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Education and Public Health
(1948) Dept.

MS. Series

39-1 of

G.O No. 505 Edu Dated 13.3.48

24.

Abstract: Museum – Govt. – Notes of Inspection by the Coll.r of Madras – Orders Passed

Further papers

G.O. No. 2587. Edn.
16-10-'48

G.O. MS. No. 1412. Edn.
6-5-'49.

Further papers

G.O. MS. 1550 Edn
19.5.50.

G.O. 2885 Edn dt 31/11/51.

From
M. Karamatullah Esq., I.C.S.,
Collector of Madras,
MADRAS.

To
The Secretary to Government,
Education & Public Health
Department, Fort St. George.

Sir, D.Dis. No.5224/46. dated 30th June 1947.

MUSEUM - Inspection - By Collector of Madras - Inspection Notes - Submitted.

Ref:- G.O. No. MS 102 Education dated 15--1--46.

I submt herewith the notes of my inspection of the Government Museum.

Encl: One.

for COLLECTOR OF MADRAS.

55808

Government Museum

Notes of Inspection.

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At present a distribution register is being maintained written in a personal register but with elaborate details which are unnecessary. The serial number in the distribution register is not treated as the current number in the clerk's personal register, but is written down in column (1) of the personal register. Each section runs its own current numbers and the serial number and the current number did not tally, because arising currents swell the latter. Separate series of current numbers for each section would not only cause confusion in distribution of received tappal, but would only handicap the arrangement of records. It is therefore preferable to follow the system prescribed in the D.O.M. for offices in which the distribution register is maintained. The number of papers received per day is very few and the maintenance of a new case register would be unnecessary . The revised system may come into force from 1st of January 1948 or any earlier date. In the meanwhile, the serial number in the distribution register may be adopted as the current number in the personal registers. An arising current in each seat would take a fresh consecutive number from the clerk maintaining the distribution register. The elaborate details of the particular paper received, now being entered in the existing distribution register, need not be recorded in future.

TREASURE TROVE RECEIPT & DISTRIBUTION REGISTER.

The register is properly maintained. From the existing columns of the registers it is not easy to trace the correspondence relating to any particular item.

P.T.O.

It is therefore suggested that in column 4 the words "and distribution register number" be inserted.

All Treasure Trove items are entered serially in the General Register, whether acquired or not acquired, and these are arranged in the records according to the register number in this register. The correspondence on the subject is carried on in the personal register and it is an elaborate process at present to discover from the personal register the Treasure Trove Number in which the correspondence has been disposed of. It is therefore desirable to note in column 11 of the personal register the Treasure Trove Number in respect of which the correspondence is carried on. As the General Register is more important from the point of view of the Museum than the personal register it is desirable to continue the system of recording papers according to Treasure Trove Numbers.

There is an office list of periodicals maintained by the Head-clerk, but the clerks who actually prepare the returns do not maintain the periodical registers. The present system of watching despatch is for the head-clerk to study the office list of periodicals from time to time and remind the clerk concerned. The present system is not satisfactory, and is apt to cause delay in the submission of periodicals.

PERSONAL REGISTERS.

The District Office Manual has not been supplied to this office and the clerks are completely ignorant of the principles underlying the personal register. A copy of the Manual should be indented for. All the columns of the personal register are not now being filled and it is impossible to say whether papers were promptly attended

(contd)

to. The registers should be systematically maintained in future.

The personal registers are being put up to the Personal Assistant once a week, who writes his remarks in column 11 of the personal register. This should not be done. A separate running note file should be maintained along with each personal register in which remarks should be written on one half of the page and the clerk's replies to the remarks on the other half.

Similar note files should be maintained for the periodicals Registers.

RECORD FILES.

Certain record files are being kept. An office order should be passed prescribing the record files to be maintained.

STOCK FILES.

No stock files are at present maintained. An office order should be passed prescribing stock files, wherever necessary.

OFFICE ORDER BOOK.

An office order book is maintained.

DISPOSALS.

In the Museum the exhibits and the registers according to the Departments in which they are recorded are more important than the correspondence. It is from these Departmental registers that correspondence will have, after some years, to be traced. For instance, correspondence with regard to the Archealogical exhibits required for reference 50 years hence could only be traced

from the Archaelogical Accessions Register. The records at present are therefore kept separately for Archealogy. Similarly, Treasure Trove, Botony etc. For each one of these Scientific Departments or Sections a register is maintained in which the articles are registered and the correspondence relating to them is kept in the record separately for each Department or Section. Therefore the disposal in column 11 of the personal register cannot be with reference to the current number in the personal register, but with reference to the serial number in the Departmental or Section register concerned. Correspondence not falling under any of the Departmental registers is entered in a general register and these papers might profitably be disposed of with reference to the serial number in this register. This would be necessary because, otherwise, the current numbers from the personal register received in the records would not be in series, certain intervening numbers having been taken away to Archealogical,Treasure Trove or other records.

I am making the above suggestions off-hand after an inspection which is relatively superficial. I venture to submit that Government might appoint a Special Officer to go into the entire system of exhibit and records maintained in the Museum and to devise a system of recording them which wouldbe more suitable to the institution than the procedure prescribed in the District Office Manual, which applies to offices in which the correspondence is of relatively greater importance than stocks or exhibits.

CONTINGENT REGISTER.

Contingent Register is maintained properly.

PERMANENT ADVANCE ACCOUNT REGISTER.

