

507.611 35/

From Whom

Director of Bot. Gardens

Place

S.

Date

18.6.53

Departmental
Reference
Numbers

SUBJECT

Mr. J. Sinclair

Collection expedition to Trengganu.

Index Reference

Connected Papers

No Minutes should be written on this Page

2.18/1

B. of G. No. 35/53

MEMORANDUM

From

Director of Botanic Gardens,
Singapore.

23rd October, 1954

To

The Accountant-General,
Singapore.

Please retain attached advance voucher for \$800.- in favour of Mr. J. Sinclair, for early payment. As Mr. Sinclair is proceeding on an expedition at the beginning of November, 1954, please have the cheque ready on the 29th October, 1954.

JW
Director of Botanic Gardens,
Singapore.

Dr. to Mr. J. Sinclair,
Curator of the Herbarium,
Botanic Gardens,
Singapore.

To advance payment to cover the approximate cost
of travelling expenses on an expedition to

Trengganu for the purpose of collecting specimens.

\$800-00

(Dollars Eight hundred only)

Authority C.O. + 87,824

Director of Botanical Gardens,
Singapore.

gct

D.of G.35/1953

CSO.4487/54/4

D.F.S. to D.of B.Gardens 20.10.54

Reference your minute of 6th October, addressed to C.S., expenditure is approved against Head 19 subhead 3 of the 1954 Estimates in respect of an expedition to Trengganu by Mr.Sinclair for the purpose of collecting specimens.

2. With reference to your minute of 6th October, addressed to F.S., approval is given for a 'below the line' advance of \$800 to Mr. Sinclair to cover the approximate cost of travelling expenses on this expedition, the amount to be repaid at the same time as the necessary charges are made when bills can be submitted on his return.
3. A car can be hired as Mr. Sinclair suggests provided this can be done more cheaply than hiring a car with a driver.

H. Shaw.

Recd. 22/10/54

c.c. Acct. General
Dy. D. of Audit

Mr Sinclair


To note return

jsl
22/10/54

D. of B. Gardens to C.S.

6.10.54


With reference to the attached application from Mr. Sinclair, Curator of the Herbarium I would be grateful if you would sanction this collecting expedition as required under the 1954 Estimates.


(J.W. Purseglove),
Director of Botanic Gardens,
Singapore.

D. of B. Gardens to F. S.

6.10.54

With reference to the attached application I am seeking C.S.'s approval for this expedition and would be grateful if you would agree for the advance, chargeable to a 'below the line' account in the first instance. I would also be glad if you would agree to Mr. Sinclair's hiring a car as he suggests, which would be paid for in the first instance from the advances.


(J.W. Purseglove),
Director of Botanic Gardens,
Singapore.

GOVERNMENT OF THE
COLONY OF SINGAPORE

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

No. D. of G. 35/1953

OFFICE OF

Botanic Gardens,

Singapore. 10

6th October, 1954

Dear Sir,

I intend to go on a collecting trip to Kuala Trengganu for about three weeks leaving Singapore by boat about the beginning of November. I shall be bringing one plant collector from the Botanic Gardens with me.

I should be glad if you would inform the Singapore Government and sanction this trip.


I should like to have an advance of \$800 against travelling expenses from the vote 1954 Estimates Collection of Botanical Specimens ?

I would be grateful if you would sanction the hire of a car at Trengganu which I shall drive myself for the period of stay there.

I have the honour to be

Sir,

Your obedient servant,



J. Sinclair,
Curator of the Herbarium,
Singapore.

The Director,
Botanic Gardens,
Singapore.

GOVERNMENT OF THE
COLONY OF SINGAPORE

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

No. D. of G. 35/1953

OFFICE OF

Botanic Gardens,

Singapore. 10

6th October, 1954

Dear Sir,

I intend to go on a collecting trip to Kuala Trengganu for about three weeks leaving Singapore by boat about the beginning of November. I shall be bringing one plant collector from the Botanic Gardens with me.

I should be glad if you would inform the Singapore Government and sanction this trip.

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I would be grateful if you would sanction the hire of a car at Trengganu which I shall drive myself for the period of stay there.

