

Financial (1895) Department.

ORDINARY MS.

G.O., No. 635

Dated 29th Aug. 1895

7/8

[Despatch Abstract.]

ESTABLISHMENT

Communicating to the Accountant-General Proceedings, Revenue Department, sanctioning the entertainment of a temporary -- for arranging the records of the Madras Town Deputy Collector's office, and stating that application will be made to the Government of India for sanction to increase the salary of Mr. Doutré, the officer selected to supervise the works of the establishment.

BACK PAPERS.

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

FURTHER PAPERS.

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

CURRENT No 2 10 3

7TH AUGUST 1895, No. 523, REVENUE.

GOVERNMENT OF MADRAS.

REVENUE DEPARTMENT.

READ—the following Proceedings of the Board of Revenue (Land Revenue), dated 5th April 1895, Mis. No. 1740 :—

Read—the following Memorandum from Mr. C. H. DOUTRE, dated 28th February 1895 :—

Board's Resolution, dated 14th July 1894,
No. 3865, Mis.
Board's Resolution, dated 27th November 1894,
No. 6556, Mis.
Board's Resolution, dated 15th December 1894,
No. 6910, Mis.
Board's Resolution, dated 12th January 1895,
No. 88, Mis.

With reference to the correspondence noted in the margin, I beg to submit the following report of my inspection of the records of the Madras Town Deputy Collector and of the proposals I would submit for their re-arrangement.

2. From the limited opportunities afforded me of examination of these records which appear to be in much disorder, I have tabulated the appended rough statement showing at a glance the various kinds of records contained in that office :—

List of Records in charge of the Deputy Collector, Madras.

Description of records.	Papers		Volumes		Number of volumes.
	From	To	From	To	
1. English correspondence in eight almirahs	1800	Date	1787	1858	136
2. Registration Department petitions in two almirahs ..	1801	Do.	..	..	..
3. Yeomiah records in one almirah	1811	1870	..	..	..
4. Duplicates of certificates in eleven almirahs	1829	Date	..	..	..
5. Survey records in one almirah	1856	1864	..	..	..
6. Miscellaneous records in English and Tamil in three almirahs	..	..	..	..	..
7. Spare copies of Government Orders and Board's Proceedings in one box.	..	..	..	..	..
8. Registers of "choultry certificates" and bill of sale entries.	..	..	1758	1828	50
9. Bill registers	..	..	1805	1866	258
10. Registers of Government grants	..	..	1774	1856	2
11. Do. of old form certificates	..	..	1800	1808	14
12. Do. do. bills of sale	..	..	1808	1828	11
13. Do. of new form certificates	..	..	1829	1861	18
14. Do. do. bills of sale	..	..	1829	1866	10
15. Do. do. transfers	..	..	1866	1882	3
16. Do. of A form certificates	..	..	1867	Date	59
17. Do. of freehold certificates	..	..	1863	Do.	2
18. Do. do. transfers	..	..	1871	Do.	1
9. Do. of certificates and bills of sale of the shrotriem villages.	..	..	1836	Do.	8
20. Registers of cantonment leases	..	..	1828	Do.	3
21. Fort St. George Gazettes (incomplete)	..	..	1833	Do.	147
22. District Gazettes (Madras and Chingleput) in two almirahs (incomplete).	..	..	1860	Do.	28
23. An immense mass of plans and maps in two boxes	..	..	..	..	..
24. Papers relating to stamps, such as stock books, vendor's books, &c., in one almirah.	..	..	..	..	..
25. Pay abstracts, establishment lists, &c., in one almirah ..	..	..	..	..	..
26. Acts and Regulations in one almirah	..	..	1860	Date	..
27. Asylum Press Almanacs from 1886 and other miscellaneous books in one almirah.	..	..	..	..	..
28. Papers relating to acquisition of land in two almirahs ..	1850	Date	..	..	..
29. Abstract registers of letters received and sent	..	..	1860	1892	74
30. Income-tax and license-tax papers, volumes, receipt and other registers in one almirah (in disorder).	..	..	..	..	..
31. Registration department petition books, objection books, notice books, &c., in one box (in disorder).	..	..	..	..	..
32. Files of Board's Proceedings	..	..	1870	Date	105
33. Counterfoils of quit-rent receipts in one large box	..	..	1870	Do.	..
34. Treasury day books of receipts and disbursements in English and the vernaculars and Register of currency notes in one almirah.	..	..	..	..	..