A permanent advance account register has been maintained properly.

MESEUM PUBLICATIONS REGISTER.

A stock book is maintained for the publications of the Meseum in sections for each publication. The book has not been maintained up-to-date. This should be brought up-to-date at an early date. Separate registers are maintained showing the publications of other institutions. Value received by the sale of publications is brought into a register of sales. This register is up-to-date.

From the accounts point of view, the register of sales by itself or taken in conjunction with the stock book appears inadequate. Without verifying all the entries it is impossible for an Inspecting Officer to discover if the accounts are correct. The Accountant-General may be asked to devise some simple system of double entry whereby it may be known at a glance that the debtor and creditor entries occasioned by sales of exhibits and free gifts tally with the money entries in the account book.

REGISTERS MAINTAINED IN THE OFFICE.

T stock book and Compounding Account Book is maintained for Photographs and Picture Post Cards which are offered for sale. In the stock book an additional column is necessary to show the balance of stock on hamd. This book is now very old and the paper is perishing. A new book should be opened. The Account Book has not been written up-to-date. The credit to the bank on 7-9-'46 has not been entered. The columns in the Account Book should invariably be filled in so that it may be possible easily to check credit into Bank with vouchers.

The items in the Account Book are not totalled for any closing period. There is a statement received from the Accountant General showing credits into the Presidency Bank in a month. It is impossible to say without wading through all the chalan counterfoils and sorting out those under a particular head or sub-head whether the Accountant-Generalas figure tallies with the figures in the Museum accounta. The

entire system of maintaining accounts requires a thorough overhaul. In the meanwhile, the figures in each book of account should be totalled once a month and the grand total of the several account books compared with the Accountant General's statement.

There are columns in the account book to record the date of comparison of figures with the Stock Book and initials of the Personal Assistant. These columns have not been filled in and it is impossible to say whether the Personal Assistant has compared the two at least at the time when a bank remittance in respect of several items is made.

SURPLUS TREASURE TROVE COINS SALES REGISTER;

There have been no sales for the past five years as there is no numismatic expert to deal with the subject.

REGISTER OF RENTS FOR THE USE OF MUSEUM THEATRE.

Sept's reply at p. 27 ante

Six sets of accounts are maintained in respect of Rent for the Meseum Theatre. The various items of charges are mentioned in two of them and a third register shows only the rents for performance allowed. The registers are unnecessarily complex and useless from the point of view of an Inspecting Officer. It is impossible to discover without totalling the several entries horizontally on the receipts and then on the expenditure side and in some cases going back to previous pages to discover advances, if any, and at least in one case having to refer to records to find out whether the advance previously made was in respect of one or more than one item in the account and whether any particular item has been correctly and finally adjusted. It is sufficient, in my opinion, to maintain one single register with columns to show advances received and the demand

(Contd)

in each successive column in respect of the various charges. When the total collections in the register equal the demand, the serial number in the register could be ringed off. One more register would be necessary in which the care-taker of the Museum would record particulars of the allotments made ~~ef-th~~ for particular performances, overtime, if any, and other information required by the clerk maintaining the Museum accounts.

An Electrician's attendance register is being maintained and is necessary to determine the amount to be collected from the lessees for payment in this respect. There is also an attendance register maintained of policemen who attended for bandobust at performances. The bill for this charge is received from the Police Department and could profitably be entered in the Rent Account.

Another register is maintained and is necessary to watch police charges collected ~~allowed~~, but unspent, and which are not refunded to the party but are credited to the Government. In this register the unspent balance column should be totalled once a month and verified with the Accountant-General's figure. The Rent Account too should have an abstract statement appended once a month to show the actual amount credited to the Government. If the number of columns required in a rent account are too many, separate ledgers will have to be maintained under each one of the heads. There is also a Care-taker's attendance register from which is calculated the amount due to the caretaker for attendance at performances.

A register is maintained showing the rent recoveries from the Lessee of the Museum Restaurant. This account is properly maintained.

STORE-KEEPER'S REGISTERS.

Stok book of printed forms etc., is properly maintained. Checked a few items and found correct.

The stock book of the Miscellaneous stores is being properly maintained though in some previous years the balance column was not filled in; but so far as checked, the account is correct.

The stock book of photographic articles is properly maintained. The balance under most of the items is Nil.

REGISTERS MAINTAINED BY THE CURATORS.

ARCHAEOLOGY.

Register of Archaeological exhibits is maintained. One of the headings, column 5 is 'locality'. This is being filled in as the locality in which the particular exhibit was found or from which it came. It is desirable to fill in this column in respect of each item. Similarly column 2 'reference to records' is not filled in in every case. It would be an up-hill task now to fill in information in the case of old exhibits excepting the cases of metal ware where the case number in which it is kept is mentioned in the remarks column. There is no information of the particular place in which it is kept and the register does not provide full information, but the exhibits are serially numbered and will have to be traced with reference to this number.

MISCELLANEOUS ARCHAEOLOGICAL & ART METAL WARE REGISTER.

This register is properly maintained. But in some cases where the exhibits were received from Collectors of districts, it would be desirable to fill in the column 'reference to records'.

METAL IMAGE REGISTER.

This register is properly maintained.

COPPER PLACE GRANTS REGISTER.

This register is properly maintained.

