Scott. II-27—164,000—4-11-49.

EDN (1950) Department.

SERIES.

G.O. NO. 3119

Dated 22. 11. 50.

[Despatch Abstract.]

Govt. Museum, Madras — Notes of inspection by the Collr. of Madras for the year 1950 —— forwd. para

Instructions have also been issued to have the Stock File scrutinized by the Office Assistant once in three months and running note files have also been opened.

(e) Permanent Advance Register:-

The Office Assistant has been instructed to check the Permanent Advance on Monday of every week as suggested by the Collector.

(f) Register of Confidential Papers:-

All confidential papers, no longer in use have since been picked out and destroyed and all omissions pointed out by the Collector in the maintenance of the Confidential Register have also been since filled.

(g) Service Registers:-

Re-attestation of page 2 of Service Registers has since been done in all cases which are over five years old.

(h) Records:-

The defects pointed out by the Collector in the Record Issue Register have since been rectified. The pending items Nos.24, 26, 36, 37 relating to 1949 have all been since returned to records, and the items closed. General instructions for the maintenance of the Record Issue Register on the lines indicated by the Collector have also been issued.

The Collector has recommended the appointment of a whole time Record-keeper this time also. I shall be submitting my proposals separately in the matter for Government's sanction.

(i) Registers maintained by the Store Clerk:-

All the old Stock Registers have been carried forward in ~~the~~ New Registers.

(j) Numismatic Section:-

A further effort is being made to speed up the work, but this is limited by the need for correct identification of many unidentified coins. As incorrect

entries in the stock registers are to be avoided, as far as possible, the work has to that extent to be slowed down.

Accession No.806. Prof. T. Balakrishnan Nayar has been asked to complete his study without further delay, so that the coins can be transferred from the accession register entry into the Stock Register.

3. Remarks on Sections:-

(a) The cannon balls are remnants of no use, as they have no records about them. They were included among articles to be auctioned, but had no purchasers. Arrangements are being made to distribute them to schools.

(b) The gaps of the Archaeological Section are caused by lending of some images for an exhibition in London and afterwards in Delhi. The Government of India in their letter No.F.10-3/49-A1-(c), dated 3-2-50 communicated to me in Government Memorandum No.8412-1-C.2, Edn., dated 22-2-1950 have directed the Director General of Archaeology to return all the exhibits lent to them by this Museum excepting the four sculptures we have offered to them. I have addressed the Director General of Archaeology in this matter as early as 10th April 1950. Subsequently, I reminded him on 10-6-50 and 27-6-1950. But in spite of these reminders, no reply has been received from the Director-General.

(c) With reference to the Collector's suggestion to have copies of the inscriptions and descriptions prepared in Kannada and Hindi in the Archaeological Section, it is submitted that none of the staff in this Office is proficient in Kannada and Hindi. This work will therefore have to be entrusted to the Government Translator if no additional cost is to be involved. If he is not in a position to take up the work, the only alternative is

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to engage Pandits in each of the languages for the purpose, on payment. I solicit Government Orders in the matter.

(d) Orders of Government will be asked for regarding the electrification of the Jaina and Reptile rooms.

(e) Regarding the Collector's suggestion for the appointment of a separate curator for the Geology Section, I shall be addressing Government separately.

(f) The Executive Engineer has been reminded again and again for the very urgent repairs of the flooring of the Invertebrate Gallery.

(g) Numismatic Section:- Government will be approached for sanction for a new coin room. Enquiries are being made regarding plastic covers.

Lectures are being given occasionally by the staff of the Museum and people are invited to come to the Museum. Posters and other means of propaganda will be tried.

4. Special:-

1. Electrification is badly needed. Government instructions are therefore awaited.

2. Please see 3 (g) above.

3. Regarding the revision of scales of pay of the Curators, I have to state that I submitted my proposals to the Government as early as November 1949, but Government ordered that the proposals be deferred. (G.O.No.3635, Edn., dated 25-11-1949). I shall be addressing Government in the matter in due course.

4. I agree with the Collector that the "Gosha Day" is an anachronism as gosha ladies even come on non-gosha days without their veils. Hence Government may consider the question of discontinuing the Ghosha Day.

5. This can be considered only after the electrification of the whole building is first taken up. Some of the galleries are dark even on bright days. However

22

23

13

a beginning may be made by electrifying the galleries stage by stage. I will be contacting the Electrical Engineer in the matter and will be submitting my proposals to the Government in due course.

The enclosures to the Government Memorandum cited are ~~enclosed~~ returned herewith in original.

Yours faithfully,

A. Arjoman

Superintendent.

12/5.

24

- 2 -

Education Dept.(E)

Govt. Museum, Madras--Notes of inspection by the Collector of Madras for the year 1950--Orders passed.

From the Collr. of Madras No. B9. 8341 /50 dated 9.8.50.

From the S.G.M. No. 2123 /50 A. dated 12-9-50.

G.O.(MS) 3119 EDN. DATED 22-11-50.

Recorded.

