

15-6-07
30/7/110
17-7-12 BT
16-6-15 BT

Financial (1895) Department.

ORDINARY MS.

G.O., No. 547.

Dated 26th July 1895.

7/8

[Despatch Abstract.]

SPECIAL RECORD ESTABLISHMENT OF THE BOARD'S OFFICE.-

Communicating to the Accountant General, Proceedings, Revenue Department, recording Board's Proceedings submitting to Government Mr. Doutr's first annual report on the working of the ----, and approving and sanctioning the entertainment of the additional hands and the re-distribution of salaries recommended by the Board.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

[G.]
[11]
2,500-5-5-95.

ORDINARY, MS.

Financial DEPARTMENT.

G.O., DATED *26-7-95*
No. *547*

INDEXED.

When given for copying. *29/7*

[Despatch Abstract.]

*Coming to the account sent for:
Revenue Dept recording Board's
Proc. submitting to Govt for
Dante's first annual report on
the working of the Special
Record establishment of the
Board's office, & approving
and sanctioning the estab-
lishment of the additional
hands & the redistribution
of salaries recommended by
the Board.*

FURTHER PAPER, No.

21084

OF 189

257/96.

635
4-4/5

READ AGAIN ORDER OF GOVERNMENT, DATED
189 , No. , MISCELLANEOUS.

ENCLOSURES.

CURRENT No.

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT

A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL (not paged).

N.B.-

- A - Copy in full.
- B - Not to be copied.
- P - Copy abstract only.
- Q - Copy heading only.

Gobt. of {189} Madras. FINANCIAL.

To

THE ACCOUNTANT-GENERAL.

Dated

Recd.

Encl.

Mis. G.O.,
R.

189 , No.

SUBJECT.

Communicating Proceedings of the

Department regarding

R 186: 20.2.94
R 82: 1.2.94.
104: 30.1.93 } docket.
67: 19.1.91.



FINANCIAL DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following paper:—

Proceedings of the Revenue Department, dated 5th July 1895,
No. 427.

ORDER, dated 26th July 1895, No. 547

Communicated to the Accountant-General.

(True Extract.)

for Chief Secretary.

To the Accountant-General.

Revenue Department.

With two in right AUG 95

M.S.

Madras Office

Please stick a space of
off the G.O. to the sheet.
White the remainder

Govt. of {1895} Madras.
REVENUE.

Issued

Recd.

Encl.

G.O., 5th July 1895, No. 427.

JULY.

Special Record Establishment
of the Board's Office.

Recording Board's Proceedings submitting to
Government Mr. Doutre's first annual report on
the working of the —, and approving and sanc-
tioning the entertainment of the additional
hands and the redistribution of salaries recom-
mended by the Board.

ten others are in more or less advanced stages of preparation. These represent matter contained in 1,004 manuscript volumes of Board's Proceedings, while the Proceedings of 59 years, which have yet to be indexed, are contained in 2,380 volumes. Even here, the estimate of three years for the whole work is not likely to be greatly exceeded,

although Mr. Doutre, when submitting his preliminary report, * dated 5th October 1893, expected that the indexers would have to be retained some time longer than the rest of the establishment.

3. The Board supports Mr. Doutre's suggestion in paragraph 6 of his present report, and requests sanction for the entertainment of two temporary hands, viz., a clerk on Rs. 25 and a copyist on Rs. 15 to assist in the destruction of records. This work was not originally contemplated when the Special Record Establishment was entertained and what has been done in this direction has been effected by deputing an occasional hand for the purpose. The Board, however, considers that the work of destroying useless papers should proceed *pari passu* with that of indexing those of permanent interest, and a special establishment such as that proposed by Mr. Doutre appears to be therefore necessary.

4. In the last paragraph of his report Mr. Doutre suggests a slight redistribution of salaries on his temporary establishment, to be given effect to as vacancies arise, the object of which is to facilitate promotion and to encourage the men to stay on the establishment. The Board recommends the change, which will not involve any extra cost to the State.

(True Extract.)

(Signed) R. C. C. CARR,
Acting Secretary.

To the Secretary to Government, Revenue Department,
with Mr. Doutre's report and statement.

