M.R.O. 1—39,000—16-10-29.

MADRAS RECORD OFFICE.

Government of Madras.

Judicial DEPARTMENT.

G.O. No. 23 Press ~~Mis~~

26-27

Dated 8.1.1862 ~~19~~ .

9/10

Not to be folded or roughly handled

Proceedings of the Madras Government, Judicial Department, 8th January 1862.

No. 26. Read the following Proceedings of Government, in the Public Department, dated 11th December 1861, No. 1,625.

Communicating the report of the Committee appointed for simplifying Routine business and abbreviating correspondence in the Revenue and Judicial Offices of this Presidency. (Vide Proceedings Public Department, dated 11th December 1861, Nos. 37 and 38.)

No. 27. ORDER THEREON, 8th January 1862, No. 23.

A copy of the Report of the Committee for simplifying Routine business and abbreviating correspondence, and of the Order passed thereon in the Public Department, will be furnished to the Sudder Court and to the Inspector General of Jails.

2. Mr. Rohde will take steps to diminish and simplify the Returns at present required in the Jail Department, reporting his proceedings in that behalf to Government.

3. The Government desire that the Statement of unanswered references furnished by the Sudder Court, may be submitted half yearly instead of quarterly—and the Return of dismissed servants annually instead of half-yearly. The Sudder Court are requested to make the same alteration in respect to the same Returns sent in from the several Zillahs.

4. The annual Statement of petty charges under Rupees 100 sanctioned by the Sudder Court is submitted in accordance with the Order of the 26th January 1858, No. 46, Financial. The object intended was to exhibit the working of the rule under which the controlling authorities in the Civil Departments sanctioned new articles or works not exceeding that value. From recent correspondence, it has appeared that no evil has resulted from the introduction of the rule. The Return in question may, therefore, be discontinued.

Proceedings 16th September 1861, No. 1,163
" 9th December " " 1,509.

5. The Returns described in the margin are furnished to the Civil Audit Office by the Sudder Court, the Civil and Session Judges and by all other Departments. This Return, of Uncovenanted servants in Government employ was called for by the late Court of Directors in their Despatch to the Government of India, dated 6th November 1844, which is quoted at length in the Civil Auditor's Manual, Chapter I, paragraph 38. The Civil Paymaster will be requested to state whether these Returns need longer be furnished, and are of any practical value. If they seem to him to be unnecessary he will at once under Orders from Government, direct their discontinuance and report to Government that he has done so.

A. List of Uncovenanted Europeans.
B. do. of East Indians.
C. do. of Natives.

6. The Sudder Court will consider whether any of the Civil and Criminal Returns furnished to them by the Zillah Courts can be discontinued, or simplified.

7. The Committee are of opinion that the "Abstract of the Establishment showing the probable monthly charges" furnished by the Civil Judges to the Deputy Collector in charge of the Treasury, may be replaced by a "simple Memorandum of the total sum required monthly." The Accountant General will report on this point.

(Signed) T. PYCROFT,
Chief Secretary.

Exd. F. Cartledge.

Judicial 1862 September
No. 23
Proceedings of the Madras
Government
Date 8th January 1862

A Pub 355 f 162

Read an order on the Report
of the Committee appointed
for Simplifying Routine
Business and abbreviating
Correspondence in the
Revenue and Judicial
Offices of this Presidency.

PUBLIC DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following letter from the Committee for simplifying Routine business and abbreviating correspondence; to T. PYCROFT, Esq., Chief Secretary to Government, Fort Saint George, dated 11th October 1861.

1. In accordance with the Order of Government, dated the 19th November 1860, No. 1,674, the undersigned have the honor to report upon such simplifications of routine business, as appear to them feasible in the Revenue and Judicial Offices of this Presidency.

2. The Committee have carefully examined the Report (of which a copy has been furnished to them) of the Panjaub Committee, for the reduction of the number of Returns and Forms in district and superior Offices.

3. They fully appreciate the importance of the work performed by the Panjaub Committee, and the economy of official labor which will have resulted from their labors.

4. But, with every desire to imitate the example given to them, the Madras Committee have found, that, in the Madras Presidency, much room has not been left for great reductions in the number of forms at present in use. The work of reform, as regards the reduction of multiplied Returns and Forms, has for some years been quietly carried on in this Presidency, and both the Revenue Board and the Sudder Court have, it appears to the Committee, long since, fully recognized the importance of simplifying official routine, and reducing, to a minimum, the number of Returns required by these superior authorities, to enable them effectually to supervise the work of the Subordinate authorities, Revenue and Judicial.

5. The alterations and simplifications which appear desirable to the Committee are few in number, and present no important results in the diminution of official labor; such as they are, they are set forth in Appendices A and B. Appendix A contains the List of Forms and Returns necessary in the Revenue, and B those required in the Judicial Departments. The annexures A 1, and B 1 are lists of those Forms and Returns which the Committee think unnecessary.

6. In preparing the amended list of those Forms which the Committee think necessary, they have had before them the importance of reducing the number of copies, of rendering the period of submission less frequent and of abolishing every Return not absolutely indispensable.

