

No. 41

41 | Flippance Haniff and Best

Instractions to

Mrs. Hippner + Hariff

From Whom	
Place	
Date	

SUBJECT.

*Instructions
to Mr. Hippance*

Connected Papers.

MINUTES.

No Minutes should be written on this page. A separate half-sheet to
be used if required.

Instructions to Mr. Flippance.

One of us, you or I, will be going on leave at the end of February or the beginning of March: and the Government at present takes the view that I should go. In either case I shall wish to get our Crown Agents' orders out before either of us goes. I want you therefore to prepare a list of what is needed in 1923 from England. Attached is a rough survey of your stores.

In using up your ~~XXXX~~ vote for 1922, if money is available you might spend it on chinese paper, spirit and corrosive sublimate for herbarium work, or on granite slabs for a bridge over the roadside drain near House no. 1. But I understand that you will need most of the money for cartage.

If the Auditor asks whu cartage is paid for from the vote Miscellaneous as well as from the vote Stores and Tools, he can be told that the cartage from Miscellaneous is cartage of an unusual nature, namely for work upon the stream side, and that I prefer to keep the normal cartage and it separate. But probably he will not ask.

Warts as ordered dily can doubtless be paid for from your Miscellaneous vote up to Dec. 20th.

You are sending out to enquire about plant-pots. If those ordered cannot be delivered and paid for from this years vote the money so freed had best be used in getting materials for garden seats, either the batangs or the carriage bolts, or plain iron-work. We can do with at least six more seats; we need 2 on the Lower North Road, say 2 in Plant house no. 1, and 2 in the Fern Rockery; and I should like to see others on the upper roads. I believe that you require timber for other purposes also.

You should pay for the 'Gardeners' Chronicle, and pay the \$1 rent due to the Municipality. The latter comes from Miscellaneous.

In regard to the \$32.82 unexplained in the Crown Agents bills as the Crown Agents announced that they were sending a second supply of wire no 8 hard when I said that I did not want no 8 soft, it may be that we have received twice as much wire as we ordered, and really owe the money: but if we do not owe it and there is a mistake, I fear that the sum must lapse so much for accounts.

I notice in a Garden in Western Road a Vanna that is new to me with pink flowers and greyish leaves. It is pretty and would be worth acquiring if possible.

You will experience no more floods for 9 months, and the edge of the stream below the middle dam might be tidied. Under the bank below the office, planting would hold the earth, and it occurs to me that *Naphis flabelliformis* might serve

A groyne is wanted in the stream to deflect the current off the new cages.

The remaining *Polyalthias* can be cut out.

I think that palms in greater numbers would look well at the turn of the Upper North Road along with the *Ptychosperma* and Phoenix that are there.

I fear that the stream is cutting under the masonry above the arches of the pipe line. It needs to be watched.

As we want to drain the hollow in the upper part of the Garden, enquiry could be made of the price of sub-soil drain pipes

Could you devise a means of keeping the *Dipladenia* stems from touching the hot iron of the Central Bridge. A batten along the top of the iron painted white might serve.

If I am to go on leave early, I should like early notes for my annual report.

A survey of our knowledge of the flora of the Peninsula suggests Kelantan as the next collecting ground, and I am arranging to send Md. Haniff and Md. Nur together thither in January.

Whoever goes home first should take wardian cases to New. Plants should be got ready and under surveillance. Few may like cuttings of *Impatiens Cyrtisii*.

When you go home, Mr. Best will act. As I want to keep your house for the use of the Department if possible, should ~~Mr.~~ Flippance go home first you will lose it unless you chum with someone. See if it can be arranged with the Executive Engineer and that Mr. Best just steps into your place when you go.

Enquire please and report upon the cost and means of employing a chinese gardener, with recommendation where he would liv and where his work place would be. The Committee desires this.

Instructions to Mr. Flippance, 10th Oct. 1922

Funds. There is exactly enough for our expenditure over the rest of the year under the head Coolies and under the head Travelling: so that the number of coolies must not be altered nor must anything be put against the travelling vote beyond your cycle, which I am told the Govt allow. But I have not seen the papers yet.

You should buy plant-pots and manure to the amount arranged by the Committee; and you can buy timber and cement as you suggest costing \$76.80 and \$ 28.00 for we save about 150 on the year's purchase of tools.

Watch the bills carefully so as to get all into Miscellaneous that is not properly Stores or Tools.

The Gardener vote shows that we can add a man or two. As the special work is lagging I should like if possible to see these extra men or this extra man used on the ~~Stream~~ Stream bank. Of course you could have 6 men on the stream on Monday and none over the rest of the week, for that would be equivalent to using the extra man daily on the stream.

The big boulders which deflect the current at the head of your new cut should be moved by means of crowbars until they deflect the current in the other direction. I think that it will not be economical to let the stream carry the shingle down, but that it should be dug across.

Municipal land. We must make a beginning of planting on it. Some young trees could be put in at once. I want to know what amount of wire netting will be required to fence the land.

Lines. Allot yourself the new godowns; and then see that no women are left in the bachelors' lines. All rough partitions that the men have been allowed to put up within them should be removed.

Post up in the office the allotment.

Bel Retiro. Monthly after going up, advise the Resident Councillor what work is necessary and leave him to decide how much of it he will do on his vote. It may be expedient to tell Fernando what your recommendations will be, so that he may the better understand what will be demanded possibly.

A copy of my recommendations is supplied herewith.

Work. There are no major orders. The wish of the Committee to see the Polyalthias down may be acceded to in so far that the worst may be removed. The experiment should be watched, that we may know if the interplanted Poinciana is the better for it.

Catesbaea, and the anti-leprosy plants should be planted out. An Araucaria in the yard should be planted out if possible.

The following recommendations are made as the result of a visit of inspection to the fields of Bel Retiro on 6 Oct. 422.

1. That without delay all the Hibiscus bushes in the grounds be pruned, and manured
2. That all the roses be manured, and where very poor lifted the soil thoroughly mixed, manured, and the bushes replaced or others put in their places.
3. The Hibiscus bed just within the archway (Claret quarters) wants a thorough weeding and digging (2-3 days work for a labourer)
4. The morning glory & Jacqueminta along the verandah is covered with bug & should be removed and burned at once. Care should be taken that all the bug is destroyed & if ~~possible~~ possible the vines now supporting the plants should be worked with caution.
5. The Bougainvilleas need pruning, which should be done without delay that they may have recovered fruit of Xmas.
6. Lady's mantle has resumed a wish to have morning glory all along the verandah and Mr. Heppner has seedlings prepared. The fransiums should be cut back hard

