

BACK PAPERS

2,000-19-9

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

FURTHER PAPERS.

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

NUMBER OF COPIES { Letter.
Order.

ORIGINAL.

Government of Madras

HOME DEPARTMENT (MISCELLANEOUS)

G.O. No. 494, 25th May 1917

Indian Civil Service Manual

Issuing amendments to rule 31 of the rules in the — on the subject of survey and settlement training of junior civilians.

READ—the following paper :—

G.O. No. 1107, Revenue, dated 18th April 1917.

ABSTRACT.—Accepting the proposal of the Board of Revenue as to the commencement of survey and settlement training of junior civilians.

Order—No. 494, Home (Miscellaneous), dated 25th May 1917.

The following should be substituted for rule 31 of the rules in the Indian Civil Service Manual :—

31. (1) Prior to the examination in revenue survey and settlement which is prescribed in rule 20 for division D of the Higher Standard, junior civilians must undergo a month's practical training in surveying and the maintenance of land records and also two months' training in the principles of settlement and special staff work. No officer will be entitled to appear for part D of the Higher Standard examination until he has completed these practical courses of training.

(2) Training schools are held at convenient centres between September and December. As far as possible each officer will be trained in his own language area and the schools will be held in districts in which special revenue and settlement staffs are working and will usually be so arranged that the assistants may proceed directly from the survey school to the settlement school. The dates of opening and closing the schools and places at which they are to be held are fixed by the Board of Revenue and notified for the information of Collectors early in August.

(3) The most suitable time for the practical training will ordinarily be when an assistant has attained eight months' standing. Before an assistant has reached that period of his service he should submit a request to be trained in survey, land records and settlement. The Collector will forward the application to the Director of Land Records who, in submitting it to the Board of Revenue (Revenue Settlement), will state where the assistant may be most conveniently trained in survey and land records. The Board of Revenue (Revenue Settlement) will finally decide where the training in survey, land records and settlement should be undergone and will then forward the papers to the Board of Revenue (Land Revenue).

(4) On receipt of intimation from the Board, the Collector will make arrangements to relieve the assistant of his ordinary duties during the period of training.

(5) On joining a school, assistants shall report themselves to the Collector of the district in which the school is held.

(6) Every assistant will be expected to have made himself practically acquainted with the use of the chain, cross-staff, offset pole, plotting compasses, scale and bit and area square before he joins a survey school. Collectors should supply their assistants with the requisite instruments and should arrange that a land records inspector accompanies them for a few days to the field. The assistant should then be required, as an exercise, to survey and plot a small field and take its area. The assistant should read at least chapters IV, VI (1 to 10), VIII, IX of the Manual of Chain Survey for Karnams and Revenue Subordinates and may profitably read the whole of it. The Collector may also arrange for the Land Records Tahsildar to give the assistant a few days' practical training, if possible.

(7) Each school in survey and maintenance of land records will consist of not more than twelve officers and will be superintended by a Land Records Superintendent. The Director of Land Records will visit each school for half the period of training.



Government of Madras

REVENUE DEPARTMENT

G.O. No. 1107, 18th April 1917

Survey and Settlement Training of Junior Civilians

Accepting the proposal of the Board of Revenue as to the commencement of — and amending paragraph 2 of Board's Standing Order No. 119 and the Public Service Notification.

READ—the following papers : —

I

G.O. No. 587, Revenue, dated 14th March 1916.

ABSTRACT.—Passing orders on Board's proposals for amending the Public Service notification in regard to the general educational and special test qualifications required in the case of certain subordinates of the Survey and Revenue Departments.

G.O. No. 2336, Revenue, dated 13th October 1916.

ABSTRACT.—Passing orders on certain proposals for the Survey and Settlement training of junior civilians and deputy collectors.

II

Reference from the Board of Revenue (R.S., Sur., L. Recds. and Agri.),
No. 2501, dated 11th December 1916.

The Hon'ble Mr. R. B. CLEGG,
Commissioner of Land Revenue.

The Hon'ble Mr. LL. E. BUCKLEY,
Commissioner of Revenue Settlement, Survey, Land Records and Agriculture.

