Scott. II-27—60,004—17-11-48

Edn. & P.H. **(1949) Department.**

MS **SERIES.**

Closed

21

G.O. NO. 1412 Edn.

Dated 6-5-49

[Despatch Abstract.]

Govt.Museum- Museum Publication Register and Register of rents for the use of Museum Theatre- Forms suggested by the A.G.-Approved and printi of the registers-Sanctd.

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
Ms	505	Edn	13-3-'48				

Further Papers.

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

C2

From
Sri A. Aiyappan, M.A., Ph.D.,
Superintendent,
Government Museum,
Egmore, MADRAS-8.

To
The Secretary to Government,
Education and Public Health Department,
Fort St. George,
MADRAS -9.

ASST. SECRETARY TO GOVERNMENT
17 NOV 1948

No. 2234/47-11 Dated the 15th November 1948.

Sir,

Sub: Government Museum - Collector's Inspection Notes.-

85456

Ref: My letter No. 2234/47-9 dated the 26th June 1948.

My reminder thereon No. 2234/47-10 dated the 1st October 1948.

18/11

-oo0Ooo-

I have the honour to invite the attention of Government to my letters cited above and to enquire when orders in the matter may be expected.

Yours faithfully,

A. Aiyappan
16-XI-48
SUPERINTENDENT.

2

3

C.No. 85456/48.

PC issue

(by post),

3 E.&P.H. / 1 C2

T.M., dated, 25-11-48.

Aln
25/11/48.

From
The Supdt., E.&P.H. Dept. (C2).

To
The Supdt., Govt. Museum.

Sub: Museum — Govt. — Collector's Inspection notes.

P. 2 C. 7

Ref: My t.m., dated, 18-11-48.

Please refer to my t.m. mentioned above and expedite ~~your~~ the reply to it.

Aln
25/11/48.

PC
sent
26/11

20/11/48

E. & P.H.
C2

T.M. (by post), dated, 14-12-'48.

From

The Asst. Secy. to Govt.,
E. & P.H. Dept.

To

The S.G.M.

Subject: Museum — Govt. Museum — Collector's Inspection Notes.

Ref: your T.M., No. 2234/47-12, dated, 23-11-'48.

Please send ~~urgently~~ a copy of your ~~letter~~ No. 2234/48-7, dated, 27-4-'48, quoted in your

19
15/12

p. 6 & 7.

pc Dpl
Mf 16/12

'X' on p. ~~6~~ & 7.

2

Your letter No. 2234/47-9, dated, 26-6-'48. 6 P. 6c. 7. ~~PC to go~~

8/12/48

13/12/48

We recorded recently the papers relating to the Collector's inspection report. Please put up the G.O. & see if the letter is there.

9/12/48

Submitted the G.o. is put up at flag (m). The letter is not ~~found~~ in that G.o. The t. m. above is for approval.

10/12/48.

13/12/48

11/12/48

From
Sri A. Aiyappan, M.A.,Ph.D.,
Superintendent,
Government Museum,
Egmore, MADRAS-8.

To
The Assistant Secretary to Government,
Education & Public Health Department,
Fort St. George,
MADRAS - 9.

No. 2234-47/13

Dated the 22nd November 1948.

(Telephone Message by post)

96546
20 DEC 1948

27/12

Sir,

Sub: Museum - Government Museum - Collector's Inspection note.-

Ref: Your Telephonic Message by post dated the 14th December 1948.

-oo0oo-

A copy of my letter No. 2234/48-7 dated the 27th April 1948 is furnished herewith as required in your telephonic message cited.

Below

Yours faithfully,

22/12/48

P.B. SUPERINTENDENT.

-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-V-

Copy of Superintendent, Government Museum, Madras letter No. 2234/48-7 dated the 27th April 1948.

Sir,

Sub: Government Museum - Collector's Inspection notes.-

Ref: G.O. Mis. No. 505 Edn. dated 13th March 1948.