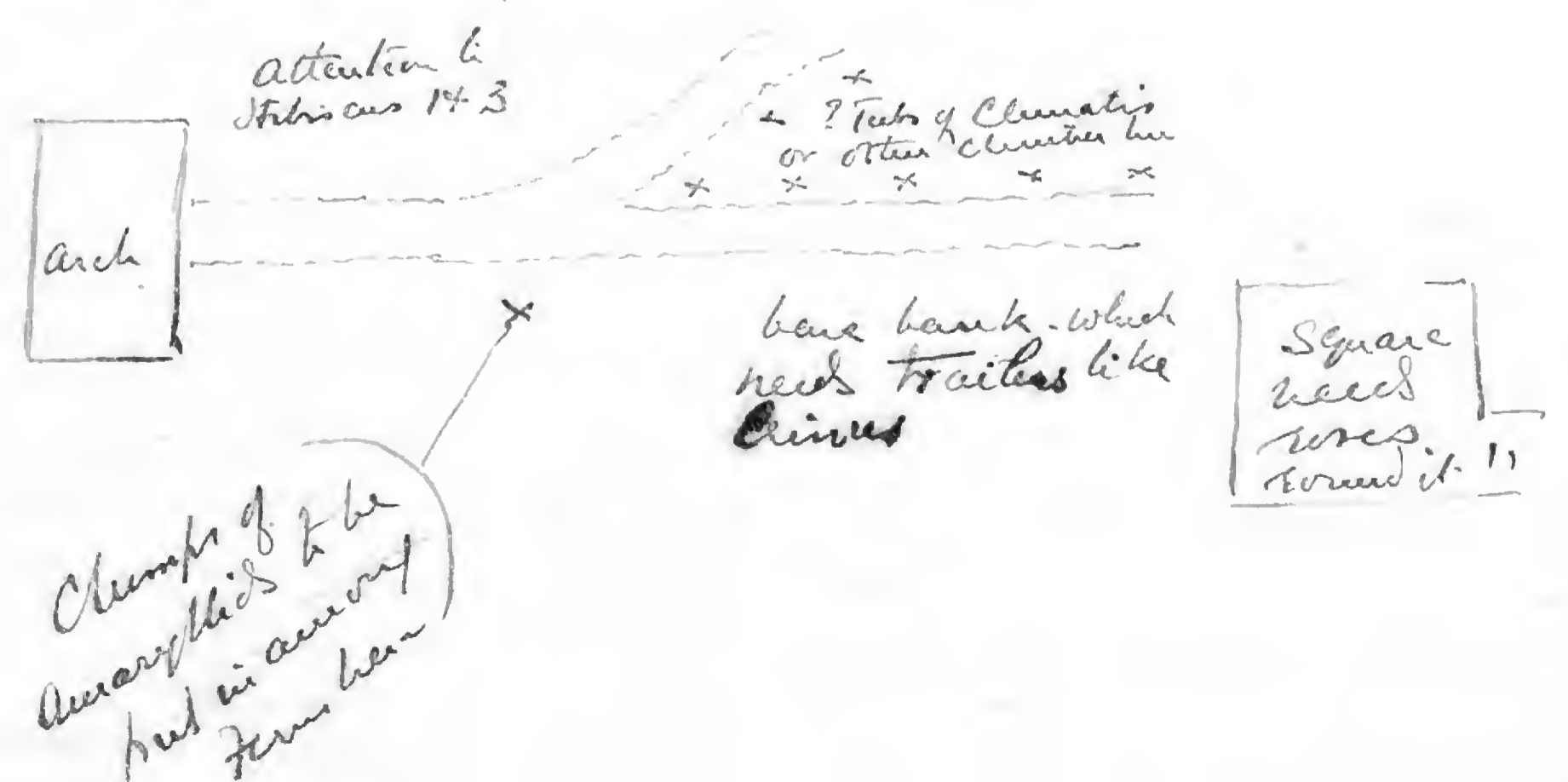
and the morning glory planted behind them with a little delay as is consistent with the removal of the by-attached plants that are there (4 above).

7. There is a narrow border 40 yards long of the side of the path. Mr. Fernando thinks that he has enough Amaryllids (120) for it. They should be put in without delay.

8. The continuation of this border further has 4 compartments each which Mr. Fernando proposes to put framings. It is time to put a cover on with this.

9. The two terraces above this border carry roses (see 2 above) with bordering herbs. These borders have too many plants in them & the surplus will help to fill spaces elsewhere.

10. The approach path wants this attention



The roses in the long beds on the upper
of the two lower terraces show a lot of
bare earth, bulbous plants should be
planted first among them.

13. When all the planting is done Mr.
Howard should make sure that he
has left pot plants enough for ~~the~~
bordering the narrow path round the
driving room.

13. All the Sacydiums in the ponds
are getting old. Between each pair
a new one should be planted at
an early convenient date.

DRAFT.

Fair Copy signed by

To

SIR,

24.6.22

Instructions given 18th March, 1922

The wages position is satisfactory; we are paying just a little less on Gardeners than the value of the Vote for Gardeners has just allowed for. The monthly portion of the vote for Coolies or coolies, is the placing of the cily upon the gardener vote system. This of course without any alteration in his pay.

It is very necessary to watch the expenditure on Tools, etc., as we have no margin.

The Committee has arranged the order of special work. This is work to be done without any increase of means of the men in such time as can be given to them. The first work is the making and placing of wire cages at the foot of the stream bank just below the office with the object of throwing the current across to the north bank. The mesh of the wire cages should be less than that of the cages which is in the yard. The second piece of work is building up of the bank by plant-house at the foot of the piece of work is the making of a long curved bank of shrubs towards the road on the front of the office in the Garden. After these only comes the draining and covering of the hollow in the upper part of the garden. The third piece of work is the proposed subsoil drains and of the same nature as the

The carpenter will make the posts across the road so that a motorist will be prevented from going over the bridge. The and the Label-printer will also make a barrier to prevent cars from halting between the north-east corner of the Plant-house no. 9 and the Handstand. The watchmen must see that cars do not halt.

The watchmen's uniform should be used. The cloth of the man dismissed should serve the new man in his place until new cloth is in. I do not like is rec. on his head.

The request of the Bill-collector and the label-printer for

shorter hours is not reasonable and cannot be agreed to.
The minutes of meetings and of all committees should
to be supplied to all members. This is especially true of
the circulation of a copy of the minutes of the committee,
confirmation. The Resident Councillor has agreed to
to say that he will circulate the letter, and for the
purpose the new draft should be sent to him.

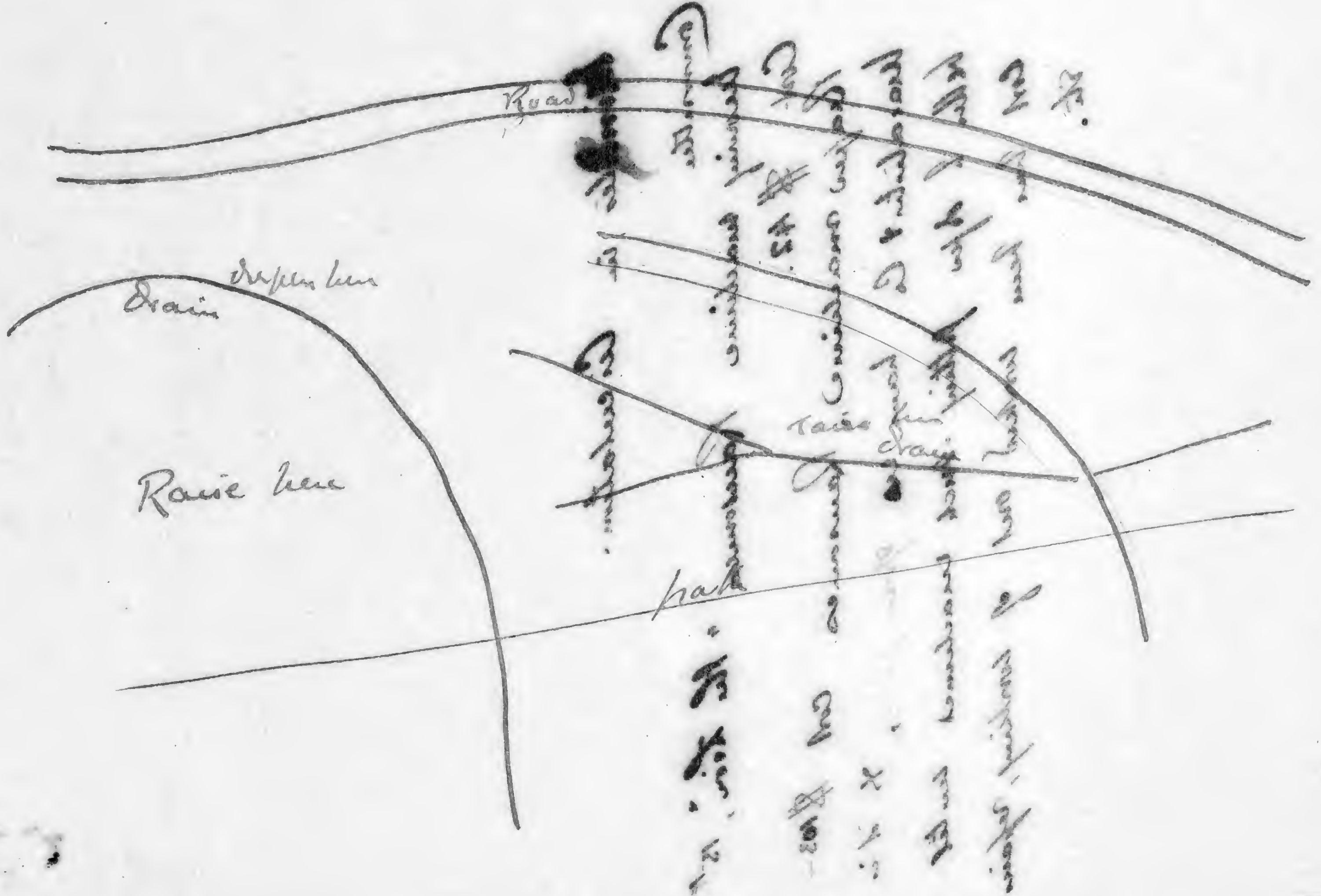
It is considered necessary that the big boulders east
above the upper bridge should be pulled down under the
bridge; for the purpose a block and winch rope and chains
will be lent by the P.W.D. on application.