CHEMICAL PRESERVATION REGISTER:-

A register of preservation work is maintained. From this it is possible to say what records have been treated for preservation and on what dates. But from the point ov view of a particular exhibit it would be impossible to say when and if it was last treated. It is therefore desirable to note in the remarks column of the Accession Register the date on which it was sent for treatment.

ANTHROPOLIGY.

REGISTER OF PRE-HOSTORIC ANTIQUITIES.

This is maintained neatly in sections of the different types of exhibits.

GENERAL ACCESSION REGISTER, Vol. I and II.

There are neatly and properly maintained.

REGISTER OF MUSICAL INSTRUMENTS.

Neatly and properly maintained.

ZOOLOGY.

ACCESSION REGISTER.

Neatly and properly maintained.

REGISTER OF SPECIMENTS DESPATCHED FOR IDENTIFICATION.

The register may be changed. A serial number should be given for each and this would be ringed off when the exhibits are received back.

BOTANY.

ACCESSION REGISTER.

Properly maintained.

GEOLOGY.

ACCESSION REGISTER.

Properly maintained.

There is no Stamps Section.

REGISTER OF CONFIDENTIAL PAPERS.

A register of confidential papers is maintained. The disposal column 11 is either filed or no further action. This does not help the maintanance of records. This might be a L or D. Disposal to facilitate destruction and the file number would be the serial number in the register. Secret and Confidential papers are dealt with by the Superintendent but he does not at present maintain any register. I have suggested to the Superintendent the maintanance of a register in the form prescribed for Collectors. At present the Personal Assistant has not got a separate receiptacle for his confidential papers. He should be supplied with an alimirah with a strong lock. The Superintendent has got a safe for secret and strictly confidential papers.

PERSONAL FILES.

The personal files of the Personal Assistant and the Curator are kept by the Superintendent. The files relating to other staff are kept by the Personal Assistant.

At present, the files relating to separate individuals are not kept separately, but all papers are kept together in chronologicalk order. This of little use when it becomes necessary to study the record of any particular individual. The papers relating to each individual should be kept separately in a personal file relating to him and bear his name on the outer cover. The remarks are made on standard form printed or typed. The remarks are adequately comprehensive. The reports previous to 1943 are not available. It is understood--

that they were not being maintained by the Predecessor of the present Superintendent. It is only when a reference came from the Government that the Superintendent became aware that personal files had to be maintained. The personal files of the Personal Assistant and the Curators which have been kept in the personal custody of the Superintendent are properly maintained from 1941 onwards.

SERVICE REGISTERS.

Service registers have been maintained. The entries are brought up-to-date.

RECORDS

There is no record room and old records are kept on racks in the clerks' room and current records in an Almirah. No record issue register is maintained, as there is no Record Keeper. The clerks themselves look after the records relating to their seats. The records are kept in bundles for each subject and each bundle consists of separate similar bundles for each year. A paper is picked up from the similar bundle with reference to the current number in the personal register. There are no dockets showing the subject of a file in order to trace back and forward papers. It is desirable to move the records into the room where at present publications are being kept and to appoint a whole-time record keeper to look after the records and maintain the register. At present, there is no way of knowing if records taken out for use in a pending current file ever come back to records; nor is it impossible for a person to walk away with the records lying on the racks. About a year ago an attempt has been started to list the important records in an index and to number such records according to year and date. This index may be printed as the work for each year is complete and the records neatly stored away in a record room according to the serial numbers shown in the index.

BRONZE IMAGES & COPPER PLACES.

Few items checked and found correct.

(PTO)

Few copper plates checked and found correct.

Valuables from the Bhattiprolu relics also have been checked.

FAIR COPY REGISTER.

There is no fair copy register in the prescribed form. All the drafts for typing are handed over by the Head Clerk to the typist who is also the registering and despatching clerk. When the clerk is otherwise engaged in despatching urgent letters, typing work is got done by other clerks who know typing. There is no full time typist. On an average 15 to 20 drafts will have to be typed and issued daily apart from typing manuscripts labels of scientific sections and other descriptive notes of Scientific assistants now and then for their study in connection with their research work. There is no Fair Copy Superintendent. The fair copies are examined by the Section clerks and then sent to the Superintendent through the Personal Assistant collectively in a box at regular intervals ordinarily thrice a day. The head clerk supervises the work of all clerks and sees that no delay is caused in the issue of the fair copies. Invariably all the fair copies are signed by the Superintendent. Though the maintenance of the fair copy register in the prescribed form involves some amount of additional work, it is desirable that one is maintained.

STAMP ACCOUNT.

The stock of service stamps are in the custody of the Personal Assistant and the despatching clerk takes from him at intervals stamps worth about Rs. 15/-, The total budget sanctioned for service stamps is Rs. 500/-.for the year. The actual expenditure is much less for two reasons:- (1). During the War period the discontinuance of certain publication which have since been revived now; (2) Almost all letters are delivered through 2 cycle peons throughout the city as a rule.

The despatch register in the prescribed form is maintained. The number of packets, registered and insured letters

(Contd

are noted in the register with the value in stamps against each item. The entries are not totalled daily. Once a week the items are totalled and the balance is struck. The daily stamp account in the prescribed form had been maintained up to 1945. Afterwards it was not maintained. The daily stamp account is now shown in the despatch register itself. It is advisable that the old practice is revived and the account is maintained in the prescribed form in future. There is no despatch seal for the office. A seal may be got from the Government Press. The balance of the service stamps on 22-10-'46 was Rs. 29-6-0 from the account. This was verified and found correct.

