EDN (1950) DEPT

(1) (2)

G.O. (Ms) No. 1550 Edn

19.5.50

closed 50/ Amar

G.O. only at pp 17-18 of A 2

Museum — Govt Museum, Madras
Notes of Inspection by the Collector of Madras
— Grdss — Passed

Back Papers

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G.O. 335 Edn 3.3.44

G.O. 326 Edn dt 5.4.48

G.O. 505 Edn. dt 13.3.48

G.O. 2587 Edn. dt 16.X.48

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Further Papers.

Go. No. 2685 Edn dt 3/11/51.

From
Sri.V.V.Subramanian,I.C.S.,
Collector of Madras,
Madras.

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

No.B.9.8171/48 dated 31-12-1949.

Sir,

Sub:- Government Museum - Inspection - Annual notes - submitted.
Ref:- G.O.Ms.No.102 Education dated 15-1-1946.

Put up in another file relating to Press.

1477

pp. 2-5 infra

I enclose a copy of the notes of my inspection of the Government Museum for the year 19

ASST. SECRETARY TO GOVERNMENT
6 JAN 1950
EDUCATION AND PUBLIC HEALTH DEPT.

E.S.Nagarajan
4.1.50

for Collector.

MLS/4-1.

Encl. One.

1
4/1

GOVERNMENT MUSEUM.

Notes of inspection.

1. Organization of the Office:

The Office of the Museum consists of the following:

a) Curators for Zoology, Botany & Geology, Archaelogy, Numismatics, Anthropology and Chemical conservation.

b) Two Assistant curators.

c) Office Assistant.

d) Head-Clerk and Cash keeper.

e) Upper Division Clerk and Storekeeper.

f) Five Lower Division Clerks to attend to correspondence work etc., One of them is temporary.

There is no office order showing the distribution of work among the staff. The Superintendent should issue an office order.

2. REGISTERS MAINTAINED IN THE OFFICE.

Distribution Register.

A distribution register is being maintained in the prescribed form for the whole office. The serial number of this register is treated as the current number in the subject clerk's personal register. Clerks have no designations at present. It is suggested that they may be designated by letters A, B, C, etc. As suggested in the previous inspection, the office is trying to follow the system prescribed in the District Office Manual. (A copy of this manual has been sent to the Museum from the Collector's Office, Madras for their use). This Register is generally well maintained.

Treasure Trove Register:

This is properly maintained. In order to trace the correspondence relating to any particular item it was suggested in the previous inspection that in column 4 of the register the distribution register number should be noted. But this is being noted in column 2 of the register, where the incoming current is also noted. The previous suggestion should be followed.

All the treasure trove items are entered serially in this register and are arranged in the records according to the serial number in the register. But correspondence on the particular item is carried on in the personal register and it is very difficult to find the particular treasure trove item from the personal register. It is therefore desirable to note the treasure trove number in column 11 of the personal register. This was already suggested at the time of last inspection.

PERSONAL REGISTERS.

Inspite of clear instructions issued previously by the then Collector Mr.Karamatullah, at the time of his inspection personal registers are not maintained properly. In some cases the date of submission by the clerks and the date of return to them are not noted in columns 6 and 7 of the Register. In some cases, no entries are found except the nature of disposal in column 11. Invariably in all cases, the date of next action is not at all noted in column 11. Reminders issued from the office are not noted in red ink in column 8, but they are noted in column 11 in pencil in some cases and in ink in some other cases. There are some old files pending for over one year.

The Office Assistant maintains a Personal Register. This has not been checked by the Superintendent, Government Museum after October 1948. The Register is generally well maintained. There are not many delays. There is no periodical register for the Office Assistant.

The Personal Register maintained by the Head Clerk was not checked by the Office Assistant between March and July. There are a few delays. The Head Clerk maintains accounts relating to the Museum Theatre Pay bills, contingent expenditure etc.,

The Stores Clerk's personal register is not kept in proper order. Entries are missing and are clumsy. Many delays are noticed. There has been no check of this register after March 1949.

For dealing with miscellaneous correspondence relating to the various curators, there is a miscellaneous clerk. His registers are not being checked at regular and frequent intervals. Remarks made by the Officers are not being replied to by the clerk. The entries in the registers are rather clumsy.