Plants rooted in the masonry of the Aqueduct should be
pulled out and large sprawlers encouraged to grow over it.

Minutes in Circulation

Committee

Keeping watercourse clear - The Lion 15'
Cost of 42.
Reaper machine, Reamer cost 100-
Warranted Co. have 100
Letter of Apn getting road machine cost
cost has been worked out of working expense
the



Minutes in Circulation.

Committee
sewing machine Ransomes "The Lion", 15th

Cost \$42.

Reaper machine, Ransomes cost \$103 -
Macalister & Co have no spare parts, & it is
better to stop getting such machines until
cost has been worked out of working, repairs
etc.

INSTRUCTIONS to Mr. Flippance, 6th Dec. 1921

It is necessary now to reduce the number of coolies, so that the monthly expenditure in 1922 is no more than one-twelfth of the vote. You will find, unless the budget is further altered that you have \$325 p.m. for Gardeners, and \$358.33 for Coolies. It is forbidden to pay Gardeners from the Coolie vote; but it is not necessary that all men drawing pay from the Gardener-vote should be drawing the maximum pay of any grade of Gardener.

I have asked permission to meet the deficit on the votes for Gardeners and Coolies from the same Singapore votes. To make this easy I suggest that you draw three bills for each in December. The first bill will be for the period December 1st to 14th, and will be the part paid from the Singapore votes. The second bill will be for the 15th to 22nd, and must reach your Treasury not later than the 22nd. The third bill will be for the rest of the month and paid early in January as the circular permits. Thus you will be able to pay all dues to labour from this year's votes.

Hold the pay up a little so that you do not have men bolting; but it is hardly likely that they will.

Spend up as far as possible the vote Miscellaneous on objects that do not have a definite place in the Stores and Tools vote.

Enter into possession of the Municipal land at the Gate; trim the hedge and plant behind it. You will not have labour for more at present. I should like to see a nicely curved fence from our gate downwards; but before making alterations it would be well to see just where the boundary is. Our map disagrees with the position of the fence.

In the Gardens the most important work to be done is to build up the stream banks. After that the drainage of the hollow in the upper half of the Garden.

A few more seats are desirable; and possibly the iron work for them might be got out of the

for them might be got out of the vote Miscellaneous.

I notice that a group of Nepheliums is full of fungus I should like the fungus to be sent to Dr. Butler at Kew The trees will have to be cut out. Where they are and also a little higher up where the Ficus was lost in September planting will have to be done afresh. The desire of Penang to be able to show its fruit and spice trees should be gratified and could not be better gratified by planting them on this spot.

I am inclined to think that the Hibiscus shrubs at the office want repainting, and an effort made to keep them formal and of the same size. It will be easy to find a place elsewhere for Hibiscus bushes untrimmed.

If the Tunku Zaimal Rashid does not meet his bill in a week or ten days a note to Mr. MacArthur will get him to pay: and if Mr Elliot does not pay similarly, a note should be sent to Messrs Paterson, Simons asking them if they meet the Manager's bills, and if so would they kindly meet the one of which a copy is enclosed.

INSTRUCTIONS to Mr. FLIPPANCE, 26th. September, 1921

As yet you are not pulling your weight, and the Government is not receiving from you six hours of work within the Gardens working hours. You will be more successful if you work yet more than six hours. I think, and the Resident Councillor thinks, as well as the rest of the Committee, that you must get abroad before breakfast. Your morning inspection should commence at 7 a.m.; after which you can return from the Gardens for breakfast. Certain of the work for the Municipality can be done after 11 a.m. and before your lunch. It is desired to leave details to your discretion; but you must enter your times in a diary which I shall require to see, for the present, monthly; and the Resident Councillor may perhaps ask for it. The Diary will record your work and the work in hand in the Gardens; also any information which may be useful for my annual report.

You have taken over from Mr. Haniff: you must take the work up which Mr. Haniff did; and you are held responsible for everything that he was held responsible for.

Your relations to Mr. Haniff call for mention. Mr. Haniff is none the less capable ~~of~~ good work than he was; and must not be used for doing work of less utility than formerly: he must not be used for supervising labour merely; but you should establish direct relations yourself with the men, giving them direct orders, and not needing an interpreter. He should be put onto the work of cataloguing and naming up the collections which is ^{work} at the present time important. I find him on this visit more occupied with watching gangs at work than he should be. In November or December he will go on a collecting trip to Lankawi. I shall send Mohamed Nur to join him, and must therefore be warned in time.

In the Diary which you will keep you will record Mr. Haniff's work in a general way as well as your own.

The Committee has fixed the number of gardeners and coolies

to be employed. You may not change the numbers. The wages are also fixed, and to be until further notice as they are now. You have power to dismiss and engage daily labour in the same way as it is done in Singapore. Remember that your return of new tamils engaged must not be 7 days in arrear, and therefore arrange that the return is forwarded by you to the Controller of Labour weekly. I cannot tell you how the capitation tax of one dollar for each new man will be paid, for I have failed to get an answer from the P. W.D. (the Department which has the vote for payment of the tamil assessment): but I expect by the P.W.D., and you could ask locally if they will pay that tax.

You cannot have power to dismiss any men on monthly wages and should report any misdemeanours on their part. All men on monthly wages should be made to sign an attendance register.

It is necessary for you to exercise economy over the votes for Stores and Miscellaneous. The latter vote will be drawn on later in the year to meet an anticipated deficit on the vote for coolies. This means, for one thing, the Md. Ariff is not to be sent into Penang town without sufficient reason. I anticipate that you will be allowed to frank letters within Penang island, the Province, Malacca, and Singapore. Letters for the F.M.S. etc. should be stamped, and posted at the nearest pillar-box except when the messenger has to go to town for stores, for the despatch of parcels and boxes, etc. As soon as you receive information from the Resident Councillor regarding franking of letters, report to me.

Revenue must be paid into the Treasury every Friday, every last day of the month, and if you have \$100 immediately. In making out bills for ^{the} loan of plants, charge at the usual fixed rate, but enter the charge as "to labour in loading carts, etc." There is a list in the office of public occasions upon which plants are sent out without making this charge. The cost of transport is always to be met by the borrower, and the cost of damage done through neglect.

(S.)

(G 39A)

Memo.

From

Date, _____, 192

To

The Supt. of Gardens, Penang, had authority to frank letters within the colony.

On Mrs. Flippance's application the title was changed to assist. Curator but the authority was not extended to include the franking of letters to the F.M.S.

(S.)

(G 39A)

Memo.

From

Date, 3rd Jan 1924

1924

To

Waterfall Gardens

Penang



Dear Mr Barkhill,

In spite of our going through the C.A. accounts one unpaid item was missed and not discovered by me until I was notified this week that it had been debitted against the vote. apparently there were two items for freight, both for exactly the same amount, and one only was paid previously.

Presuming that everything was paid up I used most of the remaining money in "S+T" with the result that there is now not sufficient, by \$2.22, to cover this item.

Not knowing exactly how the matter should be dealt with: whether the amount could be debitted against this year's vote or whether I should have to ask for a transfer, I want to

F41/16

the Orient Express for advice. I was unable to see him
but one of the clerks promised to get me his name. I
await his letter.

The franking chap has arrived at last.
I am under the impression that my authority
to frank letters only covers the U.S. and not
the F.M.S. Is that so, or am I wrong?

What is the position with regard to the
"vice allowance" here? Apparently Singapore
obtained authority to pay the men at a higher
rate; \$1 to be paid if the full \$1.50 is not
needed. Is the arrangement to continue? If
so I must wait for authority. I think that there
is no such arrangement in Singapore but the
value of pay differs.

I have today received a request for the \$500
security. ~~Diary~~ received J.K. yesterday.

My knee is now practically right again
the improvement the last day or two being
unswallowing.

Yours sincerely,

F. H. C.

The key of the office should be lodged with Mr. Haniff at night as you live too far away.

If men on monthly pay apply for ^{urgently} leave though sickness, you should go to the Resident Councillor for sanction: if there is no urgency forward the application to me.

