

Edw. (1950) Department.

Ms. SERIES.

(13) closed
SD

G.O. NO. 3182

Dated 30 - 11 - 50.

[Despatch Abstract.]

Library — Coimbatore — Public
Library, Madras — Notes of inspection
by the Collector of Madras for
1949-50 — Books paneled.

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.

Sir, No. B9. 8314/50 dated 22nd August, 1950.

INSPECTION - Annual - Connemara Public Library by the Collector
of Madras - Notes of Inspection.

GOVERNMENT Memorandum No. 19410 E/50-3 dated 12--8--1950. — pscf (B)



I enclose a copy of the Notes of Inspection of the Connemara Library.

CRB/

COLLECTOR OF MADRAS.

CONNEMARA PUBLIC LIBRARY.

Notes of Inspection.

Librarian in charge of the Institution during 1949-1950:-

Sri R. Janardhanam Nayudu, B.A., L.T., D.E. (Oxen), D.L.S (Lond) F.L.A.

ESTABLISHMENT:-

One Sub-Librarian.

One Upper Division Clerk in charge of Accounts and cash.

One Classifier in the grade of an Upper Division Clerk in charge of classification and cataloguing of books.

Two Lower Division Clerks, one dealing with periodicals and one Miscellaneous Clerk;

One Upper Division Assistant and five Lower division Clerks assist in respect of counter work.

The above clerks are to be numbered as A.B.C and not A.C.D.

DUTIES:-

1. The subjects dealt with by the Sub Librarian is more of a technical nature, such as selection of books, accessioning of books, passing of Bills, placing orders for books, preparation of Administration Reports and salient features and general supervision of the staff. He is not maintaining a personal Register at all. All drafts put up by the staff are passed by him before submitting to the Librarian for approval.

Accession Register:- This register shows an up to date list of books available in the Library. The total number of books as on date is 45,987. The following books have been verified with reference to the index cards filed in the cabinet:

26,983; 21,521; 27,877; 25,747; 19,319; 28,623; 29,453;
44,637; 14,101; 14,102; 19,184 to 186; 6517; 43151; 30,639;
3506, 3552; 8436 and 37, 1965, 36369, 36,724; 25,671; 25,672;
42,490; 32,198; 43,471; 21,425-9; 11,318.

The Administration Report for each year are being prepared by the Sub Librarian and submitted to Government. A combined Administration Report is usually prepared for both the Museum and Library. The Administration Report for the year 1949-1950 was prepared and sent to the Superintendent, Government Museum for incorporation on 30th April, '49 and has already been sent to Government, after which it will be got published which is awaited. The printed Administration Reports for 1948-1949 and the previous years are available for perusal. (1945-46, 1941-42 and also for the years prior to 1941-42 - Only the reports for these years have alone got printed, the reason is due to war economy).

2. The work done by the Upper Division Clerk, in charge of classification and cataloguing is also of a technical nature. The printed catalogue of books available in the Library is dated as old as 1931, and the supplementary catalogue was published in 1935. But an up to date card index in respect of all the books available, is maintained. A separate card is filed for each book in the cabinets. This is enough.

3. Upper Division Clerk in charge of accounts and Cash:-

Though the Clerk is called "Accountant" he is not a proper Accountant. No proper post of an Accountant is sanctioned.

Since this clerk is allowed to keep in suspense, i.e., up to a week and over the cash transactions here are reported to be heavy and hence, it is justifiable for the sanction of the post of an accountant, who will of course furnish security.

