

E P H (1948) Department.

Ms SERIES.

G.O. NO. 1824 Edu.

Dated 22.7.48,

on
p 37

52

[Despatch Abstract.]

Libraries - Training - University of Delhi -
Diploma in Library Science - Libraries
Sanctioned

Further Papers

S.O.	No.	Department	Date	S.O.	No.
116	2434	Edu.	29-7-49.		
11	3629	Edu.	24-11-49.		



TELE. ADD. "UNIVERSITY."

Delhi University Library,
Delhi May 5, 1948.

S. R. Ranganathan M.A., D.Litt., L.T., F.L.A.,
President, Indian Library Association,
Professor of Library Science,
University of Delhi.

Dear Hon'ble Sri Arinavalinga Chettiar

I am sending by separate post a copy of the prospectus for the Diploma and Degree Courses in Library Science.

One has to begin with the training of the top-men one or two years before starting the library programme. I trust you will agree with me in this.

At present we do not have many trained men of the right sort in the market so to speak. The usual procedure of advertising will only be a ritual without the proper result. The right course should be to advertise and recruit promising young men of ability and personality and depute them for training.

We are attuning the teaching work to meet the needs of the young men who will have to be leaders doing pioneering work in their respective provinces. I should suggest your deputing two such men so that the better of the two may be made the chief and the other understudy.

The Provost of the University Hall has to be asked to reserve the necessary rooms for such deputed persons to live in. As there is considerable pressure on the Hall, and as I shall be away in Europe for a few weeks from the beginning of June, I should very much like to fix up the needed accomodation for your candidates before I leave, which will be on the second June.

I therefore wish to hear from you sufficiently early.

Yours sincerely,

S. R. Ranganathan

P.S. I had asked for copies of the Proceedings of the Legislature containing the discussion on the Bill. Evidently it has escaped your notice.

2. I am going out to Europe primarily as a guest of the British Council for promoting cultural contact between our Motherland & theirs. I shall also be attending international meetings at the Hague & teaching at the Unesco's Summer School of Library Science. I shall, of course, pay special attention to library development in several countries. S.R.

By Air Mail

To: ~~from~~ ³ ~~in~~ ^{12/5} Edu & P.H. (C2)
Letter no. 35315 C2/48 - 2 Edu dt 27.5.48
Ref

To
✓
Sri. S. R. Ranganathan M.A., D. Litt.,
President, Indian Library Assn.,
Professor of Library Science,
University of Delhi
Delhi University Library, Delhi.

Sir,

Library - Training for the Diploma in
Library Science.

Hi ante

With reference to your letter dated 5th May
1948 to the Hon'ble Minister for Education on the
subject, I am directed to state that this Govt
propose to send four candidates for training
for Diploma in Library Science of the ~~Delhi~~ Delhi
University and ^{and to request that necessary} ~~the needed~~ accomodation for those
[P.T.O.]

The undersigned is a member of the
 Board of Directors of the
 American Board of Commissioners for Foreign Missions
 and is authorized to certify that the
 above named person is a member of the
 Board of Directors of the
 American Board of Commissioners for Foreign Missions
 and is authorized to certify that the
 above named person is a member of the
 Board of Directors of the
 American Board of Commissioners for Foreign Missions

Special

E.P.H. Deptt. (C2)

U.O. Note. 35315 C 2/48 - H Edu Dated 31.5.48

Sub: Libraries Training - University of Delhi - Diploma
in Library Science.

The Govt. have decided to depute 4 candidates at Govt. cost to the University of Delhi for the training in the diploma course in the Library Science at a cost of nearly ^{Rs} 10,000 ^{Estt.} with a view to their absorption in the Dt. Board/after the Librarian Bill becomes law. For this purpose, it is proposed to create 4 posts of Librarians on L.T. grade for a period of one year on a scale of Rs. 75-5-145 and appointing them to fill these posts and deputing them thereafter for training at Delhi. Before sanctioning the scheme the D.P.I. ^{may be} requested to offer his remarks very urgently on the following points before the 15th June 1948:-

(1) Whether for the training the four candidates proposed ~~may be regarded~~

may be recruited

-2-

direct from outside or whether a proportion may be fixed so that some candidates may be selected from those already in service and some candidates directly from outside;

(2) What qualification should be prescribed for the candidate to be deputed and what the minimum age should be;

(3) Whether the candidates after completion of training may be attached to the office of the D.P.I. for the present if they are direct recruits from outside until the Libraries bill becomes law.

It may also noted in this connection that the Govt. only contemplate that the Librarians at the L.T. grade and not that they should possess the L.T. degree. A copy of the prospectus forwarded to the D.P.I. for perusal and return.

The matter should be treated as specially urgent.

To The D.P.I. (with a copy of the Prospectus.)
Copy to Librarian C.P.I.

J.D.
31.5.48

31.5.48 5 31/5/48 15.6.48

DELHI UNIVERSITY LIBRARY



Old Viceregal Lodge, DELHI.

Ref. No. 469

Dated May 31, 1948.

S. R. Ranganathan M.A., D.Litt., L.T., F.L.A.
President, Indian Library Association,
Professor of Library Science,
University of Delhi.

Dear Sir,

Sub: Library - Training for the Diploma in Library Science.

Ref: Your letter No. 35315 C2/48-2
Education dated 27th May, 1948.

I am reserving four seats for the candidates to be deputed by the Government of Madras and I am also arranging for their accommodation in one of the university hostels.

I presume that it will be remembered that only graduates will be admitted to the course. The names and addresses of the candidates may be communicated as early as possible. Four application forms are herewith enclosed for use by the candidates. The application forms will be found as the last two sheets of the prospectus.

Yours sincerely,
S. R. Ranganathan

M.V. Subramanniam Esqr. I.C.S.,
Secretary to Government,
Education and Public Health,
Government of Madras,
Fort Saint George,
Madras.

6 JUN 1948

Encl:4

Edu 4P#(C2)

U.O Note: 35315 C2/48-5 Edu 2/ 5.6.48
dile series-training - Univer 8/8
Dellu - Diploma in dile series Science.
Ref:-

U.O Note no. 35315 C2/48-4 Edu 5/ 31.5.48

15.6.48

The DPI may be requested to expedite his rep to the Unofficial reference cited above on the subjects

To
The DPI

Re
5.6.48
58
52.48

hr
5.6.48

Form 494-57
This is a letter from the Director of Public Instruction, Madras, to the Secretary to Government, Education & P.H. Department, Madras.
The D.P.I. has the honour to report that the matter is under my consideration and a reply will be submitted shortly.
R.V. Muralidhar
15/6/48
for Director of Public Instruction.

C.F. 32 (a).

Education Department

Received.....Registered.....

From (Name) Sri D.S. Reddi, M.A.
(Oxon).

To

The Secretary to Government,
Education & P.H. Department,
Madras.

Designation Director of Public
Instruction,
Madras.

Station

Enclosures: Re. No. 608 J/48 dated 14-6-1948. 194 .

Sir,



Sub: Libraries Training - University of Delhi
Diploma in Library Science.

Ref: Govt. O. Note 35315-C2/-4Edn., dated 31-5-1948.
48

I have the honour to report that the matter is under
my consideration and a reply will be submitted shortly.

R.V. Muralidhar
15/6/48

for Director of Public Instruction.

k.h.15-6.

15/6

12
By air Mail

DELHI UNIVERSITY LIBRARY



Old Viceregal Lodge,
DELHI.

Ref. No. 592

Dated June 17, 1948.

M.V. Subramanniam Esqr., I.C.S.,
Secretary to Government,
Education and Public Health,
Government of Madras,
Fort Saint George,
Madras.

Sub: Library - Training for the Diploma
in Library Science.

45250

Ref: Your letter No.35315 C2/48-2
Education dated 27th May, 1948.

Dear Sir,

h7 ante
Main
I have not yet received back the applica-
tion forms which were sent to you along with
the letter from Dr. Ranganathan under refer-
ence. The admissions to the Diploma Class
in Library Science have begun and we have
kept four places reserved for the candidates
whom you propose to send. Kindly return the
application forms duly filled in by the
candidates so as to reach me by the 30th
June. Please arrange to send also the
admission fee of Rs.15/- with each applica-
tion.

Please note that the admissions close
on the 30th June and residential accomo-
dation for candidates not admitted by then
will become extremely difficult to secure.

Yours truly,

S. D. Supt

Librarian and
Head of the Department of
Library Science

Day I
Special

(9)

(9)

Edu & P. H. (C2)

U.O. No. 35315 C2/48 - Edu dt 22.6.48

Literary - Training - University of
Delhi - Diploma in Literary Science -
interim Rep:-

h 5.6 ante U.O. No. 35315 C2/48 - Edu dt 31.5.48

h 11 ante From the DPI, Re. No. 608 J/48 Dtd 14.6.48
info

h 13 ante

To
The DPI ✓

DPS
22.6.48

Re
22.6.48
JD
22.6.48

in
22.6.48

by
22.6.48

As the admissions to the diploma class
in Literary Science of the Delhi University
close on the 30th June 1948, the DPI may be
requested to submit his report to the unofficial
reference cited above without any further delay.

16

Edu & PH (2)

Letter No. 35315/2148-7 Edu 22.6.48

By Air Mail

The Librarian and Head of the Dept of
Library Service,
Delhi University Library,
Old Viceregal Lodge,
Delhi.

Sir,
Sub: Library Training for the Diploma in
Library Science.

With reference to your letter No. 592 dated
17th June 1948, I am directed to state that the matter
is under correspondence with the D. P. I. Madras. The
application forms duly filled in by the candidates
will be sent to you in due course, as soon as possible.

Re
22.6.48
22.6.48

22/6/48

C.F. 32.

EDUCATION

Department

Received

Registered

From (Name) Sri D.S. Reddi, M.A. (Oxon),

To

Designation Director of Public Instruction

The Secretary to Government,

Station

Education and Public Health Department,

MADRAS.



Enclosures

dated 21st June 1948.

Sir,

SUB: LIBRARIES TRAINING - University of Delhi - Diploma in
Library Science.

REF: Government U.O. Note 35315-62/48-4 Edn., dated 31.5.48.

With reference to the Government U.O. Note cited above,

I have the honour to offer the following remarks on the points raised by
Government.

1. As regards the four candidates to be selected for the
Diploma course in Library Science at the Delhi University two of them may be
recruited direct from out-side and the remaining two from those already in
service.

2. As regards the minimum qualification that should be
prescribed for the candidate to be deputed, a University degree may be fixed
in all case (i.e) for direct recruits as well as for those already in
service. The minimum age for Direct Recruits may be fixed at 25 years and
for those already in service at 30 years.