Special work to be undertaken is:-

- (1) explore in the trees by the Upper Bridge for a means of improving the view of the Waterfall from the road-junction by Plant-house no. 9.
- (2) As soon as the wire ordered comes, make cages for stones and with them build up the banks of the stream on both sides below the Central Bridge,
- (3) put some cages into the deep eddy on the side of the wing of the Middle Dam,
- (4) if you have manure enough extend the planting of Bougainvillaeas on the bank south of the Entrance,
- (5) let me know what seeds you want for 1922,
- (6) draw up a scheme for decorative planting in 1922, and let me have it for submission to the Committee: it should provide for all the seasons,
- (7) cut out the old Pandans in the hollow of the upper half of the Garden, drain, and plant showy things round the edge of this basin towards the Upper Central Road,
- (8) insist on the stopping of two bad practises, that of hiding rubbish in unauthorised places, and that of digging sand for the roads from places where it leaves an unsightly pit,
- (9) cut out the dying Eucalyptus on the lawn above Plant-house 9

There are others pieces of work waiting attention, which can be done if circumstances permit, such as the re-arranging of Plant house no. 1 and the making of a cemented runnel for the water coming from the Lily pond.

Aim at getting the Garden very tidy and the lawns good. To bring an European tidiness into the Garden was the chief reason for your appointment being re-suscitated.

From Whom	
Place	
Date	

SUBJECT.

Instructions to the Post

Connected Papers.

MINUTES.

No Minutes should be written on this page. A separate half-sheet to
be used if required.

INSTRUCTION to Mr. Bast, 13th. June, 1924

1. Please increase the number of men in employ as the vote permits.

2. Buy:- 2 new mowing machines, same make as before
 planks for the chinese gardener's stands, say cost \$120
 meranti pulins, etc 2" x 2" for the plant houses 4, 5 & 7,
 and jodellite for treating them
 meranti pulins for houses 1 and 2, and jodellite

I estimate houses in the yard want 228 pieces of 16 ft.
 and 72 of 12 ft. and that houses outside want respective-
 ly 28 of 18 ft, and 84 of 12 ft. It will be well to ver-
 ify my measurements. I have allowed for bad ends to the
 lengths.

ataps for these houses, say 1200, 1000 and 1200 for
 houses 4, 5 and 7; and 1200 for house 1.
 plants pots as required,
 manure liberally
 metal paint (zinc)
 wire netting for house 2, estimated at rolls of 6'

netting *costing \$120.*
 plants at sales if any come into the market

3. Put labour onto :- strengthening the stream bank by the lower bridge,
 planting nibongs by the stream below the bridge,
 building brick supports for Chinese gardener's planks,
 attending to roofs of the plant houses.

4. My scheme for roofs is:-
 house no. 1 wants a new roof of the nature which it has
 but purlins of meranti treated with jodellite should be
 inserted

no. 2 wants a wire netting roof well covered with creepers
 and for the purpose netting could be bought and fixed over
 the top of the split bamboos on the one half, while
 on the other half treated pulins and new bamboos would
 be given and then wire netting placed over the top.

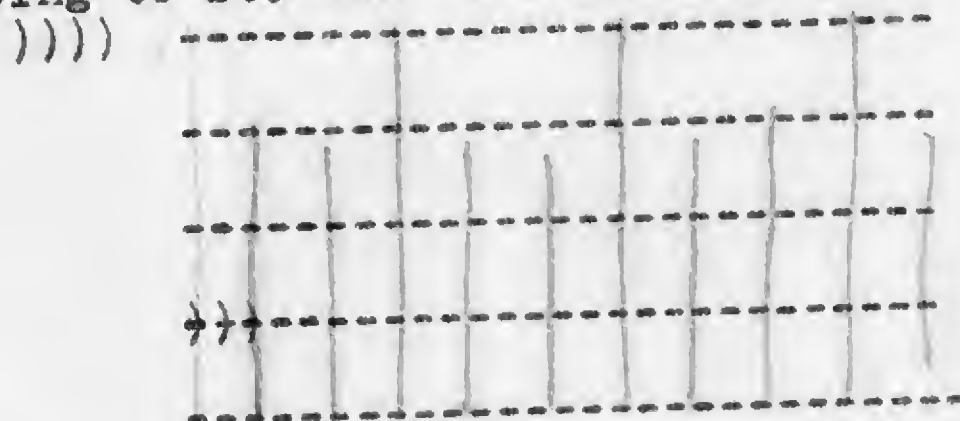
no. 3 needs no immediate change,

no. 4 should have ataps completely on the south side, and
 ataps as now on the north side. It needs new purlins of
 meranti treated with jodellite

no. 5 as no 4 but with openings over both paths

no. 6 is all right

no. 7 wants much doing to it. The roof should be



no. 8 will need attention later, e.g. wire netting

no. 9 also, and should be as now

no. 10 is satisfactory, or will be when the creepers get up

5. Keep yourself free to be in Kuala Lumpur on the 11th, and to
 tour from K.-L. with a collector until you have used up the
 available \$180

6. I want seeds of "drum" or any other Cratoxylon that can be got.

7. I am addressing the P.W.D. about alterations which will make
 a watchman's quarters useful for Ariff; but if altered he must
 accept them.

8. When the upper south road has been opened I can see the water board
 of the office will be out of place. You might point out the hole the inlet
 & substitute drive carefully.

9. The lower river wants some cement.

10. To stop Sunday talking, I suggest waterworks not over off at
 Sundrum on Saturday & come on Jan 9.5 on Sunday & off
 again until 10 pm. on Sunday night. He could have a substitute
 on a Sunday.

Instructions to Mr. Best.

1. You have money enough for 53 men as well as the Chinese gardener, so increase the force to that.
 2. You have seen the minutes of the Committee and should spend to the amounts fixed therein under Stores and Tools.
 3. Mr. Haniff is to go to Aler Star and to Taiping for me. In Aler Star, he purchases a set of fancy tappers from ^{an} adji Endut, and drugs from bomohs ^{Lebai} Ishak and ^{an} alleh. ^{Lebai} Ishak lives in Aler ^{Merah} next to the house of Syad ^{an}o-named ex-State ^{Treasurer}. The residencies of the others he knows. He can go to Taiping at any convenient date. There he seeks Mr. ^{Mac}will who will instruct his mandor to put him into touch with bomohs and others who use country produce.
 4. It will probably be possible to arrange for you yourself to tour in July and to end up at Kuala Lumpur for the Agricultural Show.
- I do not like any one to go into the forest alone. Kalimuthu or someone else should accompany any one touring.
5. Is it required that Mr. Flippance should bring out anything; if so early action is required.
 6. To get the Chinese gardener working is the first thing upon the programme. After that to fill house no. 10.
 7. The reconstruction of house no 2 is to be left until after these two things are accomplished.

July
21.3.24

Instructions

Address to W. L. ...

22.12.24

1. By reason of the increase of men in the labour force during the last few months you have more than the average. It is necessary therefore that you do not fill up the places of men who go, until you have no more men than you can pay.

2. Repair work is the repair of plant-house roofs before the sunny weather of February comes in. It should be pushed energetically.

3. Your proposal to have chairs in plant-house 10 does not meet with support in the Committee. Endeavour to get creepers up.

The planting of trees or that ultimately ^{possibly} had can be got from them should be undertaken.

3.4 to repair has gone in in the form of the upper bath Road. When await result.

4.5 I am anxious that the avenue outside the gate should prosper, and I appreciate that so far we have not got the *Misna fusa* planted. I have seen enough of it. Can plants be grown in many nurseries. Care must be taken of the white-headed tree of same of the kind.

6. Nibongs should be planted by the stream side below the Lower Mill (see instructions of 13.12.24)

6. See in the same instructions ^{4.12.24} order to cut 11 trees in the pitting yard.

87 Have young with a good stock of young.
Dacrydium & other Conifers. They will be
renewed up the Hill

88 Overhaul your stock in the yard. There is
in it a quantity of useless stuff.

89 Remember that Singapore supplies aluminium
tape labels as demanded to ask here.

90 The work commenced three months back on the
stream bank just above the Lower Bridge should be
continued before the next rains.

From Whom

Place

Date

SUBJECT.

W. Heppner

Connected Papers.

MINUTES.

His Duties in regard to the Retire
do not seem to have been done properly
and I have told him that a pay
of 4 months in his next month
will occur.

13.9.22

J. M. ...

No Minutes should be written on this page. A separate half-sheet to
be used if required.

DEPARTMENT OF WORKS.
No. 1004/22
4-9-22
Replies.....

Waterfall Gardens
Singapore.

29th August, 1922

Dear Mr. Hall,

Affairs here. Keep me, and other arrangements so full that I shall not reach Fering before the 30th of September. You will not mind having the Waterfall Gardens Committee meeting in the first week of October, I trust.

In a few days I expect to write to you about Flippance's visits to Poi Netire. I am waiting for a statement from him.