REGISTERS MAINTAINED:-

Register of Deposits and their Refunds:- This register is permanent. It shows a complete list of members who borrow books. This register was opened in 1930 and the addition of members are being added on in the same register running serialum, thus made up to date. The deposit amount is fixed at Rs. 20/- for each member. Separate printed receipt books are maintained and the receipts are issued to members when they enrol themselves. The admission number in the above register and the number printed on the receipt relate to a single member and both the numbers are the same. The last serial number of the admission register as on date is 6179. (F.N) out of which 3989 (f.n) have already withdrawn their deposits. Hence, the total number of members on roll is 2,260/-. The deposits received daily are kept with the Accountant himself in the iron safe. The amount is allowed to accumulate for a week and the total amount thus accumulated is remitted to the Bank only once a week, mostly on every Thursdays. The remittance sent to the Bank on the following dates have been checked with the relevant chelans and found to agree:

3-4-1948 (Total amount remitted - Rs. 80/-); 2-9-1948 (Rs. 200/-); 12-5-1949 (Rs. 300/-); 22-6-1949 (Rs. 80/-); 2-9-1949; 21-7-1949 (Rs. 300/-); 25-8-1949 (Rs. 400/-); 8-9-1949 (Rs. 400/-); 13-10-1949 (Rs. 220/-); 15-10-1949 (Rs. 120/-); 30-3-1949 (Rs. 160/-); 19-4-1950 (Rs. 120/-).

The initials of the Librarian in column 6 in respect of each item of the admission register are obtained. Also, on the date of remittances, the checks the total amount and initial in column 5. When a member applies for refund of the deposit, the amount is refunded, as per rules, and the entries in columns 3 to 9 of the admission register are filled up. A separate withdrawal register is maintained in which all the details of the refunds are furnished. The serial number of the withdrawal is also entered in the relevant items of the register of deposits. From the withdrawal register also, the Librarian signs in the last column, in respect of each item. The following items of the withdrawal register have been checked with the entries made in the Register of Deposits:-

3271, (Admission No. 4320), 3398 (5178), 3462 (3266), 3652 (5140) 3729 (5298), 3784 (4768), 3849 (4608). All these have been duly noted in the Admission Register.

Fine Receipts Register:- As and when fines are collected at the counter, receipts are issued to the members as stated above, by the counter Assistants. The counter-foils of the receipts are duly approved by the Librarian and they are sent to the Accountant with the collections. Thereafter, the Accountant makes the entries in the above register. The following fine receipts numbers have been checked with the entries made in the Fine Receipts Register and found to agree: 4037 (as.4), 4079 (as.4), 4120 (as.4), 4169 (as 9), 4232 (Rs.1/-), 4240 (as.4/-), 4314 (as.6), 4336 (as. 4), 4427 (anna 1), 4466 (as. 4/-), 39 (as 1/2), 58 (12), 130 (anna 1), 176 (anna 1).

The fines collected daily are allowed to accumulate and kept

(Continued)

kept with the Accountant in the iron safe. The total amount accumulated is remitted to the Bank only once a month. The remittance of fines to the Bank on the following dates have been checked and found to agree:-

3--2--1949	- remittance of	Rs. 27 7 0
4--8--1949	- "	Rs. 25 12 0
8-12--1949	- "	Rs. 34 11 0
11--3--1950	- "	Rs. 32 6 0
10--4--1950	- "	Rs. 42 6 0

The Librarian also checks the total amount of each remittance and duly initials. The fine levied is one anna per day per book (delayed).

CONTINGENT REGISTER:- This is maintained properly. It has been checked and initialled by the Sub Librarian and Librarian in respect of each item. The total allotment sanctioned for the year 1949-1950, has been duly spent and accounted for. Under the detailed head, "Expenditure on purchase of books and periodicals", out of the sanctioned allotment of Rs. 13,500/- was adjusted in respect of the excess expenditure on other detailed heads. Out of the sanctioned allotment of Rs. 13,500/- for the current year, the amount spent so far under this head is Rs. 3,475-10-1 (viz., Books and Publications). Out of the allotment of Rs. 100/- for 1950-51 under "Furniture and Fittings", the expenditure incurred so far is Rs. 28/-. The related contingent sub-vouchers in respect of the following items have been checked.

Sub Voucher Number and amount.	Contingent Bill and date.
19. Rs. 30 12 0	21--4--1949.
1. Rs. 15 0 0	20--6--1949
17. Rs. 2 13 0	23-10--1949
8. Rs. 0 4 0	19-12--1949
26. Rs. 41 0 0	16--2--1950.