I have the honour to be

Sir,

Your obedient servant,

J. Sinclair

J. Sinclair,
Curator of the Herbarium,
Singapore.

The Director,
Botanic Gardens,
Singapore.

GOVERNMENT OF THE
COLONY OF SINGAPORE

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

No.....

OFFICE OF
Botanic Gardens,

Singapore.10

8th October, 1954


Sir,

Would you please book the following passages and charge account to the Director of Gardens, Botanic Gardens, Singapore:

- (1) 1st class return to Kuala Trengganu
- (2) one deck passage return Kuala Trengganu

On the "Tung Song" leaving Singapore on 3rd November and returning to Singapore on 22nd November (i.e. on the boat which leaves Kuala Trengganu on or about the 20th November).

Yours faithfully,


J. Sinclair,
Curator of the Herbarium,
Singapore.

Mansfield & Co Ltd.,
Ocean Building,
Singapore 1.

To the Accountant-General, Singapore

Pay to Mr. Abdul Wahab bin A. Hamid of this Department the sum of
Dollars Fivehundred only (\$500.00)

"crossed" cheque to Mr. J. Sinclair

being the amount of the Bills of the Department for the month of June, 1953.
as stated at the back.

June, 1953

Received cash
crossed/order cheque

(Sd) J. Sinclair
Head of Department

25. 6. 53

B 2.18/10

25. 6. 53....., 19.....

MEMO.

Advance for subsistence and travelling
expenses for Mr. J. Sinclair, Curator
of Herbarium (B.G. No. 142/53)

\$	C.
500	00
=====	=====

TOTAL .. \$

MEMORANDUM

From

Director of Botanical Gardens,
Botanical Gardens, Singapore,
25th June, 1953.

To

D. of G. No. 101
The Accountant-General,
Singapore.

Please make payment of the attached bill for \$500.00
advance to Mr. J. Sinclair before the end of this month,
as he is leaving Singapore for Trengganu on 1st July, 1953.
I attach herewith a copy of the Authority of the F.S.
approving the advance.

(Sd) J. Sinclair
for Director of Botanical Gardens,
Singapore.

Mr Sinclair
JL

D. of C. No. 35/53

LSK.

SEO. 971/33

D. of G. No. 35/53
dd. 18.6.53.

1.A.F.S. to D. of B. Gardens -
22.6.53.

Advance of \$500/- to Mr. Sinclair is approved, chargeable to a 'below the line' account in the first instance. On his return from Trengganu, Mr. Sinclair should submit a claim for travelling and subsistence expenses in accordance with regulations. If sufficient, the payment of this claim will be used to clear the B/L account as to the first \$500/-, the balance being for Mr. Sinclair's account. If insufficient, the balance of the B/L account must be cleared by Mr. Sinclair. Please submit an advance voucher direct to the Accountant General.

Sinclair
1. A. F. S.
18.7.53

Mr. Sinclair returned home on 20.7.53.
2.

GOVERNMENT OF THE
COLONY OF SINGAPORE

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

No.

OFFICE OF

Botanic Gardens,

Singapore.

25th June, 19 53

Dear Sir,

Could you please reserve accommodation for me and one Javanese Plant Collector from the Botanic Gardens at your rest house.

I shall leave Singapore on 1st July by the Tung Song (Straits Steamship) and return on 18th July when the boat sails.

I am sorry I have not given you much time but I wrote a previous letter a week ago and it was sent to Kuala Lumpur instead.

I am,

Sir,

Yours faithfully,



James Sinclair,
Curator of Herbarium,
Singapore.

The Officer-in-Charge,
Government Rest House,
Kuala Trengganu,
Federation of Malaya.

DRAFT

G 17

To The Officer in Charge
Government Rest-House, Kuala Trengganu.

Dear

Sir,

25:6:53

Could you please reserve
accommodation for me and one
Javanese Plant-Collector from
the Botani gardens at your
rest house.

I shall leave Singapore
on 1st July by the Teng Song
(Straits Steamship) and
return on 18th July when the
boat sails.

I am sorry I have not given
you much time but I wrote
a previous letter a week
ago and it was sent to
Kuala Lumpur instead.

Sir,

Yours faithfully
James Nicolson
Curator of the Herbarium

D. of G. No. 25153

District Office,
Kuala Lumpur,
23rd June, 1953.