3. As regards to interim posting of the candidates
after training this question may be taken up later.

A copy of the letter from the Librarian, Connemara
Public Library together with a copy of the prospectus of the University of
Delhi are herewith submitted.

Resubmitted
21-6-48

for DIRECTOR OF PUBLIC INSTRUCTION.

Ramu. 21.6.48.

P.T.O.

COPY OF:

From the Librarian, Connemara Public Library, Egmore to The Director of Public Instruction, Madras No. 542A/48/CPL dated 9th June 1948.

Sub: Libraries Training - University of Delhi - Diploma in Library Science.

Ref: U.O. Note 35315 C2/48-4 Education dated 31.5.1948 and R.C.No. 608-J/48 dated 5th June 1948.

With reference to the U.O. note and the R.C.No cited above I offer below my remarks on the points raised by Government.

1. As regards the four candidates to be selected for the Diploma course in Library Science at the Delhi University two of them may be recruited direct from outside and the remaining two from those already in service.

2. The qualification that should be prescribed for the candidates to be deputed is that of a University Degree for direct recruits as insisted upon by the Delhi University, but in the case of a candidate already in Library service he should be selected even if he is an undergraduate, in case he has to his credit at least five years of approved service. The minimum age for a direct recruit should not exceed twenty five years.

3. All the four candidates deputed for Library training may be sent back to this Library after training until they are required elsewhere to fill up higher posts.

In conclusion I have to add that one member of the Connemara Public Library staff possessing the necessary qualification, as indicated by me above, offers himself for training at the Delhi University.
/TRUE COPY/

for DIRECTOR OF PUBLIC INSTRUCTION.

Ramu.21.6.48.

E.P.H.(C2)Deptt.

Library - Training for the Diploma in Library Science - Delhi University .

Ref: From the D.P.I., Rc.No. 608 J/48 dated 21-6-1948.

MEMO. NO. 35315C2/48-48 dated 26.6.48

The D.P.I. is informed that Govt. approve of his proposals contained in his letter read above.

The D.P.I. is requested to select two candidates already in service, one of them from the staff of the C.P.L. as suggested by the Librarian if he is qualified. He is also requested in consultation with Library, C.P.L., choose two outsiders possessing the prescribed qualifications. As the Librarian, Delhi University Library wants the applications to reach him by the 30th inst. with the prescribed admission fee of Rs.15/- for each candidate, the D.P.I. and the Librarian, C.P.L. are requested to get the forms filled up and take the necessary action forthwith.

To
The D.P.I. (with 4 appln. forms)
The Librarian, C.P.L.
The A.G. thro' Finance.

shd be sent to Govt. soon after the despatched applications are despatched.
26.6.48
26.6.48

42

9231257/11-1-1948

enclosed

2
no. 10 p. 20 no. 10 no. 10
india 10 p. 20 no. 10 no. 10
10-10-10

By air mail

DELHI UNIVERSITY LIBRARY

Old Viceregal Lodge,
DELHI.



Ref. No. 661

Dated June 30, 1948

M. V. Subramanian, Esq., I.C.S.,
Secretary to Government,
Education and Public Health Department,
Fort St. George,
Madras.

Dear Sir,

Sub: Library Training for the Diploma
in Library Science.
Ref: Your letter no. 35315 C2/48-7 Edu-
cation.

I write to inform you that four seats
have been reserved for candidates to be selected
by you for training. Kindly note that the
reservations will not be kept after July 10, 1948.
Hostel accommodation is rapidly getting filled up
and might not be available after that date.

Yours faithfully,

S Das Gupta.
Librarian and the Head of
the Department of Library Sc.

24/7/48

22

No. 35315 C2-9
Dep. Lib. Training
Communication to the
D. P. G. in Contn. of Memo
No 35315 C2-8 En 3, 26.6.48.
1/19/48
27/48

2.

26 D. P. G.
(copy
7/1-2/48)
Copy to the Librarian,
copy to
copy to
3/7/48

C.F. 32 (a).

EDUCATION		Department	Received	Registered
From (Name)	SRI D.S. REDDI, M.A. (Oxon)			
Designation	DIRECTOR OF PUBLIC INSTRUCTION,		To	
Station	MADRAS.		The LIBRARIAN, DELHI UNIVERSITY LIBRARY, DELHI.	

Enclosures : No. RC.603/J/48 dated 29th August 1948.

Sir,

2 JUL 1948

SUB:- Librarian - Training for the diploma in Library Science - Delhi University.

b19 ante

The Government of Madras have decided to depute four candidates to the University of Delhi for training in the Diploma course in the Library Science. 30th June is the last date prescribed by the University for the receipt of applications. The four candidates are being selected. I request you to permit me to send the applications on or before 10th July as a special case.

17.5.48
29.6.48

for Director of Public Instruction.

✓ Copy submitted to the Secretary to Government, Education and Public Health Department with reference to Government Memorandum No.35315/C.2/48-8 Education, dated 26th June 1948.

KAN.29/6
b19 ante

SPECIAL

LIBRARY - Training for the Diploma in Library Science -
 Delhi University - Deputation of four candidates -
 Sanctioned - - - Summarising note - - - - Circulated.
 - - -

A Bill to provide for the establishment of public libraries in the Province of Madras and the organisation of a comprehensive rural and urban library service therein has been introduced in the Legislature and has been referred to a Select committee of the Assembly. With the passing of the Library Bill, several libraries will have to be opened in Dt. and Taluk centres. Orders have been taken in circulation to depute 4 candidates for Library training for the Diploma in Library Science of the Delhi University of Library Science in advance of the Library Bill. They are intended to be absorbed ~~for employment in~~ ⁱⁿ the important libraries. The ~~final~~ ^{financial} effect ~~for one year~~ of the proposal for one year is estimated as follows:-

Admission fee	Rs. 15	0	0
Tuition fee for one year	Rs. 180	0	0
Text books & Stationery for one year	Rs. 70	0	0
Boarding & Lodging at Rs. 70/- per month for 9 months.	Rs. 630	0	0
Examination fee	Rs. 30	0	0
Railway fare to Delhi & back III class fare	Rs. 71	0	0
	Rs. 996	0	0
	(or)	Rs. 1000/-	roundly.
Pay during the period of training (Av. pay Rs. 115 plus D.A. Rs. 18 p.m.)	Rs. 1596/-		
Net approximate cost for one candidate	Rs. 2596/-		
Total for four candidates	Rs. 10,384		

For ~~giving~~ ^{getting} the necessary training, two candidates ~~in~~ will be recruited from outside and the remaining two from those already in service. The qualification required of the candidate for ~~the~~ admission ^{to the course} is the possession of a University degree. The minimum age is fixed at 25 years for direct recruits and 30 years ~~for~~ ^{to} those already in service. As regards the ~~interim~~ ^{posting} of the candidates after training, it has been decided to take up the question later. The D.P.I. ^{has been} requested to select the four candidates in consultation with the Librarian, C.P.L. and to send the applications direct to the Librarian, Delhi University. with the admission fees.

2. The proposal will have to be treated as "New Service",

20
was
and the emergent procedure for 'new service' schemes ~~as~~ followed
since the matter was specially urgent ^{had to be selected} and the candidates have to
take up ~~in~~ the course in July '48.

3. This summarising note may be circulated to the other
Hon'ble Ministers who have not seen this case and to the Chief
Secretary and Fin. Department for information.

6.7.48
6.7.48
6.7.48

21
EDUCATION AND PUBLIC HEALTH DEPARTMENT

LIBRARY - TRAINING FOR THE DIPLOMA IN LIBRARY
SCIENCE - DELHI UNIVERSITY - DEPUTATION OF FOUR
CANDIDATES - SANCTIONED - SUMMARISING NOTE ---
CIRCULATED.

A Bill to provide for the establishment of Public
Libraries in the Province of Madras and the organisation of a
comprehensive rural and urban library service therein has been
introduced in the Legislature and has been referred to a Select
Committee of the Assembly. With the passing of the Library Bill,
several libraries will have to be opened in District and Taluk
centres. Orders have been taken in circulation to depute 4 can-
didates for training for the Diploma in Library science of the
advance of the passing of the Library Bill. They are intended to
be absorbed in important libraries. The financial effect of the
proposal for one year is estimated as follows:-

Admission fee	Rs. 15	0	0
Tuition fee for one year	Rs. 180	0	0
Text books & Stationery for one year	Rs. 70	0	0
Boarding and Lodging at Rs. 70/- per month for 9 months.	Rs. 630	0	0
Examination fee	Rs. 30	0	0
Railway fare to Delhi and back III class fare	Rs. 71	0	0
	Rs. 996	0	0

(or)
Pay during the period of training
(Average pay Rs. 115 plus Dearness)
Allowance Rs. 18 per mensem. Rs. 1596/-

Net approximate cost for one
candidate Rs. 2596/-

Total for four candidates Rs. 10,384/-

For getting the necessary training, two candidates will
be recruited from outside and the remaining two from those already
in service. The qualification required of the candidate for ad-
mission to the course is the possession of a University degree.
The minimum age is fixed at 25 years for direct recruits and 30
years for those already in service. The Director of Public In-
struction has been requested to select four candidates in consul-
tation with the Librarian, Connemara Public Library and to send
their applications direct to the Librarian, Delhi University with
the admission fees.

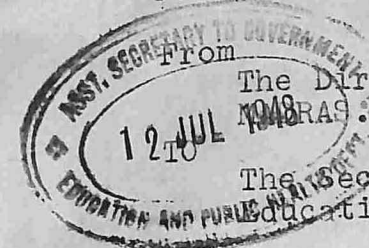
2. The proposal will have to be treated as "New Service"
and the emergent procedure for 'new service' schemes was followed
since the matter was specially urgent ^{as} candidates had to be
selected to take up the course in July 1948.

3. This summarising note may be circulated to the other
Honourable Ministers who have not seen this case and to the
Chief Secretary and the Finance Department for information.

M.V. Subramaniam,
Secretary to Government

EJ/- 16-7-48.

28
POST COPY OF TELEPHONIC MESSAGE DATED 8..7..1948.



Message:

Sub: Deputation of Candidates to Delhi
University for Library Training.
REF: Government Memorandum 35315-C2/8-
48 Education dated 26-6-1948.

51452

Please let me know urgently whether the admis-
sion fee of Rs.15/- to be paid by the candidates at the
first instance may be met from my office contingencies.

K. Subramanian

for DIRECTOR OF PUBLIC INSTRUCTION.

Ram.9/7.