Numismatic Section:-

The Collr. has remarked that the progress made in the work of bringing the items in the Accession Regr. to the Stock Regr. after identification cannot be considered to be satisfactory, and that the Supt. ~~Govt. Museum~~ should pay special attention to this matter and see that the work is completed as quickly as possible. He has also suggested that it would be good if the nos. containing silver coins or gold coins which are specially valuable coins are underlined in red ink. The S.G.M. is requested to give effect to the Collector's suggestion without any delay.

2. The S.G.M. is requested to examine the proposal made by the Collr. regarding taking copies of inscriptions and descriptions in Kannada and Hindi and submit a report to Govt.

3. The S.G.M. is requested to examine the question of discontinuing the 'Ghosha Day' in future and submit a report to Govt.

To the S.G.M.

" Collr. of Madras (With copy of pp. 13-23 c.f.)

S/F

2 s/c/

From
Dr. A. Aiyappan,
Superintendnnt,
Govrnmrnt Museum,
Madras-8

To
The Secretary to Government,
Education Department,
Fort St. George,
Madras-9

No. 2122/50-5 A. dated 17-5-'51.

19824
28 MAY 1951
EDUCATION

Sir,

Sub:- Government Museum, Madras- Notes of inspection by the Collector of Madras for the year 1950- Taking of copies of inscriptions and description in Hindi and Kannada Proposal.

Ref:- G.O.M.S. No.3119/ Education dated 22-11'50-

With reference to para 2 of the G.O. cited, I have the honour to state that labels in the Archaeological Section consist of large general labels and small brief ones. It has been suggested to have these labels translated into Hindi and Kannada. As the alphabets of Kannada and Telugu are almost the same, the Kannada-speaking public visiting the galleries can easily read the Telugu labels especially the smaller ones, and hence there is no necessity to include Kannada version also in these small labels.

Regarding the translation of the smaller labels into Hindi, a local Hindi pandit has been consulted in the matter. He has agreed to undertake the translation of the smaller labels in Hindi at a flat rate of 1½ annas per label. There are about 200 such labels to be translated and the cost would come to Rs.18-12-0. I therefore request the Government to accord sanction for the payment of a sum of Rs.18-12-0 to the Hindi pandit as honorarium for translating the smaller labels in the Archaeological section into Hindi.

The Hindi and Kannda translations of the larger general labels will have to be incorporated in the existing trilingual labels. This will involve the printing of the labels afresh. Consequently the labels will become still larger, will involve the preparation of larger frames numbering over 40. This will also put the existing frames out of use for some-time till we find some use for them some future date. Secondly there is a great difficulty in accommodating such large frames in the galleries whefe the existing labels themselves are over-crowded for want of wall space. Finally as these larger labels are not of much use to some literate people but are useful only to educated persons who are generally able to read one of the three languages viz Tamil, Telugu and English of the existing trilingual labels, and as the number of Hindi knowing public of the state visiting the Museum is not appreciable, the question of providing Hindi and Kannada versions for the larger labels of the Archaeological galleries may be deferred for the present ~~out~~ taken up latter when Hindi has become more popular.

Your's faithfully,
A. Aiyappan
Superintendent.

Edn. dplt (E)

Memo no. 19674-E/57-1 Edn. dated 16.6.51

Sub:- Govt. Museum, Madras - Taking up copies of inscriptions and descriptions in Hindi and Kannada in the Archaeological section.

Read:- From the S.H.M. No. 2122/50-5 A dated 17.5.51.

The S.H.M. is requested to send samples of the existing labels in the Archaeological section of the Museum. He is also requested to state whether need has been felt by the visitors to the Museum, for the translations of the existing labels in other languages and if so, in which of them. He is also requested to say whether in his

2

Opinion, Hindi translation of the labels is necessary.

14.6.
PER
14/6/51

To

The S.E.G.M.,
Madras.

From
Dr.A.Aiyappan,
Superintendent,
Government Museum,
Egmore, Madras-8.

To
The Secretary to Government,
Education Department,
Fort St. George, Madras-9.

Letter No. 2122/50-6A dated 27-6-51.

Sub: Government Museum - Taking of copies of inscriptions and descriptions in Hindi and and Kanada in the Archaeological Section -
Ref: Memo No. 19874-E/51-1Edn. dated 16-6-51.

A sample label of the set of small descriptive labels and another sample label of the set of large general labels are enclosed herewith as required in the Memo cited ~~stones~~ above for perusal and return.

Already the labels are in the three languages namely English, Tamil and Telugu and the need is not felt for the translations of the existing labels in other languages of South India such as Kannada and Malayalam. As regards the translation of the labels in Hindi, I am of opinion that labels in Hindi are not a pressing need now and may be deferred till Hindi is more read and understood, in this State.

Yours faithfully,

A. Aiyappan

Superintendent.

Encls.

E 30 52

From
Dr:A.Aiyappan,
Superintendent,
Government Museum,
Egmore, Madras- 8.

