendent while on tour or on casual leave.
10. To attend to important correspondence with Government and other subjects involving original proposals for planning new schemes.
11. Correspondence relating to establishment, interviewing candidates for posts of peons and menial staff.

Accountant and Cashkeeper:-

1. In charge of entire cash (permanent advance, theatre rent and advance, sale proceeds of treasure trove coins, publications, Photographs and unserviceable articles and rent for the Museum restaurant).
2. Maintenance of contingent register, service books, leave accounts.
3. Preparation of contingent bills, pay bills, travelling allowance bills, balance sheet etc.
4. Submission of periodical returns in connection with account work.
5. Maintaining stock and sales registers of coins, publications etc.
6. Reconciliation of monthly statement of expenditure at the Accountant General's Office.
7. Added responsibility of holding charge of Office Assistant's duties while on casual leave or on short leave.

Upper Division Clerk- Head Clerk, Supervisory:-

1. General office correspondence other than those dealt with by Office Assistant

2. Correspondence of all the scientific sections excluding purely technical requiring to be attended to by Curators themselves.

3. Examination of fair copies.

4. Submission of periodical returns

5. Correspondence with P.W.D. regarding buildings, repairs etc.

6. Maintaining arrears list of important subjects relating to technical sections.

7. Distribution of Museum publications and administration reports, maintaining exchange lists.

Upper Division Clerk-(In charge of Stores)

1. Maintaining inventory of all apparatus, fittings, furniture, photo negatives, stationery, ~~forms, chemicals and other sundry stores~~ and lantern slides.

2. Preparation of indents for stationery & stores including foreign stores.

3. Maintaining stock registers of the above.

4. Purchase and stock of chemicals & Laboratory equipments.

5. Purchase of photographic articles

6. Purchase of rectified spirit.

7. Purchase of all other sundry articles required for the Museum.

8. To call for tenders for fittings and furniture, such as making show cases etc., for the galleries.

9. Monthly checking of photographic accounts and making a list of prints and negatives taken during the month.

10. To attend to auctioning ~~such~~ of the ~~prints~~ unservicable articles.

11. To contact personally with all the Curators as regards their requirements of furniture and fittings in the respective galleries and issue necessary instructions to the successful tenderers.

12. Distribution of salary to the staff including the menials every month.

13. Keeping account of loose articles stored in the Godown.

P. Arjuna
Superintendent
Government Museum.

Copy of letter No. 1376-1 dated 25th September 1939 from Dr. F.H. Gravely D.Sc., Superintendent Government Museum, to The Secretary to Government Education and Public Health Department.

Subject: Museum - Government - Officiating allowance.

Reference Memorandum No. 36251-A-2, Edn., dated 18th September 1939. I have the honour to furnish below full details of the duties attached to the posts of lower division clerks and caretaker in the Museum.

Duties attached to the posts of lower division clerks.

There are four posts of lower division clerks, two of which are connected with the opening and closing of the galleries. Receiving the sealed key of the key box from the Personal Assistant not later than 6-30 A.M., the morning clerk opens the key box, which will by then have been brought by the peon concerned from the office of the Deputy Commissioner of Police, where it is deposited every evening for safe custody. On opening the office, the night watchmen assemble and produce the two tell-tale clocks. The clerk opens the clocks, takes out the dials which record the night watchmen's patrol and examines the dials for any irregularities in the punching of the clocks. After relieving the night watchmen, he checks the attendance of the peons, the day watchmen, the gardeners and the sweepers. The attendance registers being written up, he accompanies the peons to the buildings which he opens and immediately checks. Returning to office from the opening round, he certifies in a register kept for the purpose that the buildings have been checked and everything is in order. He then attends to the entering of the peons' requirements of compensation or casual leave in the leave application register for Personal Assistant's disposal taking care that the number of peons applying for leave does not exceed the permissible limit per day. Up to this relief by the afternoon clerk at 12 Noon, he pays visits to galleries and the grounds, supervising the work of the peons in the galleries, and the work of the day watchmen and the gardeners. In the intervals of his rounds he attends to such clerical or typing work as has

been left for him on the previous evening.