3/9/5

36

Special

173
17
T.M. 2. 14.7.48 p. 9. 228 Edu & P.H. (C2)

From The Secretary to Govt Edu & P.H. Dept

P.C. 14.7.48

Issued Rtn 14.7.48

For The Director of Public Instruction
Literary Training for the Diploma in
Literary Service - Delhi University

1235 Subject name Request your P.C. of T.M. dated 8.7.48

The admission fee of Rs 15/- to be paid

to the candidates for admission in the Diploma

in Literary Service of the Delhi University

may be met from your office contingencies fund

provision of funds in the Budget - in the

Re first instance

P.C. to go

1317/48 JS
137/48 JS
137/48 JS

[P.T.O.]

main file submit
separately with a
summary being
made to O. H. H.
all HHS who have
not seen the case

ADDITIONAL DEPUTY SECRETARY
13 JUL 1948
60592
FINANCY DEPARTMENT

CPHVO
35315c2/48-961
13.7.48

$$\begin{array}{r} \text{Re} \\ 13.7.48 \\ \hline \text{JA} \\ \hline 137.48 \end{array}$$

$$\begin{array}{r} \text{h} \\ 13.7.48 \\ \hline \end{array}$$

The draft + M. on p. ³¹1 above
may be accepted - cf. the orders in
circulation on B on p 12 NF. of the
linked file.

In view of these orders, the
portion indicated in pencil
on page 1 above may be
deleted. *P*
137. ud

137-48
137-48

Q

13.7.48

13/7/48

S.P.A.

R (G₂)

None as amended.

Fin. v.o. 50592 Exp. A-1
13.7.48

$$\frac{h}{18/7/48}$$

POST SECRETARY TO THE GOVERNMENT
18 JUL 1948
MINISTERS OF HEALTH DEPT.
51851A



EDUCATION DEPARTMENT.

Received 19 Registered 19

Subject.

LIBRARIES - Training - University of Delhi
Diploma in Library Science.

51850

ENCLOSURES.

No.
Spare copies

RC.No. 608-J/48.

Station M.A.D.R.A.S., Dated the 10th J u l y 1948.

From (Name) SRI D.S. REDDI M.A., (OXON).,
(Designation) DIRECTOR OF PUBLIC INSTRUCTION.

To The Secretary to the Government of Madras,
EDUCATION AND PUBLIC HEALTH Department.

Sir,

REF: 1. Government U.O. Note 35315-C2/48-4
Education dated 31st May 1948.

2. Government Memorandum No.35315-C2/48-8
Education dated 26th June 1948.

With reference to Government Memorandum cited above I have the honour to state that for want of sufficient time it was not possible to select four candidates to undergo training in Library Science at the Delhi University. However, I have selected two candidates and sent their applications to the University of Delhi. One is a Graduate employed as a Lower Division Clerk in this office. The other is a graduate working as a teacher in T.T.V. High School, Madras.

2. I request you to issue necessary orders creating the posts of two Librarians so that the 2 candidates selected may be appointed to these posts and then sent for training. On receipt of Government Orders I shall issue formal orders -- appointing them as Librarians. During the period of training the Director may be empowered to draw their pay and allowances and remit them every month.

3. A perusal of the prospectus of the University of Delhi shows that the following fees have to be paid by the candidates:-

Admission fee.	Rs.15-0-0
Tuition fee for one year.	180-0-0
Text Books and Stationery.(for one year)	70-0-0
Approximate monthly charges for boarding and lodging)	70-0-0.

I request to be informed whether the entire cost - including the admission fee may be met from Rs.10,000/- allotted for this purpose. If so, I may kindly be empowered to do so. I presume that the trainees are entitled to the usual T.A. for their journey to Delhi and back. The head of account to which this expenditure can be debited may also be specified.

Yours faithfully,

for Director of Public Instruction.

Ram.11/7/48.

URGENT.

C.F. 32.

In reply, please quote number, date and short title.*



53580

DEPARTMENT.

Received _____ Registered _____

From (Name) From Sri D.S.Reddi M.A. (Oxon),
(Designation) Director of Public Instruction, Madras.
Post Box _____, (STATION) _____
Telegraphic Address _____

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

R.C. No. 608 J/48, dated 17-7-48. 19

Sir,

* SUB: Library Training - Delhi University Diploma in Library Science - Deputation of 2 candidates.

ENCLOSURES

SPARE COPIES

Ref: My letter R.C.No.608 J/48, dated 10-7-48.

I request that early orders may be passed on my letter cited above.

2. In this connection, I submit herewith a copy of letter dated 13-7-48 from the Librarian and head of the Department of Library Science. As the fees have to be paid through the candidates (vide para.4 of the Librarian's letter) I request that I may be permitted to draw for the present a sum of Rs.440/- (Rupees Four Hundred and Forty) as detailed* in the margin and disburse it to the candidates.

*1. Admission fees	...	Rs.5/-
2. Annual charge (which includes medical fee & the student's common room fee)	10/-	
3. Rent (for 3 months from July to September)	75/-	
4. Dining hall charges July to September	70/-	
5. Tuition fees (for 3 months July - September)	60/-	
For one candidate	...	220/-
For two candidates	...	Rs.440/-

The caution money of Rs.10/- may be paid by the candidates and received back at the end of the session. The admission fee of Rs.30/- has already been remitted.

3. As regards Travelling Allowance I presume that I can sanction advance travelling allowance after the candidates are appointed as librarians.

TRE.

for Director of Public Instruction.

P.T.O.

Copy of letter dated 15-7-48 from the Librarian, Delhi University Library.

"Ref: Your letter No.R.C.No.608 J/48 of 8th July 1948.

I am in receipt of the two applications for the Diploma course in Library Science forwarded by you. Admission has been secured for these candidates in the University Hall where they will be resident members.

2. The session begins on July 26, and the students are required to present themselves at the University Library at 10 A.M. on that date.

3. All fees will be collected from the students by the Provost of the University Hall. The fees which they will have to pay at the beginning of the session are given below:

1. Caution money -- Rs.10/- (Refunded at the end of the session)
2. Admission fee -- 5/-
3. Annual charge which includes the medical fee and the Students' Common Room fee -- Rs.10/-
4. Room rent -- Rs.25/- per month. The rent will have to be paid for the current month also.
5. Dining Hall charges Rs.70/- (This is for the whole term, from July 26 to Sept.15).
6. Admission fee to the Diploma course -- Rs.15/- (Already paid by your candidates but not yet received here).
7. Tuition fee -- Rs.20/- (Rs.180/- for 12 months collected in 12 instalments of Rs.20/- per month, beginning from July 1948).

4. Kindly make arrangement for the payment of these fees through the candidates themselves, as the University Hall wants to collect them, now and subsequently, directly from the students without having to refer to the Authorities deputing them.

5. Please also instruct the candidates to inform me the date on which they will arrive in Delhi so that I can personally meet them at the University Hall and see to their convenience, since they are likely to be strangers in Delhi."

(True copy)

for Director of Public Instruction

EDUCATION AND PUBLIC HEALTH DEPTT

C2

Sub: LIBRARIES - Training - University of Delhi -
Diploma in Library Science - Librarians -
Sanctioned.

REF: From the D.P.I., Rc.No.608 J/48, dated 21-6-48
From the D.P.I., Rc.No.608 J/48, dated 10-7-48
From the D.P.I., Rc.No.608 J/48, dated 17-7-48

ORDER (MS) No. 1824 EDUCATION, DATED 22.7.48

A Bill to provide for the establishment of public libraries in the Province for the organisation of a comprehensive rural and urban library service has been introduced in the Legislature. With the passing of the Bill, several libraries will have to be opened in district and taluk centres. The Government have decided to depute candidates for training for the Diploma in Library Science of the Delhi University in advance of the passing of the Library Bill. The candidates on the completion of the training are intended to be absorbed in important libraries.

2/.Sanction is accorded to the creation of four posts of librarians in the scale of Rs. 75-5-145 for a period of one year. The D.P.I. has selected only two candidates for training at Delhi. They will be appointed against the sanctioned posts and deputed for training at Delhi. The Director is requested to submit a draft of the adhoc rules governing the conditions of service of these temporary posts of librarians. The candidates deputed for training will, in addition to their pay, be eligible for the other allowances admissible to Government servants. The following payments will also be made from provincial funds during the period of training for one year at Delhi:-

- | | |
|--|----------------------|
| (i) Admission fee per candidate | -Rs.15(already paid) |
| (ii) Tuition fee for one year | " -Rs.180 |
| (iii) Text-books & stationery for one year | " -Rs.70 |
| (iv) Boarding & Lodging per month | " -Rs.70 |
| (v) Examination fee | " -Rs.30 |

The trainees will be entitled to the usual T.A. for

their journey to Delhi and back. During the period of training, the Director is empowered to draw their pay and allowances and remit ^{the amount to} them every month at their cost.

3. The expenditure will be debited to the head "37. O. Education - General - Direction - B. Pay & Establishment" and ^{"C. Other charges" according to the expenditure on pay or other allowances.} Pending provision of funds, The Accountant General is requested to admit the expenditure in audit.

To the D.P.I.
The A.G. (Thro' Fin.)

28/8

22/7/48

sent to D.P.I.
Jm' - 28/8

22.7.48
from D.P.I. 28/8

20-7-48

O.F. 32.

Education	Department	Received	Registered
From (Name) Sri D.S. Reddi M.A. (OXON)	To		
Designation Director of Public Instruction,		The Secretary to Government,	
Station MADRAS.		Education and Public Health Dept.,	
		Fort St. George,	
		Madras.	

Enclosures:

No. AC. NO. 506J/48 dated 22nd August 1948.

Sir,

Sub:-- Libraries Training--University of Delhi
Diploma in Library Science.

Ref:--G.O. No. 1624 Edn. dated 22.7.48

39-4047

I have the honour to state that in the G.O. cited above no mention is made about the admission fee of Rs. 5/- and annual charge of Rs. 10/- (which includes the medical fee and the students' Common Room Fee) referred to in this office No. 506 J/48 dated 17.7.48. Orders are solicited whether these 2 items of expenditure can be met from Provincial funds.

Yours faithfully,

G. Sankaran 4/8.

For Director of Public Instruction.

Ps. 4/8

3/4/8.

21

23

23

43

E. J. P. M.
C.

B
27/9
13/9

Memo No. 58513-2 C₂ Edu., dated, 12.9.48

Libraries — Training — University
of Delhi — Diploma in Library
Science — Payment of fees.

P. 10.7.
p. 11 only

Ref: from the D. P. I., R.C. No. 6135/48,
dated, 3.8.48

The D. P. I. is informed that
the two items of expenditure mentioned
in his letter read above will be
made from provincial funds in
addition to the items of expenditure
detailed in G.O. No. 1824. Edu., dated, 2.8.48.

To
The D. P. I.
The A. G. thro' Fin.
(with copy of d. 7.)

39-40
C. 7.
12.9.48

(X)

2/9/48
8.