39-40 c.7 (C)

-oo0oo-

(D) 3-4 c.7

In continuation of my letter No. 701/48/1 confidential dated 23rd April 1948, I have the honour to state that in the G.O. cited above Government ordered regarding "Disposals" that a special officer need not be appointed at present to device a system of recording for the Museum, and that the Collector of Madras is requested to report in his inspection report how the system now in vogue has worked during the year. I have in this connection to submit to Government that though the suggestions made by the Collector regarding disposals are being followed in all other correspondence, pratical difficulties are being felt in the case of disposals relating to Departmental subjects (Zoology, Anthropology etc.,). According to the rules laid down in the District Office Manual the current number given to each current will also be the disposal number. But Collector in this particular kind of disposals has suggested that in the 11th column of the personal register departmental numbers given by the Curators concerned in their registers should be different. This procedure will mean that disposals will bear a different number from that of the current number. Preservation of the correspondence as permanent records is unnecessary in most cases of accessions in such subjects as Botany, Zoology, Geology etc., where the objects have very little intrinsic value and a simple label showing locality etc., is all that is necessary. Larger Museums of Europe have card index systems, which serve as basic records. Since the systematisation of all work regarding registers, records, etc., in this office is now being undertaken, it will be a great advantage if, as early as possible, I am enabled to study the office system, the system of maintenance of records, stock registers, card indexing for stock etc., in the largest Museum in India, namely the Indian Museum, Calcutta. This is the best time for me to undertake this study, as the reorganisation of the work in this office is in its early phase. If the

P.T.O.

8

study trip is postponed, the incorporation of any new features might involve unnecessary labour. To get information by correspondence on numerous points of detail is not a practical proposition. I have the honour, therefore, to request that Government would permit me to go to the Indian Museum, Calcutta and to study the whole office system in the various departments of it. The Indian Museum is a loose federation of the Museums of the Zoological, Geological, Anthropological, Archaeological and Botanical Surveys of India and an equally independent Art Section. The Board of Trustees provides the little co-ordination necessary for these departmental Museums to function in a common building. I need not study the working of all the sections in detail, a thorough study of the administration details in one or two will do. I shall not require the period of my stay in Calcutta to be more than ten days.

p 39 (C)

With regard to para 3 of the G.O. I submit that in reply to my reference, the Accountant General has called for further particulars regarding the Publication and Theatre Registers. The particulars called for by the Accountant General have already been furnished to him in this office letter No. 2234/47-4 dated the 17th March 1948 and the further reply from the Accountant General is being awaited.

With regard to para 4 (2), in the Registers maintained by the Curators, columns (2) and (5) will be completed for past cases also. The Curators have been asked to enter these references making use of the old records and also the old administration reports. Several of these registers were opened in 1934-35 by my predecessor, it was not then possible to give the references readily.

I have the honour to be
Sir,
Yours most obedient servant.

Sd/- A. AIYAPPAN.

"True Copy"

For Superintendent.
Office Assistant.

P.B.

---

9 31

C2

6

From
Sri A. Aiyappan, M.A., Ph.D.,
Superintendent,
Government Museum,
Egmore, MADRAS-8.

To
The Assistant Secretary to Government,
Education and Public Health Department,
Fort St. George,
MADRAS -9.

Telephonic Message No. 2234/47-12

Dated the 23rd November 1948.

(By Post)

ASST. SECRETARY TO GOVT.
NOV 1948
EDUCATION AND PUBLIC HEALTH

274

Sir,

Reference your Telephonic Message dated the 18th November 1948.

Copy of my letterNo. 2234/47-9 dated the 26th June 1948 is enclosed herewith with reference to your telephonic message cited above.

Below

89542

Yours faithfully,

A. Aiyappan

SUPERINTENDENT.

P.B.

Encl: 1

-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-

Copy of Superintendent, Government Museum letter No. 2234/47-9 dated the 26th June 1948 addressed to The Secretary to Government, Education and Public Health Department, Fort St. George, MADRAS.