The afternoon clerk continues the supervision of the work of the peons, and the menial staff and attends to the telephone and other clerical work in the intervals of the rounds. At 5 P.M. the time for closing the buildings, he goes on his final round accompanied by the Duffadar and a night watchman examining all the windows and doors and satisfying themselves that they are properly secured. He also maintains the register of postings of the night watchmen, and certifies in the closing check book that the buildings have been checked. Both these clerks also have charge of a small store of Museum publications for sale to visitors and attends to any such sales, maintaining the necessary accounts.

The other two clerks help in the routine work of the office registering, despatching, typing, examining fair copies, distribution of museum bulletins, maintaining records and exchange lists of museum publications, arrears list, the treasure trove accessions register, and correspondence of a routine nature relating to Museum research work, etc.. The work of all the four clerks is interchanged if so required to meet the needs on current office work, or when any of the clerks are on leave, as frequently happens as the Museum is open on Government holidays in place of which compensation leave is allowed.

Duties attached to the post of Caretaker.

(N) The post of caretaker was sanctioned in G.O.No.677 Law (Education) dated 25th April 1931. He is responsible for the safety and maintenance in good condition of all fittings, furniture, scenery etc., (including electrical fittings) belonging to the theatre and for seeing that the rules prescribed to regulate the use of the theatre are strictly observed. He has to be present at all engagements at the theatre and has ordinarily to be on duty at the theatre not less than three hours before the commencement of any engagement when preparations for it are in progress, and he continues to be on duty until it is over and the theatre

can be closed.

After every engagement he checks all articles of furniture, scenery and fittings in the theatre and if any damage or the loss of any article is discovered, he reports it at once to the Personal Assistant with a view to recovering the damages from the persons responsible therefor.

In addition to the work described above he attends to the following requirements in connection with every engagement:

1. The stage must be made ready for every engagement, with any Government scenery required and the orchestra pit closed or opened, as may be required at the time of booking the theatre.
2. Before and after every engagement, he has to see that the theatre and its premises are well swept; the seats duly dusted and cleaned; and that the doors, windows and ventilators are all opened sufficiently early, and closed and secured before he goes off duty.
3. He must see that the electric wiremen are on duty at the theatre at least one hour before every engagement and that the police attend in time, and he has to record in the register maintained for that purpose, the time of their arrival and of their departure after duty.
4. He has to see that the overhead tanks at the lavatories are completely filled with water before each performance and the taps turned on, the main doors of the lavatories having been opened, and the notice boards put up in good time.
5. He must see that the teak wood barriers intended for the proper control of traffic are put in their right places on the roads, and removed when the performance is over, and that the main gates are opened or closed in accordance with police directions.
6. He must satisfy himself that no person remains in the theatre after the audience has left on the conclusion of any engagement, and must thoroughly examine the theatre before

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- 4 -
closing it. If any of the audience should be found to have left any thing, he has to report to the Personal Assistant first thing next morning.

7. He has to arrange for the necessary repairs to the scenery, furniture and fittings to be attended to during the summer months when there are few engagements reporting to the Personal Assistant all such repairs required.

8. He must inspect all the fire appliances and see that they are in good working order.

9. He must see that nothing belonging to the theatre or to those using it, is left in the passage or verandah during the hours when the museum is open.

Besides attending to these duties at the theatre the caretaker maintains a continuous check on the state of the Museum buildings reporting to the Personal Assistant all repairs required, preparing lists of ordinary and special repairs, and seeing that they are properly carried out.

As his work is somewhat irregular, depending as it does on the demands upon the theatre, he is sometimes also available to help in the office. But as will be seen from the above his main work is not clerical at all, but of an entirely different nature.

(True Copy)

A. Ariyathan
Superintendent
Govt. Museum.

C.No.14058 C2/47.

