

Financial (1895) Department.

ORDINARY MS.

G.O., No. 385.

Dated 15th May 1895.

(Most brittle)

(PP-10) (11 sheets)

[Despatch Abstract.]

SECRETARIAT LIBRARY.

Sanctioning the entertainment of a temporary establishment
in connection with the re-arrangement of the --- for three months.

3364/95

LAD AGAIN ORDER OF GOVERNMENT, DATED
189, No. MISCELLANEOUS.

ENCLOSURES.

CURRENT NO.

STATEMENT WITH DITO.

ORDER OF GOVERNMENT

A A

LETTER OF GOVERNMENT

STATEMENT WITH DITO.

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IN ORIGINAL (not pagod).

File--

- A -- Copy in full.
- B -- Not to be copied.
- F -- Copy abstract only.
- C -- Copy heading only.

Note for the CS.

As the question of the
allocation of the Military Sec.
rooms will soon arise, the follow-
ing is submitted for the CS's consider-
ation.

At present there are two
libraries in this building - that
of the Chief Secretariat which
is the larger staff of the Revenue
Secretariat. When it is remem-
bered that each Secretary, Under
Secretary & Assistant has in
his room the books he requires
most constantly for reference
& that the ~~few~~ books from the
libraries themselves are seldom
called for - ~~if~~ required for a
paper they are generally put up
in the office. This dual arrange-
ment seems unnecessary. There
should, it is subd, be one Sect:
Library. The P.W.D. being in a
different building & being more
or less a technical ~~and~~ Dept.,
present arrangements need not
perhaps be changed so far as it is
concerned. The Revenue Dept.
Room for the books at present

Ad have 24th Dec. 1901
with the R.S. : we are
to have one library for
both the R.S. & the P.W.D.
to be kept in the same
place & having a proper
catalogue kept up.

conducted efficiently, the Librarian & his Attendants should be relieved of the very heavy distribution work which at present devolves upon them, this work being undertaken as in other Presidencies by the Govt. Press. If this were done, the present Library staff of the Chief Secretariat would ^{probably} need no strengthening for the ^{amalgamated} ~~Librarian~~ Library. The Govt. Press would want a despatching staff. ^{for} The printing of the Civil list at the Press ^{will} which is now under consideration will necessitate some such staff. The two arrangements might be worked together.

If the Libraries are amalgamated, the first step would, it is said, be to get them into some order. The Chief Sect: Library is in anything but an orderly state. The Catalogue is ^{almost} ~~entirely~~ useless. Masses of spare copies of reports have to be got rid of as they are needlessly occupying space, and there is no arrangement whatever about the books. It is impossible to tell what we have or what we have not. I have

in the Revenue Dept. Library could, it is thought, be found in the room at present occupied by the Law Office Establishment which might move into the Secy. Sect. quarters. This would give Revenue Dept. more room & would give us more space in our Library. At present it is somewhat crowded owing to the fact that the Budget Clerk & Periodical Clerk work there besides the Librarian & his Attendants. This arrangement is an unsatisfactory one but as matters stand at present it is the only one feasible. The B.C. & P.C. could, if the above proposal is carried out, be moved into the eastern portion of the Secy. Dept. room.

If the proposal to amalgamate the Libraries meets with the approval of the Chief Revenue Secretaries, the question of Establishment will arise.

For the Library to be a success.

tried to get matters into a little order but it is impossible for the Library staff to do much in addition to their current work. A clerk on No 30. & an Attender on No 10 would be sufficient, it is thought, to get things straight in six months and the present Librarian could with this help take up the Catalogue.

It is said that something should be done to plant a good Secretariat Library. We have the material for it but it is very much scattered.

CS
17296

It is certainly time that our library staff was relieved of the very heavy despatching work it has at present to do through the work of distributing and despatching which is more appropriately done by the Messengers of the Presidencias. The amalgamation of the two libraries appears to be desirable. The first matter calling for attention is the disposal of the ill kept accounts. It is not that the L. & M. despatching is moved across. It would be necessary to have our accounts separated from the

1813.