Two local tappal delivery books are maintained for delivery of tappals throughout the city through 2 cycle peons. As it is, a painted register is not maintained. A printed register may be got from the Government Press.

ACQUITTANCE REGISTER.

Acquittance Registers are maintained for the whole staff consisting of one Personal Assistant, 5 Curators, 6 Clerks, 2 Taxidermists, 1 Photographer, 1 Printer and 7 attenders and inferior staff consisting of one duffadar and 37 peons in two registers. Pay bills are prepared on the due dates and acquittance rolls are also copied simultaneously. The actual amount due to each member is copied on the last working day after verifying whether there are no deductions, especially in the case of the inferior staff, either on account of loss of pay or fines for misbehaviour during the interval of the preparation and submission of the pay bill and the close of the month, which is not less than a week. Undisbursed amounts are adjusted by short drawal in the pay bill of the succeeding month, In the acquittance roll some of the members of the inferior staff have not put the dates while signing the acquittance. This may be uniformly done in future. A separate acquittance roll is maintained for the menial staff paid from contingencies. The

staff consists of 11 watchmen, 5 gardeners, 5 sweepers. The above procedure in the preparation and submission of the pay bill is followed here also. Short drawal is a feature in this acquittance roll.

The letter of authorisation from Government Servants who are on casual or on other leave are now filed separately. This is not correct. The instructions contained in the Treasury Code, Rule 32, Sub rule 4 (a) paragraph 2 are as follows:-

> 'A Government servant who is on casual leave or other leave may make a written request that any moneys due to him be paid to a specified Government servant belonging to the same office; payment shall then be made accordingly, provided that the Government servant nominated produces an acknowledgment signed by the absentee (and stamped when the amount exceeds Rs. 20/-) and that the disbursing officer is satisfied that the absentee's written request and acknowledgment of the payment may be accepted. The Government servant who receives the moneys shall sign on the back of the absentee's acknowledgment in token of his having ~~acknowledged~~ received the moneys on the absentee's behalf. The acknowledgment shall be attached to the office copy of the bill or to the acquittance roll, as the case may be, and the remark 'separate receipt attached' shall be entered in the appropriate ~~~~ place in the office copy of the bill or in the receipt column of the roll".

The above procedure should be followed in future.

PERMANENT ADVANCE REGISTER.

There is no permanent advance register. There is only a rough register. All the vouchers relating to items of contingent expenditure are tagged together and posted in a contingent register direct. The permanent advance amount sanctioned for the office is Rs. 180/-. Items of expenditure supported by vouchers are entered in the contingent register as and when payments are made. As the amount is sufficiently spent, a bill is prepared and the amount recouped.

The bill just in preparation supported by vouchers has been checked and is in order. The contingent bill is for - Rs. 175-3-11. It was sent to the Accountant General's Office for recoupment of the permanent advance. Out of the balance of Rs. 4-12-1 two advances to the amount of Rs. 3-10-0 were made. The balance of Rs. 1-2-1 is the cash on hand and this has been verified and found correct.

VERIFICATION OF VALUABLE COINS.

Verified and found correct the following number of gold and silver coins.

	Gold	Silver	Electrum.
Total number of coins entered in the Stock Registers	7252	5054 (10 broken and 63 bits).	1
Total number of coins in the Accession registers from 1932 excluding those transferred to stock register	1636	5492	28
Pre-1919 unclassified and brought into stock book.		1	

CRB/7-7-'47.

7/7/47

for COLLECTOR OF MADRAS.

7/7

19

E & PH (C2)

2/
19/8

Memo no 55808 C2/47 – 1 Edn Dt 14.8.47

Museum – Govt – Inspection notes –

By the Collr of Madras.

Reg:-

C no 55808 C2/47 – From the Collr of Madras

D. Dis. No 5224/46 Dt 30.6.47.

Referred to the Supdt, Govt Museum for remarks.

14.8.47

To
The S. G. M
(with enclosures)

Rc 12.8.47

12.8.47

20

G.F. 16.

DRAFT FOR APPROVAL.

	Date.	Initials.
When received for fair copying ..		
When copied ..		
When examined..		
When signed ..		
When despatched.		

SUBJECT :—

READ AGAIN _____, dated _____ 19____

„ „ _____ „ _____ 19____

READ *ALSO* :—

No. _____ From the _____, No. _____, dated _____ 19____

„ _____ „ _____ „ _____ „ _____ 19____

„ _____ „ _____ „ _____ „ _____ 19____

Order / Resolution — Ms. / Rout. No. _____, dated _____ 19____

21

From
Sri A.Aiyappan,M.A.,Ph.D.,
Superintendent,
Government Museum,
Madras, 8.

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

No.2234/47-1 dated 30th September 1947.

Sir,

Sub: Museum- Government - Inspection Notes - Remarks.

Reference Government Memorandum No.55808 C2/47-1Edn dated 14-8-1947.

28432

R II

With reference to the Memorandum cited I have the honour to submit that carrying out the suggestions contained in the Collector's Inspection Notes on my office will amount to the introduction of the Office procedure laid down in the District Office Manual. This is a departure from the existing practice and involves the opening of many new Registers and new systems of maintenance of accounts. These changes which are of a fundamental nature can be effected only under the direct supervision of myself or my Office Assistant. I have been somewhat busy with the work of the Aboriginal Tribes Welfare Enquiry Committee the report of which I am asked to submit to Government by 30th September 1947. Besides, since the suspension of Mr. M.S. Malumiar my former Personal Assistant the post of the Office Assistant (designation since changed) was vacant for the past three months

2/22

months. A substitute has been posted only recently and he has joined duty a few days back. In these circumstances I request that Government may grant me A| time till 1-11-1947 to offer my remarks on the notes of inspection of my office.