The sub-contingent vouchers are duly cancelled by Librarian after payment.

Catalogue Sales Register:- The total sales in 1949 and 1950 (up to date) amount to Rs. 16-8-0 only. They have been remitted to the Bank then and there, of course, within two or three days. The Librarian initials in the last column of the register at the time of each remittance.

Stock of Catalogues:- This shows the stock available under each volume viz., Vol. I, Vol. II, First Supplement and the catalogue of periodicals. The Librarian verifies the actual stock of this, once a year only. The last check made was on 25-4-1950.

Cash Accounts Book:- This shows the daily total cash balance with the Accountant, which comprise the balance of the permanent advance accounts, deposits and fines, (collected and pending remittances to the Bank) and undischarged pay. The Librarian checks this register and initials only once a week. It is desirable and of course essential, that it is checked daily by the Sub Librarian, in view of the fact the Accountant is permitted to keep the collections of deposits, fines etc., up to a week and over. The total cash balance as on date (at the time of checking) is Rs. 170-13-3. It is accounted for as shown below:-

Balance on the Permanent Advance Account	Rs. 130	1	3
Deposits	40	0	0
Fines	0	9	0
Undisbursed pay	0	3	0
Total	Rs. 170	13	3

The cash balance has been verified and found to agree:--

3 Rs. 10 Notes	...	30	0	0
20 Rs. 5 "	...	100	0	0
30 Rs. 1 "	...	39	0	0
Coins amounting to	...	1	13	3
Total	Rs. 170	13	3	

Permanent Advance Register:-- The prescribed register is not being maintained. So the Librarian is requested to take steps to get one. Instead, an account book (Manuscript) showing the balance of the Permanent Advance each day. This book is checked by the Librarian mostly every day. The balance as on date is Rs. 130-1-3. The sanctioned permanent advance of this office is Rs. 400/-. The amount of expenditure as on this day is Rs. 269-14-9. The details of expenditure have been verified, as shown below:--

	Rs. A. P.
Expenditure on office contingencies (From 28-6-50 up to date).	89 14 9
Expenditure on Refund of Deposit (From 10-8-50 up to date).	180 0 0
Total	269 14 9

Verified cash Rs. 130-1-3 and vouchers relating to the same.

The expenditure on refunds of deposits are met from permanent advance accounts, and paid to members then and there. When the permanent advance account falls short, contingent bills are prepared and the amounts spent are recouped, in the usual course.

Register of Cheques:-- All cheques received from the Accountant General are entered in this register and cashed then and there, the Librarian checks and initials every item.

Register of Accounts - Book and Periodicals:-- This Register shows daily expenditure on the various heads, viz., Standard works, Foreign and Indian Periodicals, Government of India Publications etc.

Acquittance Register:-- Pay bills are prepared in time and the salaries are duly distributed each month, as required by the rules. It is kept in order.

Service Register and Rolls:-- Service Registers for the subordinate staff and service rolls for the inferior staff are kept, as required, and entries made up to date.

Personal Registers:-- The oldest current pending in this seat is the current No. 1070 A/49 dated 10-10-1949. Government orders are awaited on a reference made. As the Director of Public Instruction is in charge now, this may be closed as D.Dis. as a special case.

(Contd)

The date of disposal is wanting in the last column.

Current No. 1266A/49. A telephone has been sent to the Accountant General on 14-12-1949 and this entry is kept pending for receipt of the intimation from the Accountant General.

C. No. 1178 of 1949. Delay in taking action from 28-1-1950 to 25-2-1950.

205 of 1950. This could have been closed already.

As there is no separate clerk in charge of the Records, viz., Disposed files, the Record Keeper's initials in the last column are wanting. The Librarian is checking the personal Register every week and a Running Note File is kept for the purpose. He also initials in the last column in respect of all the closed files. The rough average of currents for a month can be said to be 50.

PERIODICAL REGISTER:-- There are no incoming periodicals due to this office, from outside offices. All the outgoing periodicals for the entire office are registered in the periodicals register, and they have been generally despatched in time. The Sub Librarian makes the supervision.