The Hon'ble Mr. C. G. TODHUNTER,
Commissioner of Separate Revenue.

The Hon'ble Mr. M. E. COUCHMAN,
Commissioner of Land Revenue and Forests.

Read—the following paper :—

G.O. No. 2336, Revenue, dated 13th October 1916.

Reference-- No. 2501, dated 11th December 1916.

In their Order No. 2336, Revenue, dated 13th October 1916, Government have directed that the training of junior civilians in survey and settlement should not commence earlier than the month of October following their arrival in India and that, if convenient, the training should be postponed till even later, perhaps until after Christmas. The Board realizes the necessity for postponing the training of these officers as long as possible in order that they may acquire some general experience. It is, however, essential that Assistants should learn as much of jamabandi as possible before they are placed in charge of divisions, and, as pointed out in paragraph 9 (a) of Board's Proceedings Mis. No. 2734, dated 14th October 1915, the periods from January to July in their first and second years are the only opportunities they have to do so. For this reason, the Board is of opinion that the first half of the year cannot be utilized for survey and settlement training and the training must be given in the second half. The training can be timed to commence as late as it can possibly be arranged so as to be completed before Christmas and the examinations which

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begin immediately thereafter. Two schools are held for survey training by the Director of Land Records and as it is necessary that he should attend both, one has to precede the other. It will thus be necessary for the earlier training to commence early in September, and the Board therefore requests that the orders passed in the Government Order referred to above may be modified accordingly. The difference of a few weeks in the commencement of the training cannot make a material difference in the amount of general experience gained.

2. Government have also ordered that each officer should be trained in his own language area and should attend a settlement party which is in a position to afford training in all branches of work. It will not always be possible to observe both these conditions. There is, at present, no Telugu district in which settlement as well as special staff work is in progress and it is possible that, in the future, the same difficulty may be felt in arranging for schools in the Tamil districts. The Board will, however, endeavour to give effect to the orders of Government as far as possible.

3. The draft amendments called for in paragraph 5 of the Government Order are submitted.

T. RAGHAVIAH,
Secretary.

To the Secretary to Government, Revenue Department, with draft amendments.

ENCLOSURE

Draft Amendments.

I. Re-draft of paragraph 31 of the Indian Civil Service Manual submitted in Board's Proceedings No. 15 dated 16th January 1915—(i) Clause (1).—For the words "a month's training in the principles of settlement work" occurring in the first sentence, substitute the following: "a further training in the principles of settlement and special staff work for a period of two months."

(ii) Clause (2).—(a) For the words "during the months of July and August" in the first sentence, substitute "between September and December."

(b) For the words "The schools will be held as far as possible" occurring in the beginning of the second sentence, substitute the following:—

"As far as possible, each officer will be trained in his own language area and the schools will be held."

(c) For the word "June" in the third sentence, substitute the word "August."

(iii) Clause (3).—For the words "six months' standing" in the first sentence, substitute the words "eight months' standing."

II. Revised draft of paragraph 2 of Board's Standing Order No. 119 submitted in Board's Proceedings No. 1250 dated 13th May 1916.—(i) For the words "in the months of July, August and September" occurring in the fifth sentence, substitute the words "between September and December."

(ii) For the word "June" in the sixth sentence, substitute the word "August."

(iii) For the word "May" occurring in the seventh sentence, substitute "June."

(iv) Add the following at the end:—

"Those who fail to pass the examination after having two chances will be liable to be removed from the acting appointment of Deputy Collector or from the selected list as the case may be."

III. Public Service Notification.—In the "Remarks" column against "item (2) Deputy Collectors" under the heading "C. Revenue Department" in the table appended to article 3 of the notification, omit the word "and" before clause (b) and add the following after the words "Equitation test": "and (c) in one or both, as the case may be, of the papers set for Division D of the Higher Standard Examination for junior civilians, unless they have already undergone the survey training prescribed for land records tahsildars or the six months' training in survey formerly prescribed for land records inspectors, or unless their previous career is considered by the Board to have included work of a description which guarantees their possession of a sufficient practical knowledge of settlement."