39/48

Note

For his letter dated 3 on page 37 c. 7. ^{G.O. No. 1824 Edn. dated 22-7-48} the D.P.I. has enclosed a copy of the letter from the Librarian & head of the Dept. of Library Science, detailing the various items of fees which the candidates of 2nd training will have to pay at the time of admission. The payments sanctioned in G.O. No. 1824 Edn., dated, 22-7-48, cover all the items of fees except items 2 and 3 in the Librarian's letter. The D.P.I. now asks for the sanction of those items of expenditure also. His recommendation may be accepted. The draft overleaf is for approval. Fin. may see

(X) / 39 d. 7.
para 3 on p. 38 d. 7. (X)
(X) / 39-40 d. 7.
para 3 on p. 38 d. 7. (X)
P. 1 d. 7.

Cr

See for acceptance.

2/9/48.
88
2.8.48

29/8

Finance (ExpA)

F.P.H. No. 58513-1C2.
4-9-48.

may be accepted.

10.9.48
98/48

10.9.48 ExpA (cr)

The draft on page 1 ante may issue.

11-9-48

S. M.



82557 hnuo
Exp 82557 ExpA-1
10.9.48.

67602

From

20 JAN 1949

To

The Director of Public Instruction,
Madras

The Secretary to the Government of Madras,
Education and Public Health Department,
Fort St. George, Madras.

R.C.No.608-J/48 dated 8th January 1949.

Sir,

Libraries Training--University of Delhi--Diploma in Library Science
Reference:-G.O.No.Mis.1824-Education dated 22.7.1948.

I have the honour to report that the two candidates deputed for
Library Training at the Delhi University have now applied for Migration
Fees of Rs.5/- respectively each. I request the favour of orders whether
these two items of expenditure may also be met from provincial funds in
addition to the items of expenditure detailed in the G.O.cited above.

Yours faithfully,

G. Sankar

For Director of Public Instruction.

ks.17.1.

14522258
222-01

From the H.A. Dy. Secy 22/2/49
To the D.P. 9. (2b)

Sub: Deputing candidates
for library training in
Delhi University -
Refer your letter No 6087/49
of 8.1.49
to R.H. Secy.

Please let me know
what migration fee
means.

22.2.49
By order,

Received
on 5.3.49: J. S. Mehta
M 2/49
M 22/49
M 5/3

P. C. Gupta
22/2/49

Office of the
Director of Public Instruction,
Madras: dated 5-3-1949.

Post copy of telephonic message by post.

From

The Director of Public Instruction,
Madras.

The Additional Deputy Secretary,
Finance Department,
Government of Madras, Fort St. George.

Sub: Libraries-Deputation of candidates for Library
Training in Delhi University.

Ref: Your Post copy of Telephonic Message dated 22-2-49.

-@@-

The Head of the Department of Library Science, Delhi
University explains the term "Migration Fees" as follows:-

Students or ex-students of one University when
they change their University and proceed to another Uni-
versity for further study, have to produce a migration
certificate from the University where they studied
last. For issuing a Migration Certificate, a fee is
charged by that University.

K. S. Narayana Sw

for Director of Public Instruction.

kn.6/3/-

942
7.3.49

52

(28)

(29)

53

E. H. H.
C₂

Memo. No. 3997-1C₂ Edu., dated, 16-3-49.

Libraries & Training
University of Delhi — Diploma in
Library Science — Payment of
certain fees.

Ref: From the D. P. I., R. C. No.
608-J/48, dated, 8-1-49.

The D. P. I. is informed
that the payment of the two
items of fees mentioned in
his letter read above will also
be made from Provincial funds
in addition to the items of expenditure
detailed in G. O. No. 1824. Edu.,
dated,

(B)

54

2

pages 39-404 (B) EA

dated, 22-7-48 and in Memo. No. 58513-2. C2. Edu, dated, 13-9-48.

64349 (A)

11/2/49
JB
12/2/49

To

Approved to Finance
The D.P.H.
The A.P.H. (10.3.49)
ASSISTANT SECRETARY TO GOVERNMENT
Exp. 16 FEB 1949
10148
FINANCE DEPARTMENT

Note

Finance may see for acceptance.

11/2/49
JB
12/2/49

Finance

Fin. (Exp. A.)

The D.P.H. type on p.p. 1 and 2 C.P. may be provided. The draft memo survey may be accepted

PN

E.P.H. No. 3997-1C2
15.2.49

55

(27)

(78)

and the case returned to E.P.H.

ASST. SECRETARY TO GOVERNMENT
19131
EDUCATION AND PUBLIC HEALTH DEPT.

12/3

10/3/49
E.P.H.
10.3.49

10/3/49

S.P.D.

Fin No. 10148 EA-1
10.3.49

E.P.H.
C2

The draft on pages 1-2 ante

may now issue.

14/3/49
JP
14/3/49

15/3/49

Office of the Director of Public Instruction, Madras.
Roc.608 J/48 dated 31-3-1949.

Sub: Library Training - Diploma in Library Science,
University of Delhi - Deputation of candidates
for training - Extension of the Period.



Representations from Messrs. 1. R. Krishnamurthy and
2. K. Ranganatha Rao dated NIL.
2. Endt. of the Librarian, Delhi University Library,
Delhi, dated 23-3-1949. Below

Submitted.

2. In their Order No.1824 Edn., dated 22-7-1948 the Government have definitely stated that these candidates have been sent on deputation to Delhi University in advance of the passing of the Library Bill so that, on their return they could be absorbed in important libraries. The Library Bill has already been passed and is to take effect from 1-4-49. The services of these trainees will be an immediate need. It is, therefore, suggested that taking up the Degree course by these trainees may be post-poned to some future date when more qualified hands are available to work the Bill just passed.

3. The requests of the trainees are therefore not recommended.

G. Sankaran 5/4

for Director of Public Instruction,
To the Secretary to Government,
Education and Public Health Department, Madras. KHR. 5-4.

Copy of letter dated 23rd March 1949 from the Librarian and Head of the Dept., University of Delhi, to the Director of Public Instruction, Madras.

I have much pleasure in forwarding to you the applications of Mr. R. Krishnamurti and Mr. K. Ranganatha Rao, students of the Diploma Course in Library Science who have been deputed by the Government of Madras.

As Madras is the first province in India to adopt the Library Act, it will be also in keeping with the lead that Madras has taken to offer facilities to specially chosen candidates to pursue a more specialised course in Library Science. Both the candidates whom you selected and sent to us have taken keen interest in their subject and I do feel that it would benefit them both if they are enabled by you to complete the Degree Course in Library Science which we offer in Delhi.

I hope you will find it possible to deal with the applications favourably and I shall be glad to hear from you.

(True Copy)

G. Sankaran 5/4.
for Director of Public Instruction.

SECRETARY TO GOVERNMENT
DEPARTMENT OF EDUCATION
MADRAS
1 APR 1949

From
K. Ranganatha Rao,
C/O Librarian,
Delhi University Library,
Delhi.

To
The Secretary to Government,
Department of Education,
Government of Madras,
Madras.

Through Proper Channel.

Sir,

Subject:--- Libraries - Training - University
of Delhi.
Reference:-- G.O. No. 1824 Education, dated
22-7-1948.

I humbly beg to submit the following for your kind
consideration and favourable sanction.

As per the Government Order No. 1824 Education
dated 22-7-48 cited above I was appointed as a Librarian
and deputed for training for the Diploma Course in Library
Science at the University of Delhi. This course will be
completed on 30th April 1949.

This University has also a Degree Course leading to
Library Science. Those who pass the Diploma
and obtain 50% marks or above are admitted to
which extends through one additional year. I
much like to acquire the more advanced know-
the Degree Course will give. This is the only
its kind in the Country.

I request that my period of deputation may be exten-
one more academic year to enable me to complete
Degree Course and take the examination at the end of the

Yours faithfully,

K. Ranganatha Rao
23-3-49

Copy submitted to the Secretary to Government, Department
of Education, Madras, for information.

E. H. H. (C.)

E. H. H.

Communicated to Mr.
D. P. I. for information.

30/3/49

D. P. I.

From
R. Krishnamurti, B.Sc.
C/O Librarian,
Delhi University Library,
Delhi.

To
The Secretary to Government,
Department of Education,
Government of Madras,
Madras.

THROUGH PROPER CHANNEL.

Sir,

Subject:--- Libraries - Training - University
of Delhi.
Reference:- G.O.Mis. No. 1824 Education, dated
22-7-1948.

I humbly beg to submit following for your kind
consideration and favourable sanction.

As per the Government Order Mis.No. 1824 Education
dated 22-7-48 cited above I was appointed as a Librarian
and deputed for training for the Diploma Course in Library
Science at the University of Delhi. This course will be
completed on 30th April 1949.

This University has also a Degree Course leading to
Bachelor of Library Science. Those who pass the Diploma
Examination and obtain 50% marks or above are admitted to
this course which extends through one additional year. I
should very much like to acquire the more advanced knowledge
that the Degree Course will give. This is the only course
of its kind in the Country.

I request that my period of deputation may be extended
for one more academic year to enable me to complete the Degree
course and take the examination at the end of the year.

Yours faithfully,

R. Krishnamurti.
28/3

Copy submitted to the Secretary to Government, Educa-
tion Department, Madras for information.

E. P. H. (C2).

E. P. H.

Communicated to the S.P.I.
for information.

To the S.P.I.

30/3/49.

E. M. A.
 The petition addressed through
 the proper channel may be accepted
 for consideration.

✓ 102
 22/11

(33) 63 E

Memo. No. 24639-1C2, E. M. A., 22/11/49
Librarian - Training
 Diploma in Library Science of
 the Delhi University - Deputy
 of Candidates - Request
 for extension of period of
 deputation - Negativised.

P. 57 C. 7. ante Ref. from the D. P. I., No.
 Rec. 608 J/48, dated, 2/11/49

The D. P. I. is requested
 to inform the candidates
 undergoing training in the
 University of Delhi the
 request that the period
 their deputation may be
 extended so as to enable
 them to take the degree
 course in Library Science
 cannot be complied with.

12/11/49
 JB
 16/11/49

18/11/49

The D. P. I.
 P. M. S.
 1/12/49

Note

The request of the
 petitioners may be turned down
 especially in view of the fact
 that their services will be
 immediately required in
 the library.

During the year under the
 annual plan. Librarian's duties
 attending to other preliminary
 large to the Administration
 the date of appointment
 Librarian has been appointed
 the above work. The trained
 of help to him
 H. H. (Edu) may see.

H. H. (Edu) may see
 21/4



It is presumed
 that new hands
 should be recruited
 as suggested at 'A'
 in place of the
 15.5.49

Ordinance 7 on p. 11 / (B)
 Ordinance 10 on p. 4 / (B)

2 / (B)

10 on p. 4 / (B)

10 on p. 4 / (B)

Secretary, E. & P. H.