STOCK FILES:-- Separate stock files are maintained by this clerk for each subject. They are tagged with a simple wrapper. The pages of all the stock files should be numbered in red ink and an index for the papers filed has to be numbered prepared. The procedure prescribed in the D.O.M has to be followed.

STOCK AND ISSUE OF STATIONERY:-- This register is maintained properly. A few items have been checked and found to agree with the book balance:--

Typewriter Ribbons 2, Black lead pencils, 27, Blue Black ink powder packets 3.

The office is very economical in the use of the stationery.

4. PERIODICAL CLERK.

Registers Maintained - Personal Register:--

The subjects dealt with by this clerk are watching the receipt of periodicals i.e., journals, for which the Library has subscribed and also the publications received from Scientific Institutions, in exchange of the Museum Bulletin, and the correspondence relating thereto. The maintenance of the personal register is not up to date, in view of the fact that not even a single copy of the District Office Manual is available in this office for perusal. The nature of disposal of each current, viz., N.L.D.R etc., does find place in the register. Instead, as soon as action is complete in a file, it is simply rounded off and the file stitched and kept separately by him, as no separate Record Keeper is available. In column 4, the reference received from whom, number and date of the reference received, have not been filed up. If the current is not an outside reference, but has arisen in the office itself, the word "arising" has to be written. Columns 6 and 7 have to be filled separately. Entries in the particular columns are not being made properly, in some cases. Column 10 has to be filled up separately. The dates in columns 9 and 10 will be invariably different.

Some current numbers which have been clubbed previous pending currents have not been rounded off, f.g., C.Nos. 40, 44, 45 and 70 of 1950. Generally, these items are given serial numbers in the Personal Register. This should not be done.

8
-6-
Current No. 56 of 1950:- There are no entries in the personal Register to show the action taken, after 6-2-1950 upto date. The reason is underlined below:-

Current No. 64 of 1950:- The same here as in the case of 56 of 1950 - No action after 25-1-1950. There are a number of items like this and an entire list of such cases has not been taken here.

G.No. 77 of 1950. A fly sheet has to be attached and further actions have to be noted on it, unlike the procedure followed here.

In the case of such items which do not show the action taken for the past more than five months, it is reported, that all such items are in respect of exchange publications which are being awaited, mostly due from foreign countries. Of course reminders are issued, but the date of such reminders are not noted in the Personal Register. A separate manuscript register is being maintained for the issue of the reminders. This is the reason for the entries in the personal register pending overlong. Librarian checks the personal register as in the case of all other clerks once a week and a Running Note File is maintained for the purpose.

REGISTER OF SANCTION (Periodicals). This contains the alphabetical order of Journals for which sanction for subscription has been accorded by the Government. The relative Government Order No. is also mentioned for each journal. All the original Government Orders are kept in a separate bunch, copies are being kept in the main files. It is desirable to change the procedure in this respect. This register is permanent and additions to the list are being carried out.

OTHER REGISTERS. Accession of Serials :- All the periodicals received daily are entered in this register and added to the concerned Index Registers viz., Purchase Exchange and Gratis periodicals.

Binding Register:- This is maintained in pencil for all the periodicals and publications sent to the Government Press for binding. The list is prepared with a carbon copy, intended to the Government Press. The periodicals are sent periodically in a consignment, mostly once a month. There are numbers of items pending return from the Press duly bound, as old as October, 1949. Only general reminders are being issued for the delay in returning the bound volumes but in a few cases, where particular journals are required by some visitor or member. 354 books and 248 periodicals are pending for over 6 months for binding. Superintendent, Government Press to expedite.

REGISTER OF BOUND VOLUMES:- All the bound volumes received from the Press are entered in this register. A manuscript register is being maintained for watching the receipt of the Journals.

Index to the Periodicals of the Dhanakoti Mudaliar Library:-

The Dhanakoti Mudaliar Library is attached to the Victoria Technical Institute. Some important Art Journals relating to it have been kept here for safe custody and for use of the public as well. The list of the periodicals is found in this register.