The other clerks in the Office also maintain personal registers.

PERIODICAL REGISTERS.

The Head Clerk and the other subject clerks maintain periodical registers. A consolidated periodical register as prescribed in the District Office Manual is not maintained for the whole office. Each clerk has his own serial number for the periodical and the closed files are not sent to the records and acknowledgements obtained from the Record Keeper, but they are kept by the subject clerks themselves. The registers are being checked by the Office Assistant twice a week. A running note file is being maintained for each periodicalregister. Some of the periodicals do not appear to have been sent to the officers concerned.

RECORD FILES.

Some record files are kept.

STOCK FILES.

Stock files are kept by each subject clerk. But no index is kept for each stock file. Copies of orders in the stock files are not attested. The pages have also not been numbered.

CONTINGENT REGISTER.

This is being maintained properly.

PERMANENT ADVANCE REGISTER.

This is well maintained.

MUSEUM PUBLICATIONS REGISTER.

A stock book is maintained for the publications of the Museum in sections for each publication. This is maintained up-to-date. Receipts on account of the sale of publications are noted in the register of sales. As soon as a substantial amount is collected it is remitted into the Reserve Bank. Some of the entries in this register have been checked with relevant chalans and found correct. This register is maintained by the Record clerk who assists the Head Clerk. This Register is checked by the Superintendent whenever a remittance is made.

A stock book and account book are maintained for photographs and picture post cards which are sold to the public. The stock

stock book is maintained properly by the Record Clerk. A few items were checked and foundcorrect. The credits have been verified with the relevant chalans and found correct. This register is being checked by the Superintendent at the time of credit.

REGISTER OF RENTS FOR THE MUSEUM THEATRE.

Still the same six sets of accounts are maintained in respect of the rent for the use of the Museum. All the accounts are maintained properly. Receipts on account of the rents, Electrician's attendance charges, Police charges etc., are allowed to accumulate for two or three days and then credited into the Reserve Bank. A few credits were verified with the relevant chalans and found correct. All these registers are being checked by the Office Assistant and the Superintendent at the time of the credit. At the time of last inspection Mr.Karamatullah suggested that one register with columns to show the advances received for the use of the Museum theatre and the demand in each successive columns in respect of varibus charges should be maintained in a proper form to be devised by the Accountant General. The Accountant General has in fact devised a form for the purpose and it has been approved by the Government recently. The registers are under print at the Government Press. On receipt of the register the new system will be tried.

STORE KEEPER'S REGISTERS.

Stock book of printed forms is properly maintained. A few items were checked and found correct. The stock book of miscellaneous stores is also maintained properly. Actual stock of certain items was checked with the book stock and it was found correct.

The stock book of photographic goods is properly maintained A few items were verified and found correct. The Register of Stationery stores is also well maintained.

Some of the registers have become very old. The paper in the registers has begun to crumble. New registers should be opened.

REGISTERS MAINTAINED BY THE CURATORS.

ARchaelogical Accession Register.

This register is well maintained.

Metal Image Register.

This Register is properly maintained.

Chemical Preservation Register.

This is properly maintained.

ANTHROPOLOGY: There are the following registers.

1. Register of prehistoric antiquities.
2. General Accession Register.
3. Register of musical instruments.
4. Register of specimens despatched for identification.

All these registers are maintained neatly and properly.

BOTANY.

The Accession register is generally well maintained. There is another register for Geology. It is also properly maintained.

NUMISMATICS.

Two accession registers are maintained in this Section. There are at present about 20,000 coins (gold and silver) the coins received in the Museum are entered in an Accession Register which seems to have been opened for the first time in 1932. In respect of an occasional item here and there, some coins are noted in this register as not forthcoming. Compared to the total number of coins available in the Museum, the number of such missing coins is small. The Gold coins were all verified by me and they were found to be forthcoming. There is a large collection of Roman coins which were found in hoards recovered from various parts of the Presidency. There is a very large collection of "panams", many of them of very inferior gold, and it seems to me that a few samples can be retained in each board and the rest sold off. Most of the "Panam" items seems to have ~~li~~ little numismatic value. I think the coin collection in the Museum is far too voluminous for its numismatic worth and that reduncant coins may be disposed of by sale. The Superintendent, Government Museum may examine this point. The work ~~is~~ of bringing over the items in the Accession Register to a stock register, wherein the coins are entered under each classification has not made any progress in the past one year. The Superintendent, Government Museum may see that this work is pushed through and completed as quickly as possible. No stock registers are maintained for Zoology, Botany and Geology.