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

A. Ariyappan
Superintendent.

E & P.H (C2)

The letter ~~from the~~ S.G.M on p. 21-22 above may be perused. ~~A further report from the S.G.M may be awaited till 5.11.47.~~

RC
2.11.47

13

23

Edn & P H C2

Memo no. 55808 C2/47-2Edn dated 27.10.47
Museum - Govt. Inspection Notes.

Ry:-
From the S.G.M., No. 2234/47-1 dt 30.9.47

The Supdt Govt Museum is informed that time is granted till 1.11.47 for the submission of his remarks on the Collr's Inspection notes of the Govt Museum. This has been pending with him from the beginning of July 47.

RC
9.X.47

20.10.47

21.X.47

130
28/10

p21-22 cf

KK
Vide 'A' on p22 cf
p3-17 cf

To
The S.G.M ✓

30/10

From
Sri A. Aiyappan, M.A., Ph.D.,
Superintendent,
Government Museum, Madras.

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

Letter No. 2324/47-2 dated 6th November 1947.

Sir,

Sub: Museum - Government Inspection Notes by the Collector of Madras - Remarks.

Reference Government Memorandum No.55808 C2/47-1 Edn., dated 14-8-1947.

8867

ASST. SECRETARY TO GOVERNMENT
6 - NOV 1947
EDUCATION AND PUBLIC HEALTH DEPT.

With reference to Government Memorandum cited I have the honour to offer the following remarks on the notes of Inspection of my office by the Collector of Madras.

1. Distribution Register. A distribution register as suggested by the Collector in para 1 of his notes has been opened and the procedure laid down therein is being followed since 1-1-1947.

2. Treasure Trove Register and Distribution Register.

The Collector's suggestions are now being carried out and relevent entries are being made in the Treasure Trove and Distribution Registers

3. Periodical Register. A separate periodical register has been opened for each clerk, wherein the list of periodicals to be sent by each clerk has been entered serially.

4. Personal Register. Steps have been taken to get a copy of the District Office Manual from the Superintendent, Government Press. Efforts are being made to make the clerks conversant with the Manual of which a copy has been borrowed. Separate running note files have been maintained along with personal and periodical registers.

5. Record Files and Stock Files. The Collector's recommendations are being followed.

6. Disposals. The suggestion of the Collector is being followed regarding disposals and this system is found to work satisfactorily though it involves some amount of delay. As the staff is slowly getting accustomed to the procedure prescribed in the District Office Manual which is found to work satisfactorily, it does not seem necessary to appoint a Special Officer to devise a separate system of recording them as suggested by the Collector. The best solution would seem to be to adopt the procedure prescribed in District Office Manual with such modifications as would suit this institution.

7. Museum Publication Register. So far as Museum requirements are concerned the Registers of sales & stock book are found to be suitable, though it may appear difficult to the Inspecting Officer to check the correctness of the Accounts. However as

suggested by the Collector the Accountant General is being addressed to devise some simpler system of double entry.

8. Registers maintained in the office. With reference to the stock book of photographs and picture post cards for sale an additional column to show the balance of stock on hand has been opened. A new book has been opened for the purpose. The defects pointed out by the Collector have been rectified.

9. Register of rents for the use of Museum Theatre.

The present system of maintaining the Advance Register for the theatre has been devised by the previous Superintendent and found to be most convenient from accounts points of view, though, perhaps somewhat inconvenient for checking by an Inspecting Officer who has to finish his work quickly. The Accountant General has been addressed in the matter of keeping a more convenient system of accounts so far as the theatre is concerned.

10. Store Keeper's Registers. The balance under most of the items in the stock book of photographic articles is nil because most articles are not easily available for sale in the open market.

11. Registers maintained by the Curators.

Archaeology.

Column 2 "Reference to Records" will be filled in every case in future.

Chemical Preservation Register.

In the remarks column of the Accession Register the date on which a particular exhibit was sent for treatment will be entered in future.

Register of specimens despatched for indentification.

A new register has been opened with serial numbers and as the exhibits are received back the particular number will be ringed off.

12. Register of Confidential papers. The suggestions made by the Collector are being followed and steps have been taken to supply Office Assistant with a separate receptacle for his confidential papers.

13. Personal Files.

Separate personal files have been opened in the prescribed form for each person.

14. Records.

Since the maintenance of personal registers from this year, current records are all being kept by the respective clerks in the locked almirahs. A long rack with sliding doors and locking arrangements has been since provided for keeping Indexed records and Recorded G.Os.

A Register is now maintained for issuing records. All important records which are indexed are docketed, numbered stitched and properly arranged consecutively. Permanent records from 1943 to 1946 have been indexed, D. No.s given serially and bundled. Record tracers for these years have been written. The records since the beginning of 1947 are kept under three categories:-

(1) Permanent Records are given D. No. and serially arranged. (2) G.Os are departmentally arranged and kept year-war. (3) All unimportant papers are arranged in graded border order according to tappal numbers and kept as "Lodged". All the arranged records are kept under loc and key and issued when necessary by the Record Clerk aft noting them in the Record Issue Register.