Indent for renewal of subscriptions to various periodicals is prepared every year.

5. MISCELLANEOUS CLERK:- This clerk attends to faircopying of drafts, despatch, distribution of tapals, dealing with miscellaneous correspondence and maintenance of printed forms.

FAIRCOPYING AND DESPATCH:-

(Contd)

9
-7-
FAIRCOPYING AND DESPATCH:-

The prescribed faircopying register is not being maintained, as is being done in all the offices of the Revenue Department. This, of course, is due to the ignorance of the system laid down in the D.O.M. It is reported that the drafts are faircopied and despatched on the same date of receipt by the clerk, but there is no proof to find out the volume or work turned out in this direction, due to the absence of the fair copy register. However, a few office copies have been verified, and found that the drafts were despatched on the same day of approval. There is no despatch seal supplied to this office. The Librarian is requested to take steps for getting a seal. Though there is no delay in fair copying, yet the faircopying register is essential. The Librarian is requested to get the register. Despatch Register is maintained, in which all the details of drafts despatched daily are entered. A separate daily stamp account is also available as required. The actual stock of stamps as on date is to be the value of Rs. 78-2-3. The despatch register and the stamp accounts are checked by the Librarian, once a week. The total stamps spent on the following days have been checked with the entries made to the daily stamp account and found to agree.

19--6--1949	(stamps spent to the value of Rs. 0 4 3
4--7--1949	0 8 9
7--9--1949	0 15 6
5-10--1949	1 10 0
27-11--1949	1 1 9
2--2--1950	0 12 6
11--4--1950	0 12 0

Both these registers are in order.

DISTRIBUTION OF TAPALS:-

The New Case Register, which is maintained in the Revenue Department is not to be seen here. But a distribution Register is alone maintained. Though this is intended for important papers only, mostly all the papers received are entered in it and the acknowledgement of the clerk concerned obtained in the last column. Unfortunately, this register does not contain columns for filling up the action taken on the papers or the nature and date of disposal. A separate new case register, which will show all these details is therefore essential and the Librarian is requested to take steps for getting it. At present, the serial number of the Distribution Register, above said is treated as the current number of a paper while the new case registers of the Revenue department contains separate current numbers.

PERSONAL REGISTER:- Current Number 126 of 1950. It could have been closed even in February, 1950.

C. No. 324/50:- This could have also been closed.

There are a number of similar items which could have been closed. The Librarian is requested to take immediate steps to close them.

The oldest current pending in this seat 945 of 1949 dated 4-9-1949 This relates to the issue of duplicate tickets in the place of the original ones last by the members. The procedure followed in this respect is when a member applies for a duplicate ticket, a reply, is sent to him, directing him to take the duplicate ticket, after a stipulated period which is left to the discretion of the Librarian. The current in question is kept open till the member actually receives the ticket (duplicate). This is considered to be unnecessary. When a reply is sent to the member it is for him to get the duplicate ticket when it is intimated to be ready. According to the D.O.M. as soon as a reply to the party is given and the action in the file is thus complete, disposing of such cases will not come under "premature disposal". It is desirable to pick out such cases and closed as L. Dis.

PT.

C.No. 1296 of 1940:-No entries are found in the personal register to show the action taken after 15-12-1949. There are number of similar items, and most of the items can even be closed.

C.No. 633 of 1950:- The proper disposal of this current should be L.Dis. Most of the general defects, pointed out in the periodicals clerks' Register, apply to this clerk's also.

PRINTED FORMS:- Common Form Stock Register:- This is checked by the Librarian once a year. The last check was on 20-4-1950.

STANDARDISED FORMS:- This register begins as early as 1939 and it is worn out. It is better to rewrite in a fresh register. The Librarian checks this register once a year. The last check was made on 21-2-1950.

STOCK REGISTER OF OFFICE STORE AND FURNITURE:-This is also checked by the Librarian once a year. It was last checked on 2-4-1950.

