

E & PH (1948) Department.

MS SERIES.

ch
8

G.O. NO.

1681 Edu

1681

Dated

2-7-48

[Despatch Abstract.]

Library. commemara Public Library -
Employment of an LD clerk - Sanctioned

Back Papers.

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

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
MS	1825.	Edn.	3-6-49.	G.O.	1572	Edn.	11-7-52.
"	2603.	"	16-8-49.	G.O.	1870	Edn.	4-8-53
"	2293	Edn.	16-8-50	G.O.	1224	Edn.	26-8-54
"				G.O.	154	Edn.	2-2-55
"				G.O.	244	Edn.	15-2-56.

C.F. 32.

Department
From (Name) Sri R. Janardhanam Nayudu, B.A.,
L.T., D.E. (Oxon.), D.L.S. (Lond.), F.L.A.,
Designation Librarian, Commemara Public
Library, Egmore,
Station Madras 8

Received.....Registered.....
To
The Secretary to Government,
Education and Public Health Department,
Fort St. George, Madras 9

Enclosures:

No. 441A/48/CPL dated 14th May 1948.

Sir,

Sub: Establishment - Commemara Public Library - Re-organisation
- Proposals - Submitted.

Ref: This office letter No. 97A/47/CPL dated 27th January 1947.



I have the honour to submit that the present superior staff of the Commemara Public Library consists of the following:

- | | |
|---|------------------------------------|
| 1. Librarian | Rs. 230-30/2-260-40/2-500-50/2-700 |
| 2. Sub-Librarian | Rs. 90-5-125-10-175. |
| 3. Clerks (Upper division) 2
(one in charge of
accounts & Cash and one
in charge of Classifica-
tion) | Rs. 80-3-95-5-110. |
| 4. Clerks (Lower division)
2. | Rs. 45-3-60-2-90. |
| 5. Assistants 1. | Rs. 80-3-95-5-110. |
| 6. Do- 5. | Rs. 45-3-60-2-90. |
| 6. Attenders 2. | Rs. 24-1-32-1-35. |

But for the conversion of one Assistant's scale to that of an upper division sanctioned recently in G.O.No.1323 Education dated 24-6-1947 there has been no increase in the staff for a period of nearly 18 years since 1929-1930 whereas the work in this institution has considerably increased in quantity and quality.

2. It has been recognised that libraries are a potent agency for the development of adult education and that, if they should serve this purpose, they should be well organised. Thanks to the Library movement in the West, the conception of library service has changed. A Library is not to be considered a mere repository of books kept behind closed doors. Open access system with qualified and trained personnel is the feature of every modern library.

3. The Commemara Public Library has been working on the open access system from the year 1930. Its scope of usefulness to the public has immensely increased and its volume of work has multiplied considerably. In the interest of efficiency in library service it is necessary to keep trained personnel and to afford them scope for promotion. It is also desirable to increase the strength of the staff. According to recommendation 5 of the Cabinet Salaries Sub-Committee there should be an adequate balance for upward promotion in the staff of an institution. Such balance is lacking in the constitution of the present staff of this library. The post of Librarian carries a salary of Rs. 230-700 and next below him is the Sub-Librarian whose scale of pay is that of an upper division clerk in the Secretariat namely Rs.90-175. An upper division clerk in the library can look forward to officiating in this post of Sub-Librarian but will get only Rs.10 as allowance for such promotion.

4. The Government also have recently expanded the Indian Languages sections of the Library by granting Rs.6,000 as additional grant for purchasing books in Tamil, Telugu, Malayalam and Kannada. In view of the above expansion, the need for re-organising the establishment is very much pressing, as the books in the various languages that are being bought have to be classified, catalogued and properly served to the public. While the work on all sides has thus increased, the need to keep some more men knowing the other languages is also very great. Therefore I submit the following proposals for approval.

by Government.