Please see herewith the letter of Mr. S. K. Ranganathan
 and the scheme of the University of Delhi for training men
 in library research.

With the passing of the Library Bill, we will be called
 upon to open a few libraries. We want trained men in this
 as in many other spheres. I think we may for the present
 send about six persons to Delhi for this training. The
 financial effect of the proposal may be worked out and put
 up as soon as possible.

35315



159
 12-5-48
 H.M. Education.

Edu & P. H. (C2)

The D.O. from the President, Indian Library
 Assn., New Delhi on p. 1 c.f. and the minutes of H.M. (Edu)
 above may be perused.

2. The Department of Library Science of the Delhi
 University, conducts courses leading to the Diploma in
 Library Science and the Degree of Bachelor of Library Science.
 The Diploma course extends over a period of one year
 and the Degree course over a period of two years. From
 the prospectus for the Diploma and Degree courses in Library
 Science of the Delhi University, the financial effect of
 each candidate who is proposed to be sent to Delhi for
 training in Library Research is approximately as follows:-

Admission fee	Rs 15.0.0
Tuition fee for one year	Rs 180.0.0
Text books & Stationary for 1 year	Rs 70.0.0
Boarding & lodging at Rs 70/- per month for 9 months -	Rs 630.0.0
Examination fee	Rs 30.0.0
Ry fare to Delhi & back	Rs 71.0.0
Total	Rs 996.0.0

(or) Rs 1000/- roundly

P. 10

H.M. (Education) wants that six candidates may be sent for the training. The posts contemplated when the Library Bill becomes law are as follows:-

(1) Librarians in Dist. Libraries and the pay of these Librarians is of the L.T. grade [Rs 75-5-145]

(2) Librarians in the taluk centres and the pay of the Librarians is of the cadre of the Secondary grade [Rs 45-2-85] It is proposed to appoint these librarians only when those libraries are started.

3. Librarian in charge of District Libraries may be required to take the Diploma course in Library Science in Delhi. ~~But~~ Before sending the candidates for training, six posts of librarians on L.T. Grade should be created for a period of one year. ~~Initially~~ the Govt. may have to bear the cost of training, allowance etc. The cost of each candidate for one year training for Diploma in Library Science is as follows:-

Tuition fees, Boarding etc as shown in p 1 ante.	Rs. 1000/-
Pay during the period of training (Average pay Rs. 115 plus D.A. Rs. 18/- per month)	Rs. 1596/-
Net approximate cost for one candidate.....	Rs. 2596/-
Total for six candidates	Rs. 15,576/-

4. As Mr. Ranganathan desires to get the Government's view before he leaves for Europe (i.e.) 2nd June 1948, it is for consideration whether the D.P.I. and the ~~Library~~ C.P.L. may be consulted on the proposed course of training. Finance may see before circulation.

I.D. 1952/27
Because
According to the scheme, the expenses on the Librarians and the staff required for him should be borne by the local Bodies concerned. If ~~some~~ candidates should be sent up for the training, ^{central} local bodies should be asked to select ~~the~~ candidates and bear

W. ante

(Settle)

Av pay 115

Av pay 65

As they have to be provided with appointments soon after the training

115
18
133 x 12
1596
1000
2596
15576

If the training should be for a degree course, the expenses will be nearly double.

1157

Revised by AS

(P)

The expenditure on such training this point is also for order. The local bodies concerned may depute existing persons qualified for such training or may select new candidates.

LA is in my see before circulation.

Instruction in the post service for training in the local bodies.

B

A

persons like this will have to wait until administrative arrangements are settled - e.g. selection of those who will be sent for training, the local bodies which are to bear the cost, the time when the training is to be held, etc.

advance procedure is suggested, action is to be taken to settle the details of the advance procedure.

E PHUOND
353152/48-166



W.S.M.

LA
G.

LA Dept

If 'advance' procedure is to be adopted, this dept suggest that the appropriate thing to do is to request themselves to send some candidates for training at their cost. It will not be proper to ask local bodies to depute candidates for training at their cost, before the administrative arrangements mentioned at A above are

4

settled.

fresh candidates of the requisite educational qualifications are selected for training it will not be necessary to give them salary apart from tuition fees, boarding and lodging expenses etc.

Rm
20/5/48 (See y is on el)

Fin

Fin (Exp. A)

Please see the minutes of H.M. (E.M.) in p. 1 above and the notes following.

In the circumstances stated by E.M.H. Secy. at A' on p. 3 above, Fin. may agree that there is no justification for the Govt. deferring men at their cost for the training - cf. B on p. 3 above.

Under the Scheme of establishment of District and Taluk libraries, the incidence of cost of the libraries and the staff will fall on local bodies. L.A. Secy, however, does not agree to sending up candidates for training at their cost of local bodies as administrative arrangements in respect of the Scheme have not yet been completed. In the circumstances, Fin. may suggest that, pending the settlement of the administrative arrangements after the Scheme has been finalised, no 'advance' procedure is necessary for the sending up of men for training, may perhaps wait to be defined.

As Mr. Secy remarks seem called for at this stage.

21.5.48

21.5.48

21.5.48

E.M.H.

Fin. G.O. 3897/EXP.A-1

21.5.48

Please see this dept's note

on p. 2. 3 on 11 Fin. note above. In the circumstances stated by Fin. it is for consideration whether the

20/5/48

21.5.48

I am rather surprised by the notes put up by the various departments above. The Library Bill has been drafted and has been referred to the Select Committee. In the normal course of things, it should be expected to become law in the course of a few months. Some sort of a cess for the establishment of libraries is proposed to be levied. The establishment of libraries is not dependent solely upon Provincial Government but upon the money that we get by the cess. In these circumstances, it is absolutely certain that the libraries will come into existence soon after the passing of the Act. But what my learned friends and the department would like to do is to consider the matter of personnel after the bill is passed. Unless we get the men also trained when the bill is passed, it will be wellnigh impossible even to start anything. Personnel is as important if not more important than the provision of funds. Training of well-equipped men in this line is very necessary.

After all, the expenditure involved is Rs. 2,500 for each man. We may make the number of candidates 4 if any reduction is called for and that will be Rs. 10,000. Unless we have these men properly trained, it will be difficult for us to begin the library movement proper and so, I think the proposal may be pressed. As the date within which a reply has to be given is 2nd June, the consent of H.M. Finance and H.Pr. may be taken and orders issued. H.M. Finance and H.Pr. may kindly see.



21.5.48

25.5.48

O.P.R.
26/5

H.Pr.

Please see the orders in circulation on H.S. above.
It is presumed that H.M. (Edu) desires to send 4 candidates only for one year training for Diploma in Library Science. Even granting that the candidates have to be sent for the Degree course in the Library Science, the candidates must have passed the Diploma Examination for admission to the second year of the course for the Degree of Bachelor of Library Science.
Since Dr. S.R. Ranganathan, Professor of Library Science, University of Delhi may be informed that this Govt propose to send four candidates for training for Diploma in Library Science and he may be requested to ^{arrange for the necessary} ~~provide the necessary~~ accommodation for the candidates.
A draft letter is submitted for approval.

2. As regards the selection of candidates, since the first term of the University begins only on July 26th, the D.P.I. and the Librarian may be consulted in the matter.
3. Lt and Finance may see after issue of the letter to Sri S.R. Ranganathan.

Re 21.5.48
2. Nothing new will be issued after consulting Finance & advance procedure will be followed.

3. As regards the selection of candidates for training, we may ask the D.P.I. to advertise in the important dailies in Madras & Fort St George Gazette giving the nature of candidates & qualifications required of them for selection of the right type of person. The D.P.I. may also be requested to select on receipt of application in consultation with the Librarian C.P.L. a panel of 10 persons suitable for training out of which Govt. can select 4 in the first instance. Please Dr. Ranganathan letter at point A on p. 1 of in this connection.

4. Action will refer to para 2 & 3

The enclosed copy has to be submitted to the conclusion.

ordinance
H.H./D

on 12/13

also will be taken immediately after the issue of the letter to Dr. Ranganathan please refer.

For my see after issue with reference to paras 2 & 3 on p. 1 of 6 and 27.5.48.

J.D.
27.5.48

S by
27.5.48
Jin (a) - a.i.

35315 C2/48-2 Edu 5/27.5.48
E & P H 0000
Finance (Exp. A)

35315 C2/48-3 Edu
28.5.48



Please see below
27.5.48

Orders have been taken in circulation to depute 4 Candidates to the University of Delhi for training in Diploma Course in Library Science. Apparently the intention is to depute them at Govt. cost and no recovery of expenditure will be made from local bodies.

2. The training now proposed is in advance of the enactment of the Library Bill which contemplates the establishment of libraries in District and Taluk Centres. The expenditure involved in training 4 Candidates is Rs. 10,384/- The Course extends only for one year. As the Candidates will evidently be absorbed in the St. Establishment after the Library Bill becomes law and will thus be under the local bodies, it might be assumed that the expenditure is a non-recurring one, Govt. H. may issue orders sanctioning the training of 4 Candidates indicating the cost of the scheme.

Please see below
28.5.48

3. The proposal has to be treated as a New Service of items (D) & (E) under Section B I (C) (b) of the New Service pamphlet. Ex B.H. may be requested to follow the procedure prescribed in clauses III A and IV (i) of the Instructions issued in Fin. no. 10 26578 (A) B.G. 11 8 24 12 17.

The procedure suggested by Ex B.H. in para 3 of the letter calls for no remarks and may be agreed to. The scheme as approved in circulation.

Through E.I.I.
27.5.48

27.5.48

Report The file relates to
the deputations of four candidates at Gwalior
The University of Delhi for
training in the diploma course
in library science at a cost of

against those already in service. Submitted these points may be put to the D.P.I. for very early remarks ^{in consultation with the C.P.D.} as the applications for admission to the diploma in Library Science have to be sent before 15th July. A copy of the prospectus may also be sent to Director ^{for perusal} and return. A draft U.O. ~~note~~ is submitted.

$\frac{7.7}{31.5.48}$
 $\frac{W}{31.5.48}$
 $S \frac{W}{31/5/48}$

Issued as U.O. No 35315 C2/48 - 4 Edn D/31.5.48
 CMO H1707 C2/48 - From Sn. S. R. Ramgopalram
 W. 469 Date 31.5.48

P.T.O.

Please see the D.O. from Sri S.R. Ranganathan, on 17.6.48. The D.P.I. may be reminded in the matter. A draft U.O. note is submitted for approval.

Re
5.6.48

JD
5.6.48

5.6.48

[Issued as U.O. note No. 35315 C2/48 - 5 Edu dt 5.6.48]
CM. 44969 C2/48. From the D.P.I., Re. No. 608 J/48 dt 14.6.48.