GOVERNMENT ORDER REGISTER:- All the Government Orders received are registered in this register departmentwar.

The Typewriter (Remington 12 Foolscap size) and the R.R. Duplicator are kept under the proper care and they are reported to be in good working order. The machine car is also available.

GENERAL. CONFIDENTIAL PAPAERS AND PERSONAL FILES:-

These are dealt with by the Librarian himself, confidentially. Confidential Personal Files of the staff are kept by the Librarian and entries made.

2. The Telephone is kept under lock and key by the Librarian.

The following items of the Admission Register require to be investigated:-

48, 51, 67, 70, 94, 164, 209 and 614. Items Nos. 245 and 327:-

Address of the members have to be corrected.

With reference to the register of deposits, steps must be taken for checking the entries in one year at a time, bringing the addresses up to date and to communicate the papers if possible. There are some items relating to persons who are either known to be dead, or found not to take use of the library for some years past.

Address Slips are not supplied due to the economy in paper.

The state of the library and of the administration with reference to correspondence and the arrangements for dealing with the staff and the valuables, is good. The methods of accounting for, checking and guarding valuable books and preventing loss by theft or mishandling are satisfactory. The Librarian's superintendence of the general work of the library is good. The assistance rendered to him by the Sub Librarian and the principal Upper Division Clerk is good and helpful. So the condition of the administration is good and the condition of the library is good and if three copies of the D.O.M. are supplied, and the personal instructions given by me are followed, even the routine defects noticed in the course of the detailed notes can be rectified within six months.

Suggestions for Improvements.

Suggestions for Improvements:- The Open Shelf System is good as it goes, but the Slip System with Gate pass System rather delay borrowers after they have chosen the books. The Folder System prevalent in the University Library can be introduced, so that the amount of scriptory work will be lessened and the time taken in issuing the books will be minimised, or that jeopardising the precautions necessary to prevent illicit removal or facility of ascertaining the names of borrowers. As my personal experience as a borrower, I would also suggest that some of the old books in which the paper has become brittle may be replaced by purchasing fresh copies and also burning off old books. If they are out of print books, steps to preserve them by interleaving with tissue paper, may be taken. Any amount spent on introducing Folder Leaf System will be more than compensated by the quickness of issue.

Staff:- With the reorganisation of libraries all over the State and the proposed high position to be given to the Connemara Library as the Central Library for the whole of the State of Madras, it is suggested that the emoluments of the Sub Librarian and of the Upper Division Clerks require an immediate increase. I suggest that the Sub Librarian may be designated 'Joint Assistant Librarian' and the Classifier and the Upper Division Clerk, Manager and Head Classifier with appropriate increase in Salary, so as to make the present Upper Division Clerks get posts on a scale of Rs. 250-20/2-300.

COLLECTOR OF MADRAS.

Copy to the Librarian, Connemara Library.
" to the Director of Public Instruction.

CRB.

[Faint, illegible text at the bottom of the page]

518.

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From the Coll^y of Madras No. 13.9/1314/50
Dt. 22.8.50.

The attention of the Librarian
Commemora Public Library is
requested to over his remarks on
the notes of inspection of the library
forwarded with the letter cited above,
a copy which has been sent to him
direct.

Op A out 11 CF

$\frac{5400}{3078}$

Librarian,
C. P. L..

$$\begin{array}{r} 26.850 \\ 50 \\ \hline 2685 \end{array}$$

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28830

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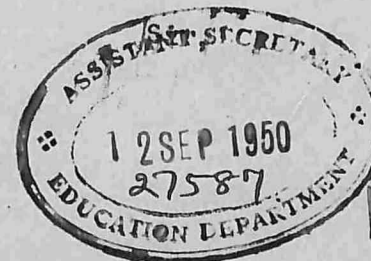
From
Sri R. Janardhanam Nayudu, B.A., L.T.,
D.E. (Oxen.), D.L.S. (Lond.), F.L.A.,
Librarian, Connemara Public Library,
Egmore, Madras.

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

No. 665A/50/CPL dated 9.9.1950.