Order—No. 1107, Revenue, dated 18th April 1917.

In partial modification of paragraph 2 (1) of their Order No. 2336, Revenue, dated

13th October 1916, the Government approve

the proposal of the Board of Revenue that

the training of junior civilians in survey

and settlement should commence early in the month of September following their first arrival in India. The officers will be trained in their own language areas as far as possible.

Orders amending the Indian Civil Service Manual will issue in the Home (Miscellaneous) Department.

2. The revised draft of paragraph 2 of Board's Standing Order No. 119 is approved as amended and is printed as Annexure I to this order.

3. The existing remarks against item "(2) Deputy Collectors" under the head of "C. Revenue Department" in the table appended to article 3 of the Public Service Notification will be amended as shown in Annexure II.

The amendment will be notified in the Home (Education) Department.

(True Extract)

A. R. KNAPP,
Acting Secretary to Government.

To the Board of Revenue (Revenue Settlement).

(Land Revenue).

" Public Department.

" Home (Miscellaneous) Department, with re-draft of paragraph 31 of

Indian Civil Service Manual as amended and with notes.

" Home (Education) Department.

Forwarded to the Home (Miscellaneous) Department.

(By Order)

Ganapati Ayyar
Superintendent.

9.5.17

ANNEXURE I

Revised draft of paragraph 2 of Board's Standing Order No. 119.

(i) Acting deputy collectors, deputy collectors on probation, probationary deputy collectors appointed by direct recruitment and officers whose names are entered in the selected list for appointment as deputy collectors are required to undergo the course of training prescribed for junior civilians in Survey and Settlement and to pass in the subjects included in Division D of the Higher Standard Examination. Officers will be given two chances to pass the examination, and those who pass in one of the two subjects will not be examined again in that subject. Officers who fail after two chances are liable to be removed from the appointment of deputy collector or from the selected list, as the case may be.

(ii) Officers who have already undergone the survey training prescribed for land records tahsildars or the six months' training in survey formerly prescribed for land records inspectors, and officers whose career is considered by the Board of Revenue to have included work of a description which guarantees their possession of a practical knowledge of settlement will be exempted from the training and examination in Survey and Settlement respectively.

(iii) Training schools are held between September and December. Collectors should forward to the Board not later than the 1st July, the names of such deputy collectors and officers whose names are entered in the selected list for appointment as deputy collectors as have to be trained in Survey or in Settlement or in both. The Board will notify for the information of Collectors in August the dates of the opening and closing of the schools and the places at which they are to be held. Such of the officers as have not already undergone the survey training prescribed for revenue inspectors should be given a preliminary training in chain survey by the land records tahsildars of their districts for a few hours a day for a period of three weeks before they are deputed to undergo the course of training in Survey. Probationary deputy collectors appointed by direct recruitment need not however undergo this training.

ANNEXURE II

Entry in the "Remarks" column against item "(2) Deputy Collectors" under the heading "C. Revenue Department" in the table appended to article 3 of the Public Service Notification.

Persons who are in the service of Government are also required to pass before appointment to the post of deputy collector (a) in the case of Europeans and Eurasians an examination in two vernacular languages of the Presidency according to the third-class test prescribed for European and Eurasian civil officers of Government and, in the case of others, the compulsory vernacular test in two languages, (b) the Equitation test and (c) Division D of the Higher Standard Examination for junior civilians in Survey, unless they have already undergone the survey training prescribed for land records tahsildars or the six months' training in survey formerly prescribed for land records inspectors, and in Settlement unless their previous career is considered by the Board of Revenue to have included work of a description which guarantees their possession of a sufficient practical knowledge of settlement.

NOTES.