To
The Secretary to Government,
Education Department,
Fort St. George,Madras-9.

No.2122/50-7 dated 20-8-1951.

Sir,

Sub: Government Museum - Taking of copies of inscriptions and descriptions in Hindi and Kannada in the Archeological Section -

Ref: My letter No.2122/50-6A dated 27-6-51.

In inviting the attention of Government to my letter cited, I have to enquire when orders in the matter may be expected.

Yours faithfully,

Superintendent.

Edn. dept (E)

C.No. 32766/57

Govt. Museum - Taking of copies of inscriptions and descriptions in Hindi and Kannada in the Archaeological Section -

From the Supdt. Govt. Museum,
No. 2122/50-7 dt. 20-8-1957

Memo No. 32766 E/57-1 Edn. dt. 21/9/57

The S.G.M. is informed that no further action was considered necessary in the matter. The samples ~~labels~~ of small and large size descriptive labels sent by the SGM are returned herewith.

To
The S G M
[with encls)

Note - Notes & orders on pages 1-5 of G.O No. 3119 Edn.

Back Papers.

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

Further Papers.

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

From
Sri T.S.Ramachandran, I.C.S.,
Collector of Madras,
Madras.

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

B9-8314/50 dated 9-8-1950.

Sir,

Sub:- Government Museum - Inspection - Annual - Notes - Submitted.

I enclose a copy of the notes of my inspection of the Government Museum for the year 1950.

23352

(Enclo. one)

Collector.

Education Deptt.(E)

Govt.Museum, Madras - Annual Inspection - Notes of Inspection by the Collector of Madras for the year 1950.

From the Collr.of Madras, No.B-9.8314/50 d/9-8-50.

From the Supdt.Govt.Museum, No.2123/50-A -d/12-9-1950.

The Collector of Madras has submitted a copy of the notes of his inspection of the Govt.Museum for the year 1950. This is the third inspection of the ~~Govt.Museum report~~ forwarded to Govt. The Collector states that the general condition of the office of the Museum is very satisfactory.

2. The several defects noticed by the Collector during the course of the inspection of the Govt.Museum office are set out on pp 3-8 cf. and the remarks thereon of the S.G.M. will be found at pp 13-23 cf. They are examined below:-

Distribution Regr: The Collector states that some of the nos. which have been closed in the Personal Regrs. have not been rounded off in the distribution register. The S.G.M. reports that they have since been closed. No further action seems necessary.

Personal Registers: The Collector points out that Govt.orders which are merely to be communicated to the subordinates are given current nos. which should more properly be dealt with by assigning F.nos and that the main heads in Col.4 of the Personal Register should be underlined in red ink and red lines separating each current should be drawn. He also suggests that Casual Leave Register should be maintained in which casual leave applications should be entered, and not in personal regrs. The S.G.M. reports that the defects pointed out by the Collector have been rectified and Casual leave register and casual leave files have been opened for each member of the staff. In the circumstances no further action seems called for.

dated 22.11.50 may be read as the page in the previous page is for approved

19.9.57

Periodical Register: The Collr. has remarked that all correspondence arising out of periodicals should be assigned current nos. and entered in the personal register and finally filed with the concerned periodical, and that no Pdl. number is necessary for placing of indents with the Supdt. of Stationery, which may be given an arising current no. as and when required, and closed as L.Dis. He also points out that a list of periodicals is not maintained even though it was suggested in the last inspection. The S.G.M reports that general instructions have been issued on the lines indicated by the Collr. and that a list of Pdl. has since been opened.

Stock File: The Collector states that the number of pages containing copies of the Govt.orders etc., are not noted in the index, and points out that the no., date and dept. of the G.O. might be entered in one column instead of in three columns, and that the main heads should be underlined in red ink. He has also suggested that a running note file should be maintained for the stock file which should be scrutinised occasionally. The S.G.M. reports that the index of the Stock file has been recast since, and instructions have also been issued for scrutiny of the Stock file by the Office Assistant, once in three months.

Permanent Advance Register: The Collector has suggested that the Office Assistant may check the register once a week on Mondays. The S.G.M. reports that the Office Assistant has been instructed to do so.

Register of Confidential papers: The Collector has suggested that many confidential papers which are no longer in use might be picked out and destroyed. The S.G.M. reports that the suggestion has since been carried out.

Service Registers: The Collector has suggested that re-attestation should be done as many cases are over five years old. The S.G.M. reports that this has since been done.

Records: The S.G.M. reports that the routine defects pointed out by the Collector in the Record Issue Regrs. have been rectified and general instructions for the maintenance

this Register on the lines indicated by the Collector have been issued.

The Collector has recommended the appointment of a wholetime record keeper. The S.G.M. reports that he will be submitting proposals in this regard separately. They may be awaited.

Regrs. maintained by the Stores Clerk:- The Collector reports that some old registers have not yet been replaced even though it was pointed out in his report last year. The S.G.M. reports that all the old stock regrs. have been carried forward in new registers.