F41/23

Sincerely yours

Dear A. H. Quince

I should like to see you but I am sure
it will be all right about the
Committee meeting if you let
Scott know the date & work in
advance. I must say that he
regards Bill Retiro's flippancy
would be almost better out of it
altogether. He seems to take no
interest in it. The place looked

more the better for his very rare visit. These
horrid stands of one bulky kind of
bricks are still in the gallery & no
attempt at variety or change is made.
I think he must be physically lazy & some
how the not very serious nature of
going up. I'm afraid he shall never do
well here until he get more the working
garden type of man.

Yours sincerely

James

ESTADO GRABER.
930/22
Received 16-8-22
As of

12th August 1922

Dear Burkell,

I am not sure if it is a good thing to let Flippen give advice about alterations to Bel Petic's entirely on his own. I have seen some instructions he has given to Fernando involving the destruction of a whole room and the removal of all the climbing restrictions along the covered way. I think he is too sharp - both. The rooms are a great asset. I should

about any other - sale remark is most
inadvisable. I believe he rarely visits the
Hall. I fancy if he had an opinion
I should like to know how to form the
work. Both after the time, things would
be better. If you can manage it,
I shall be glad you should have a look
round when next here after immediately
he should stay his time. I am told
he has not been here since January
until the other day. I am told Friends
to wait for him from you.

Yours sincerely,

W. A. D.

[The page contains approximately 15 lines of extremely faint, illegible text, likely bleed-through from the reverse side of the paper.]

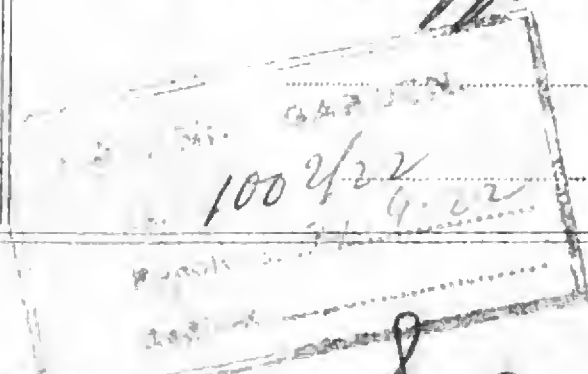
Memorandum.

From

To

Mr. Heppner

16. 8, 1922.



It is some time since I saw your diary, please let me have it.

Winkell

Mr. Winkell

Herewith

77.
18. 8. 22

Mr. Heppner
I cannot attend to your diary how you wish your program is covered out. Here is a copy of a letter which covers up your program. Please say if

It is carried out of the I do
not find that the money
you say there is
applied to your account
25

Mr. Burdell

Reply attached

48
29

Mr. Hippman

I am much satisfied
in regard to the tower
work that is being

Bel Retiro such a
break must not
recur

W. Burdell

B. J. 22

P.S. I think your one
day should contain
all records. Jms

Mr. Burdell

1. hotel
2. hotel. I reiterate that with the
work done during that break visit
could not be paid to Bel Retiro,
otherwise it would have been done.
I was too much to do there to neglect
that part of my work.

3. My diary contained all the
records sent in my previous letter.

Botanical Gardens

Singapore 27th, October 1922

SIR,

I have the honour to forward to you for your information a list as arranged of the fixed outside inspection duties of the Assistant Curator, Waterfall Gardens, Penang. For the rest of his time, he is to be in the Waterfall Gardens.

Bel Retiro, Penang Hill, a visit in the second half of each month.

Date Kramat Gardens - a visit in the 1st. Week of each month.

Ayer Itam Reservoir a visit in the 3rd. week of each month.

Waterfall Reservoir a visit about once a week.

Roadside trees in the Date Kramat neighbourhood in the 1st. Week of each month.

Roadside trees in town in the 2nd. week.

" " on the south of town in the 3rd. week.

" " in the north of town in the 4th. week.

If the periodic visit shows him that another is immediately necessary, he will act accordingly.

He will also be called on by the Honourable the Resident Councilor and the Municipal Commissioners for such advice as they need.

I have etc.

Sd. I. H. Burkill

The Hon'ble the
Colonial Secretary
Singapore

D. of G.

For convenience sake I have numbered the duties stated in the letter.

2. The duties as quoted have been carried out with the following exceptions:-

- (i) Bel Retiro was not visited from March to June inclusive.
- (ii) Ayer Itam was not visited in April.

There are good and sufficient reasons however, why these inspections were not carried out, viz:-

March-----D. of G. here from 13th. to 18th. inclusive

A. C. left for Singapore 25th.

April-----A. C. returned from Singapore 4th.

A. C. was in Hospital and under Medical Certificate 9th. to 24th. inclusive.

May-----Work for H. R. H. the Prince of Wales' visit 17th.

to 23rd. inclusive. Many visits were paid to the Club and Town in connection with this business previous to the 17th. and subsequent to the 23rd. (see extract from Diary).

F. A. left for Gunong Tahan 31st.

June-----Md. Ismail on leave 7th. to 18th. inclusive.

F. A. on Gunong Tahan trip 1st. to 30th. inclusive.

D. of G. at Penang 19th. to 24th. inclusive.

With the above taken into consideration plus the outside duties accomplished, I do not think more could have been done. It explains why Bel Retiro (under no. 1 of letter) was not visited for four months and Ayer Itam for one month. Remember also please, that I am expected to pay for transport up the Hill if I use a chair. No matter how much quicker and less fatiguing the latter may be.

3. I enclose copies of correspondence between myself and the Municipal Engineer, referring to the discharge of Municipal duties which are classed under No. 2 of letter. In addition a copy of my Inspection Table, which I keep apart from the Diary, is enclosed. It is complete to date.

4. A list of duties performed, which may be classed under No. 3 of the letter, I have extracted from my Diary and also, enclose. I may add that

may add that by no means all of these duties have been entered in the Diary, as I have not considered them of sufficient importance. Amongst these are inspections of various private gardens when my advice has been sought on various matters.

5. It would be a good thing to forward ~~the~~ attached papers to the Col. Secretary, in connection with my transport allowance. Perhaps it would then be realized that much ground is covered by me in discharge of my many duties and that the latter are heavier than might be inferred from the letter attached.

F. Flippance

Assistant Curator,

Gardens Dept, Penang.

2nd Sept. 1922

Penang, 28th: August, 22.

Sir,

I have the honour to ask if in your opinion, the list of inspection duties ^{of the Assistant Curator}, as quoted in letter No. 1039-21 in File C.S. 3786-21, a copy of which was forwarded to the President Municipal Commissioners by the Resident Councillor on 31st: October, 21, have been fully and satisfactorily carried out.

I have the honour to be,

Sir,

Your obedient servant,

Sd. J. Hippance
Assistant Curator,
Gardens Dept;
Penang.

Municipal Engineer,

Georgetown,

P E N A N G.

MJT/LTK.

Municipal Engineer's Office,

George Town,

Penang.

31st August, 1922.

The Assistant Curator,

Gardens Department,

P E N A N G.

Sir,

I have the honour to acknowledge the receipt of your letter dated August 28th with regard to the Municipal work carried out by the Assistant Curator of Gardens, Penang.

2. The duties as suggested in letter No. I039/21, and which have been carried out, are satisfactory.

3. I shall be glad if you will inspect the trenches about to be dug by the side of the trees in Kelawei Road by the Water Department.

I have the honour to be,

Sir,

Your obedient servant,

Municipal Engineer.

Inspections 1922

Month	Ret Ratio	Boys Exam	Date Exam
Jan.	9 th	7 th	5 th
Feb.	13 th	28 th	7 th 9 th
Mar.	See minutes of A.S. 2 nd Sept 1922	9 th	22 nd
April	— do —	See minutes of A.S. 2 nd Sept 1922	22 nd
May	— do —	29 th	6 th
June	— do —	16 th	12 th
July	21 st	14 th	15 th 19 th
Aug.	30 th	14 th	9 th 14 th
Sept.			
Oct.			
Nov.			
Dec.			

4, Sept 1922
2nd Sept 1922

(S.)

(G 39)

Memorandum.

From

To

. 192 .

Penang, 2nd: September, 1922.

List of Work classed under Para. 3 of letter, extracted from DiaryMunicipal.