Amendments to Rule 31 of the C.S. Manual

9

NOTES CONNECTED WITH G.O. No. 1107, REVENUE, DATED
18TH APRIL 1917

[SUBJECT.—*Amendments to Indian Civil Service Manual (paragraph 31) and Board's Standing Order No. 119 relating to the survey and settlement training of junior Civilians and Deputy Collectors.*]

Previous papers :			
G.O. 711, Revenue,	7th Aug. 1905	G.O. 587, Revenue,	14th Mar. 1916
" 532 "	18th Oct. 1907	" 738, Public,	18th Apr. "
" 2555 "	4th Aug. 1910	" 1079 "	5th June "
" 1300 "	3rd May 1911	" 1304, Revenue,	9th " "
" 2714 "	6th Sep. "	" 1727 "	27th July "
" 2802 "	14th " "	" 1862 "	16th Aug "
" 1880 "	24th June 1912	" 2266 "	2nd Oct. "
" 1946 "	6th July 1914	B.P. 278 (Rev. Sett.),	13th Oct. "
" 3788 "	28th Dec. "	G.O. 2336, Revenue,	13th " "
" 448, Public,	24th Mar. 1915	" 2344 "	14th " "
" 1772, Revenue,	30th July "	" 2545 "	13th Nov. "
" 409, Public,	6th Mar. 1916		

REVENUE DEPARTMENT.

Reference from the Board of Revenue (Revenue Settlement), No. 2501, dated 11th December 1916.

While considering the proposals of the Board of Revenue and the Survey Committee for the survey and settlement training of junior Civilians and Deputy Collectors, the Honourable Member noted as follows :—

" The best time for training Indian Civil Service officers would be after they have had a year in the country, but in order not to prevent them from appearing for Division I of the Higher Standard in the 2nd January after their arrival, the training may be put in October-November or December of their first year, i.e., after they have completed at least nine months in India " (paragraph 4 of the Honourable Member's notes at page 20 of notes to G.O. No. 2336, Revenue, dated 13th October 1916).

His Excellency then observed that " in respect of settlement the opportunities for effective training might be much more favourable in any particular case after Christmas than before it and provided that the legitimate claims of young Civilians to secure a pass on the results of their examinations are not affected I should like to have it considered whether more latitude in this respect might not be advisable." Thereupon the Honourable Member remarked as follows: " Personally I should prefer, as I have noted, that the settlement training should come later than the junior officer's first October and I should favour its being taken after Christmas, as His Excellency appears to propose, if other circumstances permit ".

Orders were then issued in paragraph 2 (1) of the G.O. No. 2336, dated 13th October 1916, that the training should not commence earlier than the month of October following a junior civilian's first arrival in India and that, if convenient, the training should be postponed till even later, perhaps until after Christmas.

2. The Board of Revenue now suggests that the training may commence early in September and requests that the orders in G.O. No. 2336, Revenue, dated 13th October 1916, may be modified accordingly. The Board's reasons in support of this suggestion are —

(1) Junior Civilians should learn as much of jamabandi as possible before they are placed in charge of divisions;

(2) The only periods during which they can learn jamabandi are those from January to July in their first and second years and the first half of the year cannot therefore be utilized for survey and settlement training; and

(3) two schools are held by the Director of Land Records and as it is necessary that he should attend both, one has to precede the other.

The Board further states that it realizes the necessity for postponing the training of these officers as long as possible so that they may acquire some general experience and that the training can be timed to commence as late as it can possibly be arranged so as to be completed before Christmas and the examinations which begin immediately thereafter. In the Board's opinion the difference of a few weeks in the commencement of the training cannot make a material difference in the amount of general experience gained. In these circumstances it is for consideration whether the Board's suggestion will be accepted.

3. The Board also brings to the notice of Government that, as directed in paragraph 2 (1) of G.O. No. 2336, dated 13th October 1916, it will not always be possible for junior civilians to be trained in their respective language areas and to attend a settlement party which is in a position to afford training in all branches of work and reports that it will endeavour to give effect to the orders of Government as far as possible. Submitted that the Board's view may be accepted.

4. Agreeably to the suggestions dealt with in paragraphs 2 and 3 above the Board has submitted amendments to the redraft of paragraph 31 of the Indian Civil Service Manual, to paragraph 2 of Board's Standing Order No. 119 and to item (2) under the head of "C.—Revenue Department" in the table appended to article 3 of the Public Service Notification.