Numismatic Section: The Collector has remarked that the progress made in the work of bringing the items in the Accession Regr. to the stock regr. after identification cannot be considered to be satisfactory, and that the Superintendent should pay his special attention to this and see that the work is completed as quickly as possible. He has also suggested that it would be good if the numbers containing silver or gold coins, which are specially valuable coins, are underlined in red ink. The S.G.M. reports that a further effort is made to speed up the work, but the need for correct identification slows down the work. The S.G.M. may be requested to carry out the Collector's suggestion without delay.

3 The S.G.M. has promised to address the Govt. regarding the electrification of the Jaina and Reptile room and for the appointment of a separate Curator for the Geology section as suggested by the Collector. The receipt of the proposals may be awaited.

4 As regards the Collector's suggestion to have copies of the inscriptions and descriptitons prepared in Kannada and Hindi in the Archaeological Section, the S.G.M. states that none of the staff in his office is proficient in Kannada and Hindi and this work will have to be entrust to the Govt.Translator if no additional cost is involved.

No.23352/50-E

He also says, that if he is not in a position to take up the work the only alternative is to engage Pandits in each of the languages for the purpose on payment. For orders whether the Collector's suggestion should be pursued. ~~Finance may see~~

The S.G.M. has also promised to address Govt. separately on the following proposals made by the Collector:-

~~(1) Electrification of Jand and Reptiles rooms.~~

~~(2) appointment of a separate Curator for the Geology section~~.

(1) Opening of a proper coin room.

(2) Revision of scales of pay of Curators.

(3) Electrification of the whole building.

The Collector says that Ghosha Day is practically an anchronism and he finds that most Gosha Ladies for whom the first Saturday in the month is reserved really come even without their veils on other days and if it is necessary to continue this system, the time for 'Goshas' might be changed to between 2 P.M. and 5 P.M. on Wednesdays.

The S.G.M. agrees that 'Gosha Day' is an anchronism and that the question of discontinuing the Gosha Day may be considered. The S.G.M. may be asked to ~~send separately~~ examine ~~proposals about the question of discontinuance of Gosha day~~ the suggestion further and submit a report.

~~Finance may see for remarks.~~

HM (EE2) may see.

21050 S.

In the light of the Inspection Report of the Collector of Madras on the Govt. Museum on pages 3 to 9 in the current file, Secretary has raised certain points pertaining to the system of office procedure followed in the office of the Government Museum. The points are being separately considered.

HM may see.

81150 S.

SECRETARY 13 NOV 1950 EDUCATION DEPARTMENT

The file may be asked to examine the suggestion further and submit a report.

2.11.50.

para 4 of pp and para 4 of pp 21-23 of.

Encl pp of

Mem pp 1 of

for remarks

Collr's letter and this note on pp 1 to 4 of

HM (EE2)

with reference to the orders on page 4 ante, a draft order is submitted for approval.

16.11.50.

20.11.50

211

Edn. dept (E)

Sub :- Govt. Museum, Madras - Notes of inspection by the Collector of Madras for the year 1950 - Taking of copies of inscriptions and descriptions in Hindi and Kannada.

Read :- G.O. No. 3119 Edn. dated 22.11.50
From the S.G.M. No. 2122/50-5A dated 17.5.51.

With ref. to para 2 of the G.O cited above, the S.G.M has submitted a report to Govt in his letter on p1 c.r.f, on the taking of copies of inscriptions and descriptions in Hindi and Kannada in the Archaeological section of the Govt. Museum Madras.

2. The Supdt. states that the labels in the Archaeological section of the Museum consist of large general labels and smaller brief ones. According to him, the small labels need not be translated into ~~Hindi~~ Kannada, as the Kannada speaking public visiting the galleries can easily read the Telugu labels, as the alphabets of Kannada and Telugu are almost the same. This remark may be accepted. ~~The~~ The Supdt however suggests that the small labels may be translated into Hindi, by a Hindi Pandit. The cost involved has been calculated at Rs. 15-12-0. He requests sanction of Govt. for the payment of the above amount to the Hindi Pandit for translating the smaller labels in the Archaeological section, into Hindi. This may be sanctioned, subject to approval, as draft order is submitted below.

p35 (4)
p1 c.r.f

M. mpl c.f

para 3, p1 c.r.f

3. As regards the translations of the larger general labels into Hindi and Kannada the S.G.M is of the opinion that the translations should be deferred for the present, for the reasons mid para 3 of the letter from C.C.T. For orders, whether this opinion may be agreed to.

4. The file may be sent to Finance U.O for remarks before circulation.

3/
6.6.57
PCR
6/6/57

The S.G.M may be asked to furnish samples of the existing labels & to state whether need has been felt by the visitors for translations in other languages, if so in which of them — He may also state whether in his opinion Hindi translation is necessary.

7.6.57

A draft memo is submitted below for approval.