(1) C.H. for remarks

Mar 10
1812

vious groups with the heads and a column left for sub-heads. After the headings and sub-heads have been ~~re-cast~~ laid down finally, the books in each group will be sorted according to the sub-heads e.g.

- | | |
|-------------------|---------------------------|
| Group. | Sub-heads. |
| 1. Administration | (a) Pres. General Reports |
| | (b) or. Departments |
| | (c) Other Provinces |
| Law | (d) Acts |
| | (e) Commentaries |
| | (f) Law Reports |
| | (g) Miscellaneous |

Cataloguing and numbering. The lists of the books already made up with them be re-cast in the form of a Catalogue with the headings & sub-heads alphabetically arranged. The books will then be numbered, each main head or group being of numbers & ~~re-cast~~ sub-heads.

+ Much are at present scattered all over the Library and other rooms.

After the books of the same class have been brought together, order will be given in regard to their arrangement.

2. Final Sort giving a separate series of numbers & ~~re-cast~~ sub-heads.

State of Lib.

Library

The following plan of

in connection with the

arrangement of the library

and the amalgamation of

Revenue Dept. library with

it is submitted in a report

made with I. S. M. B.

instructions.

Preliminary working. The first

step will be to get together

books of the same class

in our library e.g. (1) Adminis-

tration Reports (2) Law books

(3) Scientific works (4) Codes

and a book in group B
and a book in group B
submitted (at this B)

4. Establishment. There are
about 48 clerks in our
library and 30 in the
Revenue Dept. and as the
current work in the library
fully occupies the time of
the present staff, a temporary
establishment with, it is
submitted, have to be en-
stained - a clerk to copy
out books the titles of books
& assist in current work
and 2 attenders will
be probably suffice.

It is presumed that the
distribution work at present
done in the Revenue Dept.
will not be transferred
to this Office when the
books are taken over, for
with 1 packer and 1 attender
who have heavy work,
it will be very difficult
to cope with the any extra
distribution work.

Submitted to the Chief Secretary
As we have got it will soon be in
possession of the requisite staff
Yours
2.5/11/95

to might be taken at once to
 guide with the arrangements of
 the Library. The arrangements
 enough distance for the
 the Library. The arrangements
 enough distance for the

The arrangements of
 the Library

Mr. Hall
 must be
 asked to

the arrangements of the Library
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Our own as more than one
 cannot come with the same
 no a sign from 10 A.M. to 7 P.M.
 In fact as represented to the C.B.
 in the previous note in the July
 the Library as to be continued
 especially it must be less of a
 separate office than it is at present
 Separate proposals will be submitted
 on this point which we may submit
 with. If the President is not
 the distribution of the Library
 and Mr. Hall will send some
 sort of an establishment but it
 is not possible at present to say
 what he will have to do
 Information is being collected
 Meanwhile the arrangement of
 the Library must require to be
 undertaken if I submit the
 proposals for the Library
 consideration

I think this will
 do to start with. I think
 that there is a good deal of
 he for the p.d. because that was
 made for this approval for the
 Library. I think
 2/3/95

The Library as to be continued
 especially it must be less of a
 separate office than it is at present
 Separate proposals will be submitted
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 Meanwhile the arrangement of
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 proposals for the Library
 consideration

11
[11.]
25.
70-3-3-00.

-8-

Financial Department.

Class No.

FOR ORDERS.

In the re-arrangement of the rooms in the Secretariat, Fort St. George, consequent on the abolition of the Military Department, it was decided by the Chief Revenue ^{in consultation} Secretaries to amalgamate the Libraries of the ^{respective} ~~Chief Secretaries~~ ^{Officer Secretaries}. The ^{Chief} ~~Chief~~ Secretary also proposed to take advantage of the opportunity to get the Secretariat Library into good order. Owing to ^{the various} various causes, the principal of which is that the time of the Librarian and his Attendants has hitherto been ^{mostly} taken up in packing and distributing Annual Reports & other Govt. publications (some which an other Provision is performed by the Govt. Press), the Chief Secretary's Library is in anything but good order. Books