EDN. & P.H. DEPT. (C2). 11
MUSEUM - Govt. - Recommendations of the Cabinet Salaries Committee - Proposals for the Supdt. for reorganisation of Museum office - Orders passed.

From the S.G.M., Letter No. 218-1/47, dated 18-2-47.

Read also:--G.O. No. 223 P.H., dated 23-1-1947.

ORDER/MS. 1843 EDN., DATED 22-8-1947.

The Govt. have considered the proposals of the Supdt., Govt. Museum, for giving effect to the recommendations of the Cabinet Salaries Committee in respect of the establishment of the Govt. Museum and pass the following orders:--

(i) RECOMMENDATION 4: The proposal to classify the office Govt. Museum/as a 'B' class office is accepted.

(ii) RECOMMENDATIONS 5 & 23: The proposal to alter the designation of the post of "P.A. to S.G.M." into "Office Assistant" is approved. The Govt., however, decline to approve the proposals of the S.G.M. that the scale of pay of the Office Assistant should be raised to Rs. 190-240 and that one of the posts of the L.D. clerks should be converted into a U.D. clerk's post. The proposal that one of the U.D. clerks should be designated as 'Head Clerk' and granted a special pay for supervisory work is also not approved.

(iii) RECOMMENDATION 18: The existing arrangement should continue pending further orders.

(iv) RECOMMENDATION 19: The permanent retention of temporary posts should be deferred till final orders are issued after the receipt of the recommendations of the Retrenchment and Re-organisation Committee.

The S.G.M. is informed that the pay of the Caretaker has been revised and that the revised scale is Rs.45-1-55 (vide page 12 of G.O. 78 Fin., dated 6-2-1947.)

To

The S.G.M.
" A.G. (thru)
Fin.)
2 S/Cs.

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11.8.47

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16.8.47

C.No.14058 From the S.G.M., letter No. 218-1/47 dated 18-2-47

GOVERNMENT MUSEUM--RECOMMENDATIONS OF THE CABINET SALARIES COMMITTEE--PROPOSALS FOR GIVING EFFECT TO.

The S.G.M. has sent in proposals to give effect to the recommendations of the Cabinet Salaries Committee and they are examined below:-

Recommendation 4 - Classification of offices:-

The classification of the Office of the Govt. Museum as 'B' class office may be accepted as it is in accordance with the above recommendation.

Recommendation 5- Reorganisation with a view to the relative proportion of Superintendents, U.D. clerks and L.D. clerks according with the nature of work done and providing a better balance for upward promotion:

In the Govt. Museum, there is a post of P.A. to the S.G.M. borne on the Madras Ministerial Service, 2 posts of U.D. clerks (designated as Head-Clerk and Cash-keeper and store-keeper) and 5 posts of L.D. Clerks (including the temporary post of L.D. clerk in G.O.No. 104 Ean. dated 23-1-47). Thus for the 5 L.D. clerks, chances of promotion lie only 2 out of the three higher posts. The S.G.M. has taken into account the post of caretaker, Museum Theatre, among the L.D. clerks and this is inadmissible as the caretaker does not belong to the Madras Ministerial service but only to the Madras General Subordinate Service. One of the posts of five L.D. clerks may therefore be converted into a U.D. post in which case the proportion of U.D. to L.D. posts will be 3: 4. This is the recommendation of the S.G.M.

Recommendation 18--Incremental scales of pay, permanency, conversion into regular establishment, leave and gratuity in the case of contingent, day extra and piecework establishments:-

* Recruitment to the post of P.A. to S.G.M. is usually from Secretariat as per experience.

I do not think the proposed conversion of 1 L.D. clerk into a U.D. post is necessary. The proportion of U.D. to L.D. clerks is 3:4. There are 2 U.D. posts for which 4 L.D. clerks can aspire for promotion. No change is necessary. Please see A above also. Change is necessary.

