

Mr C.

The period for which
you were put on your
present special duty
is now fast drawing
to a close, & I wish to
~~request you to~~ have
a statement showing
in general terms what
progress you have made
with your work - what
still remains to be done -
how far you have got
on with your rough
Catalogue - & approximately
how much longer you
will take to complete
your duty -

This statement will
be submitted to Dr. W.
in view of sanction being
obtained if necessary,
to the retention of the

No.

GOVT.
OF MADRAS.

188

P. W.
DEPT.

SECRETARY.

Chepauk,

15th

Aug.

1881.

OFFICE NOTE.

To

W

For orders -

I am of opinion
that it is desirable
to retain the services
of the Temporary clerk
in the further period
of two months -

S Dr

Agreed

Att

17.8.81

15.8.81

Services of the temporary
Clerk employed in
your place -

A
10/8/87.

When I took the Library work in hand,
there were 9 Almira's with six shelves
and 2 others with 4 large shelves each,
each overflowed to the full with Books, pam-
-phlets and printed papers in the most
hopeless confusion - I first began collect-
-ing all the bound volumes together
sorting them according to sizes, and
then the same rule was adopted
with reference to the pamphlets - (I mean
half bound Books) - At this stage
the removal of all the Books and
Pamphlets, & other papers of the Library
for asphaltting the floor, threw me
back a good bit, and some confu-
-sion also took place, though every
effort was put forth to avoid it.
now only 3 almira's remain to be
arranged - Another interruption was
my being ten days on the jury &
as the Catalogues ^{which has been begun} will have to be
~~made~~ ^{finished}, and then fairied, leaving a
wide margin for casualties, I will
require at least two months more
in addition to this month - I am single
handed.

E. Guicks Hawks
10-8-87.

Ph. 22-8-87
6-15-8-87 add. 13/8. Cir 13/8

R.W.

The accq. notes are
submitted for order.

The six months for
which the temporary
Clerk, Mr D'Castellas,
was engaged, will expire
on the 7th September,
but Mr Cruickshanks
thinks he will require
about two months
additional time to complete
his work in the Library.

The place presents a very
different appearance now
to what it did at the
beginning of the year,
but there is still a
good deal to be done
in the way of stamping &
numbering the volumes,
completing the catalogue,
arranging useless spare
copies for disposal &c.

I have frequently
inspected the Library to

note progress & I don't think
there is any reason to be
dissatisfied with the amount
of work already done.

Mr. Crickham has
been subjected to several
delays, the chief of which
have been the Easter holidays,
10 days absence on jury
duty & the fortnight oc-
cupied in asphaltum the
floor of the rooms. During
the last named period, a
good deal of the work was
undone, although every care
was taken to prevent it.
Some of the glass cases were
so heavy that they had to be
emptied before they could
be moved.

It is considered that
the services of the temporary
Clerk might be retained
for an addl two months
the sanction of Govt. will
be required. They will of
course be dispensed with
at once, if the work be
completed sooner. C
15/8/81.

N^o 2091 W PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the 23rd Aug^r 1881

Read the following:—

The sanction accorded in
G.O. 375 W. dated 10th Febru-
ary 1881, for the entertain-
ment of a Temporary Clerk
on Rs 50 per mensem in con-
nection with the arrangement
of the P. W. Secretarial Library
is extended for a period of
two months. The charge,
Rs 100, will be met from the
Budget provisions for Tem-
porary Establishment, Pro-
vincial

Note.

The circumstances under
which this extension is ap-
plied for are explained
in the accompanying Office

The Examiner,

Public Works Accounts. Notes to which attention is

invited.

23/8/81

18/8/81

Att

The Hon the Governor

B 12091W 923 Aug 1881

41

Oct 18/8 - Cir 18/8 Ret 20/3