Redraft of paragraph 31 of the Indian Civil Service Manual with the Board's amendments shown in red ink is submitted. These amendments may, it is submitted, be accepted if the Board's suggestions dealt with in paragraphs 2 and 3 above are accepted.

5. Attention is solicited to paragraph 8 of G.O. No. 1304, Revenue, dated 9th June 1916 and to paragraph 5 of Board's Proceedings No. 278, dated 13th October 1916, wherein it has been decided that field measurement books should not be printed in future. The word "printed" occurring in item (iii) under "B. Land Records maintenance" in clause (7) of the redraft of paragraph 31 of the Indian Civil Service Manual, may, therefore, it is submitted, be omitted. Then the expression "field measurement books" is general and will

be applicable to both the printed books which are now in use and the manuscript books which will be prepared hereafter.

K.R.A.—5-1-17.

C.R.—5-1-17.

6. Revised draft of paragraph 2 of Board's Standing Order No. 119 submitted in Board's Proceedings No. 1250, dated 13th May 1916.—The draft is submitted with the amendments suggested by the Board of Revenue carried out in red ink. The first sentence seems rather involved and a little confusing and slight verbal alterations are suggested and are for approval. In the seventh sentence of the draft Collectors are required to forward to the Board of Revenue not later than the 20th

June the names of Deputy Collectors and of officers in the selected list to be trained in survey or in settlement or in both. When the Board had suggested July, August and September as the months of training 20th May was considered early enough. Now that the training is to commence in September, i.e., two months later, a later date may be fixed. The Board's annual list of persons recommended for the post of Deputy Collector is due with Government on 15th May * and it may take about a month in all for Government to select the men considered fit for the post of Deputy Collector and the Board to communicate their names to the Collectors concerned. So the Collectors will know which officers have been placed in the selected list about 15th June. If their list of officers to be trained in survey and settlement is due with the Board not later than the 20th June, the officers in the selected list of the year will not find a place in the Collector's list of offices to be trained in survey and settlement. Allowing 15 days from 15th June, the date now in question may, it is submitted, be fixed as 1st July.

* G.O. 1862, 16th August 1916.

A.H.A.T.—18-1-17.
J.P.B.—21-1-17.

In the ninth sentence the word "papers" in referring to the subjects of survey and settlement prescribed for Division D of the higher standard examination does not seem appropriate and may, it is submitted, be replaced by the word "subjects."

The last sentence of the amended draft is with reference to the last sentence of paragraph 5 of G.O. No. 2336, dated 13th October 1916.

7. *Public service notification.*—The entry against Deputy Collectors in the remarks column amended in red ink as suggested by the Board of Revenue is submitted. The sentence added by the Board follows the first sentence of its draft of Board's Standing Order No. 119 and seems confusing. The verbal alterations made in pencil are for approval.

V.P.—15-1-17.

A. H. A. Tonn—18-1-17.

There seems to be no great force in the Board's arguments, for (1) the assistant, after he has been eight months in the district, should have already had the advantage of attending jamabandi with the Collector or with some specially selected Divisional officer, (2) jamabandi (at any rate in the southern districts) lasts well into June and (as the Under Secretary observes) usually begins in one division or another, in February (not infrequently in January), so that, if a second course of jamabandi is desirable, it can easily be dovetailed in with the training. It is not of course in any way necessary (or, I should think, desirable) that the assistant should attend the jamabandi from the first to the last: a month or, at the outside, six weeks would suffice, especially as (as noted above) this would be his *second* course of jamabandi training.

The Board's reference, however, suggests a different point, namely, that it is desirable that the training as a whole should not be cut into by Christmas, i.e., that it should either end before or begin after Christmas. Can the office throw any light on this aspect of the matter? If it is undesirable that the training should be cut into by Christmas, this seems an objection to the month of October suggested in the Government Order of October.