15. Fair Copy Register. A Fair copy register in the prescribed form has been opened since.

16. Stamp Account. The practice of daily accountin of stamps in the prescribed form has been revived aggin. A despatch seal has been obtained from the Government Press since. A printed register for Local Tappal Delivery has been got from the Government Press.

17. Acquittance Register. The members of the Inferior staff are since made to enter the date while sign- ing the acquittance. This procedure is being followed now

The suggestion to follow the procedure con tained in the Treasury Code Rule 32, Sub Rule 4(a) para 2 regarding disbursement of pay to those on casual leave or other leave has been put into operation.

The delay in sending these remarks has been due to my desire to report to Government the action taken, along with the remarks.

The original of the Inspection Notes is returned herewith.

I have the honour to be,
Sir,
Your most obedient servant,
A. Aiyappan 6-XI-47
Superintendent.

Encl. I
~~(AP.1-15)~~

E. & P.H.
C2
31

T.M., dated, 8-1-48.

From
The Asst. Secy. to Govt.,
Edu. & P.H. Dept.

To
The S.G.M.

(17)

Govt. Museum — Inspection notes ~~of~~ by the Collector of Madras.

Reference your letters No. 2234/47-1, dated, 30-9-'47 & 2234/47-2, dated, 6-11-'47. Please state what system of office procedure was followed in your office till the inspection of the Museum by the Collector of Madras. If the procedure laid down in the Dt. Office manual was not followed,

8/224

Line engaged. 8/1/48

P.C. despd. 10/1/48.

issued.
9-1-48.

pp 21-22 cf
pp 25-29 cf

P.C. to go.

7-1-48

8-1-48

32

From
Sri A. Aiyappan, M.A.,Ph.D.
Superintendent,
Government Museum, Madras.

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

No.2234-3/47 dated 20th January 1948.

Sir,

Sub: Government Museum - Inspection notes by the Collector of Madras

Ref. Post copy of your Telephonic Message dated 9th January 1948.

The system of Office procedure that was being followed in this office till the inspection of the Museum by the Collector of Madras is detailed below:

Prior to 1922 all incoming letters (tappals) were registered in this office in a Common Register and all out-going letters were given despatch numbers and filed number-war in a file. In 1922 the need for improving the system was felt and the procedure was slightly changed. All currents received were divided into currents relating to General correspondence and currents relating to sectional subjects like Anthropology, Archaeology, Botany, Zoology and Numismatics. All General currents were registered in a general register while the currents relating to sectional subjects were registered in the respective subject-war registers maintained separately for the purpose. All the correspondence on general matters like Accounts, establishment etc. were kept in running files which were in charge of the Head Clerk for his ready reference. The currents relating to each sectional subject were clubbed in one file which was kept running. Whenever any previous papers were required for the dealing with a current relating to a particular subject, they could be traced from the respective running file. From 1945 onwards numbers were assigned to all currents received and entered in a tappal register to safeguard against the losing of currents. They were acknowledged by the clerks concerned and registered in their sectional register or general register as the case may be. During 1946 personal registers were opened for each clerk and a somewhat regular system on the lines outlined in the District Office Manual was being followed so far as registering of currents was concerned. But the disposals were not in accordance with the instructions contained in the District Office Manual. Almost all Records for the years from 1943 to 1947 have been sorted and important records have been indexed. Older papers are being stitched and listed. From 1947 after the Collector's Inspection registering of currents and their disposals are being done according to the procedure laid down in the District Office Manual with such deviations which are warranted by conditions obtaining in this office where correspondence has less importance than the preservation of the specimens.

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

Superintendent.

ASST. SECRETARY TO GOVERNMENT
22 JAN 1943
EDUCATION AND PUBLIC HEALTH DEPT.

34

(19) 35

Endt. No. 321-DI/48.

Madras Record Office,
Chittoor, 20th February 1948.

Sub:- Office procedure - System of office procedure applicable to Government offices other than Revenue Offices before the introduction of "Tottenham system".

Ref:- Post Copy of telephonic message from the Assistant Secretary to Government, Education and Public Health Department dated 9-2-1948.

P. 31 ante

M/ The disposal number system of Dr. Macleane was followed prior to the introduction of the "Tottenham system" of office procedure. A note on the former system of office procedure will be found on pages 2 to 4 of G.O.No. 2196, Public, dated 19-9-1885. There is evidence to show that this system was introduced into almost all the principal offices of the Presidency (vide page 47 of G.O. No. 1116, Public, dated 1-11-1900). Besides this system of office procedure, there was another system known as "Ellis-Tomkins system" which was adopted in the offices of the Public Works Department (See page 7 of G.O.No.414, Public, dated 18-5-1923). In the case of the Police Department, the system of office work was the one recommended by Mr. H.E. Williams who was specially deputed in 1920 to report on the work in Police Offices (see pages 31 and 49 of G.O.No.414, Public, dated 18-5-1923). A copy of his report will be found on pages 51 to 96 of G.O.No.414, Public, dated 18-5-1923. Reference is also solicited to the "Report on the possibility of reducing work in the Secretariat,

Kept below

do

do

do

do

Board

Board of Revenue and Collector's Offices" by Mr. A.R.Loftus Tottenham. A copy of his report is available in the Secretariat Library. This may kindly be examined to see whether it throws any further light on the system of office procedure that was followed in Government offices, prior to the introduction of "Tottenham system".