Jan: 5th: Inspected Town Hall Garden.
 Feb: 6th: Trees around Municipal Offices and reported.
 ,, 17th: Inspected trees front of Mosque Burmah Road.
 Mar: 6th: Inspected trees in Burmah Road.
 ,, 13th: Inspected Old cemetery Northam Road.
 Apl: 27th: Inspected tree in Macalister Road.
 ,, 28th: Inspected trees in Park Road Compounds.
 May: 1st: Inspected trees front of Chetty Temple & reported.
 ,, 2nd: Inspected Angsana at Dato Kramat & reported.
 ,, 6th: Met M.E. at Dato Kramat.
 ,, 24th: Inspected trees in York Rd. with reference to Rambutan Orchards.
 ,, 26th: Site for new house for President, Municipal Commissioners- pegged out places for trees and lines of hedges.
 June 15th: Evening - Inspection "Ascot" Ayer Itam Road, with reference to removal of trees from compound.
 ,, 28th: Inspected planting Race course Rd- Site for P.M.C. new house.
 July 18th: Dato Kramat marked out for planting along Anson & Johore Roads.
 ,, 19th: Inspected above work.
 Aug: 1st: Inspected planting at site for P.M.C.'s house.
 ,, 9th: Inspected trees newly planted along Anson & Johore Roads.
 ,, 16th: Inspected above.
 ,, 22nd: Inspected tree in Burmah Rd. and sent in report.

Govt:

Jan: 20th: Govt: House re-plants for beds.
 Feb: 11th: Visited Mr.L.C.Brown's garden.
 ,, 14th: Collecting up the hill.
 Mar: 21st: Pangkor Road, lifting Palm for Singapore.
 Mar: 25th)
 to) To Singapore on duty.
 Apl: 4th :)
 inclusive)
 May: 2nd: Penang Club- saw Secretary with reference to H.R.H's visit.
 ,, 3rd: Penang Club- saw President
 (Mr. D.A.M. Brown)
 ,, 5th: Penang Club- re club plants for use during visit.
 ,, 6th: Penang Club- ditto (all needed topdressing) and compound put in order.
 ,, 9th: Govt: House - putting Garden in order.
 ,, ,, Ex. Engineer - re expenses of making decorations.
 ,, ,, Penang Club- plants as above.
 ,, 10th: Mr.Love- re decorations.
 ,, 11th: Penang Club- re plants as above.
 ,, 16th: Evening- Visited Batu Ferringi re materials for decorations.
 ,, 17th: Penang Club- estimated number of plants required.
 ,, 18th: Penang Club- to see arrangement of tables.
 ,, 20th: Mr.Love- re decorations.
 ,, 21st: (Sunday)
 8. a.m. Penang Club- receiving plants from Gardens.
 12.45 p. Called to Govt: House by Mrs. James.
 4.00 p. To Gardens - selected plants for Govt. House.
 ,, 22nd: Penang Club- putting in plants.
 6.15 p. To garden to select more plants for Govt. House.
 ,, 23rd: Penang Club- did table decoration.
 (Public Holiday) at work till 1 p.m.
 ,, 24th: Visited Mr. L.C. Brown's Garden.
 ,, 25th: Ex. Engineer- re transport of plants from Club to Gardens.
 Penang Club- to put plants outside ready for transport.

Municipal.

Govt:

- July 4th: R.C.'s Office special journey.
,, 13th: St: George's Church - met
Col. Chaplain re planting.
,, 20th: Residency - went round
garden with R.C. and
advised on various matters.
,, ,, Penang English School,
Northam Road - met Mr.
Cheeseman re planting
Bamboos.
Aug: 12th: Golf Club - 8a.m. appoint-
ment with Sec. re supply
of plants.
,, 17th: Inspected trees in Prison
and later reported.
,, 18th: Govt. School, Northam Rd-
inspected hedge.
,, 26th: Ex.Engineer - planting at
St. George's Church.
,, 29th: Golf Club- re plants .
,, 31st: Rev. Keppel Garnier
re planting at Church.

Y. F. Lippman
Assistant Comptroller
Gardens Dept. Hospital
2nd Sep 1933

bst/r
16-1-22



It is requested that the following number be quoted in the reply to this letter.

Botanic Gardens, Singapore, STRAITS SETTLEMENTS,

No.

Penang, 12th: January, 1922.

Sir, Chair to Tel Retiro

I have the honour to acknowledge the receipt of your letter dated 18th: December, 1921, and state below my reasons for the use of a chair when going up to Tel Retiro on duty.

1. Reasons for Chair.

- (i) Length of visit to Tel Retiro is uncertain and would require far inspection, but on the other hand the greater part of the day may be required. After walking up, one arrives wet through with perspiration and without a bath and change one would probably catch one cold and perhaps something more serious. In this sense it is bad from both personal and business points of view.
- (ii) The collecting of plants in the Valleys, either for the Gardens or Tel Retiro, is much more exhausting than walking up the hill and cannot be carried out in addition to the latter.
- (iii) Recovery of actual expenses for chair hire when going up Penang Hill on duty is allowed by G.O. 67(2)

2. (a) Cases in which chair has been and is allowed.

- (i) Officers and subordinates of the F. W. D. are allowed a chair. On 21-12-21, the Colonial Engineer and Executive Engineer Penang, had chairs both up and down the hill.
- (ii) Sisters of the General Hospital staff are allowed chairs for going up the Hill on short leave.

3. On 9-1-22 I walked up the Hill to Tel Retiro. At the express wish of M. E. Lady Waller and the Private Secretary to the M. E. the Governor ordered a chair for my return to the Hill post.

I have the honour to be,

Sir,

Your obedient servant,

The Director,

Botanic Gardens,

SINGAPORE.

F. H. P. Jones

Assistant Curator,
Gardens Dept. Penang.

Copy of
direct
copy in
file
R.C.P.

From Whom	
Place	
Date	

SUBJECT.

*Instructions
to Mr. Hainyff.*

Connected Papers.

MINUTES.

No Minutes should be written on this page. A separate half-sheet to be used if required.

Instructions to Mr. Hariff. 12.3.21.

1. Rice allowance from April 1st for all on daily pay, whether men, or women, will be \$1 - (one dollar) for a full months work.

2. There are too many men on the Gardener list. We cannot pay so many. I want 3 Submaudors only.

14 gardeners only.
You have four Submaudors: but the question of retaining Krishnan is under consideration. If it is true that he knows some the soldier's work, that and his irregular work are reasons for not keeping him.

You have the following men on the Gardener list - Sundasamy, Thangachi, Kalimuthu, Inat, Dasasamy, Arlan, Karupaya, - working in the plant houses & nurseries.

Jagu, Vellasamy, Pakiri, Chellaper, Lechumanan, Sundasamy II, Arumayam, Anamalai cutting grass.

Rajaper & Spalsamy leaving.

The places of Rajaper & Spalsamy must not be filled up. The place of the next man who leaves also will not be filled up, so that you have 14 gardeners.

3. There are too few gardeners in the plant-houses & nurseries, to mow. As far as possible have 5 only of the gardeners mowing, the other 9 in the plant houses & nurseries. It may be possible only to change a very little at once, but gradually the change should be made.

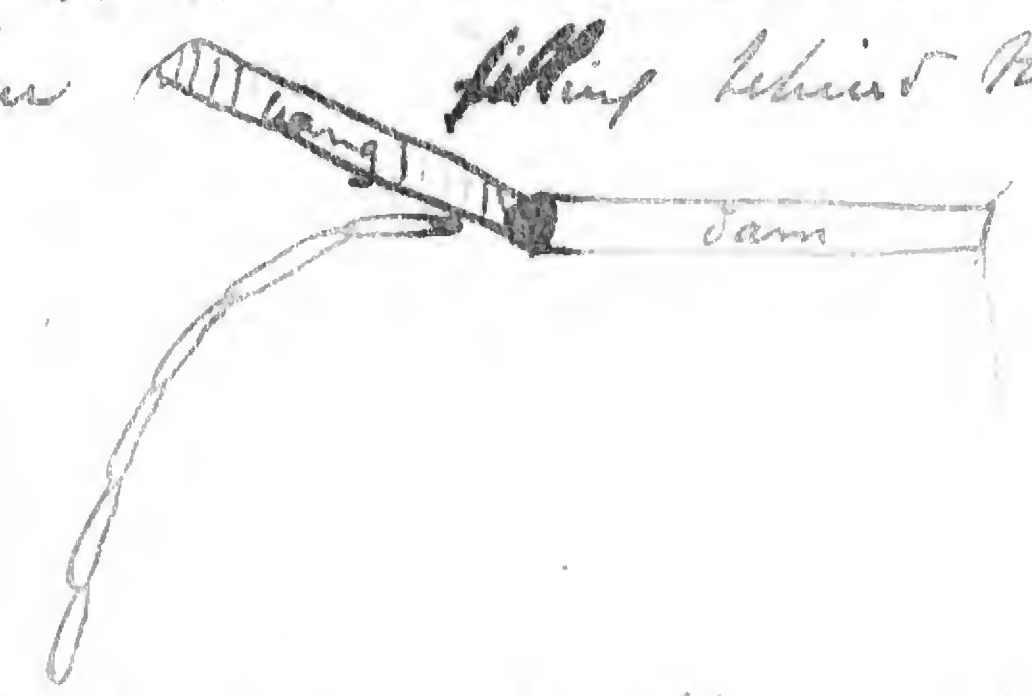
4. After you have managed to reduce the number of gardeners to 14, new hands in the place of any old hands leaving will be engaged at $\$57$ cents per diem instead of $\$59$, which you have 9 gardeners at $\$59$ plus rice allowance & 5 Seythemen at $\$57$ plus rice allowance cents p.d. to

5. The number of coolies engaged will be as many as the vote will pay. Some will help to keep the frame down - especially as the Seythemen, but less useful as being less experienced.