16.6.57

Memo. No. 19874/51-1 dt. 16.6.57

P3C4

[From the Supdt. Govt. Museum No. 2122/50-6A dt. 27.6.1951] 24

The S.G.M has sent a sample label of small and large size. He states that need is not felt for the translations of the existing labels in other languages as Kannada and Malayalam. He is also of opinion that labels in Hindi are not a pressing need now and that the preparation of such labels may be deferred till Hindi is more read and understood in this State. In view of the above, no further action appears necessary. The papers may therefore be lodged and added to G.O No. 3119 Edn. dt. 22.11.1950.

7.7.57
PCR
7/7

10.7.57

10.7.57

P17

GOVERNMENT MUSEUM.

Notes of inspection.

1. Organisation of the office :-

The work of the Museum is of a technical and administrative nature and it is carried on by the following staff:

On the technical side, there are six Curators assisted by one attender each and one senior and one junior Taxidermists; two Assistant Curators and one Photographer.

On the administrative side, there are one Office Assistant; two Upper Division Clerks; five Lower Division Clerks; one Caretaker and two attenders.

An office order showing the distribution of work among the staff has been issued. Only 7 out of the 64 Office orders issued in 1949 relate to office work. The rest relate to appointments and they should be separated and put in 'Appointments File'. 1950:- Out of 31 office orders issued so far, only 14 relate to office routine. The rest should be put in 'Appointments file'.

2. Registers maintained in the office :-

The following registers are maintained by the administrative staff:

Distribution Register :-

A distribution register is maintained by the office in the prescribed form. As suggested by the Collector in his last inspection report, the Clerks have been designated by letters A, B, C, etc. Some of the numbers, though closed long ago in the Personal Registers of the concerned clerks, have not been rounded off in the distribution register. Most of the pending items relates to the Head Clerk's seat. (These pending items have since been rounded off in the distribution register). The clerks have been supplied with a copy of the District Office Manual each, and they have now got a grasp of the system prescribed in the Manual.

Treasure Trove Register :-

This register is properly maintained. The suggestions given in the last year's report are being followed.

PERSONAL REGISTERS :-

The Office Assistant maintains a Personal register. This is checked by the Superintendent regularly every month. This is well maintained. There are no delays. Some of the Government Orders which are merely to be communicated to the subordinates are given current numbers and entered in the Personal register and given 'F' disposals in column 11 of the Personal register. Such currents should not be given current numbers, but should be dealt with in F. numbers assigned in each department of the Secretariat. The Main heads in column 4 should be underlined in red ink and red lines separating each current should be drawn.

The Personal register maintained by the Head Clerk is checked by the Office Assistant and by the Superintendent once a month at regular intervals. Against most of the currents in column 11, a note "added to running file" is made and the currents closed. This is not a proper disposal. It is reported that these currents have been clubbed with pending currents in which case it should be noted as "clubbed with No. ---". In some cases, the Pdl. No. to which the currents have been filed have not been noted in column 11 of the register. In cases of 'N' disposals, no despatch seals are found. Here also F. files are given current Nos., and entered in the Personal register. Main heads in column 4 of the register have not been underlined in red ink.

The Stores Clerk also maintains a Personal register. Reminders are not being issued systematically on the due dates. In some cases, next action date has not been noted in column 11 of the register. One of the pending file No.876/50 dealing with the purchase of kerosene oil for the office use periodically under a permit issued by the City Rationing Officer is still kept pending, even though the rationing of kerosene oil was removed long ago. This should be closed at once. Main heads in column 4 of the register should be underlined in red ink.

Miscellaneous Clerk :- Separate registers are maintained for each of the subjects dealt with by the Curators (viz.) Archaelogy, Anthropology, Zoology, Botany, Numismatics and Chemical Preservations. These registers are checked by the respective Curators and the Superintendent once a month. Current No.994/48:- The last action was on 22-2-1950 and the next action is put for September 1950. An Air-letter should issue at once. (since issued). Main heads in column 4 have not been underlined.

Record Clerk :- This Personal register is checked by the Office Assistant and the Superintendent once a month. In column 11 of the register, against the Current Nos. 2881, 3050, 3051, 3052 of 1949 and 550 of 1950, the nature of disposals has been noted as U.O. It is reported that some of the journals etc., received by the Museum are sent away to the Connemara Public Library for their use. In such cases, the proper disposal would be N.Dis. Main heads in column 4 should be underlined in red ink.

The Duty Clerk also maintains a Personal register. But, he has not much of correspondence. Casual leave application has been given a current number and entered in the Personal register and closed as L.Dis. This should be entered in Casual Leave Register. (A casual leave register has since been opened).

Though there are some minor defects still seen in the Personal registers, on the whole, there is a marked improvement in the maintenance of the Personal registers by the subject clerks. A running note file is maintained by each clerk and the replies to remarks passed by the checking officers are promptly put up to them.