ORDER—dated 5th July 1895, No. 427, Revenue.

Miscellaneous.

Recorded.

2. The Government approves and sanctions the entertainment of the additional clerk and the additional copyist recommended in paragraph 3 of the Board's Proceedings and the redistribution of salaries recommended in paragraph 4.

(True Extract.)

(Signed) E. GIBSON,
Secretary to Government.

To the Board of Revenue (Land Revenue).
„ the Accountant-General, through the Financial Department.

Exd. Shaik Karim.

40 Copies.

STATEMENT showing the amount of work done by the Special Record Establishment in the year ending 28th February 1895 and that remaining to be done.

Work to be done.	Work undertaken.	Description of records.	Work done during the year.	Number of years completed.	Number of years yet to be done.	Number of volumes dealt with.
Vide Items 1 to 16 on pages 5 and 6 of G.O., dated 29th Dec. 1893, No. 1104, Revenue.	Back numbering.	Board's Proceedings, volumes.	From 1795 to 1849, completed; a part of 1794 also completed.	55	18	2,075
	Do. ..	Customs' Proceedings, volumes.	From 1832 to 1849 (except 1837), completed.	17	31	45
	Do. ..	Board's Proceedings, originals.	From 1836 to 1849, completed. In 1834 and 1835 about two and five months, respectively, completed.	14	82	..
	4. Separating Customs' Proceedings from the Board's Records proper.		From 1817 to 1853 ..	37	11	..
	5. Separating Northern Circar's Commissioner's Proceedings from the Board's Records proper.		From 1849 to 1856 ..	8	Nil.	..
	* 6. Moyenzabtah volumes.			..	..	..
	8. Originals put under dummy covering sheets and stitched.	Board's Proceedings, originals.	From 1826 to 1849, completed.	24	72	..
	9. Sorting and arranging.	Do.	From 1817 to 1849, completed.	33	63	..
	10 and 12. Repairing torn papers and volumes with tissue paper.	Do.	From 1841 to 1849, completed.	9	87	..
		Volumes	About 66 volumes of different years.	..	..	66
	11. Originals put between boards, labelled and varnished.	Do.	About 1827 to 1849 volumes of different years.	23	73	..
	13. Volumes labelled and varnished.	Board's Proceedings, volumes.	About 1858 to 1893 volumes of different years.	36	Nil.	1,171
	Do. do.	Manuscripts Board's Proceedings, volumes.	About 1845 to 1849 volumes of different years.	5	68	273
	Do. do.	District Gazettes ..	About 1860 to 1893 volumes of different years.	34	Nil.	592

* Vide explanation in my report.

N.B.—Items 3, 7, 15 and 16 have yet to be undertaken. One year of item 7, however, having been completed.

(Signed) R. C. C. CARR,
Acting Secretary.

Resolution—dated 28th May 1895, Mis. No. 2687.

Mr. Doutre's report on the working of the Special Record Establishment of the Board's office for the year 1894-95 will be submitted to Government, for information with reference to paragraph 2 of G.O., No. 1104, dated 29th December 1893.

2. It will be seen from the statement appended to the report that satisfactory progress has been made in every department of record arrangement as well as in indexing, and that the quantity of work to be done is not more than can be accomplished within the period of three years estimated in paragraph 11 of Mr. Doutre's report,†

† Printed in G.O., dated 29th December 1893, No. 1104. dated 5th October 1893. As regards indexing, seven volumes of indexes to Board's Proceedings have been printed, while

[GOVERNMENT OF MADRAS.

REVENUE DEPARTMENT.

READ—the following Proceedings of the Board of Revenue (Land Revenue), dated 28th May 1895, Mis. No. 2687 :—

Read—Annual Report of the working of the Special Record Establishment for the year 1894-95.

MEMORANDUM.

As required by paragraph 2 of G.O., dated 29th December 1893, No. 1104, Revenue, I beg to submit the following report of the work done by the Special Record establishment in respect of the re-arrangement of the records of the Board of Revenue for the year ended 28th February last.