Sub: Inspection by the Collector
of Madras.

Ref: Government Memorandum No. 25047
E/50-1 Education Department dated
28th August 1950.



I am enclosing herein answers serially to the notes of inspection by the Collector of Madras and also submitting to Government that steps have already been taken by me to remedy some of the routine defects pointed out by the Collector of Madras during the course of his inspection.

I have also to add that the Tottenham system of Records was started in this office only from the year 1945, the procedure in vogue prior to this being a simple number system adopted by my predecessors. Therefore after the supply of D.O.M. copies to the Library, for which I have addressed the Government Press, the routine defects pointed out will disappear as far as it is possible with the very limited clerical staff available and in the absence of a Superintendent and a record keeper in the coming years.

As regards the original suggestion for improvement and revision of scales of pay, I shall submit in due course a proposal in detail.

I remain, Sir,
Yours faithfully,

R. Janardhanam

LIBRARIAN. (11. IX. 1950)

16

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

10.5.50 dated 9.5.1950

Subject: Inspection by the Collector
of Madras.
Reference: Government Order No. 2506
B-50-1 Education Department dated
28th August 1950.



I am enclosing herewith answers to the notes
of inspection by the Collector of Madras and also
a copy of the report of the Collector of Madras
dated 28th August 1950.

I have also to add that the Government
has decided to adopt the D.O.M. procedure
for the maintenance of the Personal Register
from 1st January 1951. The Government
has also decided to adopt the D.O.M. procedure
for the maintenance of the Stock Files
from 1st January 1951.

As regards the original register for
inspection, I shall submit in due course a
copy of the register for inspection.

Yours faithfully,
J. S. S. S.

10.5.50

Inspection Queries.

Answers.

17

1. U.D. Clerk in charge of accounts and Cash.

Cash Accounts Book: It is desirable
and of course essential that cash is
checked daily by the Sub-Librarian.

It is since being done.

Permanent Advance Register.

The prescribed printed register
is being obtained from the Government
Press, presently. But a daily
permanent advance balance sheet is
being maintained by the Librarian.

Personal Register.

1070A/49.

Has since been closed and date of
disposal entered.

1266A/49.

Accountant General has been reminded.

1178/49.

A Bill for payment received on 28.1.
1950 was paid only on 25.2.1950 when
it was convenient to pay from the
balance of permanent advance. The
issues for 1949 subscription was
completed only on 9.2.1950.

Since been closed.

The clerk has already heavy work
accounts and cash work and corres-
pondence connected therewith. To
adopt the D.O.M. procedure a record
clerk should be appointed to do this
work.

After the D.O.M. is received in this
office and after the clerk concerned
is put in the way these will be
a proper maintenance.

Since been closed.

Do.

The procedure suggested will be
followed in future.

There is no need for this register
in this office, as the faircopying
is being furnished everyday under
my supervision.

Despatch seal is being obtained from
the Government Press.

New Case Register is being obtained
from maintaining it.

since closed.

Reminders to Government Press are
being issued regularly.

Has since been closed and date
of disposal entered.

A new register has since been
opened.

2. Periodicals clerk - General Remarks about maintenance of Personal Register.

64 of 1950.

77 of 1950.

Register of Sanctions.

3. MISCELLANEOUS CLERK.

Faircopying and despatch.

524/50

1296/49

633/50

Standard Forms.

cp B mpp
6-7 ante

Marp 7 ante

X mpp 7-8
ante

P mpp 8 ante

X mpp 9 ante

do

N mpp 1 ante

Q mpp 9 ante

R mpp 10 ante

GENERAL.

The addresses of members who borrow books are kept upto date at the counter for corresponding to them such as reminder for books overdue, intimations of books available. The register in the office maintained for purposes of Admission and withdrawals does not need the addresses to be changed as a duplicate register is being maintained at the counter. As regards refunds and of deposits, Financial propriety warrants the payments of refunds only after they are claimed either by the members while they are alive or by their legal heirs while they are deceased.