Periodical Register:-

Only the Head Clerk and Stores Clerk are required to maintain Periodical registers. Others do not have any out-going or in-coming periodicals and hence, they do not maintain the Periodical registers. In the register maintained by the Head Clerk, all correspondence arising out of periodicals, is entered in the Periodical registers against the concerned periodical. This should not be done. Such correspondence should be assigned current numbers and entered in the Personal register and finally should be filed with the concerned periodical. This register is checked by the Office Assistant and Superintendent once a month. This is well maintained. Out-going periodicals are generally despatched promptly on the due dates.

The Periodical register maintained by the Stores Clerk is also checked by the Office Assistant and by the Superintendent once a month. Pdl.No.XVI(A)/50 dealing with the placing of indents with the Superintendent of Stationery for stationery articles as and when required. This may be given an arising current as and when required and closed as L.Dis. Pdl.No. is not necessary.

A list of periodicals is not maintained, though this was suggested even in the last inspection. The clerks have their own serial numbers.

Stock File :- Office Assistant and the Head Clerk alone maintain Stock files. The stock files are well maintained. The number of the pages containing the copies of the Government Orders etc., are not noted in the index. The G.O.No., the Department that issues the G.O., and the date of the G.O. may be in one column instead of entering them in three columns in the index. The Main heads should be underlined in red ink. After the last inspection (i.e.) in December 1949, all the copies of the G.Os. etc., are being attested by the Office Assistant as suggested by the Collector. The stock files should be scrutinised occasionally by the Office Assistant atleast. A running note file should also be maintained for this purpose.

Call Book :- In this, only the currents on which action has to be after a year, are entered.

Record Files :- Some record files are kept and they are properly maintained.

Permanent Advance Register :- This is well maintained. The register is checked by the Office Assistant about once in a fortnight, and by the Superintendent occasionally by surprise check. The Office Assistant may do it regularly once a week on Mondays.

Museum Publications' Sales and Stock Register:- This is a new register brought into use only this year. This is maintained well. Some of the sales of these publications were checked with the relevant bank chalans and found correct. Sales tax is also collected for the above sales and credited to Government under "XIII. Other taxes", separately as soon as sufficient amount accrues. This is checked by the Office Assistant whenever a remittance is made into the bank, and by the Superintendent, occasionally.

Some of the book stock of these publications were checked with the actual stock and found to agree.

Register showing the collection of Advance, Demand and the Balance for the Museum Theatre :-

This new register, as suggested in the last inspection, has been brought into use from this year. This is well maintained by the Head Clerk. It is reported that this newly devised register is very useful in getting an idea about the demand, collection and balance at a glance, instead of wading through various registers as was done previously. Two items were checked with the relevant chalans and the connected files. In one case, a sum of Rs.62/- was collected as advance and after spending a sum of Rs.55/- on various charges such as theatre rent, electric charges, police charges etc., the balance of Rs.7/- was refunded to the party. In another case, a sum of Rs.60/- was collected and after spending a sum of Rs.41-12-0 a balance of Rs.18/4 was refunded to the party. In cases where the expenditure has exceeded the amount of advance received, prompt action has been taken to recover the excess amount from the party. This register is checked by the Office Assistant and by the Superintendent once a month.

Register of Confidential papers :- Two registers of confidential papers are maintained, one by the Office Assistant and the other by the Superintendent. The Superintendent maintains his register for secret and strictly confidential papers. In column 4 of the registers, the word "confidential" alone should be noted and nothing else. Columns 7 to 10 have not been filled up. In the case of closed currents, the nature of disposals has not been noted in column 11. (These omissions have since been filled up). Many confidential papers, which are no longer in use, should be picked out and destroyed.

SERVICE REGISTERS :-

They have been maintained properly. The entries are made uptodate. Reattestation at page 2 should be done, as many cases are over five years old.

RECORDS :-

There is no wholetime record keeper. One of the subject clerks is entrusted with this work. Though he is designated as record-keeper, his services are mostly utilised to assist the Head Clerk in accounts work. It was suggested in the last inspection that the question of appointing a wholetime record keeper should be considered. This may be considered again.

A record issue register is maintained by this Clerk. This is properly maintained. In columns 5 and 8, only the initials of the Clerks taking out the records and returning them are taken. Full signatures should be obtained. Item Nos.24, 26, 36 and 37 relating to 1949 are pending for over three months. Some of them are not traceable. (since traced). General instructions have been issued in the register to prevent such delays. 1950 :- Item Nos.85 and 107:- These items relate to 1950 and they are pending. For the current year, new number should be given.

STAMP ACCOUNT :- The Office Assistant maintains the entire stock of service stamps and issues to the despatching Clerk as and when required. He maintains a stock register in manuscript for the entire stock and the despatching clerk maintains the accounts in the proper form for the stocks received by him from time to time from the Office Assistant. The Office Assistant's book stock and despatching clerk's stocks were checked with the actual stock and found to agree. The stamp account is checked by the Office Assistant once a fortnight.

FAIR COPY REGISTER :- This is maintained in the manuscript form for want of printed form. Some delays are noticed. This is checked by the Office Assistant once a fortnight.