6. Do not increase the number of women employed.

7. As soon as your supply of No 8 wire comes from the Army Agents, begin to make wire ~~cases~~ cages for stones, to be placed along the stream:-

1. to hold up the bank of plant house no 3
2. in a semi circle under the wing of the lower dam filling behind the cages.



All hands can do this work when rain falls.

8. Put a little rubble under the south end of the top dam.
9. Don't build more stone walls in the stream - except against the stream bank in. We shall not be able to pay for its completion this year unless the labour be cut down a little. Also don't remove any boulders - large or small - from the stream bed itself, as if it shifts the bridge may be cracked.
10. Get a label printed as soon as possible.
11. Insist on the watchmen wearing the numbers which I shall send up from Singapore. They will have from papers which also I will send.
12. Place the notice about contractors at the gate.

13. Prepare against the death of the
Pithecolobium Saman at the rate of
planting a new one opposite to it.

14. Increase the number of garden seats.

15. If labour permits make a channel
for the escaping water under the water table
pond so that we do not have a bog
below it. This channel should be
cemented.

16. Karschman a working bird, and has
artistic interests; he also seems to be
interested in the garden. I do not wish to employ
him further. but will consider my
representation that he may work for me.

Order. *From the Main of Sept 1902*

1 If Doraisamy will stay as Carpenter, let him be appointed properly: for this purpose he must be used only examined. His pay as sanctioned ^{on the recommendation of} the Subordinate Services Salaries Commission is $\$25^{20}$.

2 Monthly present 2 bills for labour - the one for gardeners containing pay from 5c cent upwards, the other for coolies from 5c cent downwards. So draw for gardeners as li me up the vote. This I have explained in detail.

3 You may ~~retain a full~~ work up to the full sanctioned number of men, and I shall get an extension of the vote for coolies. Note on your pay bill Extension applied for -

4 Forward to me ^{in Singapore} replies to the letters which I have raised from Penang during the last week. Should they be directed to Penang. Mr. Laurie known has gone to Taiping. Take care that he sees the minutes of the last meeting & that when he, Dr. Lister & Mr. Hiller have seen them, they be forwarded to Singapore. *that & women boys: they had all seen*

5. At your present rate of depreciation the vote shoes tools etc will bear the buying of $\$60$ worth of manure: but not the buying of planks, posts & attaps. You must await an extension before ordering these *they had to have*
Carry on the making of *to submit just as arranged.*
Put me all *& report what the H.W.D do as*
concerning *repair*

F41/37
6
7

Instructions.

up to end of current year.

1. Clean out & make drains in any wet areas where mosquitoes might breed.
2. Get rid of all rubbish ~~in~~ ^{keep no} ^{air out of the} ^{and} hidden under trees in places which are not recognized rubbish pits.

with commencement of 1921.

1. Seek for a messenger (bill collector) who will accept \$20 - pm. He will be required to open a Savings Bank a/c and keep it at a minimum of \$15 - as security. I believe he will get the current 20% allowance but make sure of this.

2. Abdul Bakar will be released of his appointment for his paper duties.

3. Krishnan will return to his work of mason.

4. The label printer ^{whom we} ~~if you~~ are satisfied with him can be confirmed in the new post. But it seems to me he is not at all regular & unless he is going to be regular, I shall refuse to confirm him.

2. Pay 14 pm & I suppose 20% allowance.

5. Seek for a lines caretaker to get \$15 pm. probably with 20% allowance. This ~~any~~ caretaker is both paga & clear. The lines must be kept absolutely clean.

6. Put on your extra labour & remaking the paths in the old fernery.

7. Buy wire for making wire-caps and make me a number. I shall want 30 possibly.

8. Plant ~~more~~ flowering shrubs so as to hide the water turn-cock etc of the Mancaia.

9. Care for avocado pear trees in old Government Vegetable Garden, but do not cultivate any other part of it.

10. Keep a path to the site of Mr. Carter's bungalow open & cut a view there to the waterfall & another to the garden. We must continue to plant along this path.

11. If possible avoid the table-top shaped supports for creepers, making them cone- or egg-shaped.

12. See that the paths are all of a definite breadth. Krishnan or mason will have to put steps into them & might be in charge. He might also be in charge of wire-cap work.

13. The P.W.D. will make a diversion of the lower bit of the ^{upper} central road. They must not destroy the Maximilians in doing so.

What is present pay of

Abul Bakkar 27.50 including J. Allowance 34-37.

Krishnan 81 cts per diem

Label printer 59 cts per diem including
\$2. Rice allowance
when he works 26 days
in a month

59.26
35.4
11.8
15.34

Label printer pay 14 pms if he gets 20% & comes
to put more than he is getting.

Abul Bakkar is getting 27.50 - pay of ~~the~~
Collector is 20 pms or less. Abul Bakkar
should get his proper part

Abul Bakkar should do Krishnan's work
hence forward.
Krishnan is in arrears & should become
so.

Instructions to Mr. Hainiff

1. Do utmost to keep up the labour price
Wages have been raised to help and
arrange to give them as much genuine as
will keep them from suffering from fever.
2. Remove Conyza from Main house way
Rog it with Bertanus -
Plant lighter Crepus to go over the
way such as Bignonias or Dipladenia
3. Engage 2 farmers & put one in
charge of bedding in the upper part of
the garden
Bed there with Canas, Arbores
Acalypha, Duranta
Try Brassicas elsewhere
4. Make drains of flat stones along
new part of upper north road -
As soon as this is done, please
let me know as I want to arrange
for the laying of metal between the drains
5. Remove by road Althya & road
Spalvoda
6. Keep all iron in a safe place. Such
as is not wanted might be sold if a
good offer can be got.
7. ~~Examine swimming bath tank &~~
ascertain how much repair it requires
& if possible make a plank bridge with
handrails across the place where
the water runs

M
20.7.18

From Whom

Place

Date

Former Papers.

MINUTES.

Final Paper

of the ...
 ...
 ...
 ...

No Minutes should be written on this page. A separate half-sheet
to be used if required.

No Minutes should be written on this page. A separate half-sheet to be used if required.

Restrictions

Call at R.C.I.'s office with the books pay roll for labor and ask if you know with spirit or not. If not, send it to me for signature.

I will have a warrant if you have money from the Treasury, saying for 'Books of papers'.

Please keep the following notes.

1. Indorsement to have no outstanding bills
2. If the usual reservation is made, then deposit it.
3. Apply to me for Sampled Money, stating and mark out things.
4. Keep a full record of petty cash & bank.
5. Keep a full record of income, paying it into the treasury.

You are authorized to have from the funds plants on the following basis: as long as the books indicate that the loan shall not cause any expense to the funds.

RED	on	Keeps	but	up	to	30	cash	load
5 th	floor	roll	up	to	20	cash	load	
3 rd	floor	roll	up	to	10	cash	load	
Chief	Quarters	roll	up	to	4	cash	load	
"	"	roll	up	to	4	cash	load	

at the
point

Wholesale laws up to 10 could be
the application, must be for 1000 to be
for 1000.

Number of employees increase the
number of employees employed, without any
sanction.

These instructions
have been furnished as
requested by Mr. Harrell
on 10/10/1910

2

Office Orders. Puzang.

Mr. Puzang as Overseer of the Waterfall Garden will have some of the powers of a local head of Department, as sanctioned in Gardens 2446. 1913. The following instructions are drawn up for his guidance.