(Years cannot be ascertained without sorting.)

(Years cannot be ascertained without sorting.)

3. The English correspondence consists of 136 volumes, in which letters received and those sent have been copied from 1787 to 1858. Of this correspondence, original bundles exist only from 1800, entry of correspondence in the volumes appearing to have ceased after 1858. From this year down to the present date bundles of original correspondence are preserved, those for about five years (1870 to 1874) having been put up in the shape of files, which should be broken up and the papers restored to their proper places in the bundles and labelled to correspond with the previous and subsequent papers.

4. Of these papers, which are being listed by the establishment employed under recent orders of Government in view to destruction of useless records, a large proportion will probably be set aside for ultimate destruction under orders of the Collector. The remaining portion to be preserved will have to be dealt with in a systematic way to facilitate reference. These I would propose to arrange in the order obtaining in the volumes which exist up to 1858, assigning to them serial numbers to be entered within a square rubber stamp impression with date of document as is now being done in the Revenue Board office; these numbers and dates being quoted in the index that should be prepared of them against each entry. The papers after 1858 and up to 1892 should be arranged according to the disposal number system filing the current with disposal and noting numbers and dates on enclosures, if any.

5. From what I have seen of these records, I anticipate considerable difficulty in their arrangement owing to the absence of volumes after 1858 and of proper entries on the papers themselves denoting to what disposal they belong.

6. The indexing work will be rendered very difficult in dealing with original papers after 1858, for which there exist no corresponding volumes, inasmuch as, if originals are missing, there is no other record from which the subject can be fully gathered. In the case of the disposal alone on a current letter being missing, it is possible to replace it by obtaining copy from the Collector's office. The sorting of the papers comprised in the English correspondence by clerks and attenders is also a work of much importance requiring careful and constant supervision owing to the absence of numbers on them, which is generally the guide in sorting. After sorting, they may be put up in monthly bundles between boards, labelled and varnished, the object of varnishing being to protect the labels from destruction by vermin. Volumes and original documents found torn or mutilated should be repaired with tissue paper.

7. *Registration Department petitions.*—Of these papers a nominal index would be very useful for the purposes of reference giving numbers of the petitions against names of the parties, enclosures being marked with date and number of petition to which they belong. At present they are simply put up in bundles, necessitating a search through several bundles for a petition from a particular party. This would form part of the work of the indexers. These papers also may be put between boards and labelled.

8. *Yeomiah records.*—These are thrown together in an almirah in a confused state. They should be arranged according to dates and given consecutive numbers to be quoted in a nominal index that should be prepared of the papers.

9. *Duplicates of certificates.*—These are found in bundles and should be examined and arranged in the order of their numbers and filed with their enclosures. A register of these may be made to show the certificates in charge of the record-keeper.

10. *Original Survey records.*—These consist of a small quantity of registers and papers thrown together in one almirah in a confused mass. They may be sorted and arranged in the order of dates and numbered afresh and entered in a separate register. Besides these records, there is an immense mass of miscellaneous records in English and in the vernacular which, after eliminating those selected by the Collector for destruction, may be arranged in some order.

11. *Printed spare copies of Government Orders and Board's Proceedings.*—There is a large box filled with printed copies, which will need to be sorted, arranged and labelled.

12. *Gazettes.*—Copies of *Fort St. George Gazette* preserved in the office are partly bound and partly unbound, some of the latter being incomplete are not worth binding. A spare volume of such may be obtained for record from the Government Record office if available there. There are also unbound and incomplete sets of District Gazettes filed in the office, which may be put between stiff file boards and completed if copies can be spared in other offices. There is also a large quantity of plans and maps, which require to be classified, arranged and labelled, and a register of them made for reference giving each plan a general number.