REGISTERS MAINTAINED BY THE STORES CLERK :-

Stock registers are maintained for the stationery articles and for the articles required for the technical sections. It was suggested in the last inspection that all the old registers should be replaced with new ones. Some have not been replaced still. Book stock of a few articles were checked with the actual stock and found to agree.

ACQUITTANCE REGISTER :- Two acquittance registers, one for the superior staff and the other for the menial staff, are maintained. They are maintained properly.

REGISTERS MAINTAINED BY THE CURATORS :-

Archaelogical Section :- The following registers are maintained in this Section:- Accession Register, Metal image register and chemical preservation register. They are well maintained.

Anthropology Section :- The following registers are maintained by this Curator: 1. Register of pre-historic antiquities, 2.General accession register, 3. Register of Musical instruments, and 4.Register of specimen despatched for identification. All these registers are maintained properly.

Botany and Geology Sections:- An accession register for each of these subjects is maintained. They are well maintained.

Zoology Section :- The following registers are maintained in this Section: 1. Accession register; 2. Register of despatch of specimen for identification, and 3.Register of receipt of specimen after identification. Besides these, the Curator maintains one common register of photographic negatives for the curators of all the

Sections. The registers are all well maintained. No stock register is maintained in this section, as it was not found practicable in view of the large number of specimens stocked. However, a card index is under preparation for all the specimens exhibited and preserved.

NUMISMATIC SECTION :-

An Accession register, a coins distribution register and a stock register are maintained in this Section. The work of bringing the items in the Accession register to the stock register after identification has made some progress after the last inspection. But, when compared to the large number of items still pending classification, the progress made so far cannot be considered to be satisfactory. The Superintendent should pay his special attention in this matter and see that this work is completed as quickly as possible. In the Accession register, it will be good if the numbers containing silver or gold coins, which are specially valuable coins, are underlined in red ink.

It is not possible to cross-check the items upto Serial No.304 of the Accession register. The total items which can cross checked are 522 (305 to 826). The following items have been checked :-

Stock Register :-

Volume I :- Page 38 (2 Gold); Page 41 (6 Gold); Page 50 (31 Gold); Page 59 (2 Silver).

Volume II :- Page 26 (15 Gold).

Accession Register :-

Item No.

305 (4 Gold);	311 (10 Gold);	319 (8 Billon & 1 Copper);
338 (1 Silver);	329 (12 Silver);	347 (6 Silver & 1 copper);
356 (9 S) ;	365 (1 S) ;	374 (1 S);	383 (8 S) ;
392 (2 S) ;	401 (1 G) ;	410 (3 C.);	415 (1 G) ;
426 (4 G) ;	427 (3 G) ;	428 (3 G);	429 (22.S) ;
437 (9 G) ;	446 (6 S) ;	448 (36G);	455 (2 S) ;
464 (2 S) ;	482 (4 S) ;	491 (5 S) ;	504 (77 G) ;
518 (7 S) ;	527 (16 G) ;	536 (7 S) ;	545 (100 G);
563 (60 S) ;	572 (2 G) ;	581 (9 S) ;	590 (1 S) ;
604 (28 G) ;	617 (15 S) ;	645 (2 G) ; & 3 -S.)	648 (46 G) ;
655 (2 S) ;	666 (262 G) ;	671 (258 G);	688 (18 S);
699 (7 S) ;	704 (88 S) ;	707 (3 S) ;	716 (19 G) ;
721 (12 G) ;	735 (1 S) ;	743 (50 G);	752 (15 G) ;
770 (1 G) ;	779 (8 G) ;	789 (33 G);	797 (10 G) ;
806 ** ;	813 (40 G) ; and	825 (5 S.).	

**Against the item No.806, described as merely '1398 plus 9 Roman coins', my predecessor has written on 18-10-1949, "said to be silver, with Curator". They are at present being studied by Professor Balakrishna of the Presidency College, and so not comfortably verifiable.

3. Remarks on Sections:-

Store Room :- A number of old cannon balls are lying in a corner of the Record room. They should be numbered and entered in the stock register, and presented to schools and institutions.

Gaps in the Archaelogical Section caused by lending of some images for an exhibition in London and afterwards at Delhi have not been filled up. Urgent steps should be taken to get them back from Delhi.

The exposed raw brick and mortar is excruciating to the aesthetic sense.

In view of Madras now being declared as a district of four languages, viz., Tamil, Telugu, Malayalam and Kannada, and the Constitution and the Deputy Prime Minister being strong on Hindi, copies of the inscriptions and descriptions may also be prepared in Malayalam, Kannada and Hindi, in the Archaelogical Section.

Jaina room is rather dark. It is desirable that electrification of the building should be taken up early.

Botany and Geological Sections:- There is only one Curator, who is a Graduate in Botany with subsidiary Geology, in charge of both the Sections. In view of the importance of both the subjects, it is desirable to have separate Curators.

The electrification of the Reptile Gallery room must be treated as an urgent work.

The flooring of the Invertebrate Gallery, especially near the doorways is badly damaged and should be urgently repaired.