REGISTER OF CONFIDENTIAL PAPERS:

Two confidential registers are maintained, one by the Office Assistant and another by the Superintendent. The Superintendent maintains the Register for secret and strictly confidential papers. In column 3 of the Register subject of the current is entered. This should not be done. Instead of the subject the word "Confidential" should be entered.

Personal files are maintained.

SERVICE REGISTERS:

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

RECORDS:

There is no wholetime record keeper in charge of records. But one of the subject clerks is entrusted with this work. The question of appointing a wholetime record keeper as was suggested in the previous inspection may be considered. A record issue register is maintained by this clerk. It is properly maintained.

BRONZE IMAGES AND COPPER PLATES.

A few items were checked and found correct.

FAIR COPY REGISTER.

A fair copy register is maintained in the the prescribed form in manuscript. There is no fair copy superintendent. The fair copies are examined by the subject clerks themselves.

STAMP ACCOUNT.

The Office Assistant keeps the entire stock of service stamps and issues to the despatching clerk at intervals. The total budget for service stamps is Rs.534/- for the year. This amount has been nearly spent during the year. The Office Assistant maintains a

a stock register in manuscript for entire stock and the despatching clerk maintains the accounts in the proper form for the stocks received by him from the Office Assistant. The Stamp Account maintained by the despatching clerk is checked by the Office Assistant once a week.

DESPATCH REGISTER:

A despatch register ~~xs~~ in the prescribed form is maintained.

A local tappal delivery book is also maintained in the prescribed form for the delivery of tappals throughout the City through cycle peons.

ACQUITTANCE REGISTER.

Acquittance Register is maintained for the whole staff and it is maintained properly. A separate acquittance register is also maintained for the menial staff paid from contingencies. This is also well maintained.

There are at present 8 attenders and 33 peons (including six peons to relieve) The number of peons appears to be rather too much. I think at least 2 of these peons may be reduced.

VISITORS' BOOK.

Number of visitors to the Museum is 6,17,000/- in the year 1948-49.

GENERAL.

Though there seems to be some improvement in the Office, the Personal Registers are still not in proper order and delays are noticeable in some seats. The check of the registers by the Office assistant and the Superintendent, Government Museum should be more frequent. There should be a register for each section of the Museum showing the exhibits available in the Section and this register should be periodically checked.

The Zoology Curator seems to have turned out a fair amount of work in the past one year. To a layman it appears as if the same thing cannot be said of all the Curators in the Museum. The Superintendent, Government Museum will no doubt scrutinize this. The condition of the Museum and Office is on the whole fair.

Sd.V.V.Subramanian,

Collector.

MLS/4-1.

True Copy.

for E.S.Nagarajan 4.1.50

for Collector.

7

E. & P. H.
C2

(8)

Memo. No. 1477-1 C2. Edn., dated, 31-1-50

Museums — ~~Govt.~~ Museum, Madras — Annual inspection.

Ref: From the Collector of Madras, No. B.9. 8171/48, dated, 31-12-49.

A copy of the notes of inspection of the Govt. Museum, Madras, by the Collector of Madras, ~~forwarded to Govt. with his letter cited,~~ is forwarded to the S. G. M. for his early remarks.

W40 10
31/1

PP. 1-6 ante

PP. 2-6 ante

Dt. with enc.
7/1/50

Dt. 25/1/50.

Dt. 28.1.50

To
The S. G. M.
(with copy of Pp. 2-6 c.f.)

JD
2875

8

Edn.
E

Memo. No. 1477-2E., dated, 14-3-50

Museums — Govt. Museum Madras — Annual inspection.

Ref: Govt. Memo. No. 1477-1C, Edn dated, 31-1-50.

The S. G. M. is requested to expedite his reply to the reference cited.

12/3/50.

The S. G. M.

E 9/10

From
Sri V. Damodara Menon,
Office Assistant,
Government Museum, Madras.