Records to be kept in the Waterfall Garden:-

1. The Overseer's diary wherein will be recorded any information suitable for the Annual report and any information which is worthy of record.
2. An office order book (Memo book) in which the Overseer as well as the Director of Gardens will record orders regarding discipline and promotions etc.
3. A daily labour record in the following form:-
 - 5- Gardeners and 2 Coolies working in plant house
 - 3 Coolies in potting sheds.
 - 8 Mowers on upper lawn
 - 5 Gardeners planting seeds near office, absent: Rayasamy, Kundasamy, Nallan.Total at work 23 men.
4. A register of letters received giving the name of the writer and the purpose of the letter. In the same register the receipt of periodical books should be recorded.

5. a register of letters sent out, giving the name of the addressee and the purpose of the letter.
6. a register plants and seeds received
7. a register of requisitions for plants & seeds and of plants and seeds sent out. which may be kept most conveniently in the following form. All plants going out will be recorded

Date	recipient	plants required or sent.	whether supplied & when	Remarks.
6 Jan 1913	Sultan of Suddu Kadi	6 Cassia sin.	8 Jan 1913	
		20 Diopyros Kadi		promised for Jan
9 Jan 1913	R. Smith Alor Star	Seed of Mangosteen	5 Feb. 1913	

8. Exchange list of plants etc with Singapore.
9. Attendance register signed by record keepers daily as required by G. O. 12 (3.7)
10. Cash book.
11. Bill book - a fresh stock is being printed - The clerk is to make out the bills see G. O. 105. The foil and counterfoil being exactly alike; the overseer is to sign them and after payment to receipt them.
12. A Revenue account book containing the receipts of the Treasury for revenue paid in.
13. A list of stores, made up at the close of every month. The number of sheets of rubber in store may be kept conveniently in the same book.

sd J. H. Burkill

The following particulars are to be observed.

1. The safe key must not leave the possession of the overseer.
2. The safe must be secured to the wall.
3. No money which is not the money of Govt. may be kept in the safe.
4. There must be an office seal in the possession of the overseer.
5. The Stores must be examined monthly by the overseer, see G.O. 15.3 (1-7) and their correctness attested in the register (No 12 - of the previous page).
6. The receipt of Stores will not be reported to the Director of Gardens: but the Director of Gardens will examine the register ^{no 13} on his ~~periodic~~ ^{periodic} visits to Poreeny, comparing the indents on the Crown agents with it, and comparing other documents as may be necessary.
- 7 (i) Stores from Europe will be requisitioned through the Director of Gardens.
- (ii) Printed forms will be requisitioned through the Director of Gardens.
- (iii) Other Stationery will be requisitioned locally: the overseer should endeavour to ask for it when required always at the beginning of a month.
8. Stores and Stationery must be kept under lock & key.

W. J. H. Burtell

The following returns etc. are required under P.O. and will be dealt with in the Penang Garden as here indicated.

Date for submission	G.O.	Nature	How dealt with
Monthly return the 23rd or in Dec: on 16th	118 119	Bill for Salaries	Officer to sign and send to Treasury, Penang.
Monthly return of month monthly at beginning of month		Bill of Expenditure Netty cash Bill for wages of gardens & etc.	ditto. ditto.
ditto		Order for Stationery if required	Officer to indent direct on Stationery office, Penang.
Monthly on the 5th	106(c)	Returns of revenue Collected	Officer to make it direct to the Treasury Penang: but at the same time to send a copy of the return
	145	Returns giving particulars of loans granted in the Dept.	to the D. of Gardens. Officer to supply direct to the R.C. Penang.
Jan 7th	10	List of officers withstood on Dec. 31st. preceding	Officer will inform the D. of Gardens if any change in the returns has been made.
"	29	List of persons paid from Open Vote with Salaries	Officer will make the returns through the Director of Gardens.
"	108.6.	List of persons in receipt of wages & salaries not provided for a same list.	ditto, but it is unlikely that any return will be necessary.
"	140.	List of officers who have given security	Return will be made by the Director of Gardens.

1078/146

Date for submission	P.O.	Nature	How dealt with.
From or date to be fixed beginning of year		Schedule of necessary records	Return will be made by the Director of Gardens.
Feb. 15.	102	Annual Report Return of various alterations, work etc to buildings.	Director of Gardens will Notice of the Director of Gardens any buildings requiring
End Feb.	93	Proposal for the Blue Book	alteration Director of Gardens
July 15.	101	Budget Estimates.	will write it. Estimates will be framed by the Director of Gardens: information from
July 31 st	100	Return of revenue, Jan to June & Estimates July to Dec.	the Overseer should therefore be sent to him in good time. Overseer to compile and
Nov. 15 th	28	Increments of salary due in the following year	forward to Director of Gardens.
Dec 15 th	103	List of Officers on the Establishment.	Overseer to forward necessary information to D. of Gardens - Overseer to draw it up for D.
Dec.	104	Notification that there will be unexpended vote to write.	Director of Gardens to submit vouchers to write D. of Gardens in advance.

J. H. H.

The permanent advance in the overseer's hands is to be dollars twenty. All small items of expenditure will be met from this petty cash. Larger bills than can be met from petty cash must be sent to the Director of Gardens for his "authority" with the Director's signature on them. The overseer will present them at the Treasury for payment.

In the safe this petty cash must be kept apart from any money received by sales of plants. Attention is called to G.O. 118.

Local purchases must be according to the local contract when contracts exist.

sd. J. H. Burdick

Limitations to the museum authority are, i. he may not increase the number of daily labourers employed without the authority of the Director, Gardens —
ii he may not dismiss monthly employees without reference to the Director, Gardens.

iii Plants & seeds must be sold only at schedule rates. These rates will be published.

iv Cut flowers are not to be sold, nor purchased seeds, but locally ripened seeds may be sold.

v Plants may not be lent for decorative purposes without the Director's sanction. The lending on the following occasions is sanctioned.

i to the Rpt. Council on the occasion of the King's birthday up to 30 cart loads of plants.

ii St. George's Day — up to 30 cart loads of plants.

iii St. Andrew's Day up to 30 cart loads of plants.

iv the Volunteer Camp, up to 10 cart loads of plants.

v Chief Churches at Easter & Christmas up to 4 cart loads each.

But a small number of plants may be hired out at a fixed charge it being understood that the hire is to pay in excess for unnecessary damage.

vi No piece of work must be contracted for

~~at 1/1/13~~

which cannot be paid for out of petty cash, without the Director's authority.

vii Casual leave and sick leave may be granted to subordinates under G.O. 43 and 53 the overseer reporting the granting to the Director; sanction for other leave and for his own absence from the Director. Should the overseer fall ill or be unavoidably absent when it is impossible to force such an event his absence is to be reported by flying seal to the Director through the Resident Commissioner, Penang, that the Resident Commissioner may take action if necessary.

viii Petitions from subordinates, complaints against the garden's staff requests from the public for unusual services applications for information which the overseer cannot supply, are to be forwarded to the Director of Gardens.

sa J.H.S.

Monthly when making out the Gardeners' & Cooks wages bill forward a copy, giving names and account received to the Director of Gardens - Thus: -

Suina Manabhy 9.40

Marayan 8.60

and in making the list not keep the following order.

- 1 Carpenter
 - 2-3 Subordinates of Gardeners
 - 4 Subordinates of Grass Cutters
- all on monthly pay
then Cooly on daily pay.

J H B.

The Attention of the Record Keeper should be directed particularly to the following:—

all account books and bill books must have their pages numbered.

All receipt books will be supplied numbered but the record keeper is responsible for seeing that the printing office has made no mistake.

There must be no erasures on bill or accounts. If a mistake is made it to be corrected in red ink. The black ink writing is to be crossed through in red ink with a single line and the correction made in red ink above the crossing out.

There must be two signatures on salary bills. one of the paying office the other of a witness to the paying. The witness must not be one of the payees of the bill nor can the payer be his own witness.

Receipt must be obtained for payments as far as possible.

J. H. B.

Under Circular 20 of 1904 it is ordered that the stores should be checked once a month.

Under Circular 32 of 1888 it is ordered that packing cases etc. of stores from the Crown agents should be opened in the presence of the Head of the Department and the breakages or incorrectness recorded.

Mr. Haining must see to these two orders as he is local Head of Department in respect to stores.

All cases of breakages or of difference in ~~quantity~~ quality, quantity or quality from the original indent must be reported at once on detention to the Director of Gardens together with information on:—

- 1 Date of receipt.
- 2 Condition of the packages.
- 3 Place in which they were stored, and the condition of the place as to security.
- 4 Date of unpacking, and in whose presence.

Sd/ J. H. Burdick

20. Aug. 1913