RECOMMENDATION 19-PERMANENT RETENTION OF TEMPORARY POSTS:

The permanent retention of temporary ~~xxxx~~ staff can be considered only after the decision of the ~~Retrenchment and Reorganisation~~ committee are received. Fixation of scales of pay for the contingent ^{staff} proposed to be made permanent staff may also be taken in up at that time. Similarly, the consideration of gratuity and leave terms to contingent staff proposed to be retained only on a temporary basis may be postponed.

RECOMMENDATION 23-Classification and pay of posts:-

The change of designation of the post of P.A. to S.G.M. to Office Assistant may be accepted. The post of "Head-Clerk and Cash-keeper" is proposed to be designated as "Accountant and Cash-keeper." This is inadmissible, as the pay of the post is only that of an U.D. clerk. The designation of the post may be Head-Clerk and he will be eligible for the special pay for supervisory work.

As regards the post of P.A. to S.G.M. borne on the Madras Ministerial service and proposed to be designated hereafter as 'Office Asst.' the following staff compares the scale of pay of ~~the post of P.A. to S.G.M. borne on the Madras Ministerial Service and having similar supervisory work:-~~

DESIGNATION OF POST	PRE 1933 SCALE OF PAY	1933 SCALE OF PAY	1938 SCALE OF PAY	1947 SCALE OF PAY
1. P.A. to S.G.M.	125-5-175-7½-250	100-10/2-200	100-8/2-140 10/2-190	140-5-190
2. Senior Asst. M.R.O.	200-10-250	175-15/2-220	165-12½/2- 190-15/2-205	190-10-240

This department recommended to the cabinet salaries committee the scale of pay of Rs 120-5-170-20-220 for the post of P.A. to S.G.M.. But in the revised scales of pay for Subordinate Services the scale of pay of Rs 140-5-190 has only been fixed by Government. The S.G.M. now proposes that the scale of pay of Rs 190-240 may be fixed for the post of P.A. to S.G.M. proposed to be designated as Office Assistant ^{for the post} can be on either of the scales of pay of Rs 190-240 or Rs 140-190 and the S.G.M. is in order in recommending the former scale of pay instead of the latter fixed by Govt. for the following reasons:-

P.T.O.

the following reasons:-

(1) the post is one of trust with a high degree of responsibility involving the control of a big establishment.

(2) the incumbent of the post holds charge of the Institution during the absence of the Superintendent while on tour or on C.L.

(3) the post from the beginning has been filled by recruitment from the U.D. clerks of the Secretariat and the pay and prospects should be such as to attract men of sufficient administrative ability and experience and to retain them in the post. (The revised scale of pay of U.D. clerk in the Secretariat is Rs 90-5-125-10-175 and his prospects of promotion are to that of a Superintendent's post carrying a scale of pay of Rs 200-20-400).

(4) the revised scale of pay for the post carries a lesser maximum than the pre-revision scale as shown in columns (3) and (5) of the statement on p 2 ante.

(5) Revised scales of pay for posts are usually an enhancement over the pre-revision scales of pay and more or less approximate to the pre 1933 scales of pay for the post. In the statement ^{on p 2 ante} comparison is made with the post of Senior Asst. in the M.R.O. a post carrying similar duties of control and in the Madras Ministerial service. The maximum of the pre 1933 scale for the two posts in question is Rs 250/- only. In the revised scales of pay, a maximum of Rs 190 has been fixed for the post of P.A. to S.G.M. while a maximum of Rs 240 has been fixed for the post of Senior Asst. M.R.O.

For the reasons stated above, and especially items (4) and (5), the scale of pay of Rs 190-240 recommended by the S.G.M. for the post of P.A. to S.G.M. may be supported in this Deptt. and Fin. requested to reconsider the case.

The S.G.M. states that revised scale of pay has not been fixed by Govt. for the post of caretaker. He may be informed that revised scale of pay has been fixed for

P.T.O.

the post and that it is Rs 45-1-55. He may be asked to look under Madras General Subordinate Service class II- Govt. Museum on page 12 of G.O.No. 78 Fin. dated 6-2-47.)