To
The Secretary to Government,
Education Department,
Fort St. George, Madras.

ASSISTANT SECRETARY
18 MAR 1950
3250
EDUCATION DEPARTMENT

No. dated 16th March 1950.

Sir,

Sub: Museum - Government Museum, Madras - Annual Inspection.
Ref: Govt. Memo No.14771-1Ct2 Edn., dated 31-1-1950. P. Mar

I have the honour to state that the Superintendent, Government Museum has gone on tour to Nilambur as per G.O., Ms.No.307, Edn., dated 6-2-1950 and he will be returning to Head Quarters on 22-3-1950. The reply to Government Memorandum cited above which is ready could not therefore be submitted to Government. It will be submitted to Government on Superintendent's return from tour.

Not put up

Yours faithfully,

16/3/50.

Office Assistant.

dv.

Edn.
E

The final reply in the matter may be awaited till 10-4-50.

24/3/50. 25/3/50

E (11) 10

From

Sri A. Aiyappan, M.A., Ph.D.,
Superintendent,
Government Museum, Egmore,
M a d r a s-8.

To

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

SECRETARIAT STATE
1 APL 1950
EDUCATION DEPARTMENT

No.1737/49-1, dated 30th March 1950.

5585

Sir,

MUSEUM - Government Museum, Madras - Annual Inspection Report - Remarks - furnished.
Ref:Memorandum No.1477-1 C2, Education, dated 31-1-1950.

The Collector of Madras has remarked in his inspection report of this Office that the general condition of the Museum and Office is on the whole fair. I am indeed glad to submit that there is a steady and considerable improvement in the condition of the Museum and Office from what it was 3 years ago and from the chaotic state when I took charge. After the inspection of this Office by the previous Collector, I and my staff have been doing our best to improve the general condition of this Office and the Museum. And though we have not fully succeeded in our endeavour, it is satisfying to note that we have made some very marked progress in the general improvement of the Museum in its technical and administration sides. It is also a matter for gratification that we were able to maintain the progress in spite of the steady increase in work and the ever-widening activities of the Museum.

'A' on p. 6 ante

General (A) The main defect pointed out by the Collector in the inspection report so far as the Office is concerned relates to the delays noticeable in some seats and to some irregular entries in the Personal Registers of some clerks. This has been due mainly to the inexperience

'B' on p. 6 ante

(2) 11

of the clerks to the new system introduced. In this connection, I have to bring to Government's notice that there was not even one up-to-date copy of the District Office Manual in my Office for reference purposes. The copies ordered to be supplied to my office as early as July 1949 were actually supplied by the Superintendent, Government Press, Madras only last month as they were long under print. And the delays referred to by the Collector relate to some currents dealing with the P.W.D., Repairs. Though they may appear as cases of delay to an inspecting Officer, the clerk has taken oral orders in every case from me to Ilie over' though it was omitted to be recorded in the file. And currents relating to P.W.D. Works usually take considerable time as that department takes a long time to attend to ordinary repair and other work. The omission to enter the stages in the Personal Register and to get my Orders recorded in the file has given the Collector the impressior that they have been delayed though, in fact, they have not been delayed. This has been explained to the Collector who has instructed me how the entries should be made. The clerks, have been instructed to follow the Collector's instructions very carefully and it is being done now.

The Collector has also stated that checking of the Personal Registers by the Office Assistant and myself should be done more frequently. My Office Assistant and myself

d' on p. 3 ante

were checking the Personal Registers of the Clerks once in a month with an interval of 15 days throughout the year 1948 and 1949 except for the period from April to July 1949 when the senior and experienced Upper Division Clerk who was acting as Head Clerk went on leave on Medical Certificate suddenly from March 15th to the end of July 1949. The only other U.D. Clerk (the Store Clerk) had to be posted in his place. The work in the Head Clerk's seat was quite new to him. He had besides to — — . — — — — —

attend to the work of his own seat as the substitute appointed temporarily for the post was very new, raw and inexperienced. Hence one U.D.Clerk has had to attend to the work of two seats at the peak months of the year March to July. The Office Assistant had also to take up some of the very important work of the Head Clerk and his entire time was taken up to attend to the current work. Though the registers were not checked during these few months, the currents have been promptly attended to and there were very few cases of delay during the period. But for the break, the registers have been regularly checked both by me and my Office Assistant. Besides Office Orders assigning dates for the submission of the registers to me and Office Assistant have been issued now and the dates are now strictly adhered to by myself and my staff.