2. The establishment was entertained on the 1st March 1894, but owing to want of the necessary furniture for clerks and of matting for the floor on which papers are laid out for sorting, work was to some extent impeded at the outset. In the interim the attenders were employed on the work of sorting original papers and printed copies, of which there was a large accumulation in the current record rooms, with which the staff of permanent attenders was unable to cope, and the clerks and indexers in examining copies made by the late temporary establishment of the partially destroyed portions of the Board's Proceedings volumes.

3. I regret that I did not, in reporting on the records in October 1893, recommend the abolition of that establishment which was afterwards employed in copying work at my suggestion. Without effective supervision I now find that that establishment has, in some instances, been unnecessarily copying portions of volumes in fairly good condition and in the process of copying has seriously damaged some of them.

4. The work to be done by my establishment will be found summarised in paragraph 8 of my report embodied in G.O., dated 29th December 1893, No. 1104, Revenue. It embraces some sixteen items. Of these, my establishment during the past year has been employed on the following :—

- (1) Back numbering the papers in the volumes.
- (2) Back numbering the original papers as well as what are known as the "consultation" or "Minute sheets."
- (4) Separating the Customs Proceedings from the Board's records proper.
- (5) Separating the Northern Circar's Commissioner's Proceedings from the Board's records proper.
- (7) Arranging in chronological order the districtwar papers from 1856 to 1881.
- (8) Stitching dummy sheets to original papers and entering thereon date of the order and back numbers.
- (9) Arranging papers in the order obtaining in the volumes.
- (10) Repairing torn original papers with tissue paper.
- (11) Labelling and putting away records between wooden boards.
- (12) Repairing torn pages of volumes with tissue paper.
- (13) Labelling manuscript and printed volumes, almanacs and the India, Fort St. George and District Gazettes and varnishing the labels.
- (14) Preparing indexes.

5. I deemed it expedient, having regard to the requirements of the current Reference Department, to begin indexing and back numbering, &c., with the year 1849 going backwards, because from that year to 1859 there are fairly good manuscript indexes for reference; but now that we have got sufficiently far back with the indexes, I intend working forwards up to the year 1861.

Items 1 and 2—Back numbering.—This work has made very considerable progress. The papers in 2,075 Board's Proceedings volumes embracing a period of 53 years from 1797 to 1849 and in about 45 Customs Proceedings volumes from 1832 to 1849, and some 49,180 original papers extending over a period of thirteen years have been back numbered. Special rubber stamps are used for this purpose; oval stamps for the papers copied in the volumes and rectangular stamps for the original papers, the numbers being entered within the stamped impression in the case of the volumes and the date of consultation and numbers in the case of original papers. Great care has to be exercised to see that the numbers on the original papers correspond with those of the copies in the volumes.

Items 4 and 5.—The separation of the Customs Proceedings from the Board's Proceedings proper has been done for a period of 37 years from 1817 to 1853, and the separation of the Northern Circar's Commissioner's Proceedings has been completed.

Item 6—Moyenzabitah volumes.—I proposed that these volumes, about 29 in number, from the year 1813 to 1818 should be broken up and the papers contained therein filed with the consultations with which they are connected. On going further into the matter, however, I think that the volumes had better be left as they are. The statements are contained in large and fairly bound volumes and any attempt to break them up and refold the papers for putting away in the consultation bundles will tend, I now think, to destroy them. I therefore propose that these volumes be not interfered with.

Item 7—Arranging the districtwar papers from 1856 to 1881 in chronological order.—This work is very tedious requiring the employment of experienced attenders. The papers have to be arranged according to the consultation system from 1856 to 1858 and according to the disposal number system from 1859 to 1881. I put two men to this work, beginning with the year 1859, but as they took ill one after the other and I had no sufficiently experienced men to continue the work, I was obliged to discontinue it after the completion of the year 1859. As soon as the back numbering work is completed, I shall have experienced men for this duty.

Item 8—Attaching dummy covering sheets to original papers, &c.—The number of original papers looped with cords amounts to about 88,550 extending from the year 1826 to 1849.