Please see the reply from the D.P.I. on 11.6.48. He may be reminded on 23.6.48 if necessary.

Re
18.6.48

JD
18.6.48

18.6.48

CM. 45250 C2/48. From the Librarian and Head of the Dept. of Library Service No. 592 dt 17.6.48.

Please see the letter from the Librarian and Head of the Dept. of Library Service on 13.6.48. He states that the admissions to the Diploma class in Library Service have begun and that the admissions close on the 30th June and residential accommodation for candidates not admitted by then will become extremely difficult to secure. Hence he requests to return the application forms duly filled in by the candidates (whom this Govt. propose to depute for study) so as to reach him by the 30th June along with an admission fee of Rs 15/- with each application.

2. The D.P.I. has not yet sent his reply to this Dept's U.O. note No. 35315 C2/48 - 4 Edu dated 31.5.48. He may be reminded again in the matter. A draft U.O. note is submitted. Meanwhile an interim reply

[P.T.O.]

may be sent to the Librarian, Delhi University. A draft letter is also submitted for approval.

Re
22.6.48

JD
22.6.48

11.5.6.48

11.5.6.48

11.5.6.48

[Issued as U.O. note No. 35315 C2/48 - 6 Edu dt 22.6.48]

[Issued as U.O. note No. 35315 C2/48 - 7 Edu dt 22.6.48]

CM. 45845 C2/48. From the D.P.I., Re. No. 608 J/48 dt 21.6.48

Please see the U.O. Note on p. 5-6 cf. and the reply of the D.P.I. on p. 17 cf.

2/. The four points raised in the U.O. note on pages 5-6 cf. have been answered by the D.P.I. ^{and the Librarian, Connemara Public Library} as follows:-

(1) Whether for the training, the four candidates may be recruited direct from outside or whether a proportion only may be fixed for direct recruits so that some candidates may be selected from those already in service and some candidates directly from outside.

The D.P.I. states that two of them may be recruited direct from outside and the remaining two from those already in service. The Librarian, Connemara Public Library, agrees with this view.

(2) What qualification should be prescribed for the candidate to be deputed?

The D.P.I. states that the minimum qualification to be prescribed for the candidate to be deputed should be the possession of a University degree for direct recruits as well as for those already in service. The view of the Librarian, C.P.L. that any undergraduate with five years' service, may be deputed, does not seem acceptable, as the basic qualification for admission is the possession of a degree.

(3) What the minimum age should be?

It is stated that the minimum age for direct recruits may be fixed at 25 years and for those already in service at 30 years. The Librarian, C.P.L. ^{agrees} with the D.P.I. in regard to the ^{limit} age for direct recruits.

(4) Whether the candidate after the completion of training

P.T.O.

No 51850C2/48. From the Director
Re No. 600

The Summarising note was circ
Other Hon'ble Ministers who had not seen
to the Chief Secy and to the Finance Dept.
2. Now the DPI in his letter cited above
for want of sufficient time it was not possible
select four candidates to undergo training
Library Science at the Delhi University. However
has selected two candidates and sent their applications
to the University of Delhi. One candidate is a graduate
employed as a LD clerk in his office and the other a
graduate working as a teacher in T.T.V. High School,
Madras.

3. The DPI requests ~~to issue necessary orders~~
~~creating~~ creating the posts of two librarians so that
the two candidates selected may be appointed to these
posts and then sent for training. The Director also
requests that he may be empowered to draw their pay
and allowances and remit them every month.

4. The Director also requests to be informed
whether the entire cost including the admission fee
may be met from 10,000/- allotted for the purpose and
presumes that the trainees are entitled to the usual
T.A for their journey to Delhi and back. The head of
account to which this expenditure can be debited
may also be specified.

5. So far no provision has been made in the
Budget. The proposal was treated as a "New Service"
and the emergency procedure prescribed for "New Service"
schemes was also followed in this case. A Supplementary
grant will have to be obtained from the Legislature after
the issue of the final orders deputation the candidates
to Delhi University for library training. Further

the trainees are entitled to the usual T.A. for their
journey to Delhi and back.

A draft order creating the posts of two librarians
and empowering the DPI to draw their pay and
allowances and remit them every month is put
up for approval.

Finance may be requested to advise under
what head the expenditure may be debited.

A Supplementary grant ~~for the purpose~~
~~for the full amount~~ will be obtained in due
course.

Re
19.7.48
20/7/48

20-7-48

Sd/-
M. M. G.

35315C2/48-1064

21.7.48
12 PM



Finance (Exp A)

(Previous Finance note on pp 7-8 above)

The note of Expt. on pp 14-15

above may be perused. The file
has now been sent to this Department
with reference to A above.

The expenditure on the creation
of the two posts of librarians and their
deputation may be debited to the head,
37. o. Education - General - Direction -
B. Pay of Establishments and C. other
charges", according as the expenditure
is on pay or other allowances ~~as the~~
~~case may be~~ - cf (1) on p. 8 above.

The draft order may be accepted
subject to amplification regarding
the head of debit and other modifications indicated in

W.A. pencil.

Fin Op. 52441 Exp A

21.7.48

21/7/48

Done as amended.

21/7 E-P

UNIVERSITY OF DELHI

DEPARTMENT OF LIBRARY SCIENCE

GENERAL INFORMATION

Members of the Teaching Staff

S. R. Ranganathan, M. A., D. Litt., L. T., F. L. A.

READER: S. Das Gupta, B. A. (Cantab).

LECTURER: P. K. Garde, B. A. (Hons.), Dip. Lib. Sc. (Madras).

The Department conducts courses leading to the Diploma in Library Science and the Degree of Bachelor of Library Science.

Minimum qualification for Admission

For the first year course a University Degree, or the highest Oriental Title of a State with a pass in the English part of the Intermediate examination of a University or the Higher Secondary Examination of Delhi.

Scope of the first year course

1. To train persons to do the day-to-day repetitive work in a large modern library and to manage small libraries;
2. To give basic training as a preliminary to the second year of the degree course; and
3. To prepare candidates for the University examination to be held at the end of the first year for the Diploma in Library Science.

Scope of the second year course

1. To train persons to organise large libraries and library systems, as Directors and Deputy Directors of State Libraries, University Librarians, Librarians of Research Institutes, City Librarians District Librarians and Teachers of Library Science;

2. To give advanced training in the Classification of the Field of Knowledge, Cataloguing, Documentation Work and Library Organisation and to give specialised training for work in particular types of libraries like Academic, Business and Archival Libraries; and

3. To prepare candidates for the University examination to be held at the end of the second year for the Degree of Bachelor of Library Science.

Fees and estimate of other expenditure

Admission fee	...	Rs.	15	0	0
Tuition fee for one year	...	Rs.	180	0	0
Text books and Stationery for one year	...	Rs.	70	0	0
Approximate monthly charges for board and lodging	...	Rs.	70	0	0

Application for Admission

Application for admission in the prescribed form should reach the Registrar, University of Delhi, Old Viceregal Lodge, Delhi, not later than 1st June, provided that applicants who have appeared for a University examination during the year may apply within a week after the results are announced but not later than 15th July.

Application for hostel accommodation should be made separately in the prescribed form

The Academic Year

First Term begins :	July 26
" " ends :	September 15
Second Term begins :	October 12
" " ends :	December 22
Third Term begins :	January 8
" " ends :	April 30

265
650
845
9000 x 2
18000
11000

UNIVERSITY OF DELHI

DIPLOMA AND DEGREE COURSE IN LIBRARY SCIENCE ORDINANCES

1. There shall be a course in Library Science leading to the Diploma in Library Science and the Degree of Bachelor of Library Science.

2. Every candidate seeking admission to the Diploma or Degree Course must have passed the examination for a degree in Arts or Science of the University of Delhi; or a degree of any other university recognised as equivalent thereto; or the highest Oriental Title awarded by any university and recognised by this University for this purpose, provided such a candidate has also passed the English part of the Higher Secondary Examination of the Board of Secondary Education of Delhi or of any examination recognised as equivalent thereto, or the English part of the Intermediate Examination of any University.

3. Admission shall be made by an Admission Committee consisting of the following:-

- (i) The Head of the Department of Library Science
- (ii) The Chairman of the Library Committee
- (iii)

&

- (iv) Two members elected by the Academic Council.
- (v) The Dean of the Faculty of Arts.

4. Every candidate for admission to Examination for the Diploma in Library Science and the Degree of Bachelor of Library Science must, after his admission, have prosecuted a regular course of study as hereinafter prescribed for not less than one and two academic years respectively.

5. No candidate shall be considered to have prosecuted a regular course of study unless he has attended at least three-fourths of the number of lectures delivered to his class and produced a certificate from the Head of the Department to the effect that he has completed the practical training provided as part of the course.

6. The following fees shall be charged:-

- (i) An Admission fee of Rs. 15/-
 (ii) Tuition fees at the rate of Rs. 15/- P. M.
 (iii) An examination fee of Rs. 30/- for the Diploma Examination and Rs. 30/- for the Degree Examination.

7. The examination for the Diploma in Library Science shall be taken by (a) The candidates who have completed the Diploma Course, and (b) the candidates who have completed the first year of the Degree Course, and shall consist of:-

		Marks
(a) Library Classification Theory	(3 hrs)	100
(b) Library Classification Practical	(3 „)	100
(c) Library Catalogue Theory	(3 „)	100
(d) Library Catalogue Practical	(3 „)	100
(e) Bibliography, Book Selection and Reference Service	(3 „)	100
(f) Library Organisation	(3 „)	100
(g) Library Administration	(3 „)	100

8. Minimum number of marks to secure a place in the First Division shall be 60% of the total number of marks; minimum for a place in the second Division, 50%; and minimum for a place in the Third Division and a pass, 40%.

9. Every candidate who is successful in the Diploma Examination shall be awarded the Diploma in Library Science.

10. A candidate who secures not less than 50% of the marks in the Diploma Examination shall be eligible for admission to the second year of the course for the Degree for Bachelor of Library Science.

11. A candidate who possesses the qualifications prescribed in ordinance 2 and has secured not less than 50% of the marks in the Examination for the Diploma in Library Science of any other University recognised as equivalent to the Diploma Examination of the University of Delhi may be admitted to the second year of the course for the Degree of Bachelor of Library Science provided that he takes

an admission test in Library Classification and Library Catalogue conducted by the Department of Library Science and obtains not less than 50% of the total marks.