Sub: Government Museum - Colector's Inspection Notes:-

Ref: My letter No. 2234/48-7 dated 27th April 1948.

-o-o-o-

P 17 ante

In continuation of my letter cited I have the honour to enclose copy of the Accountant General's letter No. T5B Ele 139. dated the 27th May 1948 and the two skeleton forms of registers drawn up by him for the publication and theatre registers. These forms suggested by Accountant General are a distinct improvement of the existing registers and will meet the objections raised by the Collector in his inpection notes. These registers will not result in any duplication of work, but will on the other hand enable us to lessen the number of registers now maintained, by two, by then being combined with others. I, therefore, request Government to accord the necessary approval for opening the registers in the forms suggested by the Accountant General and for getting them printed at the Government Press.

Yours faithfully,

Sd/- A. AIYAPPAN.
SUPERINTENDENT.

Copy to:- Accountant General, MADRAS.

" TRUE COPY"

A. Aiyappan
Superintendent,

P.B.

Government Museum,
Egmore, MADRAS-8.
Dated the 23rd November 1948.

P.T.O.

Office of The Accountant-General, MADRAS.

Fort St. George, Dated 27th May 1948.

No. T5B. Elec. 139.

Enclsures. 3 sheets.

From

The Accountant General,
Madras.

To

The Superintendent,
Government Museum,
MADRAS -8.

Sub: Government Museum - simplified procedure for the maintenance of Theatre Advance Register and Museum publication register.

Ref: Correspondence ending with this office No. T5B. Elec. II.101 dated 19th May 1948.

- - - - -

Sir,

Skeleton forms of registers drawn up with reference to the remarks contained in your letters Nos. 3187-1/47 dated 11-12-1947 and 2234/47-4 dated 17th March 1948 are enclosed. The proposed forms may kindly be considered in the light of the Collector's remarks and proposals initiated by you for the approval of the competent authority. The other accounts registers maintained in the museum may also kindly be examined to see whether the proposed registers will not in any way result in any duplication of work.

pp13-14 infra

Sd/- V. SAMABAMURTHY IYER.
Assistant Accounts Officer.

" TRUE COPY"

Dated the 27th November 1948.

Superintendent,
Government Museum.....
Egmore, MADRAS - 8 .

- -

Note to accompany the skeleton forms proposed for the museum publication register and museum theatre registers.

-o-o-o-o-o-o-

It is presumed that a cash book in M.T.C Form 5 is maintained in the museum and all receipt and payment transaction connected with the sale of publications and the advance for the museum theatre are recorded therein as and when they arise.

Form I. Museum Publication Register.

p13 infra

A combined stock and the sales register may be opened as in Form I attached in lieu of the two separate registers now in use. A separate page or sets of pages may be allotted in this register for each of the publications according as the volume of the transactions may demand. An abstract may be kept at the end of the combined register in the following form * to show at a glance , the total receipts, issues and balances of the several publications detailed within at the end of each month.

The entries in Columns (1) to (5) of the register may be complete on receipts of the publications from the press. The columns (6) to (16) may be completed as and when the publications are issued and the balance on hand worked out and shown in Column (17) and initialled in Column (18) by the Superintendent or other responsible authority in token of verification of the balance. No value agreement is attempted as the cost of the publications is not met by the Superintendent of the museum but by the Superintendent, Government Press and as no cost mfxvxkma also is recovered for the issues under "free" and "exchange" categories. The money column (viz) Column (13) in form I has, therefore, been provided for entering the cost realised for the cash sales only. Column (14) is provided for nothing the chalan number and date for the remittance of the amount into the treasury or giving reference to the entry of the receipt in the cash book. It is presumed that the publications of other institutions are not paid for but are obtained free or in exchange for Museum publications and that no issues of publications are made. If this presumption is correct, it would be enough if a numerical account of receipt of such publications is maintained either in Form I or in any suitable register opened for the purpose.