Item 9—Arranging papers in the order obtaining in the volumes.—The procedure followed in arranging the records may be briefly described as follows:—There were formerly, as a rule, two weekly meetings of the Board and all papers disposed of at those meetings were entered in abstract with abstracts of the orders—in what are called "Consultation" or "Minute sheets"—the papers referred to in them being kept together in these sheets forming small bundles. The first thing to be done is to arrange the papers with their enclosures in the order in which they are entered in the volumes. The papers with their disposals are looped together with a cord with printed covering docket sheets of thick bally paper. When this is done the papers, as well as the docket sheets, are stamped and back numbered, the numbers given corresponding to those given to the papers in the volumes. Several bundles of such papers are then put between boards which are labelled and varnished. This work is of great importance as, upon the accuracy with which it is done, depends the rapidity with which papers can be collected. It is, however, involving more time and labour than I anticipated. I will just instance some of the difficulties experienced.

(a) The papers are not kept in the bundles in the order in which they are entered in the minute sheets. It is necessary, therefore, to arrange them in this order, which would not be a matter of much difficulty, if only a few papers had to be dealt with; but when there are some 50 papers with enclosures in each bundle the labour involved is much increased.

(b) Papers are sometimes misplaced and are found in consultation bundles to which they do not belong. If these papers are complete (*i.e.*), if the papers are with their disposals, the proper consultation bundles could be easily ascertained from the dates of the disposals; but if the currents alone are forthcoming, the disposals have to be traced from the receipt registers and sometimes from the general reports, and much time is thus spent in putting the papers in their proper places.

(c) In certain cases papers were submitted in original by the Board to Government for orders. The Government returned them with its remarks or orders and the Board then passed the necessary final orders. Now all these orders of the Board and the Government, which are usually written on the currents themselves, bear different dates, and the practice has been to place these papers with the minute sheet bearing the date of the Board's first disposal. This practice must lead to much inconvenience as, if any references are made, they will ordinarily be to the Board's final order and the papers will consequently be looked for in the consultation bundle of the date of such order with the result that they will not be found. I have, therefore, given orders for such papers to be transferred to those consultation bundles and dummy sheets inserted in the consultation bundle of the date of the first order showing the proper bundle in which the paper has been placed.

Items 10 and 12—Repairing torn original papers and volumes with tissue paper.—This is laborious work requiring to be carefully and patiently gone through in view of the brittle condition of the paper to be handled and much time is consequently taken up. Whenever papers or volumes are found to require immediate repair, they are attended to at once as far as possible. As soon as I can get some of the other work completed, I shall employ more men on this work, as the number of torn papers is very considerable and the only man that can now be spared for the work is unable to keep pace with it.

Item 11—Labelling and putting away records between boards.—This work has been done for a period of 23 years from 1827 to 1849.

Item 13—Labelling manuscript and printed volumes, almanacs, India, Fort St. George and District Gazettes.—All the printed Proceedings, volumes from 1858 to 1893, and the District Gazettes have been labelled. General printed numbers have been given to the volumes, but not to the District Gazettes, as they are incomplete; numbers will be given to them hereafter.

Item 14—Indexing work.—This work, which is one of the greatest importance for the purposes of referencing, has made considerable progress. Seventeen indexes, viz., those from 1832 to 1849 (excepting that for 1837), have been completed. The index for 1837 as well as those for 1829, 1830 and 1831 are being prepared and are in a very forward state. The Sea Customs Proceedings are also being indexed as appendices to the indexes. I expected to have been able to report the completion of 21 indexes, but [owing to various causes this result could not be attained. Most of the indexers being new to their work and to the system in which the old records are kept, it was necessary before starting indexing work to instruct them in the way the papers should be back numbered and to employ them for sometime in the work of back numbering. This and subsequent changes in the personnel of the establishment threw this work back to some extent; still, I submit, that the work turned out is not unfavourable. I hope, however, to be able in my next report to record the completion of 21 years' indexes for the year.

Of the seventeen indexes finished, seven have been printed and twenty copies of each struck off; of these seven, four have been bound and distributed. I must here remark that examining proofs is not allowed to interfere with the usual outturn of work by the indexers, which is fixed at 1,000 papers a month each.