2. The case may be sent to Finance for remarks.

Finance(Salaries).

Please see E.& P.H. note on pp.1-4 above on the recommendations Nos.4, 5, 18, 19 and 23 of the Cabinet Salaries Committee. The following remarks seem called for:-

Recommendation 18. The question of laying suitable scales of pay for contingent establishment is under consideration separately and the Board of Revenue has been consulted in the matter. Pending issue of final orders, the existing arrangements may be continued.

Recommendation 23. (i) Pay of the Personal Asst. to the Superintendent, Govt. Museum. It is proposed to designate him "Office Assistant" for the reasons given overleaf allow him a higher scale of Rs 190-10-240, in lieu of the scale of Rs 140-5-190 already sanctioned for the post.

It will be obvious from para 1 on p.1 C.F. that the office clerical establishment of the Govt. Museum is a small one more or less comparable with Revenue Divisional & District Educational Offices. The Revenue Divl. Officers and District Educational Officers are also touring officers and in their absence the Head Clerks ~~in these offices~~ ^{primarily} are in charge of these offices. Their scales are as follows:-

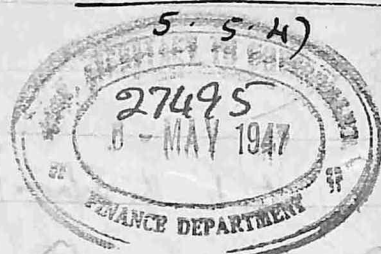
Head Clerks, R.D.Os(I.C.S.) .. Rs 110
& Non-I.C.S.)

" D.E. Offices .. Rs 80--110

Having regard to the position, the revised scales sanctioned for the Personal Asst.(Office Assistant) is liberal enough. Attention is invited to the extract of the Govt.

E & P.H. No.

1405802/47-1512



para 5 imp 20/10/47

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Press note which sets out briefly the various considerations and principles by which the Committee was guided in recommending the revised scales. The object of the revision was to secure ~~an~~ fair scales of pay and it will be obvious that the Committee made a de novo examination of each case, and took into account, among others, the qualifications, duties and responsibilities attached in determining the rates. In certain cases, it found the existing scales unsuitable from every point of view and even suggested reductions, to avoid perpetuation of the existing inequalities and anomalies.

In face of these considerations, there seems to be no force at all in the arguments on p.3 above. It is not incumbent on the existing incumbents on the old scale to change over to the revised scale, if it is not advantageous to him. Piecemeal proposals of this kind create different impressions on the services and the public and also cause delay in the working of the revised scales. Finance may therefore advise against any further enhancement.

(ii) Special pay for the U.D. Clerk to be designated Head Clerk. The strength of the office establishment works out to 8 including the Personal Asst. and the Care-taker and it is stated that the post of the Personal Asst. is one of trust with a high degree of responsibility. Obviously, he is in charge of the office, next to the Superintendent. In this view, the need for another Head Clerk in such a small office is not apparent. Finance cannot agree to the proposal to designate an U.D. post as the Head Clerk and grant him a special pay.

This department may, ~~as~~ otherwise, agree with the views of E & P.H. on the other points and the case may be returned to E & P.H.

CH 25/4/47

15/5/47

E-P.H.

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This Dept recommended that the post of "Head Clerk and Cashkeeper" to the Govt Museum may be designated as "Head Clerk" and that he may be given special pay for

Supervisory work and (2) that the scale of pay for the post of "P.A. to S.G.M." to be designated henceforth as "Office Assistant" maybe fixed at Rs 190-240 instead of Rs 140-190 fixed by Govt. Fin. do not agree to the above two recommendations of this Dept. The matter is further examined below:-