Form II. Register of demand, collection and refund or recovery of amounts for the use of the museum theatre.

p14 infra

It is presumed that the rent due is collected in full in advance and that an approximate sum to cover the other charges is obtained from the parties immediately on allotment, that the actual other charges recoverable are calculated subsequently and adjusted against the original advance, further recoveries of refunds being effected at that time.

Following the Collector's suggestion, a register may be maintained by the care-taker of the building for recording the particulars of allotment made the particulars of the performances, details of timings, the meter readings for current consumption etc., and all the other particulars necessary for calculation of the charges to be paid by the users.

The columns of the reigster in Form II may be written up with reference to the entries in the care taker's register. Column (1) to (5) of the register may be filled in as soon as an allotment is made. Columns (6) to (9) may be completed on the collection of rent and advance. Columns (10 to (15) of the register may be completed as soon as the buildings has been used by the parties. The balance of amounts recoverable or refundable may then be worked out and shown in Columns 16 or 19 of the register as the case may be. The amount collected, date of recovery and reference to cash book entry of chalan and the dates

P. T. O.

of refund may be noted on actual realisation or refund in Columns 17, 18 or 20 of the register. If the demand in respect of any of the items is nil the relevent columns may be left blank, the orders of the competent authority under which the demand is not made noted in the remarks column.

Sd/- V. Sambamurti Ayyar,
Assistant Accounts Officer . . .

* Reference to Page No. of publication.	April			May		
	Receipts.	Issues.	Balance	Receipts.	Issues.	Balance.

and son on.

"True Copy"

A. Aiyappa
Superintendent,
Government Museum MADRAS.8.

Dated the
26th June 1948.

P.B

~~6~~ 5

14

17

Register showing the collection of advances/ the demand and the balance of amounts for the Museum Theatre.

Form II

Date	Name of user	Authority for allotment	Period of issue		Collections made			Date of Collection	Ref. to Chalan of Cash book entry	Initials of Supdts	Demand						Balance due {15-6(c)}	Amount Collected	Ref. to Cash-book entry or Chalan No and Date	Blance to be refunded 6(c)-15	Date of refund	Initials of Supdt	Remarks
			From	To	Rent	Advance	Total				Rent	Current Consumption	Wireman's Charges	Police Charges	Overtime and other Charges	Total (10+11+12+13+14)							
1	2.	3.	4.	5	6(a)	6(b)	6.(c)	7.	8.	9.	10.	11.	12.	13.	14	15.	16.	17.	18.	19.	20.	21.	22.

Collection of advances, the demand and the balance of amounts for the Museum Theatre.

Form II

Date of Collection. 7.	Ref. to Chalan of Cash book entry. 8	Initials of Supdts 9.	Demand. Rent 10.	Current Consuption 11.	Wire-man's Charges 12.	Police Charges 13.	Overtime and other Charges 14.	Total (10+11+12+13+14) 15.	Balance due {15-6(c)} 16.	Amount Collected 17.	Ref. to Cash-book entry or Chalan No and Date 18.	Blance to be refunded 6(c)-15 19.	Date of refund 20.	Initials of Supdt 21.	Remarks 22.

9/15/9

E. & P. H. / C2

8/28/1

Memo. No. 85456/48-1 C2. Edn., d., 27-1-'49.

Museum — Govt. Museum — collector's inspection notes.

39-40 c.7/©

PP. 14-15 c.7.

P. 9 c. 7

Read: G.O. MS. No. 505. Edn., d., 13-3-'48.
~~From the S. G. M., No.~~
~~2234/48-7, dated, 27-4-'48~~
From the S. G. M., No.
2234/47-9, dated, 26-6-'48.

Referred to the collector of Madras for remarks.

(M. 9-13)

10/1/49

26/1/49

27/1/49

To

The Collector of Madras. (with ~~copies letters on~~ pp 9-13 and 14 ~~15-17~~ in Sgl. to be returned with reply)

SH

T.M. (Supdt), dated, 19-1-'4

From
The Supdt., E.P.H. Dept. (C2)
To
The S.G.M.