13. A list might be made of other records existing in the office, such as requisitions for stamps, vendor's stock books, &c., pay abstracts, establishment lists, Acts and Regulations, Asylum Press Almanacs from 1886 and other miscellaneous books, papers relating to acquisition of land, &c., and submitted to the Collector for destruction of such as may be found unnecessary to retain, the remainder being arranged.

14. Upstairs in the Registration Department, there is a large number of registers which should be neatly labelled and general numbers given them; so also in the case of registers of "choultry certificates," bill registers and abstract registers of letters received and sent, in charge of the recordkeeper, the necessary labels and forms, &c., being printed at the Government Press.

15. If the above suggestions are approved, I would beg to propose the following establishment, considering the difficulty likely to be experienced in the re-arrangement and classification of the records and the amount of work to be done:—

	Rs.
1 Head clerk on Rs. 100	100
1 indexer on Rs. 60	60
1 Do. " 50	50
1 clerk on Rs. 30	30
1 Do. " 25	25
1 Do. " 25	25 *
1 copyist on Rs. 20	20
1 Do. " 15	15
2 attenders on Rs. 10 each	20
2 Do. " 8	16
4 attenders on " 7	28
Total per mensem	389

* For preparing lists of papers for destruction under orders of Collector.

For the preparation of lists of records for submission to the Collector for selection of those to be destroyed, for which an establishment of one clerk on Rs. 50, one on Rs. 25, and an attender on Rs. 10 per mensem is now employed, I propose to retain only one clerk on Rs. 25, who is accordingly shown separately in the above statement, whose time will be wholly employed on the work.

16. With this establishment, it is probable that about two years will be taken up in completing the work.

17. After what the Honourable Mr. Bliss has said in paragraph 117 of his report, printed in G.O., No. 1047, dated 12th October 1892, regarding the necessity for a well-paid establishment, it is needless for me to dwell again on the same subject. He proposed that the establishment should be placed under the officer entrusted with the arrangement of the Board's records and that the Head clerk should be paid Rs. 100 per mensem. It is true that the Head clerk of the Special Record branch of the Board's office is only paid Rs. 70 per mensem, but it should be observed that he is placed in a position of less responsibility than the Head clerk of the proposed establishment would be, who would have ordinarily to work without the supervision of the special officer. In fact, it will only be possible for me to visit the Deputy Collector's office, as a rule, two days in the week, and the Head clerk must be left on other days to exact work from the establishment on the lines pointed out by me. I therefore think that the pay proposed (Rs. 100) per mensem is not too much for a man with superior qualifications and selected to discharge an office involving much trust and responsibility.

18. As regards the remaining establishment, the Honourable Mr. Bliss proposed four senior clerks on Rs. 70 each. It would, no doubt, be a good thing to have men on Rs. 70, but I am afraid that, under the present financial conditions, the strictest economy will be expected in the entertainment of temporary establishments, and I have, therefore, not ventured to go beyond what experience in the Government and Board's offices has shown to be absolutely indispensable, and as work of this kind is done in the Board's office by clerks on Rs. 50 a month, I would propose the same, or similar, pay for the present establishment. I also think that indexing of the permanent records might proceed *pari passu* with the work of abstracting referred to by the Honourable Mr. Bliss and might be done by the same men. The indexes will, I need scarcely add, be found of incalculable service to the Reference branch of the office. As, however, the indexing and abstracting will have to go on concurrently with the sorting and arrangement of records, I think two indexers will be found sufficient until the sorted records have increased to such an extent as to necessitate the employment of a larger number of them. I would propose that one of the indexers should be paid Rs. 60 and the other Rs. 50, so that there may be some inducement to the men to remain in the office at least as long as the work of arrangement lasts. For the same reason, I would prefer a graduated scale of junior clerks and copyists, say, one on Rs. 30, one on Rs. 25, one on Rs. 20 and one on Rs. 15. The two last men should, I think, be selected solely with reference to handwriting and capacity for hard work—qualifications not always found in Matriculates fresh from school. They should, in other words, be copyists only, and as the present public service test rules require no particular educational qualifications in copyists, it is superfluous to provide that the copyists now proposed need not be passed men.