(a) SCALE OF PAY OF P.A. TO S.G.M. (OFFICE ASSISTANTS):-

Please see portion marked 'A' in Fin. note on p.4 ante. The analogy is not a correct one. Account is taken only of the ministerial staff in the Govt. Museum only; the P.A. to the S.G.M. is in charge of the charge of the general administration of the museum both in office and outside in the big compound of the buildings. The control of the other staff in the museum which is large is really taxing; the Supdt. will generally be looking after the technical side of the museum administration and its improvements. The other staff consists of

(1) Taxidermists	2	(6) Peons	38
(2) Photographer	1	(7) Watchmen	11
(3) Printer	1	(8) Gardeners and garden maistry	5
(4) Attenders of the various sections in the Museum.	7	(9) Sweepers	5
(5) Duffadar.	1	Total.	71

The control of this large staff is not an easy one. Several representations and complaints will be received each day from the staff and the Public. The P.A. to the S.G.M. will have to attend to them all. Taking this factor into consideration along with the reasons adduced on p.3 ante, this office is not comparable to the offices of R.D.Os. or D.E.Os, and there is a clear case for a revision of the scale of pay of this post as recommended by this Dept. Fin. D.S. has marginally remarked on p.5 ante that the scale of Rs. 140-5-190 is the usual scale for posts previously starting on Rs. 100/-. It may be mentioned that the curators in the Museum who started on Rs. 100/- like the P.A. to S.G.M. are now given the scale of pay of Rs. 120-240. Further reason 3 on page 3 ante is very relevant in this case. Appointment to the post of P.A. is made from the U.D. Clerks of the Sectt. It has been held in similar cases (Case of Asst. Curator, M.R.O.) that the minimum of the higher post should not be less than the maximum of the lower post. Fin. have accepted this view. Applying this the scale recommended i.e. Rs. 190-240 deserves consideration.

(b) HEAD CLERK AND GRANT OF SPECIAL PAY FOR SUPERVISORY WORK:-

Finance are not agreeable to the grant of special pay for

for supervisory work. Since the office is a small one consisting of 8 persons including the P.A. to S.G.M. and the care-taken and since the P.A. to S.G.M. is obviously in charge of the office next to the Supdt. This Dept. may agree with Fin. on this point.

2. Fin. may be requested to reconsider in the light of the facts stated above.

31/5

31.5.47



33208 sal.

department for a reconsideration of the views of this expressed on p.5 above regarding the scale of pay of the P.A. to the Supdt. Govt. Museum.

Ex-PH now urge that the P.A. has to control a staff of 71 which is no easy task, that a revised scale of Rs. 120-240 has been sanctioned for the Curators in the Museum who were formerly started on Rs. 100/- like the P.A., and that as recruitment to the post is made by promotion of U.D. clerks of the Sectt. it is reasonable that the starting pay is higher than the maximum of the scale of pay of the Secretaries U.D. clerks. They now press for a scale of Rs. 190-240.

The pay of posts has to be fixed mainly with ref. to the qualifications and duties attached to them and the Cal. Sal. Com. has already made its recommendations having due regard to the merits of each case. It does not appear that any proper comparison has been made by comparing the post with that of others. The pay of persons promoted from the Sectt. can be fixed with ref. to F.R. 22, and it is not quite necessary for this purpose to lay down a far higher scale than what the duties warrant with ref. to the argument on P. above, it may be that there is a large establishment in the office, but most of the categories, viz. peons, watchmen etc. are generally under the direction of the Duffadar or attender or the Caretaker and the work of the P.A. is merely making paper arrangements for their control.

Further, as already noted by this department there is a Gazette Supt in charge of the office who is mostly an headmaster, and the responsibility of the P.A is therefore considerably reduced. In this view, and the fact that the Govt have already finally accepted the Com. Sal. Com's recommendation, it does not appear that this department can agree to proposals for chipping and chopping in individual cases, which produce undesirable results in the public service. Finance may therefore adhere to the views already expressed on p 5 above

3/6/47 This dept adheres to the views expressed at pp 4-5 n.f above. On the merits, the scales fixed by the Salaries Committee appear fair & reasonable, and moreover no anomaly is apparent and the Govt. have decided that in such case the scales fixed by the Committee have been accepted as final.