I have to add that a Superintendent and a records clerk are essential to have the system mentioned in D.O.M. work satisfactorily. Hence I request the Government to have these two appointments sanctioned at an early date.

R. Janardhanan
LIBRARIAN (II. 1K. 1950)
CONNEMARA PUBLIC LIBRARY.

Library - Connemara Public Library -
Madras - Notes of inspection by the
Collr. of Madras for 1949-50 - B. S. S. S. S.

pp. 1-11 of From the Collr. of Madras No. B9-8314/50 dt. 22.8.50
pp. 15-18 of From the Librarian, C. P. L., No. 665 A/50 dt. 9.9.50.

22/30.11

G.O. No. 3182 dt. 30-11-50.
Recorded.

2. The Collector's suggestions regarding the improvement of the system of office procedure in the Connemara Public Library made by the Collector of Madras should be given effect to, at an early date.

To the Collr. of Madras
Librarian, C.P.L. 24.11.50
(The to S.D.)
Copy to the S.D. P. S. C. 1st

Yarp 908

Ramp 1748
25.9.50

op B. mp1008

Proposed
The Collr. suggestion should be given effect to
25.9.50

Copy of
Lamp 1119

maintained at present, and that it is essential. The Librarian however reports that there is no need for this register as faircopying is done every day under his direct supervision. Perhaps the Librarian may be asked to open a faircopying register as suggested by the Collr. For orders.
ii) As regards the Register of Deposits, the Collr. has suggested that the entries should be checked once a year and brought up-to-date, to facilitate communication. But the Librarian reports that as the addresses of members who borrow books are kept up-to-date at the counter, the change of address need not be carried in the Register of Deposits. There appears to be no harm in keeping both the registers up-to-date. For orders whether the Librarian may be informed so.

The Collector has remarked that the condition of the administration of the Library is good and the Librarian's superintendence of the general work of the library is good.

As regards the staff the Collr. has suggested that the emoluments of the sub-Librarian and of the U.D. Clerk requires an immediate revision increase and that the Sub-Librarian may be designated as Joint Asst. Librarian and the Classifier and the U.D. Clerk as Manager.

and Head Classifier with appropriate increase in salary so as to make the present Upper Dn. Clerk get posts on a scale of Rs. 250-20/2-300.

The Librarian, Connemara Public Library has not commented on this proposal. of the Collector. He merely states that as for the ~~next~~ original suggestion for the improvement and revision of scales of pay he will submit in due course proposals in detail. But he states that a Supt. and a Records Clerk are essential to have the system ^{mentioned in} ~~under~~ the D.O.M. work satisfactorily. The Librarian, Connemara Public Library may be asked to submit proposals for reorganisation of staff including the above proposal through the D.P.I. ^{and} on its receipt, it may be examined. Finance

K?
JP
20/11/50

In the light of the suggestions contained in the Inspection Report on the Connemara Public Library, Secretary has raised certain points pertaining to the system of office procedure followed in the office of the Connemara Library and in the D.P.I's office. These points are receiving separate attention in a separate file.

lms
8/11/50
R. Mohi
24/11/50
Reported above
20/11/50
20/11/50

Finance (211)

The rules of Edn Deptt on pp 1-2 above

may be perused.

Perusing the receipt of detailed proposals from the Librarian Connemara Public Library regarding the revision of pay scales of pay and reorganisation of staff in the Connemara Library and further examination by the Edn Deptt, no remarks are called for in this Deptt at this stage.

12/11/50
22/11/50



Fin. No. 93179 E III / 507

25047/50-E

17/11

Notes from p. 1. ante may be perused. For order as to circulation.

JP
20/11/50
25/11/50

The Collector's inspection notes on the Connemara Public Library (pages 3-11 of) may be perused - They may be recorded with the remark that the Collector's suggestions regarding the improvement of the system of office procedure in the Library should be given effect to.

lms
21/11/50
22/11/50



JP
20/11/50
21/11/50

A draft order is submitted for perusal.

JP
24/11/50
25/11/50

lms
25/11/50
29/11/50