Numismatic Section :- It is desirable to have a new coin room. Also, arrangements to keep the coins in plastic covers may be made, so that they may be visible. At present, there is not much purpose gained by merely counting the covers.

Steps may be taken for Curators and others to go out with lantern slides to educational, literary and cultural institutions and deliver lectures and invite people to come and visit the Museum and see for themselves.

On the whole, the galleries and the exhibits are all kept neat and clean.

4. Special :-

The following five points require urgent action :-

1. The electrification of the building must proceed more rapidly;

2. A proper strong room and plastic covers for exhibiting the coin selections should be arranged for;

3. The Curators are paid rather low salaries and on the one hand, this makes even those who are enthusiastic, less efficient at their work, and on the other hand, does not attract the best talent for this position which can be of great value in educating the masses in ancient Indian culture and modern material science and humanitarianism.

4. The 'Ghosha day' is practically anachronism, as I find that most 'Ghosha' ladies, for whom the first Saturday in the month is reserved, really come even without their veils on other days. If it is necessary to continue this system, the time for 'Ghoshas' may be changed to between 2 P.M. and 5 P.M. on Wednesdays.

5. I think the time has come to make the Museum open upto 7 P.M. in the evening, with adequate lighting arrangements to make it more useful.

5. General :-

I must congratulate the Superintendent and his Office Assistant on their genuine and persistent efforts to improve the condition of the Museum, and can say that the general result of the inspection with reference to correspondence and arrangements for dealing with the staff and the valuables, the method of accounting for, checking and guarding the valuables and verification of the valuable coins, can be said to be very satisfactory.

COLLECTOR OF MADRAS.

Date: 9-8-1950.

Note: Date of last Inspection Notes: 31-12-1949.
Name of the Officer in charge of the Institution: Dr.A.Aiyappan, Superintendent.
Name of his Office Assistant: Sri Damodhara Menon.

Ex
E

Memo. No. 23352 E/50 - Dt. 14.8.50.

Govt. Museum — Inspection — Annual — Notes of inspection by the Coll. of Madras.

From the Coll. of Madras. No. B9-8314/50 Dt. 9.8.50.

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A copy of the ~~inspection~~ notes of inspection by the Coll. of Madras is ~~forwarded~~ to ~~Dt.~~ S.M. for ~~early~~ remarks.

Refer to the S'Ent. for early remarks.

14-8-50.

To

Dt. S. G. M. (with ~~Copy of Appx~~) (H 1-8) only

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From

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

ASSISTANT SECRETARY
2842
17 SEP 1950
EDUCATION DEPARTMENT

To

The Secretary to Government,
Education Department,
Fort St. George, Madras-9.

Sir,

No.2122/50-A, dated 12-9-1950.

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

Ref: Government Memorandum No.23352.E-50-1, Edn., dated 14-8-1950.

I submit the following remarks on the notes of inspection of my Office by the Collector of Madras called for in Government Memorandum cited.

1. Organization of the Office:- As suggested by the Collector, the Office Order file has been recast and all orders relating to appointments and leave have been separated and filed separately in "Appointment and Leave files."

2. Registers maintained in the Office:-

(a) Distribution Register:- All the items open in the Distribution Register have since been closed.

(b) Personal Registers:- Regarding 'F' disposals, general instructions have been issued on the lines indicated by the Collector. The staff members have also been instructed to underline the main heads in column.4 and to draw red lines separating each current in the Personal Registers.

The defects pointed out in the Head Clerk's Personal Registers have since been corrected. General instructions have also been issued regarding the maintenance of running files, clubbing with Periodicals and N. Disposals.

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The pending files relating to Kerosene permit in the Store Clerk's Personal Register have since been closed and the other defects pointed out have since been rectified.

The action indicated by the Collector in current No.994/48 has since been taken in Miscellaneous Clerk's Personal Register.

The Current numbers, 2881, 3050, 3051, 3052 of 1949 and 550/50 of the Record Clerk's Personal Register/to relate referendes sent to the Connemara Public Library in original/as U.O.Nos. As suggested by the Collector, they are now given N.Ref.Nos. or N.Dis. numbers according to the nature of the reference issued.

The defects pointed out by the Collector with reference to the Personal Registers of the Duty Clerk have also been rectified. The Casual leave Register has also been opened and separate Casual leave files has been opened for each member of the staff.

(c) Periodical Register:- A list of periodicals has since been opened and numbers have been assigned to Head Clerk and Stores Clerk. The registers in the prescribed form have been got on loan from the Stationery ~~Collector's~~ Office and are now being properly maintained.

Regarding correspondence arising on Periodicals, general instructions have been issued for the procedure to be followed on the lines suggested by the Collector and as prescribed in the District Office Manual.

The Periodical number XVI.A/50 dealing with occasional ~~the~~ indents on the ~~Superintendent of Stationery~~ Medical Stores for ~~stationery articles~~ chemicals has been since deleted from the Periodical list.

(d) Stock File:- The index of the Stock File has since been recast, as suggested by the Collector.