3/6/47 E-PH
Fin memo 33208 Sal/47-1
3-6-47.

46826
4.6.47

CoH Dept
ca

The notes from the middle of p2 ante Re: the revision of the scale of pay of P.A to S.G.M. may be perused. Submitted for orders.

26/6/47

P.T.O.

✓ Co. PH Dept
C2

This case deals with the following recommendations of the S.G.M. The recommendations of the S.G.M, this Dept and of Fin are shown in one view in the following table:-

	Recommendations of S.G.M.	Proposal of CoH Dept	Proposal of Fin Dept
1) <u>11/1</u>	Classification of the Office of the S.G.M. as 'B' class	7 S.G.M. - 11 n.f Proposed, accepted	7 S.G.M. - 15 n.f Proposed, accepted
2) <u>11-2 of</u>	Conversion of one of the posts of first D. clerks into a 2-D. post to provide a better balance for upward promotion	11 n.f Proposal of S.G.M. not accepted as the existing proportion of 2-D & 1-D posts offer a fair chance for promotion	15 n.f Proposal of CoH Dept accepted Finance agrees with E.S.W. and P.H.
3) <u>12-3 of</u>	Proposal to make a portion of the contingent staff permanent and to fix incremental scales of pay for them. The rest of the staff to continue on temporary basis and paid according to market rates. Temporary clerks and attendants to be made permanent	Permanent retention of temporary staff to be considered after receipt of the decision of the Retrenchment and Reorganisation Committee 12 ante	Pending issue of final orders, the existing arrangements to be continued 14 n.f
4) <u>15 of</u>	Designation of P.A to S.G.M. to be changed to 'Office Assistant'	Proposal of S.G.M. accepted 12 ante	Proposal of S.G.M. accepted 15 n.f
5) <u>12 of</u>	P.A to S.G.M. to be given the higher scale of pay of Rs 190-10-240 in lieu of Rs 140-5-190 recently fixed by Govt.	Proposal of S.G.M. accepted as the existing scale of pay of P.A to S.G.M. prior to revision was Rs 100-10-200. Reasons in support of the proposal are on p 32b ante.	Fin are not agreeable to any enhancement of the revised scale of pay fixed for the post of P.A to S.G.M, viz, Rs 140-5-190- Reasons of Fin on pp 4-5 and 7-8 ante
6)	Post of Head clerk and Cashkeeper to be designated as 'Accountant and Cash-keeper'	12 ante Designation of the post may be 'Head clerk' and he will be eligible for the special pay for supernumerary work	15 n.f Fin not agreeable to designation of the 2-D. post as 'Head clerk' and grant him a special pay in view of the post

cr. Sal

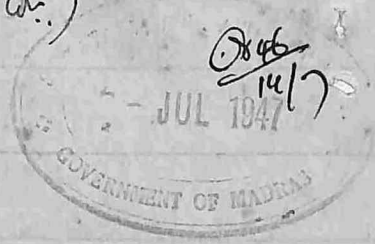
As respects of item 6 in the staff on p 7 ante, this Dept have
agreed with the recommendation of Fin. There is disagreement
between this Dept and Fin only in respect of item 5 in the staff
on p 7 ante. This is submitted for orders.

I think we
may open with
Fin. in respect of
this item also.
by

14/7/47

hr
14-7-47 S hf
14/7/47 M. (Ar.)

ISA
19.7.47



A draft order is submitted for approval, Fin. my
see before issue

28.7.47
10-8-47

hr
16.8.47 Fin

E 41400 M

Fin (tal)

1405802/47 Etn

(Previous note of Fin. on pp 7-8 above)

The case may be passed

and returned to Etn

28/8/47

28/8/47

28/8/47



Fin no 49503 Sal 47-1
20-8-47

Issue
hr
21.8.47

67462