12. The examination held at the end of the second year of the course for the Degree of Bachelor of Library Science shall consist of two parts as defined hereunder:-

		Marks
(a) Field of knowledge and Methods of Investigation	(3 hrs.)	100
(b) Advanced Library Classification Theory	(3 „)	100
(c) Advanced Library Catalogue Theory	(3 „)	100
(d) Advanced Library Classification and Catalogue Practical	(6 „)	200
(e) Advanced Library Organization	(3 „)	100
(f) Academic Libraries, or, Business Libraries, or, Archival Libraries	(3 „)	100
(g) Records in bibliography or abstracting, and reference service and administration.		100

13. Minimum number of marks to secure a place in the First Division shall be 60% of the total number of marks; minimum for a place in the Second Division, 50%, and minimum for a place in the Third Division and a pass, 40%.

14. The detailed syllabus shall be prescribed by regulations.

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6

UNIVERSITY OF DELHI

DIPLOMA AND DEGREE COURSE IN LIBRARY SCIENCE

Syllabus for the Diploma Course and the first year course of the Degree Examination

1. Theory of Library Classification

Arrangement of books. Specific subjects. Filiatory order. Need for ordinal numbers. Schemes of classification.

Main class. Ultimate Class. Call number, Class number and Book number.

Foci, Faces and Phases. Canons of classification.

Classification of books by the Decimal and the Colon Classifications. Critical study of the two schemes.

2. Theory of Library Catalogue

Purpose of library catalogue. Kinds of entries. Parts of entries. Types of library catalogue.

Classified catalogue. Choice and rendering of heading. Style of writing.

Dictionary catalogue. Choice and rendering of heading. Style of writing.

Use of the *Classified catalogue code*, the *Anglo American code* the *Rules for a dictionary catalogue* and the *Dictionary catalogue code*.

Canons of cataloguing. Chain procedure. Physical form of catalogue.

(Detailed knowledge of the rules relating to the Corporate Authors, Composite books and Periodical Publications will not be required.)

3. Library Organization

Laws of library science. Educational and other social functions of libraries.

7

Types of libraries. National library system. Library functions of the Union and the State Governments and of Local Bodies. Co-ordinating libraries.

Library authorities. Library committees. Library rules.

History of library movement in India, Europe and America, since 1850.

Library building and equipment for small libraries. Counter, stack-room and reading-room and their equipment.

4. Library Administration

Routine for the following: Book-selection, book-purchase, periodical publications, accessioning, preparation of books for public use, circulation work, shelf work, binding, budget, accounts, stores, diaries, statistics, annual reports and records.

5. Bibliography, Book-Selection, and Reference Service Subject Bibliography:

Kind of bibliography. Economico-bibliographical chain. Respective agents, purpose and reference value.

Subject bibliographies including bibliography of bibliographies and abstracting periodicals. Provision for different subjects.

Physical bibliography:

Paper making. Printing. Illustration. Book-binding. Covering materials. Stitching. Forwarding. Specification for library binding.

Reference service:

Definition. Ready reference service. Reference books. Long range reference service. Library publicity.

Book selection:

Principles. Deciding factors. Demand. Finance. Standard. Sources for book selection.

6. Practical Classification by the Colon and Decimal Schemes

7. Practical cataloguing by the *Classified catalogue code* and the *Dictionary catalogue code*

45
44
23

Syllabus for the Second Year Course of the Degree Examination

1. Field of Knowledge and Methods of Investigation

The field of knowledge as mapped in schemes of library classification. Its demarcation and definition into sections and sub-sections. Field of knowledge as a static continuum.

Inter-relation of sections. Modes of inter-relation and cross-section. Formation of new sections. Modes of formation: Dissection; Denudation; Lamination; Loose assemblage; Dressing. Field of knowledge as a dynamic continuum.

Terminology, nomenclature and fundamental terms and their standardisation.

Methods of pure sciences, applied sciences, fine arts and social sciences.

Formal, speculative and authority-centred modes of thinking. Intuition.

Descriptive formulation and interpretative explanation. Secondary causes and ultimate causes.

Facts, laws, and theories. Fictions and abstractions.

2. Advanced Theory of Library Classification

Advanced study of the syllabus prescribed for the Diploma Examination.

Sharpening of foci. Addition of new foci. Construction of facet formulae. Resolution into phases. Anteriorising and posteriorising phases. Optional facets.

Evolution of classificatory technique since 1870. Comparative study of schemes of classification.

Classification of books, monographs and articles by the Universal Decimal and Colon Classifications.

3. Advanced Theory of Library Catalogue

Advanced study of the syllabus prescribed for the Diploma Examination.

Detailed and comparative study of the *Classified catalogue code* the *Anglo American code*, the *Rules for a dictionary catalogue* and the *Dictionary catalogue code*.

Corporate Author headings, composite books and periodical publications.

Books with abnormal title-pages.

Annotation. Co-operative cataloguing. Alphabetization and its problems.

4. Advanced Library Organization

Advanced study of the syllabus prescribed for the Diploma Examination.

Library legislation. Factors for legislation. History of library legislation in Great Britain and the United States. Copyright libraries.

Library building and equipment for Central City Library, Central Rural Library and Regional, State, and National Central Libraries.

Library system in relation to mass education, political, industrial and economic life and social and cultural advance. Organisation for national and international bibliographies. Exchange of publications.

National and international inter-library loan.

5. (1) Academic Libraries

School library. College library. University library. Library of research institution.

Place of library in educational institutions. Correlation with class-room work. Library hours, Library records of students. Library lessons.

Relation with teaching faculty. Book selection. Class library. Extension materials. Library publicity.

Library organization. Library finance. Library building and equipment.

Library Administration. Purchase of books and periodical publications. Accession work. Book display. Topical sequences. Text-book library. Weeding out. Display and circulation of periodical publications. Bibliographical service. Library bulletin.

(2) Business Libraries

Types of business libraries. Industrial libraries. Commercial libraries. Newspaper Office libraries. Libraries of Government Departments.

Kinds of business libraries. Libraries of individual business houses.

Place of library in business organisation. Correlation with the activities of the departments. Relation with the staff of the department.

Organization of the different types and kinds of business libraries. Library finance, building and equipment.

Classification and filing of fugitive materials like prospectuses, leaflets and clippings. Help to classification and arrangement of commodities.

Library administration. Selection and purchase of books and periodical publications. Accession work. Circulation and display of books and periodical publications. Extension service to the workers.

Bibliographical service. Abstracting work. Library bulletin. Help in the classification and arrangement of specifications and standards.

(3) Archival Libraries

Archival administration — theoretical and practical.
Preservation of archives — theoretical and practical.
Binding, preservation and repair of books and records.
Calendering and indexing — theoretical and practical.

6. Advanced Practical Classification and Cataloguing:

The Colon and the Universal Decimal Schemes for classification and the *Classified catalogue code* and the *Dictionary catalogue code*, for cataloguing

7. Records in Bibliography or Abstracting and Reference Service and Administration

These are the records of the practical and observation work done by each student in the subjects specified above during the second year of the course under the direction and guidance of his supervisors and duly certified by the Head of the Department as a faithful record.

Books prescribed for the Diploma Examination and the first year course of the Degree Examination

1. Theory of Library Classification

Text books:

1. DEWEY (Melvil) : Decimal classification. Edn. 14.
2. RANGANATHAN (S. R.) : Colon classification. Edn 2.
3. RANGANATHAN (S. R.) : Library classification :
Fundamentals and procedure. (Part 4 omitted)
4. RANGANATHAN (S. R.) : Elements of library
classification.

Reference books:

1. MERRIL (W. S.) : Code for classifiers.
2. SAYER (W. C. Berwick) : Introduction to library
classification.
3. RANGANATHAN (S. R.) Prolegomena to library
classification.

2. Theory of Library Catalogue

Text books:

1. AMERICAN LIBRARY ASSOCIATION and (British) LIBRARY ASSOCIATION. Catalogue rules : authors and title entries. Rev.edn.
2. CUTTER (Charles A) : Rules for a dictionary catalogue.
3. RANGANATHAN (S. R.) : Dictionary catalogue code.
4. RANGANATHAN (S. R.) : Classified catalogue
code. Edn. 2
5. RANGANATHAN (S. R.) : Theory of library catalogue.
(Omitting part 4 and chapters 62 and 63)

Reference books:

1. FELLOWS (Dorcas) : Cataloguing rules.
2. LIBRARY OF CONGRESS : List of subject-headings.
3. SHARP (Henry A.) : Cataloguing.
4. QUINN (J. Henry), etc. : Manual of cataloguing.

3. Library Organization*Text books:*

1. RANGANATHAN (S. R.) : Five laws of library science.
2. RANGANATHAN (S. R.) : Preface to library science.
3. HEADICAR (B. M.) : Manual of library organization.
4. RANGANATHAN (S. R.) : Library development plan, with a draft library bill.
- ~~5. RANGANATHAN (S. R.) : Preface to library science.~~
6. MCCOLVIN (L. R.) and REVIE (J.) : British libraries.

Reference books:

1. MINTO (JOHN) : History of public library movement in Great Britain and Ireland.
2. BOSTWICK (Arthur E.) : Public library in the United States.
3. KUDALKAR (J. S.) : Baroda Library movement.

4. Library Administration*Text books:*

1. DOUBLEDAY (W. E.) : Manual of library routine.

Reference books:

1. BROWN (J. D.) : and SAYERS (W. C. B.) : Manual of library economy.
2. RANGANATHAN (S. R.) : Library administration.
3. HARROD (L. M.) : Lending library methods.

5. Bibliography, Book Selection, and Reference Service*Text books:*

1. SHORES (Louis) : Basic reference books.
2. ESDAILE (A.) : Students manual of bibliography.
3. COCKERELL (D.) : Some notes on book-binding.

4. RANGANATHAN (S. R.) and SUNDRAM (C.) : Reference service and bibliography. Vol. 1.
5. DRURY (F. K. W.) : Book-selection.

Reference books:

1. MUDGE (I. G.) : Guide to reference books.
2. RANGANATHAN (S. R.) and SIVARAMAN (K.M.) : Reference service and bibliography. Vol. 2.
3. WYER (James I.) : Reference work.
4. MCCOLVIN (L. R.) : How to find out.

Books prescribed for the Second Year Course of the Degree Examination**1. Field of Knowledge and Methods of Investigation**

1. PIPER (Raymond F.) and WARD (Paul W.) : Fields and methods of knowledge.
2. BLISS (Henry Evelyn) : Organization of knowledge and the system of the sciences.
3. JEVONS (W. S.) : Principles of science.
4. DEWEY (John) : Logic : The theory of inquiry. Part IV
5. RITCHIE (A. D.) : Scientific method.
6. THOMPSON (J. A.) : Introduction to science.
7. KIRKPATRICK (Edwin A.) : The sciences of man in the making.
8. KAUFMANN (Felix) : Methodology of the social sciences.