Please, send very urgently a sample copy of Museum Publication ~~and~~ Register and Register of rents for the use of Museum theatre for reference and return.

PC ✓ send MP 19/1

19/1/49.

BDL 19/1

~~12~~ ~~18~~

~~11~~ ~~13~~ 19

11

From
Sri A. Aiyappan, M.A.,Ph.D.,
Superintendent,
Government Museum,
Egmore, MADRAS-8.

To
The Superintendent,
Education and Public Health Deptt.,
Fort St. George,
MADRAS -9.

No. 2234/47-14

Dated the 20th January 1949.

(POST COPY OF TELEPHONE MESSAGE)

Sir,

Sub: Museum - Government - Collector's inspection notes.-

Ref: Your telephonic message (p.11 ante) by post dated the 19th January 1949.

5353

26/1/49

-oooooOOOooooo-

ⓧ With reference to your telephonic message cited above sample copies of the Museum Publications Registers and Register of Rents for the use of the Museum Theatre are sent herewith for reference and return.

A. Aiyappan

Superintendent.

E.&P.H.
C2

The reply from the Collector of Madras to the Memo. at page 9 ante, may be awaited till 1-3-49

21/2/49

21/2

For what purpose the registers was called for? ⓧ
22/2/49

Please see the query of the Asst. Secy. on page 13 ante. Subd. the register at ⊗ was called for with a view to comparing the old register with the proposed new register mentioned in para 2 ~~of the~~ on page 18 of the Note file.

They may be returned without waiting for the Colr's ref?

24/2/49.

26/2/49

24.2.49

A draft Endt. is subd. for approval.

1/3/49.

Endt.

Govt. Museum — Collector's inspection notes.

P.13C.7.

Ref: From the S.G.M., No. 2234/47-14, dated, 20-1-'49.

⊗

The Sample copies of the Museum Publications Registers and Register of Rents for the use of the Museum Theatre, received from the S.G.M., with his reference mentioned above, are returned herewith.

To
The S.G.M.
(with enclosure)

1/3/49.

13.3.49

No need to return, as they are only copies.

2/3/49

22

C2

23 13 ~~17~~

From
V.V.Subramanian Esq.,I.C.S.,
Collector of Madras,
MADRAS.

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

No.A4-8171/48 dated 3-4-1949.

07 APR

Sir,

[illegible]--Government museum--Collector's inspection--notes.

P.15 ante

Government memorandum No. 85456/48-1 C2 Education dated 27-1-1949.

26965

7/4

I submit that the forms suggested by the Accountant-General may be approved, for usage in the Government Museum. The skeleton forms are enclosed herewith.

pp. 13-14 infra

5/4

for Collector of Madras.

nrj.5.4.
Encl:2.

5/4

14

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

TO
The Secretary to Government,
Education and Public Health Department,
Fort. St.George,
MADRAS.

26 APR 1949

27/4

Letter No.2234/47-15 dated 21st April'49.

31695

Sir,

Sub:- Government Museum - Collector's Inspection Notes.

Ref:- My letter No 2234/47-9 dated 26-6-1948.
My reminders there on No.2234/47-10 dated 1-9-48 and No2234/47-11 dated 15-11-48.

I have the honour to invite the attention of Government to my letters cited above and to inquire when orders in the matter may be expected.

Yours faithfully,
A. Aiyappan
SUPERINTENDENT.

E.&P.H.
C2

The main file on the subject ~~has~~ was ~~been~~ sent to Fin. on 27-4-49 ~~to-day~~ for remarks. Its return may be awaited till 16-5-'49.

29/4/49. 28/4 4/5/49

E. H. H.
C_2
15

Govt. Museum — Museum Publication Register and Register of rents for the use of Museum Theatre :- forms suggested by the A. G. — Approved and printing of the registers sanctioned.

5/6/5

P. 9 c.7.

P. 23 c.7.

Ref: From the S. G. M., No. 2234/47-7, dated, 26-6-48.
From the Collector of Madras, No. A4-8171/48, dated, 3-4-49.