of the same class are scattered
about in different parts of the Office.
The Catalogue, the original plan
of which was bad, requires
^{through} revision; the large number of
books procured by Dr. Maclean
for compiling the ~~2nd~~ 3rd
Volume of his Manual, which he
returned to the Secretariat on
its completion, have to be
arranged and catalogued; and
accumulations of spare copies of
old and useless volumes have
to be got rid of. Messrs Thurston
& Michie Smith have already
selected and taken from the
Chief Secretariat Library the books
^{which} they considered might be
placed in the Commandant
Dress Library. An attempt has
also been made to reduce
superfluous spare copies of
Administration Reports, but,
owing to this work having
to be undertaken by the library
staff in addition to its
other duties the progress has
been very slow. The Chief
Secretariat Library is contained
in 48 large alcoves, that of

FOR ORDERS.

[13.]
[25.]
50-8-3-25.

FOR ORDERS.

the Revenue Sect: is 30.
Many of the books in the
two Libraries ^{are} ~~will be~~ ^{which} ~~the same~~
The present Librarian of the
Chief Sect. is quite competent
to undertake the first steps
in the amalgamation, viz:
bringing together works of the
same class, making lists of
these and taking orders as
regards the disposal of extra
copies. To enable him to carry
on his current duties as well,
it will be necessary that he
should have some assistance
and the following temporary
establishment would suffice:-

* The attention will be required
to carry about the books & to
help in arranging them. It will
facilitate work if they can read
English & men can be got, for the
pay named, to do this

1 Clerk on Rs 25 p^r m^o
" Attendant " 10 " "
" Attendant " 8 " "
43 " "

There are savings in the Secretariat

Budget, as the Mly. Secy. Establishment
 drew its pay in March & the
 provision made in the B.G. for
 1895-6 (Rs 1,978) is available.
 There are besides other savings
 in the budget from which the
 small amount required could
 be met. ~~Government instructions~~
~~approving this~~. It is not possible
 to state how long the establish-
 -ment will be required, but it
 might be sanctioned for three months
 at first. The Librarian will submit
 fortnightly progress reports of the
 work done.

The Hon'ble Member's sanction
 is solicited to the entertainment
 of the temporary establishment
 mentioned above.

Once the amalgamated
 library is arranged, proposals will
 be submitted as regards other points
 such as Establishment, Distribution
 work &c.

C.S.
 11.5.95

LR
 3/5/95

Library. Temporary
 Establishment
 FOR ORDERS.

The Hon'ble Mr. Bhow
 C.S.

* This will be hardly enough
 as the job is to be done through
 a stiff one. LR

My 3 months to begin with.

I see it is stated that Messrs.
 Jamnani & Krishna Dutt have
 already selected and taken
 the books to be transferred to the
 new library. That is
 I suppose, they are out of
 the way. I don't begin this
 work until space is then cleared.
 How many vols did they take?

RM

4/5/95

I have done thought
 they are not taking
 many 9/1/95

300 books have been
 sent to the Government library
 and 50 vols to the new
 library.

LR
 8/5/95

It is possible that some may be
 taken in between then I am not
 sure.

C.S.
 11.5.95

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 Financial Dept

Order of 15th May 1895 No 385

The entertainment of the
 following temporary establishment
 in connection with the re-organ-
 -ization of the Chief Secretariat
 Library is sanctioned for a period
 of three months:-

- 1 Clerk — Rs 25 p.m.
- 1 Attender — " 10 p.m.
- 1 Attender — " 8 p.m.

2. The cost will be debited to B.
 General Adm. Civil Serv. Other
 Establishments

C.S.
 11.5.95

18 (from order)
 14/5/95

Acct. Genl. DESPATCHED
 Cashier 25 MAY 95
 III - M.S.

Librarian (in original for perusal)
 the notes & for early steps be-
 -lation in view to commencing
 work)

copy sent

The Librarian of
 the Secretariat will
 be called to A.