2. Advanced theory of Library Classification

1. Schedules of Universal Decimal Classification.
2. DEWEY (Melvil) : Decimal Classification. Edn. 14.
3. RANGANATHAN (S. R.) : Colon classification. Edn. 2.
4. BLISS (Henry Evelyn) : Bibliographical classification.
5. BROWN (James Duff) : Subject classification. Rev. edn.
6. Schedules of congress classification.
7. RANGANATHAN (S. R.) : Library classification: fundamentals and procedure.
8. SAYERS (W. C. Berwick) : Manual of library classification.
9. BLISS (Henry Evelyn) : Organization of knowledge in libraries.
10. RANGANATHAN (S. R.) : Prolegomena to library classification.

3. Advanced theory of Library Catalogue.

1. AMERICAN LIBRARY ASSOCIATION and (British) LIBRARY ASSOCIATION : Catalogue rules: Author and title entries. Rev. edn.
2. CUTTER (Charles A.): Rules for a dictionary catalogue.
3. RANGANATHAN (S. R.): Dictionary catalogue code.
4. FELLOWS (Dorcas): Cataloguing rules.
5. RANGANATHAN (S. R.): Classified catalogue code. Edn. 2.
6. HANSON (J. C. M.): Comparative study of cataloguing rules.
7. OSBORN (Andrew D.): Prussian instructions.
8. AMERICAN LIBRARY ASSOCIATION: List of subject-headings.
9. LIBRARY OF CONGRESS: List of subject-headings.
10. SAYERS (W. C. Berwick): Manual of descriptive annotation for library catalogue.
11. RANGANATHAN (S. R.): Theory of library catalogue.
12. SHARP (Henry A.): Cataloguing.
13. RICHARDSON (E. A.): Some aspects of co-operative cataloguing.
14. PIERSON (H. W.): Guide to the cataloguing of serial publications of societies and institutions.
15. THORNTON (John L.): Cataloguing in special libraries.
16. PETTEE (Julia): Subject headings: the history and theory of the alphabetical subject approach to books.

4. Library Organization

1. MCCOLVIN (L. R.): Public library system of Great Britain : a report on its present condition, with proposals for reorganization.
2. AMERICAN LIBRARY ASSOCIATION COMMITTEE ON POST-WAR PLANNING. Post-war standards for public libraries.
3. RANGANATHAN (S. R.) Library development plan, with a draft library bill.
4. MINTO (John): History of public library movement in Great Britain and Ireland.
5. BOSTWICK (Arthur E.): Public library in the United states.

6. ESDAILE (A.): National libraries of the world.
7. KUDALKAR (J. S.): Baroda library movement.
8. JOHNSON (J. E.): County libraries.
9. MCCOMB (D. Q.): Public library buildings.
10. SANDERSON (C. R.): Library laws.
11. AMERICAN LIBRARY ASSOCIATION : American library laws.
12. JOCKAL (G. B.): Government of American libraries.

5.1 Academic Libraries

1. FARGO (Lucile): Library in the school.
2. DOUGLAS (Mary Peacock): Teacher librarian's handbook.
3. RANGANATHAN (S. R.) School and College libraries.
4. RANDALL (W. M.) and GOODRICH (F. L. D.): Principles of college library administration.
5. BUSHNELL (G. H.): University librarianship.
6. THORNTON (J. L.) Special library methods and instructions to special librarianship.
7. RIDER (Fremont): Scholar and the future of research library.
8. LYLE (Guy R.) Administration of the college library.

5.2 Business Libraries

1. MANLEY (M. C.): Library service to business.
2. JACKSON (Lucille): Ed. Organization and administration of a special library.
3. WRIGHT (J. E.): Manual of special library technique. Edn. 2.
4. ASSOCIATION OF SPECIAL LIBRARIES AND INFORMATION BUREAUX: Reports of proceedings of the Conferences.
5. SPECIAL LIBRARIES ASSOCIATION. PUBLICATION COMMITTEE : Special library in business.

5.3 Archival Libraries

1. MULLER (Samuel) etc.: Manual for the arrangement and description of archives, etc. Edn. 2.
2. JENKINSON (H.): Archive administration.
3. MINOGUE (Miss): Care and preservation of records.
4. GRANT (J.): Books and documents.

5. FORSYTH (K. L.) Book-binding.
6. FREY AND VEITCH: Preservation of leather book-binding.
7. PLEDERLEITH: Conservation of prints, drawings and manuscripts.
8. U. S. A. NATIONAL ARCHIVES: Building and equipment for archives (Bulletin No. 6).
9. SOLA (R. D.): Microfilming.
10. INSTITUTE OF HISTORICAL RESEARCH, London: Bulletin No. 1.
11. SAINTSBURY (Noel). *Ed.*: Instruction to editors.
12. WHEATLEY: How to make an index.
13. INDIA. IMPERIAL RECORDS DEPARTMENT: Rules for indexing records.

To

The Registrar,
University of Delhi,
Delhi.

Sir,

I seek admission to the first/second* year course in Library Science.

† I have applied for a seat in the University Hall.

Name

Father's Name

Guardian's Name

Address of Father or Guardian

Date of birth

Place of birth

Nationality

Degree or other Equivalent Examination

Year	University or Board	Examination	Class or Division	Max. Marks	Marks Obtained

Only for candidates deputed by a Government, or a Local Body or any other institution.

Recommendation of the forwarding Officer :

Designation.

*Strike out whichever is not applicable.

† Strike out if admission is not sought in the University Hall.

To

The Provost,
UNIVERSITY HALL,
DELHI.

Sir,

I request you the favour of admitting me as a resident/non-resident member of the Hall. I am making this application with the consent of my guardian. I have read the rules and promise to abide by them. I vouch for the correctness of the particulars given overleaf.

I have the honour to be,

Sir,

Your most obedient servant,

Address.....

Date.....

Certificate to be signed by the guardian if the applicant desires to be a non-resident member.

I certify that the applicant is seeking admission with my consent.
I further certify that he will reside with.....
(address.....)
with my consent and that I am fully satisfied with the arrangements for the applicant's residence, board and general supervision.

Date..... Address.....

Provost's orders

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Name
Father's Name
Guardian's Name
Address of Father or Guardian
Date of birth
Place of birth
Nationality
Religion
Caste.

PREVIOUS EXAMINATIONS

Year	University or Board	Examination	Class or Division	Max. Marks	Marks Obtained

CLASS/COURSE to which admission is sought.....
SUBJECTS chosen.....
Game which the candidate intends to play.....
Does the candidate intend to reside in the Hall?.....

Date.....
Signature of the Applicant

LIBRARY - TRAINING FOR THE DIPLOMA IN LIBRARY SCIENCE - DELHI UNIVERSITY - DEPUTATION OF FOUR CANDIDATES - SANCTIONED - SUMMARISING NOTE --- CIRCULATED.

54992A

A Bill to provide for the establishment of Public Libraries in the Province of Madras and the organisation of a comprehensive rural and urban library service therein has been introduced in the Legislature and has been referred to a Select Committee of the Assembly. With the passing of the Library Bill, several libraries will have to be opened in District and Taluk centres. Orders have been taken in circulation to depute 4 candidates for training for the Diploma in Library science of the advance of the passing of the Library Bill. They are intended to be absorbed in important libraries. The financial effect of the proposal for one year is estimated as follows:-

Admission fee	Rs. 15	0	0
Tuition fee for one year	Rs. 120	0	0
Text books & Stationery for one year	Rs. 70	0	0
Boarding and Lodging at Rs. 70/- per month for 9 months.	Rs. 630	0	0
Examination fee	Rs. 30	0	0
Railway fare to Delhi and back III class fare	Rs. 71	0	0
	Rs. 996	0	0
	Rs. 1000/-	roundly	
Pay during the period of training (Average pay Rs. 115 plus Dearness) Allowance Rs. 18 per mensem.			Rs. 1596/-
Net approximate cost for one candidate			Rs. 2596/-
Total for four candidates			Rs. 10,384/-

For getting the necessary training, two candidates will be recruited from outside and the remaining two from those already in service. The qualification required of the candidate for admission to the course is the possession of a University degree. The minimum age is fixed at 25 years for direct recruits and 30 years for those already in service. The Director of Public Instruction has been requested to select four candidates in consultation with the Librarian, Connemara Public Library and to send their applications direct to the Librarian, Delhi University with the admission fees.

2. The proposal will have to be treated as "New Service" and the emergent procedure for 'new service' schemes was followed since the matter was specially urgent as candidates had to be selected to take up the course in July 1948.

3. This summarising note may be circulated to the other Honourable Ministers who have not seen this case and to the Chief Secretary and the Finance Department for information.

H.V. Subramaniam,
Secretary to Government

EJ/- 16-7-48.

HM Ind
This shd go before S.F.C
17/7/48

P.T.O

Edu & P.H. (C2)

Please see the minutes of HM (Food) on 11/1/48.

The proposal to depute four candidates for diploma training to Delhi University was treated as a "new service" and the emergent procedure prescribed for new service schemes has been followed in this case, viz, obtaining orders in circulation of H.M. concerned, HM (Fin) and H.Pr., as the candidates had to be ~~sent~~ to take up the course in July 1948.

Further, according to the Fin U.O. note, schemes where the estimated cost ~~does not exceed~~ ^{exceeds} Rs 2000:-

per annum recurring or Rs 10,000 non recurring

~~can be sanctioned~~ but does not exceed

Rs 5000/- per annum recurring or Rs 20,000

non recurring, may be sanctioned after they

have been approved ~~by~~ in circulation

by the Hon'ble Minister concerned, HM (Fin) and

the H.Pr. In the present case the expenditure

involved is only Rs 10,384 per annum ~~recurring~~ ^{non-recurring} in respect of four candidates. But actually, only two candidates have ^{now} been selected by the S.P.D. and sent to Delhi. The cost will be only half of the figure mentioned above. [P.T.O.]

~~non recurring~~. Hence this proposal does not require a reference to the S.F.C. Having followed the appropriate financial procedure in this case, orders were issued in G.O.

139-409 (V)

1864 Edu Date 22.7.48

May be circulated to HM (Edu) & HM (Food). Finance may be prior to circulation.

Re
22.7.48
Wh
22/7/48.

23/7/48

5
26/7/48

SPHUO

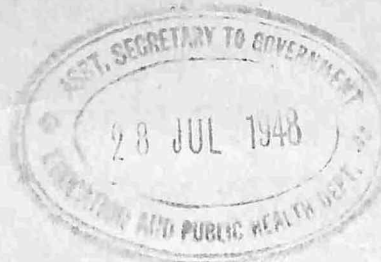
54992A/48-1C2 Edu

26.7.48



53833

Fin no 53683/48 EA-1
27.7.48



25/7/48

56060



To AS-

No further action is necessary. The papers may be lodged for action filed with S.O.M. 1824 Edu dated 22.7.48.

14/8/48

17/8/48

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