19. The proper conduct of the work of arrangement of records will largely depend on the class and number of attenders employed. Bad or inferior work done by these men might very easily elude detection even by a careful supervising officer, but its effect will be the permanent deterioration of the value of the records for purposes of future reference. It is difficult to secure good attenders on a pay of Rs. 8, which is that fixed for the Board's office and which men of this class can easily secure in Government and Mercantile offices. I therefore think that at least two of the attenders should be paid Rs. 10 each, which is the pay given to the attender on the present temporary establishment sanctioned by Government for the Deputy Collector's office, two more men on Rs. 8 and four on Rs. 7 would give in all eight men costing Rs. 64 per mensem, which is not too much considering the mass and the variety of the records to be dealt with, of which an adequate idea can only be formed after a perusal of paragraphs 110 to 117 of the Honourable Mr. Bliss' report already referred to.

20. If Government is pleased to accord early sanction to these proposals, I shall start work from the 1st April 1895.

21. The provision of furniture for the establishment must not be lost sight of, as I am told that there is not a single article in this direction that can be spared in the office. I would suggest that at least three weeks' notice be given to the Collector before actual commencement of the work in order that the necessary furniture may be provided beforehand, as I found that the work in the Board's office was delayed by nearly a month in March 1894, because there were neither chairs nor tables for the clerks.

22. The question of providing the office with suitable open racks of the style of those in the Government office, which I find has been adopted in the Collector's office, will be matter for consideration, as the antiquated almirahs of different sizes now existing are quite unsuitable, affording attenders means of throwing in records without any arrangement, which perhaps accounts in a great measure for the present state of things.

Reference thereon, dated 28th February 1895.

Mr. Doutre's memorandum will be forwarded to the Collector of Madras for very early remarks, with reference to Board's Proceedings, No. 3865, dated 14th July 1894.

Read—also the following letter from B. H. CHESTER, Esq., Deputy Collector of Madras, to the Acting Collector of Madras, dated 11th March 1895, Ref. No. 359-C. :—

I have the honour to offer the following remarks on Mr. Doutre's proposals regarding the arrangement of the old records of my office communicated with your endorsement, Reference No. 170 G. and B. of the 5th instant.

2. The establishment proposed seems to be a large one and the number of attenders (eight) unusually high, but as Mr. Doutre is, I understand, an expert in the matter of arranging records, I hesitate to say that any of the hands asked for by him can be dispensed with.

3. I venture to think, however, that no great progress can be made in arranging and indexing the records, until the work of perusing the papers and laying aside useless documents for destruction has received greater attention. With the present small staff of a Head clerk to read the papers and an assistant to make a brief abstract of the contents of documents proposed to be destroyed, only about 1,000 records a month are dealt with. But even this slow rate will become much slower, as Mr. Doutre proposes to dispense with the present Head clerk on Rs. 50. I think Mr. Doutre has failed to grasp the real necessities of the case. I would respectfully suggest that at least two additional clerks on, say, Rs. 30 or 25 each and another intelligent attender on Rs. 10 should be allowed for the work of sorting records, preparing list of papers for destruction, &c. About six months hence the establishment proposed by Mr. Doutre, or a smaller staff, might be also entertained to systematically arrange and index the records. If they start work at once, they will not have much material ready to deal with, for out of 5,414 records sorted up to date, only 225 have been set apart for preservation.

4. With reference to paragraph 21 of Mr. Doutre's memorandum, I beg to suggest that Rs. 100 be made available for furniture in April and 200 later on when the complete establishment commences work.

5. I beg to return Mr. Doutre's memorandum.

Endorsement thereon from E. TURNER, Esq., Collector of Madras, dated 18th March 1895, Ref. No. 897.

Submitted to the Board of Revenue in reply to its reference, dated 28th February 1895, the enclosure to which is returned.

2. The Collector fully endorses Mr. Chester's views expressed in paragraph 3 of the foregoing letter and begs to recommend the entertainment of an additional staff of one clerk on Rs. 30, another on Rs. 25 and an attender on Rs. 10 for a period of six months for sorting records. The necessary proposition statement is enclosed.