5. Sub-Librarian: The whole administration of the Library is in charge of the Librarian who is a Gazetted Officer in the scale of Rs. 230-700. The scale of pay of the Sub-Librarian is Rs. 90-175 which is that of an upper division clerk in the Secretariat. In the absence of the Librarian there should be an officer responsible for the administration of the Library and to the public. The Sub-Librarian cannot be expected to discharge this obligation as his scale of pay is quite inadequate. In the Madras University Library, a sister institution whose scope of activity is limited only to the graduate and undergraduates of the University there is an Assistant Librarian in the scale of Rs. 200-15-500. On a parallel it would appear desirable to have a similar post in the Commemara Public Library, whose scope of activity is wider than the University Library in as much as it is open to all above the age of 17. If the scale of pay of the Assistant Librarian, University Library is as much as it is open to all is considered to be too high, it may be fixed at Rs. 200-20-300, the scale of pay of the Librarian, Secretariat Library whose scope is limited. If this too is considered to be high, sanction may be accorded to convert it into Rs. 165-5-205-10-245, the scale of pay of at least that of Senior Deputy Inspector of Schools (I Grade). The Sub-Librarian should be a graduate with experience of Library work. Besides exercising a general supervision of the staff and the administration of the Library he will also attend to book selection.

6. Accountant and Cash-keeper: There is at present an upper division clerk attending to accounts and cash. The work of this clerk has considerably increased in responsibility. There is frequent enrolment of new members as well as withdrawals of deposits by borrowers. The average daily number of members on the roll has very much increased. The statistics below shows the increase at varied intervals.

1930-31 (when lending was started).	192.
1931-32.	413.
1934-35.	436.
1937-38.	556.
1940-41.	610.
1943-44.	792.
1944-45.	1,123.
1946-47.	1,628.
1947-48.	1,818.

Consequently there is full work for him in sending the deposits to Bank and preparing refund bill, ~~effort~~ withdrawing cash in addition to the usual work of preparing pay bills, contingent bills, maintaining service registers and correspondence relating to accounts and stationery. A sum of Rs. 20/- only was the permanent advance in 1930 (when this post was sanctioned), when the repayments of deposits were made by cheques. But after the conversion of the Deposit Account into Revenue Deposit, a sum of Rs. 400 as permanent advance is being kept for the purpose of meeting withdrawals and contingent expenditure. Apart from other accounts work the clerk has also to prepare frequent contingent bills and draw money to pay bills relating to purchase of books. This work has increased of late owing to the purchase of vernacular books. He is also in charge of stationery. The post thus involves heavy responsibility. I consider that the scale of pay of Rs. 80-110 is not in consonance with the responsibilities that he is expected to undertake and request the scale to be converted into 85-5-125-10-175. The name of the post may be designated as before viz., Accountant & Cash-keeper. The Accountant will also supervise faircopying and despatch. The post may be open for promotion to lower division clerks or upper Division clerks possessing an Accounts Test qualification and some years of experience in Library work.

7. Classification Assistant: The classification work in the Library is at present being done by an upper division clerk whose scale of pay is Rs. 80-110. The possession of a degree has already been prescribed as the qualification for the post in the Service Manuals. The sponsors of the Library movement consider it important that the books of a modern library should be classified and catalogued in detail according to good scientific scheme if the Library should be really useful. In order to achieve this object a trained classifier with a knowledge of various subjects is necessary. It will be seen therefore that his work differs entirely from that of an ordinary upper division clerk in the ministerial service. It requires the possession of technical skill, technical longstanding experience in Library Science and wide

knowledge. The post should therefore carry an adequate scale of pay higher than that of an upper division. I consider that the scale of pay of this post should at least be that of a Junior Deputy Inspector of Schools - I Grade viz., 85-5-125-10-175.

8. Government have ordered the expansion of the vernacular section of Library. In G.O. No. 2132 Edn., dated 3-10-1947 a sum of Rs. 3,000 was sanctioned during the last year for the purchase of books in the vernaculars and a sum of Rs. 6,000 has been sanctioned for the current year. A considerable number of books are, therefore, being acquired every year in the languages of Tamil, Telugu, Malayalam and Kannada. They have to be classified, and a card catalogue has got to be prepared not only in English but also in the respective vernacular script if they should be useful to the reader who knows to read and write only in his vernacular. In order that this work may be done a lower division clerk may be appointed to assist the classifier. The lower division clerk should be one who knows at least of the four languages above mentioned so that between him and the classifier all the books in the vernacular languages can be classified and catalogued. The lower division clerk on 45-3-60-2-90 may be sanctioned temporarily at the first instance from now onwards until the 31st March 1949 as otherwise the acquired books in all the four South Indian languages cannot be expected to be classified and catalogued and made available to the public in the proper form. Proposals will be submitted in Part II for additional staff from 1-4-1949 in connection with this scheme.