Order / Ms 1412 Edn., dated, 6.5.49

(P.T.O.)

2

The Govt. approve the revised forms suggested by the A.G. for the Museum Publication Register and the Register of rents for the use of Museum Theatre. The ~~S.G.P.~~ S.G.M is requested to get them printed ~~print and supply the registers to the S.G.M.~~ in the Govt Press.

(X)

26/4/49

27/4/49

JD 26/4

5/5

To
The S.G.M.
" S.G.P.
" A.G.
" Collector of Madras.

9/5

E & P.H. Department (C.2)

p.1 C — From the S.G.M., No. 2234/47 ~~mfx12~~ -11 d/ 15-11-48
p.7 C — do. No. 2234-47/13 d/ 22-11-1948.
p.9 C — do. No. 2234/47-12 d/ 23-11-1948.

16

Sub:- Govt. Museum - Collector's Inspection Report.

p.39 C (C) In G.O. 505 Edn., dated 13-3-48, the S.G.M was requested to report to Government the result of his correspondence with the A.G in respect of the suggestions of Collector of Madras regarding Museum Publication Registers and the Register of rents for the Museum Theatre.

p.9 C 2. The S.G.M has submitted in consultation with the A.G. the two skeleton forms of registers drawn by the A.G. for the publication of Theatre Registers together with a copy of his letter. The S.G.M. states that the proposed forms are a distinct improvement to the ~~xxx~~ existing registers and will meet the objections raised by the Collector in his inspection notes. He therefore requests the Government to accord the necessary approval for opening the registers in the form suggested by the A.G. and for getting them printed at the Government Press. Since the suggestions for improvement of the existing registers have been suggested by the Collector of Madras in the course of his inspection report, ~~for~~ it is for consideration whether the Collector of Madras may also be consulted before actual approval of the registers in question. ~~Subjectxtox~~

pages 13-14 C

p.9 C

p.1-7-9 C (C)

26/1/49

Subject to approval a draft endorsement is submitted.

p.39 C (C) 3. In para 4 (2) of the above G.O., the S.G.M. was informed that columns (2) and (5) in the registers maintained by the Curators should be filled in not only in future but also in respect of all the past cases and he was requested to submit a report on the action taken in this matter. The S.G.M. states that in the registers maintained by the Curators, Columns (2) and (5) will be completed for past cases also and the Curators have been asked to enter ~~these~~ this reference making use of the old records and also the old administration reports. In the circumstances no further action seems necessary on this point.

p 8 c/

4/ In regard to the disposals in the Government Museum, the Collector of Madras made certain suggestions in his inspection report and proposed that a Special Officer might be appointed to go into the entire system of Exhibit, and records maintained in the Museum and to advise a system of recording them which would be more suitable to the institution than the procedure prescribed in the District Offices mainly which applie~~s~~ to offices in which the correspondence was of relatively greater importance than stocks of exhibits. The S.G.M. stated that with reference to the Collector's inspection report ~~that~~ the suggestion made by him was being followed regarding disposals and the system was found to work satisfactorily and that the suggestion to appoint a Special Officer for the purpose was not necessary. The Government agreed with ~~that~~ the S.G.M that a Special Officer need not be appointed for the purpose and the Collector of Madras was requested to report in his next inspection report how the system now in vogue had worked during the year.

p 5-6 c/ (C)

p 6 c/

p 25 c/ (C)

p 39 c/ (C)

5 The S.G.M. now states that he would like to study the office system, the system of maintenance of records, stock registers, Card indexing for stock etc. in the largest Museum in India, namely, the Indian Museum in Calcutta and he will have to stay in Calcutta for the purpose for about 10 ~~six~~ days. There seems to be no necessity to depute the S.G.M. to Calcutta to study the office system in the Museum

p 7-8 c/

EB C2

at Calcutta until the remarks of the Collector on the subject are received in connection with his next inspection report. No action need be taken at present on this request.

n/26.1.49

17

Draft ~~cust.~~ Memo. below is for approval.