6. *Destruction of Records.*—This work, though not included in my scheme for the re-arrangement of records, has been undertaken by me from May last at the request of the Secretary. The minute sheets are examined by the head clerk and myself and unimportant papers noted for destruction. A clerk then makes lists of these papers

which are submitted monthly to the Secretary for orders. Papers from 1849 down to June 1846 have been so listed for destruction. As no provision for the work has been made in my scheme, and as it occupies a large part of the time of two of my clerks and of an attender, one of the clerks in preparing the lists and the other clerk and the attender in attending to the further duties specified below, I beg to submit for consideration whether one clerk on Rs. 25 and a copyist on Rs. 15 may not now be entertained for this special duty which involves, besides the copying work, the removal from the bundles of papers to be destroyed, the substitution in their places of slips with their dates and back numbers; the stamping of such slips as well as of the correspondence copied in the Proceedings volumes with the words "original destroyed," and finally the destruction of the papers themselves, all which important duties, I submit, it is not desirable to entrust to ordinary attenders on Rs. 8 and Rs. 10 a month. By this small increase to my establishment, the work of destruction which includes the reading, selecting and listing of an enormous mass of papers from 1786 to 1881 will proceed more expeditiously than at present, and will also set free the men now employed on this work for the other duties connected with the re-arrangement of the records for which they were engaged.

7. *Establishment.*—In conclusion, I beg to submit for approval the following proposals in reference to my establishment involving no additional cost. From the experience I have had for the past twelve months of the work in the Board's office, I am of opinion that to make the establishment more efficient and to secure a better outturn of work, it is desirable that the salaries of both indexers and clerks should be on a graduated scale. The salaries of the seven indexers being now fixed at Rs. 50 each and of the clerks at Rs. 15 each, the men have nothing to look forward to on the occurrence of vacancies and the result is that they are constantly on the look out for appointments elsewhere and leave just as they are beginning to understand their work and to prove useful. I further beg to propose that the designation "clerk" in the case of men on Rs. 15 per mensem be changed to that of "copyist," as experience has shown that passed men cannot be relied on to stay for a length of time on this salary. Of the six men originally entertained, only three now remain, the others having left, and even of their successors several have resigned. So that with regard to three clerkships, I have had during the short space of one year some nine men holding them at different times. The consequence is that work is much retarded, as it takes some time for a man to become acquainted with the work to be done. If the designation be changed, I shall be able to employ competent, though unpassed, men who will not leave their appointments as the passed men are doing. I submit therefore that if the salaries of the indexers and clerks be fixed according to the following scale, both classes of employes will be benefited and will endeavour to qualify themselves by greater diligence in their duties to secure the higher-paid posts on vacancies occurring. Of course no reduction is intended to be made in the salaries of existing incumbents, but the proposals will be given effect to from time to time as vacancies occur.

Indexers.

	RS.
1 Indexer on Rs. 60	60
2 Indexers on ,, 55 each	110
1 Indexer on ,, 50	50
2 Indexers on ,, 45 each	90
1 Indexer on ,, 40	40
Total	350

Copyists.

2 Copyists on Rs. 20 each	40
2 ,, on ,, 15 ,,	30
2 ,, on ,, 10 ,,	20
Total	90

An abstract statement showing work done during the past year and that remaining to be done is annexed.

When given for copying

When copied

When examined

When signed

189

READ AGAIN G.O., No.

189

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL.

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Paper taken out of the Records from the charge of the Referencer.

Press
Miscellaneous No. 546, dated 25-7- 1896
Routine

Date taken out.	FOR WHAT PURPOSE.			Initials of clerk taking the paper or of attender.	Date returned.	Initials of attender.
	Department.	C. No.	Year.			
8/7/99	Public	1853	0899	<i>AD</i>	26/1/00	<i>W</i>
14-6-07	Not A	2/0	4	<i>W</i>	11-7-09	<i>W</i>
30/9/10	Pub	5200/10		<i>AD</i>	1/3/11	<i>W</i>
	Inke	1532/10				
17-7-12	Pub	3763		<i>AD</i>	27-4-14	<i>W</i>
	Inke	2618/12				
16/8/15	Pub	3450/15		<i>AD</i>	15-4-16	<i>W</i>