9. Superintendent, Reference work: The Commemara Public Library works on the open access system which has been deemed to be the best from the point of view of usefulness to the public. The counter is at present manned by a staff of six Assistants five of whom are in the scale of lower division clerks and one in the scale of upper division. Consultations and loans are being attended to by them. It has been recognised that in any well equipped modern Library there should be, apart from printed and card catalogues, qualified and well informed personnel who would guide the readers and put them in touch with the resources in the Library in the various subjects in which they seek knowledge. This duty is now being performed to some extent only by the Assistants but there should be one above them in the cadre of a Superintendent who would be more informed and to whom the readers can resort to for enlightenment. In the Imperial Library, Calcutta and in the University Library, Madras there is the post of Superintendent for Referencing. I suggest that the post of a Superintendent for Reference work may be created in the scale of Rs. 80-5-125-10-175 in this Library. The possession of experience of Library work may be prescribed as the qualification for the post.

10. I have explained in my letter No. 97A/47 CPL dated 27-1-1947 the necessity for converting three posts of Assistants to the upper division scale. But in G.O. No. 1323 Edn. dated 24-6-1947 the Government were pleased to sanction the conversion of only one post to that of upper division. With the expansion of the vernacular section this necessity has greatly increased due to the larger number of visitors who expect greater and more efficient attention than when the Library possessed only books in English. I therefore request that at least one more post of Assistant may be converted into the scale of 80-3-95-5-110.

11. I request that the Government may be pleased to accept these proposals and pass early and favourable orders inasmuch as the Government have provided Rs. 6,000 for the purchase of vernacular books and which the Government expect me to spend to the maximum benefit of the maximum number of literates of this Presidency.

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

R. Panandhanay

Librarian. (4. V. 1948)

Wm

22/2
2/7

11-3 of

13 of

To

The Librarian

CPL

X the

Genl

W. G. (Thru)

W. G. (Thru)

W. G. (Thru)

W. G. (Thru)

W. G. (Thru)

W. G. (Thru)

W. G. (Thru)

W. G. (Thru)

W. G. (Thru)

W. G. (Thru)

W. G. (Thru)

W. G. (Thru)

W. G. (Thru)

W. G. (Thru)

Permanent retention
Sanctioned in G.O. 244 Edn.
15/2/56

(X)

Edu & P.H. (C2)

Library. Commemara Public Library. Employment
of an LD clerk. Sanctioned.

Re:-

From the Librarian, Commemara Public Library,

No. 441 A/48/CPL Dated 4.5.48

Order /68/ Edu Dated. 2/7/48
MS

Sanction is accorded to

The Govt accord sanction for the employment

of one temporary L.D clerk in the Commemara
Public Library who knows at least 2 of the 4
languages (Tamil, Telugu, Malayalam & Kannada) for
a period of one year from the date of appointment.

The other proposals of the Librarian contained in
his letter read above are deferred.

22.6.48 JB
23/6/48

W. G. (Thru)

Ref:-

From the Librarian, Connemara Public Library No.441 A/48/CPL dated 4-5-1948.

Sub: Library - Connemara Public Library - Re-organization-Proposals

The Librarian, Connemara Public Library has submitted certain proposals for additional staff and for increased scales of pay to certain existing posts in view of the increased work in quantity and quality. :-

The proposal of the Librarian, C.P.L. are as follows:-

- (1) to increase the scale of pay of the Sub-Librarian from Rs.90-5-125-10-175 to atleast Rs.165-5-205-10-245;
- (2) to raise the scales of pay of the U.D. clerk in charge of the accounts and cash and the U.D. clerk in charge of classification of records from Rs. 80-110 to Rs.85-175;
- (3) to sanction a lower division clerk on Rs.45-90 temporarily in the first instance till the end of March 1949;
- (4) creation of a post of Superintendent for reference work in the scale of Rs.80-5-125-10-175; and
- (5) to convert the post of one Assistant on Rs.45-3-60-2- to that of upper division on Rs. 80-3-95-5-110.

