

Director.

After the removal of Khas tatties from the Central Office all the windows and doors have been cleaned, but the complete cleaning of glass panes and brass fittings could not be done due to non-availability of materials such as brasso polish, spirit, cloth etc. Besides the material, it will also be necessary to continue the engagement of seven Mazdoors for a period of another week, if it is desired to get the glass panes and brass fittings cleaned for all the rooms.

There are three farashes on the C.O. Estt. and out of them only one regularly turns up for work in the office and the other two are not coming to the office. It is necessary that all the three farashes should work regularly in the office and look after the cleanliness of the C.O. building. They may be placed under the control of a responsible member of the staff for proper supervision.

Submitted for information and orders regarding the duties of the farashes.

Jagadish
30/6/53

P.A. what are these farashes doing?
R.M. 30/6

One Farash comes in the morning at 8 A.M. and goes to take his meal at 11 A.M. Again he comes at 2 P.M. and leaves the office at 5-30 P.M. Another Farash remains in the office from 10 A.M. to 5-30 P.M.

During this time they clean the tables and supply drinking water and sometimes they are ~~to go~~ ^{sent} to the Discus with pen book.

The third one is on duty in the P.A.'s Bungalow.

49.
30/6/53

Will E.M. Mr. Meek:-
R.M. 30/6
with a list of pens & farashes, showing how they are distributed.
R.M. 1/6