SECRETARIAT GOVERNMENT OF MADRAS 23 FEB 1948 EXAMINER OF RECORDS

13036

2. The G.Os. mentioned in paragraph 1, with the exception of G.O. No. 1116, Public, dated 1-11-1900, as well as the following G.Os. relating to the subject referred to above are furnished.

1. G.O.No. 603 Public dated 28-10-1919.
2. G.O.No. 992 " " 11-9-1896.

G.O.No. 1116, Public, dated 1-11-1900, being confidential, will be sent separately in a sealed cover.

3. The receipt of the papers may kindly be acknowledged and the C.No. for which they are required may please be stated.

MM 20.2.46

CURATOR.
20-2-1948.

To

The Assistant Secretary to Government,
Education and Public Health Department.

BR.

Endt.No.321-D-I/48-4.

Madras Record Office,
Chittoor, 23rd February 1948.

SECRETARIAT GOVERNMENT OF MADRAS 24 FEB 1948 EXAMINER OF RECORDS

13561

Sub:- Office procedure - System of office procedure applicable to Government offices other than Revenue Offices before the introduction of "Tottenham system".

Ref:- (1) Post copy of telephonic message from the Assistant Secretary, Education and Public Health Department, dated 9th February 1948.
(ii) This office Endorsement No.321-D-I/48-3 dated 20th February 1948.

A copy of the "Report on the possibility of reducing work in the Secretariat, Board of Revenue and Collector's Offices" by Mr.A.R. Loftus Tottenham has since been received here from the Secretariat library. Upon examining the report it is found that Chapters III (paragraphs 36 to 50), VII to X and XIV to XVI deal with the system of office procedure that was in vogue in the Secretariat and other offices prior

to

38

-2-

to the introduction of the "Tottenham system". This copy will be furnished, if another copy has not already been obtained from the Library by the Department.

23.2.48.

Yours faithfully,
ASSISTANT CURATOR.
23-2-1948.

To

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

BR.

Museum - Govt -
Edn.& P.H.(C2).

Order Ms. No. 505 Edn. dated 13 -3-48.

Sub:- ~~Govt. Museum~~ - Notes of inspection by the Collector of Madras - Orders passed.

Ref:- From the Collector of Madras, D.Dis. No.5224/46 dated 30-6-47.

(2) From the Supdt. Govt.Museum, No.2234/47-2 dated 6-11-47.

Recorded.

2. Disposals:-

~~In the circumstances stated by the S.G.M., in para 6 of his letter read above,~~ the Govt. consider ~~agree~~ that a special officer need not be appointed at present to devise a system of recording for the Museum. The Collector of Madras is requested to report in his next inspection notes/~~report~~ how the system now in vogue has worked during the year.

3. Museum publication register and Register of rents for the use of Museum Theatre.

The S.G.M. is requested to report to the Govt. the result of his correspondence with the A.G. in these two matters.

4. (1) Registers maintained in the office:- The S.G.M. is requested to make a report about these in his next inspection notes.

(2) Registers maintained by the Curators:- The S.G.M. ~~states that column 2 "reference to records" in the register maintained by the Curator of Archaeology will be filled in every case in future.~~ He is informed that columns (2) and (5) in the registers should be filled in not only in future but also in respect of all the past cases. He should submit to Govt. a report on the action taken in this matter.

5. The Govt. observe from the Inspection notes of the Collector that the state of affairs in the Museum has been far from satisfactory; ~~the Museum has not been properly maintained and that proper steps have not been taken by the S.G.M. though he had been in charge of the Museum from the end of 1940.~~ He is called upon to explain why disciplinary action should not be taken against him.

The records in the Museum office and accounts have not been properly maintained

p.t.o.

him for negligence of his duties.

To
The Supdt., Govt. Museum.
" Collr. of Madras (paras 1-4 only)
(with copy of S.G.M's letter at pp.25-29 c.f.

EDN.& P.H.(C2).

MUSEUM - ~~Grant~~ Govt. - Inspection by the Collector of Madras - Remarks.

From the Collr. of Madras, D.Dis. No. 5224/46 dated 30-6-47.
From the Supdt., Govt. Museum, No. 2234/47-2 dated 6-11-47.

The non-technical work in the Govt. Museum, Govt. Press and Connemara Public Library was never inspected. In 1941, the Govt. considered that such inspection was necessary in the interests of efficiency and accordingly directed in G.O. No. 1870, Edn., dated 2-12-41 that the Collr. of Madras should inspect the Museum and the other two institutions once a year. In regard to the Govt. Museum, they directed that the following should be inspected among others:--

(a) correspondence and the arrangements for dealing with the staff and the valuables;

(b) the method of accounting for, checking and guarding the valuables in the Museum; (A test check was also ordered to be made to see how far the stock of valuables was forthcoming;) and (c) Verification of the valuable coins in the Museum that is, by counting their number without worrying about the numismatic details.

As however the Collr. was busy with war work, he could not undertake the inspection and it was ordered in G.O. No. 812, Edn., dated 15-6-43 that the inspection might be deferred for the duration of the war. In 1946 the Govt. ordered that the inspection of the Museum should be taken up during the second half of the year, the inspection of the other two institutions being deferred till 1947; the Collr. was also asked to submit a report to Govt. on the results of the inspection with suggestions regarding the manner and scope of his inspections. The Collr. of Madras has accordingly inspected the Museum and has submitted the notes of his inspection. His notes are at pp.3-17 c.f. and the remarks of the S.G.M. thereon are at pp.25-29 c.f.

