

(1) Number of pages_____

(2) Date of repair_____

(3) Initials of the Referencer_____

MADRAS RECORD OFFICE

Government of Madras

Public Works

DEPARTMENT

G.O. No.	3154	Press
B.P. No.		Mis.
Dated	24-11	C876
		195

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Works Department,
24th November 1876. No. 3,154.*

Read the following papers :—

No. 440. Proceedings of the Madras Government in the Public Department,
dated 16th October 1876, No. 1,161.

ABSTRACT.—*Libraries.*—Resolution of Government of India inquiring what rules
are in force in this Presidency for securing an efficient control over official libraries,
and suggesting, if there be none, that steps should be taken for their introduction,
communicated to all departments for report.

No. 1,530.

MEMORANDUM.

No. 440-A.

WITH reference to G.O., No. 1,161, dated 16th October 1876, the undersigned
has the honor to report that the books in the library attached to the Public Works
Department are all numbered, classified and catalogued. None are issued without receipts,
and none are removed without permission. A Librarian has charge of the books which
are all kept under lock and key. The catalogue is about to be printed, and will, when
necessary, be revised; in fact all the rules printed with the Government Order under
reply are already attended to.

(Signed) G. W. WALKER, Major-Gen., R.E.,
Chief Engineer, P.W.D.

2nd November 1876.

No. 440-B. Circular from the Government of India in the Public Works Department,
(Establishment—General,) dated Simla, 31st October 1876, No. 75, P.W.

The Governments of Madras and Bombay in the Public Works Department, General,
Irrigation and Railway Branches.
The Governments of Bengal, North-western Provinces and Punjab in the Public Works
Department, General and Irrigation Branches.
The Chief Commissioners of Oudh, Central Provinces, British Burmah, Mysore and
Coorg, and Assam.
The Resident at Hyderabad.
The Agents to the Governor-General for Central India and Rajpootana.
The Superintendent of Port Blair and Chief Commissioner, Amaman and Nicobar Islands.
The Superintendent of Public Works Department.
The Accountant-General of Military Works.
The Inspector-General of Military Works.
The Director of State Railways.
The Consulting Engineers to the Government of India for Guaranteed Railways, Cal-
cutta, Lahore and Lucknow.
The Director-General of Telegraphs.
The Director-in-Chief, Indo-European Telegraph.
The Director, Persian Telegraph.
The Deputy Director, Persian Gulf Telegraph.

COPY of the fol-
lowing forwarded to
the Local Govern-
ments, Administra-
tions, and Officers
noted in the margin,
with request that
the required report
may be submitted.

By Order,

(Signed) A. B. SAMPSON,
Under Secy. to the Govt. of India.

No. 3,155, dated 30th September 1876.

RESOLUTION—By the Government of India, Financial Department.

THE Governor-General in Council is of opinion that some systematic control should be
exercised over the libraries attached to the various offices of Government in all parts of the
country.

2. In the North-western Provinces the Superintendent of the Government Press at Alla-
habad regulates the supply of books to the libraries in that Province, annually receives and
examines a list of the books in each library (of which there are permanent printed lists for the
purpose), and submits to the Local Government a list of injuries or losses, with a general report
on the condition of all the libraries under his supervision.

3. The rules obtaining in the Revenue Department of the Lower Provinces of Bengal are
the following

*Proceedings of the Madras Government, Public Works Department,
24th November 1876. No. 3,154.*

- " (1) The books in each office must be collected together in one place under the charge of the Head Clerk. If practicable, a separate room should be assigned to them.
- " (2) A revised catalogue must be prepared from time to time, and missing books accounted for.
- " (3) No books must be removed from the library without the permission of the head of the office.
- " (4) A receipt must be invariably taken from an officer removing a book, to be returned to him or cancelled when the book is returned to the library.
- " (5) Every officer, upon receiving charge of an office to which a library is attached, must satisfy himself as to the state of the library. Unless he then reports that the books are out of order, or that any volumes are missing, it will be assumed that he received the library in good order, and he will be thenceforward personally responsible for any defects.
- " (6) The state of the library is to be mentioned in the annual report.
- " (7) The volumes of the Board's Circular Orders and of the Select High Court Rulings supplied for the use of each Revenue Court and Office are to be entered in the library catalogue, and not carried away from the district upon the transfer of an officer unless (in the case of a Deputy Collector) he is not to be replaced, and is going to take charge of a new office, and not in succession to another officer. The accumulated monthly issues of an incomplete volume are to be counted as one volume only."
4. His Excellency in Council will be glad to know whether any, and if so what, rules are in force in other Provinces for securing an efficient control over official libraries. If there be no such rules, His Excellency in Council directs that steps be now taken for introducing in each Province an effective system of check and supervision over all official libraries.

ORDERED, that this Resolution be distributed for information and guidance as follows :—
To the several Departments of the Government of India.

To the Government of Bengal, with a request that the necessary steps may be taken for exercising over the libraries of the Revenue Department such further check as may seem necessary, and, if existing rules are not sufficient, for bringing all other official libraries under a regular system of check and control.

To the other Local Governments and Administrations.

To the Comptroller-General and to the several Accountants-General and Deputy Accountants-General in independent charge.

To the several Chiefs of Departments administered by the Government of India in the Financial Department.

No. 441. ORDER THEREON, 24th November 1876, No. 3,154.

ESTABLISHMENT, No. 24.

COMMUNICATED to the Chief Engineer for Irrigation, to the Consulting Engineer for Railways, and to the Examiner, Public Works Accounts, for report.

(True Extract.)

Major-General, R.E.,
Secretary to Government.

To the Chief Engineer for Irrigation.
" Consulting Engineer for Railways.
" Examiner of Public Works Accounts.
" Examiner of Railway Accounts.
Txd. E. C. Shunker.
Spare Copies

No. 3154
Procgs of Madras Govt
in Public Works Dept
dated the 24 Nov 76
No 3154

From Public Department
Memo
From Govt of India

Recd
No. 1101 dated 10 Dec 76
No. 1590 of 2 Nov 76
No. 75 Circ. of 31 Dec 76

Communicated to the
Chief Engineer for
Irrigation, & the
Cons. Engineer for
Railways, and to
the Examiner, Public
Works Accounts,
for report.

23.11.76.

Ch. Engr. Irrig. ✓
Ch. Engr. Ry ✓
Ex. P. W. Accts ✓
Ex. Ry. Accts. ✓

Disty - 4-12-76

1891 3 ✓

Govt. of 1870: ~~United~~

PUBLIC WORKS.

11-2-11
The Chief Eng^r for Dept.

Date

Issued

Recd

Ex. 1

G. O. 24th Feb. 1891. No. 3154.

Recd. 24/2/91

Libraries attached to
P. Works Office of Govt.
Circular from the Govt.
of India requesting the
furnished with any rules
that may be in force for ex-
ercising a systematic con-
trol over the ——— Commu-
nicated to the officers con-
cerned for report —