3. Sanction is also requested for the allotment referred to at paragraph 4 of the above letter, which will be availed of as necessity arises.

Read—also the following Memorandum from Mr. C. H. DOUTRE, dated 25th March 1895:—

With reference to the Deputy Collector's remarks on my proposals for the arrangement of the records of his office, I beg to submit the following comments.

2. Mr. Chester thinks that the establishment I proposed is a large one and that the number of attenders (eight) is unusually high.

3. In proposing the establishment, I was particularly careful in fixing the number of clerks and attenders at as low a figure as I thought, from my experience of similar work in the Government and Revenue Board offices, was indispensably necessary.

4. The present temporary establishment sanctioned for the Deputy Collector's office in G.O., dated 5th July 1894, No. 2607, Miscellaneous, consists of one clerk on Rs. 50, one on Rs. 25, and an attender on Rs. 10, costing Rs. 85 in all. This establishment, as far as I can see, is employed solely on the work of collecting and making lists of useless papers for destruction, and Mr. Chester proposes that this establishment should be continued for a further period of six months with the addition of one clerk on Rs. 30, one on Rs. 25 and an attender on Rs. 10, and that on the expiration of that period my establishment should begin its work, so that practically Mr. Chester suggests an increased establishment costing Rs. 150 a month for employment on the same work on which the present establishment is engaged.

5. I fail to see the necessity for so large an establishment for this preliminary work. The establishment I proposed will do this work simultaneously with all the other work which is detailed in my memorandum, so that on the expiration of six months from date of its employment, a large part of the work will have been completed, including the work on which the staff proposed by the Deputy Collector will be engaged.

6. As to the eight attenders, I beg to submit that I consider them essentially necessary. They are a very important factor in work of the character required to be done. With fifteen such men in the Board's office, I find some difficulty in carrying out the numerous details required to be attended to. In fact, I might describe them as the backbone of the establishment, for, however, valuable good indexers and clerks may be, the greatest difficulty will be experienced in collecting papers, if the records are not properly sorted, stitched with covering demy sheets and labelled.

7. But Mr. Chester further states that, for the present, the establishment proposed by me will not have sufficient material to work upon. He writes, "with the present small staff of a Head clerk to read the papers and an assistant to make a brief abstract of the contents of documents proposed to be destroyed, only about 1,000 records a month are dealt with," and that "out of some 5,414 records sorted up to date, only 225 have been set apart for preservation." From this, I understand that the lists of records made by the present staff are lists of those records only which, after examination by the Head clerk, are considered useless. If so, there is probably a large mass of records, which the Head clerk considered should be preserved and which accordingly were not entered in the lists.

8. It seems to me that these records, as well as those which have been set apart for preservation by the Collector, would supply ample material for the work of indexing being proceeded with at once, while there will be sufficient work in other directions for the rest of the establishment to be employed on.

9. Again, my intention was that the indexers should index all the papers, excepting such as are of a very trivial nature contained in the volumes, whether originals are destroyed or not. From my own experience as Record Superintendent, I have found that papers destroyed are frequently required for reference, in which case the volumes are usually substituted for the originals. If these papers are not indexed, they can never be traced in the volumes.

10. But if, on the other hand, I have not understood Mr. Chester aright, and that the lists now being prepared are not of records *selected* for destruction, but merely lists of all existing papers, then I do not understand why a far larger outturn than 1,000 papers a month should not be shown, and I fail to see the necessity for a Head clerk to simply read the papers. Most of the papers listed are, I believe, endorsed with brief abstracts of their contents, and there should, therefore, be no difficulty in the preparation of the lists.

11. In view, however, of the possibility of there not being sufficient work at present for two indexers, as supposed by the Deputy Collector, and also of the desirability of retaining the services of the present Head clerk who, I understand, is familiar with the records and will be able to afford much assistance, I beg to propose that, in lieu of the second indexer on Rs. 50, a clerk on the same pay may be provided for, who will be engaged on the work referred to below.

