M.R.O. 1—77,003—8-6-37.

(1) Number of pages_____

(2) Date of repair 25-10-48

(3) Initials of the Referencer_____

4

MADRAS RECORD OFFICE.

Government of Madras.

Financial DEPARTMENT.

G.O. No.	1846	Press / Mis.
128-129.		
Dated	16-9-	1875.

4/5

Not to be folded or roughly handled

Proceedings of the Madras Government, Financial Department,
16th September 1875.

Local Funds—Establishments.

No. 128. Read the following Proceedings of the Board of Revenue, dated 4th September 1875, No. 2488:—

Read the following letter from C. T. LONGLEY, Esq., President of the Local Fund Boards, Salem District, to H. E. STOKES, Esq., Acting Secretary to the Board of Revenue, dated Salem, 12th August 1875, No. 1,042:—

I HAVE the honor to request that the Board of Revenue will be good enough to obtain the sanction of Government for the entertainment of two additional clerks, one on Rupees 25 and another on Rupees 15, in the Local Fund Board's Office of the Salem Circle of this district.

2. The Board are aware that at present there is only one clerk attached to this office, and the following facts clearly show that a single hand is quite inadequate to perform the whole of the work that devolves on him, and that additional hands to assist him are absolutely necessary. The annexed is an abstract showing the number of letters received in, and sent from, this office during the past four years:—

Years.	Received.	Sent.	Remarks.
From July 1871	200	80	Vernacular urzees and petitions are not included.
,, 1872	720	750	
,, 1873	715	800	
,, 1874	900	1,150	
Up to June 1875	700	850	

3. The above figures clearly show that the work in the Board's Office, which was very limited at first, has been steadily increasing and in such a manner that the work done in the first six months of 1875 is more than what was performed during the whole of each of the years 1872 and 1873 and nearly three-fourths of the work despatched in 1874.

4. It is unnecessary for me to enter on the routine of the business of the office; but, considering that each letter received has to be indexed, references got up, drafts prepared, and fair copies made, the correspondence alone is very much more than what a single clerk can manage. In addition to the correspondence the account part of the work has also to be considered. A large number of bills (pay, contingent and miscellaneous) have to be checked and passed in the Board's Office before they are submitted to the treasury for payment. There are also in the Salem Circle about twenty sanitary associations, five dispensaries including that at Senkerrydroog, and two middle-class schools. The educational scheme sanctioned in G.O., No. 1,834, dated 27th October 1874, is being introduced into the circle, and about forty schools have already been established. The vaccination staff has been transferred to the Local Fund Board; the choultries and bungalows are also under the Board's management. The work of checking and passing the bills, &c., connected with these institutions and the maintenance of the necessary registers (to say nothing of the correspondence which they produce) is very laborious.

5. The preparation of the draft budgets, list of incomplete works, annual and other returns to be submitted to the Sanitary Commissioner, Accountant-General and Director of Public Instruction also involve a considerable amount of labor.

6. In connection with the Board's meetings, a register of subjects for meeting has to be kept up and notices prepared with translation, all vernacular papers submitted to the Board have to be translated, the proceedings translated and copied into the minute book, and proof-sheets corrected. The Salem (principal) Circle being the channel of correspondence with the minor (Oossoor) Circle, the clerk has also to be acquainted with the working of the two Circles, note alterations, transfers, and fresh grants from the reserves and balances of that circle in addition to checking and revising the budgets and reports, and also carry on the necessary correspondence in connection with that circle.

7. Some assistance is now rendered by my regular establishment in the way of fair-copying letters, &c.; as the Local Fund Office is held in a separate building, and the work in my office is very heavy, I am unable to spare any clerk to work under the local fund clerk. The work is a heavy strain on the present clerk, Ramasashier; he has to attend early and leave late. If he should fall sick or anything happen to him, the work of the office will simply be at a standstill.

8. I respectfully solicit the sanction of Government for the entertainment of two clerks on Rupees 25 and Rupees 15 as proposed above.

THE present establishment of the Salem Local Fund Board consists of one clerk on Rupees 50 and two peons on Rupees 7.

2. The press of work described by the President seems to arise in great part from the work which ought to be done and used to be done by the Collector's regular establishment having been transferred to the Local Fund Clerk (G.O., Public Department, 10th August 1871, No. 1,220). The clerk, for instance, should have nothing to do with any account work.

3. The Board, however, allow that the work has considerably increased, and resolve to request Government, with reference to G.O., Financial Department, 29th September 1871, No. 504, to sanction one additional clerk on Rupees 25 per mensem. The President will ascertain whether the Oossoor Board will contribute any portion of the cost. It is presumed that the present application has the concurrence of the Local Fund Board, Salem.

(A true Copy and Extract.)

(Signed) H. E. STOKES,
Acting Secretary.

No. 129. ORDER THEREON, 16th September 1875, No. 1846.

The employment of an additional Clerk on Rupees 25 is sanctioned.

(True Extract.)

Officiating Chief Secretary.

To the Board of Revenue.
,, Accountant-General.

Exd. T. O'Connor.

30

No. 2,488.

PROCEEDINGS OF THE BOARD OF REVENUE, dated 4th September 1875.

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5. The preparation of the draft budgets, list of incomplete works, annual and other returns to be submitted to the Sanitary Commissioner, Accountant-General, and Director of Public Instruction also involve a considerable amount of labor.

6. In connection with the Board's meetings, a register of subjects for meeting has to be kept up and notices prepared with translation, all vernacular papers submitted to the Board have to be translated, the proceedings translated

and copied into the minute book, and proof-sheets corrected. The Salem (principal) Circle being the channel of correspondence with the minor (Oossoor) Circle, the clerk has also to be acquainted with the working of the two Circles, note alterations, transfers, and fresh grants from the reserves and balances of that circle in addition to checking and revising the budgets and reports, and also carry on the necessary correspondence in connection with that Circle.

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(A true Copy and Extract.)

H Elton

Acting Secretary.

To the Officiating Chief Secretary to Government, Financial Department.
,, the President of the Local Fund Boards, Salem District.

Exd. J. W. Fischer.

Financial Department
Local Funds. Establishments.

1875.

Board of Revenue,
MADRAS.

PROCEEDINGS, 4TH SEPTEMBER 1875, No. 2,488.

Encl.

SEPTEMBER.
No. 2,488.

Clerk, Additional—on Rupees 25 per mensem for the Salem Local Fund Board's Office.—Government requested to sanction entertainment of—. President to ascertain whether the Oossoor Board will contribute any portion of the cost.

Govt. of {1875} Madras

FINANCIAL.

To

THE BOARD OF REVENUE,

&c., &c., &c.

Dated September, 16th.

Issued

Recd. *Encl.*

G.O., 16th September 1875, No. 1846.

SEPTEMBER.
Nos. 128-129.

Local Funds, Establishments.—The employment of an additional Clerk on 25 Rupees a-month for the Salem Board's Office, sanctioned.

Govt. of Madras. 1875

Genl

G. O. 16 September 1875. No. 1846

Nos. 128 129

Local Funds - Establishments -

Re employment of an additional Clerk on 25 Rs a month for the Salem Boards Office, Sanctioned.