J. Sinclair, Esq.,
Curator of Herbarium,
Office of the Botanic Gardens,
SINGAPORE.

Dear Sir,

I wish to refer to your letter D. of G. 35/1953 dated 20th June, 1953, requesting accommodation for yourself and one Javanese Plant Collector in the Kuala Lumpur Rest House.

There are at present two rooms vacant from 1st July. I would be glad to know your exact date of arrival, and the approximate date of the Tung Song's return.

I have enquired from Mansfield & Co., Ltd., Kuala Lumpur and their expected date of arrival is the 9th or 10th July and expected date of sailing 11th July, but as this does not fit in with the dates you mention, perhaps you could verify these and let me know the actual dates on which you require accommodation.

The Charges are \$10/50 per day for a single room; \$11/50 per day for one person occupying a double room;

Yours faithfully,

F. Yee Ling

for District Officer,

B 2.18/16

AIR MAIL

DRAFT

Typewriter No 2011

67

July 13

To The Officer in Charge
Government Rest House

Kuala Lumpur.

19:6:53.

Dear

Sir,

Could you please reserve
 accommodation for me and
 one Japanese Plant Collector
 from the Botanic Gardens at your
 rest house? I intend to stay
 a fortnight or longer and
 am leaving Singapore on 1st
 July by the Tung Song
 (Straits Steamship). The ear-
 date of return must be after ~~the~~
 15th July when the boat sails.
 You may also let me
 know the charges.

I am, Sir

Yours faithfully
 James Sinclair
 Curator of the Herbarium

B 2.18/17

AIR MAIL

G 124

GOVERNMENT OF THE
COLONY OF SINGAPORE

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

No. D. of G. 35/1953

OFFICE OF
Botanic Gardens,
Singapore.


20th June, 1953

Dear Sir,

Could you please reserve accommodation for me and one Javanese Plant Collector from the Botanic Gardens at your rest house? I intend to stay a fortnight or longer and am leaving Singapore on 1st. July by the Tung Song (Straits Steamship). The exact date of return must be after 15th July when the boat sails.

You may also let me know the changes.

I am,
Sir,
Yours faithfully,


J. Sinclair,
Curator of Herbarium,
Singapore.

The Officer in Charge,
Government Rest House,
Kuala Lumpur,
Federation of Malaya.

B 2.18/18

GOVERNMENT OF THE
COLONY OF SINGAPORE

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

No.

OFFICE OF

Botanic Gardens,
Singapore.

18th June, 1953

Dear Sirs,

Would you please book for me
(1) a first class passage to Kuala Trengganu
on the Tung Song leaving Singapore 1st.
July 1953.

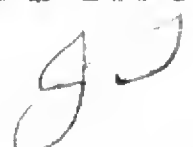
(2) one deck passage on the same ship, same time.

I should like a return passage in
both cases, returning the first boat on or after
15th July. Can you give me an estimate date
of the return?

Please charge the Director of Botanic
Gardens for the amount.

I am,

Yours faithfully,


J. Sinclair,
Curator of Herbarium,
Botanic Gardens,
Singapore.

Straits Steam Ship Co. Ltd.,
First Floor, Ocean Building,
Collyer Quay,
Singapore. 1.

B 2.18/19

T

MEMORANDUM

G 39

D. of C. No. 55/53

From

To

The Director of Botanic Gardens,
Singapore.

The Honourable,
The Financial Secretary,
Financial Secretary's Office,
Singapore.

18th June 1953

I intend to send Mr. J. Sinclair Curator of the Herbarium on a collection expedition to Trengganu on July 1st. and request that he be advanced \$500/- against travelling expenses from the vote 1953 Estimates p.75 item 3 'Collection of Botanical Specimens'.

(M.R. Henderson)
Director of Botanic Gardens,
Singapore.

B 2.18/20

MEMORANDUM

From

To

F.S.

I intend to send Mr. J. Sinclair Curator of the
Herbarium on a collecting expedition to Tringpana
on July 1st & request that he be advanced
\$500 against travelling expenses for the
vote 1953 Exhibit p. 75 item ~~3~~ 3
'Collection of Botanical Specimens'

H