J. P. BEDFORD—20-1-17.

With reference to Secretary's (the Hon'ble Mr. Bedford's) remarks at A above, it is submitted that the Board's Reference does not seem to suggest that the training should not be cut into by Christmas. The Board of Revenue is not in favour of commencing training after Christmas. It considers that the first half of the year

cannot be utilized for survey and settlement training and that the training must be given in the second half so that the assistants may be free to learn as much of jamabandi as possible during the first half of the first and second years of their arrival.

2. It seems undesirable that the training should be cut into by Christmas. If it is so cut into, it can be continued only after the half-yearly examinations, which are held in the beginning of January, are over and this might cause inconvenience.

If the training as a whole is to commence only after Christmas, it will be commenced only after the half yearly examinations are over and it can be conveniently done so in the latter half of January or at the beginning of February. In that case the assistants will be able to receive only a partial training in jamabandi during the second year of their arrival.

K.R.A.—26-1-17.

C.R.—26-1-17.

I think this is what the Board means.

A. H. A. TODD—27-1-17.

If the young civilian is not to run the chance of having his promotion retarded it seems essential that he should complete his survey and settlement course in time to appear for the written examination in Division D in January a year after his arrival. The concession offered in the last sentence of paragraph 2 (1) of G.O. No 2336, Revenue, dated 13th October 1916—namely, the power given to allow a candidate to appear for Division D before he has been trained—will, I fear, be of little practical value. If the written examination is of a standard at all suitable, a candidate who has not undergone the field training should stand little or no chance of passing it.

I understand that the desirability of not interfering with the young civilian's chances of promotion is recognised as the first consideration. If this is so there seems no choice but to accept the Board's proposal and let the field training begin in September.

On the points of detail connected with the Board's draft amendments my predecessor has already noted.

A. R. KNAPP—10-2-17.

I agree with Mr. Knapp.

A. G. C[ARDEW]—28-2-17.

P[ENTLAND]—28-2-17.

A draft order is submitted for approval. It may be sent to Public, Home (Miscellaneous) and Home (Education) Departments for acceptance.

K.R.A.—6-3-17.

C.R.—8-3-17.

It is presumed that the pencil corrections suggested at pages 2-3 supra have been approved.

U.K.—8-3-17.

P.C.—8-3-17.

D. N. STRATHIE—9-3-17.

Public, Home (Miscellaneous) and Home (Education) Departments u.o for favour of acceptance.

A.R.K.—24-3-17.

PUBLIC DEPARTMENT.

Submitted that the draft order may be accepted in Public.

A.H.—28-5-17.

Accepted in Public.

J. P. BEDFORD—29-3-17.

HOME (MISCELLANEOUS) DEPARTMENT.

Submitted the draft order may be accepted in Home (Miscellaneous). The necessary amendment to the Indian Civil Service Manual will be made on receipt of a notes copy of the Revenue Department Proceedings on the case with a copy of the redraft of paragraph 31 of the Indian Civil Service Manual as amended.

M.C.—30-3-17.

P.DER.—3-4-17.

HOME (EDUCATION) DEPARTMENT.

Paragraph 3 of the draft order may be accepted in "Education." On receipt of a copy of the Revenue Department proceedings on the case the necessary changes in the table appended to article 3 of the Public Service Notification against the entry "(2) Deputy Collectors" under the heading "C. Revenue Department" will be notified in this department.

2. With the above remarks the file may be returned u.o. to Revenue.

E.A.V.—4-4-17.

T.K.—4-4-17.

C. RAMANUJA ACHARIYAR—5-4-17.

E. A. HARVEY—6-4-17.

REVENUE DEPARTMENT.

Submitted.

K.R.A.—12-4-17.

C.R.—12-4-17.

U.K.—16-4-17.

P.C.—16-4-17.

Issue.

A. H. A. TODD—17-4-17.

[G.O. No. 1107, Revenue, dated 18th April 1917.]

Home (mis) ocl-

his.
Please see this department's note at A above. The Revenue department have sent a redraft of para 31 of the I.C.S. manual.

A draft order issuing the amendments to the I.C.S. Manual is subd.

16.5.17. P.D. 22-5-17

24.5.17
25.7.17
15th Dec 1917

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(b¹) For rules regarding printing of notes, see rule 315 of the office Manual.

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