It may be noted that the Libraries Bill 1947 which had been introduced in the Legislature and referred to a Select Committee contains a provision for the establishment of a Central Library to be constituted by Government under the management of Director of Public Libraries and that had been decided to convert the present C.P.L. into a Central Library. As the Libraries Bill has not yet been passed and as it is too early now to envisage functions of the Central Library, it appears premature to undertake re-organization of the present staff of the C.P.L. Since the Librarian states that a considerable number of books are being acquired every year for language, of Tamil, Telugu, Malayalam and Kannada, they have to be classified, and a card catalogue has got to be prepared not only in English but also in the respective vernacular script if they should be useful to the reader who knows to read and write only in the vernacular. The accession of vernacular books of the C.P.L. is a new feature and it seems

Kara 5 on h 2 ct

Kara 6 on h 2 ct

Kara 8 on h 3 ct

Kara 9 on h 3 ct

Kara 10 on h 3 ct

(A)

K

Kara 8 on h 3 ct

X

8
necessary that a temporary L.D. Clerk who knows atleast
2 of the 4 languages should be appointed for one year forthwith.
The other proposals may however be deferred till the passing
of the Madras Libraries Bill.

The file may be sent to Finance U.O.

J.D.
5.6.48

K
5.6.48
S
7.6.48
hlf
7.6.48
m

EPH 200
33266C2/48-1 Edu

7.6.48



Finance (EIII)

Please see the note of E.P.H.

on top 1-2 above. The proposal for the
employment of a Lower Division clerk in
Connemara Public Library, involves an extra
cost of Rs 1,200 p.a. The need for the post is
supported for the reason, that considerable
number of books in regional languages are
being acquired of late and that they will
have to be classified and catalogued. The
details of the existing staff in the Connemara
Library is at M on p.c.f. There is a separate
proposal under consideration, for the
establishment of a central Library to be
constituted by the Govt, under the management
of the Director of Public Libraries, and it has been
decided to convert the present ^{Connemara} ~~Connemara~~
Public Library, into a central library. The
connected ^{Madras} ~~Madras~~ Libraries Bill, has not
yet been passed by the Legislature. In the
circumstances, the proposals for add staff,
& reorganisation may await the
passing of the Bill referred to above.

Subject to the above remark,
the proposal of E.P.H. at 'A' above may be
agreed to in this dept.

43515



E-P.H.

3
9
Edu & PH (C2)
The note of the Finance Dept on 12 June
may be issued. A draft order is submitted for
approval. Fin. may re.

1. agreed to by Finance.
Hence unnecessary
to trouble them.
2. 22.6.48
JP
22.6.48

22.6.48

m
23/6/48

S
hlf
23/6/48

EPH 200

33266C2/48-2 Edu
25.6.48

Finance (EIII)

(Per Finance note on p2 above)

Please see the further note of

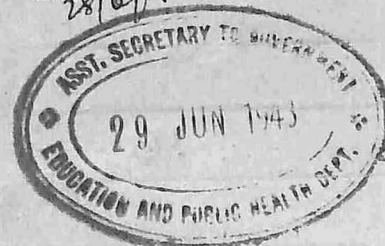
E.P.H. At M on p2 above, this dept have suggested
that proposals for any additional staff and
reorganisation may await the passing of the
"Libraries Bill" 1947, stated to have been under
consideration. The proposal for the employment
of the L.D. clerk ~~should~~ ^{may} therefore wait. E.P.H.
may be requested to alter the draft suitably.

Sm
26/6/48

On reconsideration, I think this
may be allowed. Draft accepted.



Fin. no
46668
28/6/48



46671

May issue.

m
29.6.48

hlf
30/6/48