(b) The main defect pointed out by the Collector so far as the technical side is that except the Curator, Zoological Section, the other curators do not seem to have turned out a fair amount of work. I am myself satisfied that all the Curators are doing their work with devotion and attention. Their work is superior to that turned out in other Indian Museums by persons drawing several times their salary. Since G.O. No. 1870. Edn. & P.H. dated 2-12-41 ordering the inspection of this Museum by the Collector did not contemplate inspection by that Officer of the technical work of the curators, I did not have for ready consultation any diary of work by the Curators to be shown to the Collector as proof of my contention. After the recent inspection, I have asked all the six curators and two Assistant Curators to maintain diaries of work which see every week.

The registers of exhibits in each section are maintained for all sections except Zoology and Botany. Since the exhi-

bits in these subjects are very numerous and of little monetary value, it has not so far been found practicable to have registers for exhibits. A Card Index has been started for Zoology but it could not be completed for lack of adequate staff and lack of funds for the card index cabinets. Government were not addressed for extra staff and funds for fittings as the work was not considered to be of great urgency.

In submitting the above general remarks, I have also to state that all the defects pointed out by the Collector have been since rectified as stated below:-

1. Organization of the Office:- An Office Order showing the distribution of work among the staff has since been issued.

2. Registers maintained in the Office:-

(a) Treasure Trove Register:- The instructions of the Collector will be noted in future and in column 4 of the Treasure Trove Register, the distribution Register number will also be noted in column 11 of the Personal Register. An Office Order to that effect has also been issued.

(b) Personal Register:- The defects pointed out by the Collector have been rectified and the instructions are also noted. As the Clerks are inexperienced and as there was no copy of the District Office Manual for reference in Office, they have committed these omissions. Now each clerk has been supplied with up-to-date copies of the District Office Manual & there will be greater care in the maintenance of this register in their checking and scrutiny. Besides, the clerks are just picking up the system and I believe the registers are now properly and neatly maintained. The old files pending over a year have been mostly closed except for some currents pending in the Miscellaneous Clerk's seat. These files relate to technical matters which require detailed study and research for identification and have to be delayed.

15

'd' on p. 3 ante

I have not checked the Office Assistant's Personal Register after October 1948 as I sat with him in the same room and discuss his currents and pass orders then and there with little chance of any current being delayed by him unduly. Though I have not checked the register, his register is generally well maintained and the Collector also finds it well maintained. As instructed by the Collector, I, however, formally check his register once a month now.

'd' & 'g' on p. 3 ante

The circumstances under which the Head Clerk's, Store Clerk's and other clerks' registers were omitted to be checked by me and by my Office Assistant for a short period have already been explained in para 1 above. The registers are now regularly checked and the entries are made properly. The registers are now maintained neatly.

'g' on p. 3 ante

The defects pointed out by the Collector in the Store Clerk's and Miscellaneous Clerk's registers have since been rectified and very strict instructions have been issued generally to all the clerks for the proper maintenance of the Personal Registers in accordance with the provisions of the District Office Manual.

'H' on p. 3 ante

(c) Periodical Register:- According to the instructions of the Collector a consolidated periodical register is being maintained. The Periodical Register supplied to my Office does not satisfy the form prescribed in the District Office Manual. I have addressed the Superintendent, Government Press to furnish me with the prescribed Periodical Register. On receipt of the register, I will maintain the consolidated Periodical Register and will assign numbers to the concerned clerks., as instructed by the Collector. The closed files have been handed over to Record Clerk since, as suggested by the Collector

I on p. 3 ante

(d) Stock Files:- Index has since been prepared for each Stock file. Copies of the Orders in the Stock files are also attested since and the pages have also been numbered.

(e) Museum Publication Register and the Register of rents for the Museum Theatres.

The new registers ordered for the Museum Publication Register and Register of rents in G.O. Ms. No.1412, Edn., dated 6th May 1949 have since been got printed from the Superintendent, Government Press and are now being maintained.