12. In my first memorandum, I made no reference to the distribution of work in detail among the various members of the establishment, but I append below an outline of the distribution I would propose. It requires to be added that an exact line cannot be drawn in every case between one man's work and that of another and much will depend on the individual capacity of the men employed. Generally speaking, I would describe the work of the establishment as follows:—

Head clerk.—To assist me in the general supervision of the establishment and to have complete control over it during my absence; to check the daily work diaries of the indexer, clerks and attenders and to see that each man does his full share of work; to examine the work done by the indexer and others and to give instructions, if necessary, as to its proper performance; to select papers for destruction and to prepare monthly progress reports, &c.

Indexer on Rs. 60.—Indexing.

Clerk on Rs. 50.—To prepare nominal indexes for Registration Department petitions, Yeomiah records, Registers of duplicates of certificates and Original survey records, and to number all the papers in the volumes.

Clerk on Rs. 30.—To work with the attenders, to exercise a close supervision over them and show them what to do when difficulties arise; to keep a diary of the work done by the attenders and see that they do not waste their time; to trace out and make a list of wanting papers; to have copies made of such of them as may be forthcoming in the volumes, to give them the numbers they bear in the volumes and put them away in their proper places in the bundles; to see that suitable printed labels are provided for the volumes, bundles, gazettes, &c. This man should, if possible, be one who has had previous record experience.

Clerk on Rs. 25.—To devote his whole time in preparing lists of papers proposed to be destroyed for submission to the Collector.

Clerk on Rs. 25.—To carefully number original papers and their enclosures and to see that such numbers correspond with those in the volumes. The various classes of records to be numbered are those specified in items 1 to 6 and 24, 28 and 30 of the statement appended to my memorandum of the 28th February last.

Two copyists on Rs. 20 and 15.—To copy and supply all wanting papers for bundles and to carry out, under my instructions, all the numerous minor details which the arrangement of large masses of records involves.

Eight attenders.—To sort and arrange papers according to dates and in the order in which they are copied in the volumes, looping them together in files with a cord; to repair torn papers and volumes with tissue paper; to tie the bundles between boards; to label bundles and volumes; to varnish the labels after preparing them for the operation; to break up existing files and place the papers in their proper bundles; to arrange the bundles and volumes in racks; to attend to requisitions for bundles and volumes from indexer and clerks and to put back the records in their proper places when done with, &c. A large part of the time of these attenders will be taken up in removing records from one place to another.

Resolution—dated 5th April 1895, Mis. No. 1740.

Mr. Doutre's two memoranda on the state of the Madras Deputy Collector's records and the remarks of the Collector of Madras on the first of them are submitted for the orders of Government, with reference to G.O., No. 2607, Revenue, dated 5th July 1894, and the subsequent correspondence ending with G.O., No. 5109, dated 27th December 1894.

2. The Board believes that the establishment proposed by Mr. Doutre, costing Rs. 389 per mensem, is necessary, considering the quantity of work to be turned out, which is described in paragraph 12 of his second memorandum.

3. The Board considers that Mr. Doutre has shown sufficient reason for fixing the pay of the Head clerk at Rs. 100 per mensem and approves the scale of salaries proposed for the indexers, clerks, copyists and attenders. The supervision of the work in the Deputy Collector's as well as in the Board's office will entail additional work and responsibility on Mr. Doutre, and the Board would, therefore, recommend an increase of Rs. 50 per mensem to Mr. Doutre's salary. This would bring the total cost of the establishment now proposed to be entertained up to Rs. 439, or one rupee less than the amount proposed by the Honourable Mr. H. W. Bliss in paragraph 117 of his report, printed in G.O., No. 1047, Revenue, dated 12th October 1892.

4. In paragraph 16 of his first memorandum, Mr. Doutre computes that about two years will be required for completing the arrangement of the Deputy Collector's records. It will be sufficient, however, if the establishment is sanctioned for twelve months to begin with and is allowed to be entertained at once. The Collector of Madras has concurred in Mr. Chester's opinion that Mr. Doutre's establishment need not commence work until six months hence. This would not only postpone for a considerable time the arrangement of the records, but seems opposed to the intention of Government that the arrangement should be commenced as soon as Mr. Doutre can be spared to attend to it. Mr. Doutre explains that his staff will do concurrently with the other work the preliminary sorting, which Mr. Chester thinks should be completed by the present temporary establishment.