JD 9.1.49

n/26.1.49

S 27/1/49

P. 15 c. 7. [Issued as Memo. No. 85456/48-1 C2. Edn., d. 27-1-'49.]

P. 23 c. 7. d. No. 26965. From the Collector of Madras, ~~No.~~ No. A4-8171/48, dated, 3-4-'49.

The Collector recommends that the forms of registers suggested by the A. G. for use in the Museum may be approved. His recommendation may be accepted. A draft order is submitted for approval.

2. Finance may see before issue.

26/4/49

n/27/4/49

AS II | Fin

27/4/49

Finance

JD 28/4

ASST. SECRETARY TO GOVERNMENT
EDUCATION AND PUBLIC HEALTH DEPT.
2-1
33457

E. & P. H. G. O. No. 94141/48-2 27-4-'49.

Fin (EB)

The facts of the case have been fully stated in the notes of E.P.H. on pp 1-3 above may be perused. The draft order below may be accepted and the case returned to EPH

SENIOR ASSISTANT SECRETARY, FINANCE DEPARTMENT
28045
28 APR 1949
EB
GOVERNMENT OF MADRAS

Fin. Memo 28045 EB-1 30-4-49

29/4/49 30/4/49

30.4.49

EPH

4

E.S.P.H.
C2

Please see the note of Finance at the bottom of page 3 ante. The draft order may now issue.

3/5/49.

3-5-49

4-5-49

5/5
5/5

REGISTER OF
SALE OF MUSEUM PUBLICATIONS
AND
PAMPHLETS

18

Date	Description	No. Sold	Amount			Initials	Compared with stock register with initials	When remitted to Bank	Bank Chalan No.	Office Assistant's initials.	Superintendent's initials
			Rs	as	ps						

STOCK REGISTER OF MUSEUM PUBLICATION.

19

Date	No. of Copies	Issued to	Ref. to Records	Date of Acktt.	Date of entry in sales Register	3rd Clerk's initials	Compared with sales register & records		Receipts	Balance	Remarks
							Date	Initials			

GOVERNMENT MUSEUM MADRAS
ADVANCE REGISTER. RECEIPTS AND EXPENDITURE

21

Receipts.

Date	Receipt No. & Date.	Particulars	Total Rs - as- ps	Amount of advance. Rs - as- ps	Current consumption charges Rs - as- ps.	Wireman charges Rs - as. ps	Police charges Rs -as-ps	Overtime & Other Charges Rs - as- ps	Head Clerk's Initials	Total Rs - as - ps
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10	(11)

Expenditure

Amount Adjusted Actual charges Rs-as-ps	Amount Adjusted Amount refunded Rs-as-ps-	Durrent consumption chagred Rs -as- ps	Wireman charges Rs -as-ps	Police Charges Rs - as- ps-	Overtime and Other charges Rs -as-ps	Total Rs-as-ps	Head Clerk's initials	Office Assistant's initials.
(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)

MUSEUM THEATRE RENT REGISTER
BOOK. 2.

Date of Engagement.	Receipt No. & Date	Particulars	Rent amount			Head Clerk's initials.	Compared with receipt. Office Assistant initials	When remitted to Bank.	
			Rs -	as-	ps.				
(1)	(2)	(3)		(4)		(5)	(6)	(7)	

No. and date of Bank Chalan.	Office Assistan's initials	Superintendent's initials.
(8)	(9)	(10)

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MUSEUM THEATRE RENT REGISTER
BOOK. 2.

Date of Engagement.	Receipt No. & Date	Particulars	Rent amount			Head Clerk's initials.	Compared with receipt. Office Assistant initials	When remitted to Bank	
			Rs -	as-	ps.				
(1)	(2)	(3)		(4)		(5)	(6)	(7)	

No. and date of Bank Chalan.	Office Assis. tan's initials	Superintendent's initials.
(8)	(9)	(10)