(f) Store-keeper's Registers:- New Registers have been indented from the Superintendent, Government Press. On their receipt entries in the old registers will be carried forward.

(g) Numismatics:- The coins mentioned as not forthcoming are those which were lost and written off in G.Os. Nos. 335 (Mis) (compl) Edn dated 3-3-944. The work in this section is somewhat slow as the Curator is a probationer who is just learning his work. As soon as he has picked up experience, the Collector's suggestion will be taken up.

(h) Register of Confidential papers:- Instructions contained in the Collector's remarks have been noted and will be followed in future.

3. Records:- I have already submitted my proposal for extending the services of the temporary clerk and attender for one year more in my letter No.340 B/50, dated 2-2-1950. Government may be pleased to consider their retention permanently as suggested by the Collector in the inspection report.

The Collector has also suggested that the number of peons for the Museum appears to be rather too many and he suggests that 2 of the peons may be reduced. There are only 38 peons in the Museum including a duffadar. Of the 37 peons, 34 are for the galleries, two for the Museum Office and one for me. These are the bare number required for the Museum. The question of retrenching the gallery peons had been examined by me along with the general question of retrenchment in my Office. I had reported to Government in my letter No.3121/48-1, dated 16-4-1949 that it is not possible to effect any retrenchment in my staff, and Government have passed orders in

(17)

D/394-40 d.7.

G.O. Ms.2411, Edn., dated 26-7-1949 accepting my view.

As regards the Office peons there are only two peons for my Office and one for me which are within the scale prescribed by Government in G.O. Ms.No.326, Fin., dated 5-4-1948., Vide my letter No.832/48-1, dated 26-4-1948. I have therefore to submit that it is not possible to reduce the number of peons as suggested by the Collector.

D/333-334 d.7.

D/384.7.

Yours faithfully,

C. Anjaiah

SUPERINTENDENT.

DV.

17 (18) Edn.Deptt.(E)

Museums - Govt. Museum, Madras -Notes of inspection by the Collector of Madras - Orders passed.
***

Ref: From the Collector of Madras, No.B.9.8171/48, dated 31-12-1949
From the S.G.M. No.1737/49-1 dated 30-3-1950.
..

ORDER/Ms. 1550 dated/ 19-5-50.

Recorded.

2. Personal Registers.

The S.G.M. should check the Personal Register of his Office Assistant regularly and the latter should check the Personal Register of his subordinates.

3. The Govt. do not agree with the Coll^r that the Redundant Coins Collected in the Museum should be disposed of by the Supt. Should Retain them and

pp1-6a
pp10-16a
ch
20/1915

To The S.G.M.
The Collector of Madras
(with copy of S.G.M.'s letter on pp 10-16 cf)

JD/1655

2

10 and. Consider whether they may be exchanged ~~with~~ ~~for other~~ Collections with other Museums & institutions -

Rs 17500. R 18550

2o submitted 22/5

The S.G.M

Collector of Madras

(with a copy of his letter dt 5/2)

G.No.1477

19 Edn.(E)Deptt.

From the Collector of Madras, No.B.9.8171/48,d-31-12-49

From the S.G.M.No.1737/49-1, dated, 30-3-1950.

***

Govt. Museum - Madras - Annual inspection-Report for the year 1949.

**

The Collector of Madras has submitted a copy of the notes of his inspection of the Govt.Museum for the year 1949. This is the second inspection report forwarded by the Collector of Madras after inspection of the Govt. Museum with reference to G.O. 102 Edn. dated 15-1-1946.

The several defects ~~detected~~ noticed by the Collr. in the course of the inspection of the Govt.Museum office have been set out on pp. 1-6 Cf. and the S.G.M's remarks thereon will be found on pp 10-16 cf. The S.G.M. points out that all ~~many~~ of the defects pointed out by the Collector has since been rectified.

The following remarks are however called for on the following points:- 3

(1) Personal Register:- The Collector has pointed out that the personal register of the office Assistant has not been checked by the Superintendent after ~~1914~~ 1948 and there is no periodical register for the office Assistant.

'd' on p. 30.7.

(2) The Personal Register maintained by the Head clerk was not checked by the Office Assistant between March and July.

Ibid

(3) The Stores Clerk's personal register is not kept in proper order, entries are missing and many delays are noted. There has been no check of this register after March 1949 .