2. It would appear from the inspection notes of the Collr. that the state of affairs in the Museum has been far from satisfactory. Several registers have not been maintained properly or some not maintained at all and no effective supervision seems have been exercised by the head of the office. It is stated that the clerks are completely ignorant of the principles

p.t.o. -2-

underlying the personal register. It is only after the inspection that the S.G.M. has obtained a copy of the Dt. Office Manual, and he states that efforts are being made to make the clerks conversant with the Manual. This state of ~~things~~ affairs especially in a City Office, with facilities to observe what is happening in the office, seems very unsatisfactory.and reflects ~~rather badly on the work~~ on the supervision of the S.G.M. It is no excuse at all to say that a copy of the Dt. Office Manual has not been supplied to his office. He could have easily arranged for a copy of the Manual, as in fact he has now done, or he could have ascertained from other offices in the City the system followed by them. In any case, even the proper maintenance of personal registers should not have been left to be pointed out by an inspecting officer.

3. The following remarks are called for on the other points raised by the Collr. in his inspection notes:--

(a) DISPOSALS - Collr's remarks on pp.5-6 and the S.G.M's reply thereon at p.25 c.f.

In the circumstances stated by the S.G.M., Govt. may agree that a Spl. Officer need not be appointed at present to devise a system of recording for the Museum. The result of the suggestions made by the Collr. and which have been adopted by the S.G.M. may be watched. The Collr. may be asked to report in his next inspection report how the system now in vogue has worked during the year.

(b) MUSEUM PUBLICATION REGISTER - (COLLR'S REMARKS ON P. 7 C.F. AND S.G.M'S REPLY ON P.25 C.F.) AND

REGISTER OF RENTS FOR THE USE OF MUSEUM THEATRE - (COLLR'S REMARKS ON PP.8-9 AND S.G.M'S REPLY ON P.27 C.F.).

The S.G.M. may be asked to report to Govt. the result of the correspondence with the A.G. in these two matters.

(c) REGISTERS MAINTAINED IN THE OFFICE - (Collr's remarks on p.7 c.f. and the S.G.M's reply on p.27 c.f.).

The Collr. may be asked to make a report about this in the next inspection notes.

(d) REGISTERS MAINTAINED BY THE CURATORS - (Collr's. remarks on pp.10-11 c.f. and the S.G.M's reply on p.27 c.f.)

The S.G.M. states that column 2 "Reference to Records" in registers maintained by the curator of Archaeology will be filled in every case in future. It seems desirable that in respect of the past cases also, this column is filled so that connected records can be easily traced. The S.G.M. may

p.t.o. -3-

therefore be informed that columns (2) and (5) in the register should be filled not only in future but also in respect of all the past cases, as the register is a permanent record for use in future. He may also be asked to submit to Govt. a report on this.

(e) RECORDS - COLLR'S REMARKS ON P.13 C.F. AND THE S.G.M'S REPLY ON PP. 27-29 C.F.

The S.G.M. seems to have bestirred himself only after the inspection and paid attention to the maintenance of record in his office. No system seems to have been followed at all previously and each clerk was left to maintain his records in any manner he liked. The system followed ~~It is for consideration whether~~ the S.G.M may be asked to explain why the records in his office were not maintained properly till 1947.

4. As already observed, the S.G.M. does not appear to have exercised proper supervision over the work of his subordinates. He may perhaps be told that Govt. view with displeasure the several defects pointed out by the Collr. in his inspection report ~~in the running of his office~~. which are due to lack of proper supervision.

I am constrained to go through the inspection report. If the Museum has not been properly maintained and proper steps have not been taken by the Supdt., Govt. Museum, it is really very unhappy. He may be asked to explain. The charges seem to be fairly grave. I don't know whether we can frame charges against him for non-performance of duty.

If I remember right, the present Supdt., who was promoted recently was not fully qualified for the post. The matter may be examined whether we can get a fully qualified man for the post of Supdt., Govt. Museum.

SECRETARY, EDN. AND P. H. DEPT. 17 FEB 1948 GOVERNMENT OF MADRAS

(24)

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With reffce to H.M. (Edn)'s minutes at p. 3 ante it is respectfully submitted that the question of framing charges against the S.G.M. may be considered after his explanation has been received. A draft order is submitted for approval.

2 The question raised in para 2 of H.M.'s minute will be examined and put up separately.

CPA
2.3.48

But the call for explanation will have to be more specific. Please see below.

[illegible]
2.3.48

5 I have indicated at A at p. 2 ante & B in p. 3 ante the reasons why in respect of the matters mentioned in them, it would not be correct to hold the S.G.M. to blame.

H.M. may kindly indicate the items in respect of which an explanation must be obtained from the S.G.M. with a view to considering further whether charges must be framed in respect of them, after the explanation is received.

[illegible]
3/3/48

H.M. (Edn.)

The question is why records and accounts have not been kept properly. S.G.M. may be asked to explain.

TSA
8.3.48

SECRETARY, EDN. AND P. H. DEPT.
8 MAR 1948
GOVERNMENT OF MADRAS

Para 5 of the draft order ~~may~~ has been amended. For orders as to issue.

CPA
12.3.48

[illegible]
12.3.48 5 [illegible]