5. A sum of Rs. 1,704 has been provided in the budget for 1895-96 on account of temporary record establishments in the Madras Deputy Collector's office. This amount will suffice for the payment of the establishment now proposed for about four months of the current official year, after which period the Board will be in a position either to point out probable savings covering the expenditure for the rest of the year or to apply for a special allotment.

6. In supporting Mr. Doutre's proposals in regard to the establishment to be entertained, the Board has not overlooked the fact that, in paragraph 16 of G.O., No. 1047, Revenue, dated 10th October 1892, the establishment proposed by the Honourable Mr. H. W. Bliss was considered unnecessarily strong for the work contemplated, it being held by Government that a more modest establishment costing about Rs. 140 per mensem would be sufficient. Considerable experience, however, in the arrangement of records has been gained since the date of the above Government Order, and some weight must, the Board thinks, attach to the views expressed by Mr. Doutre in his present reports regarding the necessity for the entertainment of a well-paid Head clerk to overlook the establishment and of a strong staff of attenders whom he considers the backbone of the establishment. The Board would also observe that Mr. Doutre's present proposals include the indexing of the records, which is essential if the work of sorting and arranging is to be thoroughly done and the results made available for future use.

(True Copy and Extract.)

(Signed) L. M. WYNCH,
Secretary.

To the Secretary to Government, Revenue Department,
with two memoranda, Collector's letter and its enclosure
(Deputy Collector's letter) in original.

ORDER—dated 7th August 1895, No. 523, Revenue.

Miscellaneous.

The Government agrees in the views expressed in paragraph 6 of the Proceedings read above and sanctions the entertainment of the establishment proposed by Mr. Doutre costing Rs. 389 per mensem. The necessary proposition statement should be submitted in due course. The proposal to increase the salary of Mr. Doutre to Rs. 300 per mensem is also approved. Application will be made to the Government of India for sanction to the increase.

2. A sum of Rs. 300 is placed at the disposal of the Collector for the provision of the necessary furniture. Mr. Doutre will commence work as soon as the furniture has been got ready, and submit a report at the end of three months therefrom as to whether the work is sufficient to occupy the whole establishment or whether any portion of it can be dispensed with.

3. The Superintendent, Revenue Survey, will be requested to report if the survey records referred to in paragraph 10 of Mr. Doutre's first memorandum may not be transferred to the Survey Department. Mr. Doutre must take up the arrangement of these records immediately, as they are likely to be of use in the conduct of the survey which is now in progress.

(True Extract.)

Secretary to Government.

To the Board of Revenue (Land Revenue), with four enclosures returned.
,, the Superintendent, Revenue Survey.
,, the Financial Department.

Exd. C. Rajagopal.

80 Copies.

CURRENT No. 2108

Financial Dept.

547: 26.7.95.
R680: 18.7.94.
R186: 20.2.94.
R82: 1.2.94
R949: 8.11.92.
1005: 20.11.94 *File*

Govt. of {1895} Madras.

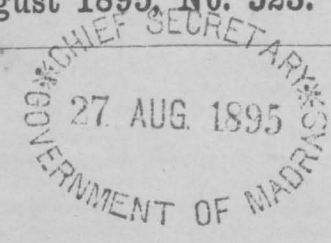
REVENUE.

Issued

Recd. 27th } Aug. 1895
Regd 28th

Encl.

G.O., 7th August 1895, No. 523.



AUGUST.

Records.

Sanctioning the entertainment of a temporary establishment for arranging the — of the Madras Town Deputy Collector's office, and stating that application will be made to the Government of India for sanction to increase the salary of Mr. Doutre, the officer selected to supervise the work of the establishment.

[F 15] 500 1-2-95.



FINANCIAL DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following paper:—

Cuo 2108/95

Proceedings of the Revenue Department, dated 7th August 1895, No. 523.

ORDER, dated 29th Aug 1895, No. 635.

Communicated to the Accountant-General.

Cus
mcs.
29.8.95

(Time Extract)

for Chief Secretary.

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