'g' on p. 30.7.

4 (4) As for (1) above, the S.G.M. states that he ~~has~~ did not checked the Office Assistant's personal register after October 1948. As used to sit with him in the same room and discuss his current and pass orders then and there with little chance of any current

being delayed by him unduly. He however states that his checking his Register once a month now.

Point (2) above:- The S.G.M. admits that his Office Assistant did not check the Register of the Head clerk between March and July and he states that his office Assistant had to take up some of the very important work of the Head clerk and his entire time was taken up to attend to the current work. He states that the Register is now regularly checked and the entries made properly.

~~In the circumstances, no further seems necessary~~ The Coll's instructions should be carefully followed.

PERIODICAL REGISTERS.:

The Collector says, that a consolidated periodical register as prescribed in the Dt.Office Manual is not maintained for the whole office and the closed files are not sent to the records and acknowledgements obtained from the Record keeper but they are kept by the subject clerks themselves.

The S.G.M. states that on receipt of the periodical register from the S.G.P. to whom he has intended for one, he will maintain the consolidated register. It is also stated that the closed files have been handed over to the Record clerk since as suggested by the Collector. Perhaps no further instruction need be issued.

REGISTER OF RENTS FOR THE MUSEUM THEATRE.:

The S.G.M. states that the new registers ordered for the Museum Publication Register and Register of rents in G.O. 1412 Edn. dated 6th May 1949 have since been got printed from the Supdt, and are now being maintained. In view of the maintenance of the new register, the defects pointed out by the Collector will disappear in due course.

NUMISMATICS.:

The Collector suggests that the coin collection in the Museum is far too voluminous for its numismatic work and that redundant coins may be disposed of by sale and suggests that S.G.M. may examined this point. He also points out that the work of bringing over the items in the Accession Register to a stock register, wherein the

P.T.O.

the coints are entered under each classification has not made any progress in the past one year and that the Sundt. should see that this work is pushed through and completed as quickly as possible.

The S.G.M. concedes that the work in this section somewhat slow. As the Curator is a probationer who is just learning his work. But as soon as he has picked up experience, the Collector's suggestion will be taken up. The S.G.M. may be directed to pay special attention to this branch of work.

REDUCTION OF PEONS.:

The Collector has suggested that atleast two of the peons may be reduced as there are at present 8 attenders and 33 peons (including 6 peons relieving)

The S.G.M. points out that the question of retrenching the gallery peons have been examined by him along with the General question on retrenchment in his office and the Govt.have passed orders in G.O. 2411, Edn. dated 26-7-49 accepting his view that no retrenchment in the number of peons was possible. The S.G.M. now also states that it is not possible to reduce the number of peons as suggested by the Collector.

CURATORS.:

The main defect pointed out by the Collector so far as the technical side is that except the Curator, Zoological Section, the other curators do not seen to have turned out a fair amount of work. The S.G.M. states that he is satisfied that the Curators during their work with devotion and attention. He also states that after the recent inspection by the Collector he has asked all the six Curators and 2 Assistant Curators to maintain diaries of work to be inspected by him every week. The explanation of the Superintendent on this point may be accepted.

RECORDS:-The Collector recommends the question of appointing whole time record keeper may~~be~~ for the Museum may be considered. The S.G.M. says that he has already submitted his proposal for extending the services of the temporary clerk and Attender for one -more year in his letter dated 2-2-50. Orders have since issued in G.O.687 Edn. d/ 3-3-50 sanctioning the proposal of the S.G.M. The S.G.M. now says, that the temporary staff referred to above may be retained permanently. The temporary staff in question was originally sanctioned in 1947, and it has not been in existence for the full five years for taking up the question of its permanent retention.now. ~~It may be taken up next year.~~ No further action seems necessary on this point.

The file may be circulated to H.M.(E.& L.)

J.P 3-5-50

6/5/50 S.

apparently here also - as elsewhere - there is a tendency to be always asking for more staff while the existing staff is not turning out an adequate quantity of work.

2/5/50

SECRETARY 10 MAY 1950 EDUCATION DEPARTMENT

6/5 H.M.(E.L.)

A draft order is subd. for approval.

13/5/50. 17.5.50

16/5/50