7. The Committee have also directed their attention to the Departments of accounts and audit, and they are of opinion that there are but few alterations in these departments which are desirable. These few alterations are not detailed in this report; both because the Committee are aware that every effort possible, is being made by the Departments of account and audit to render as few and simple the Returns required as is compatible with effectual control, and also because these Departments are under the immediate direction of the centralized authority of the Supreme Government, and, owing to the recent introduction of the Budget system, it will be difficult to draw up at present a complete list of Returns and Forms, which could be authoritatively laid down, at this transition period, for the observance of the Government Officials.

8. The Committee think that the Inspector of Jails should be called upon to simplify and condense the Returns required by him in his department which are numerous (15) and complicated. The Committee believe that it will be better to leave these alterations to that officer as the subject is one which requires a more special knowledge of the objects which the Inspector has in view than is possessed by the Committee.

9. The reform, advocated in paragraph 10 of the Panjaub Committee's Report, on the subject of substituting a fixed allowance for Country Stationery, instead of sending Contingent Bills to be passed by the Calcutta Stationery Officer has been introduced into the District Revenue Offices of the Madras Presidency, with advantage, as affording a much more effectual check upon expenditure.

10. One of the most valuable suggestions made by the Panjaub Committee is the proposal that the submission of Contingent Bills should be quarterly instead of monthly, and the Madras Committee strongly advocate this important reform. Concurring entirely with the Panjaub Com-

mittee in thinking this change will secure " a considerable saving of work, and an increase in the effective check of superior authority." The reasons given by the Panjaub Committee for their change are shewn in detail in their report, and the Madras Committee need only record that they consider these reasons conclusive on the subject.

11. The Committee further would submit that the practice observed in some Offices, of copying letters dispatched and received, into books, is useless and inconvenient, and they would therefore suggest its discontinuance. The drafts of letters dispatched should be carefully docketted and arranged in bundles with the answers received, so as to form a complete record of the subject to which the correspondence refers. A fly leaf containing the contents of these bundles, when the correspondence is voluminous, should be attached, and it would thus complete the record and would make every such record available for easy reference at a considerable saving of labor.

12. The Committee would also recommend that whenever it is possible to do so, without inconvenience, original reports involving much labor in copying should be sent up to superior authority, with the necessary remarks noted marginally where the transmitting Officer sees reason to make any such observations.

13. To avoid an accumulation of Forms and Returns in districts, the Government might with advantage prohibit the introduction of any new form of periodical Return which had not received the sanction of the highest controlling authorities Revenue or Judicial.

14. This would prevent any individual Officer increasing the work of his subordinates, by inaugurating, within his jurisdiction, some periodical Returns which were not required by his predecessors, and which are not found of any real value by his successors.

15. On certain occasions, and for purposes of legislation, information is required by the Government which necessitates the preparation of Returns from every Court or every Revenue Office in the Presidency; but the Forms for these Returns can with advantage be prescribed by the central controlling authorities, and need not be left to individual invention. While upon the subject of those occasional Returns, the Committee think it their duty to call the attention of the Government to the deficiency of any system for the collection, in an easily available form, of statistical information regarding the population, resources and peculiarities of the districts of this Presidency. This want renders hurried references to the District Officers so often necessary.

16. The absence of a systematic digest of the Historical and Statistical Records of each district, imposes occasionally very inconvenient pressure of work on the district authorities, and their subordinates, to the serious interruption of the current work of the district.

17. When any question, bearing on the resources of the Provinces arises, instead of the Government having easy access to the information which has been accumulated in every district, during more than a half century of administration, a list of questions has to be circulated to the district Officers who are themselves obliged to refer to their Tahsildars, with the injunction that the information is emergently required. This at once suspends the current work of the Tahsildar's Office, and the information required is given in a very hurried and imperfect shape. Upon these most inaccurate data, questions of vast importance are decided.

18. The Committee are of opinion that this serious inconvenience should be remedied without further delay, by the preparation, in each district, of a Report embodying a brief but complete history of all the more important facts connected with its administration since it came under British control and administration. The dates and nature of the settlements of Revenue, made in the different districts, their effect on the prosperity of the district, the increase and decrease of the cultivated area, the recurrence of seasons of scarcity, the works of irrigation, and intercommunication, and their dates of construction would all find a place in these Reports. Tabular statements of easy reference corrected up to the latest date would be appendices to these Reports and would form a manual of easy reference in any matter connected with the districts of the Presidency. It would of course be necessary that any changes occurring, or any statistical corrections necessary, should be recorded—at the close of each year—and that fresh editions of the manual be printed at the close of fixed periods which would embody all these additions and corrections, but the manual once composed, there would be no difficulty in writing it up to "date." The materials for these reports exist in every district and the knowledge contained in

them would be available not only to the Government and its servants, but would also be of the utmost service to those, and it may be hoped that they will, before long, form a numerous class, who are willing to invest capital in the development of the resources of India. No special machinery is required in the preparation of these valuable manuals. The records of every district contain all the materials that are required. In every district there is a well educated Assistant who is acquiring the practical knowledge of his future official duties. Aided by the experience of the Collector, he could prepare the digest suggested. This work, carefully examined and corrected by the Collector, should be submitted to the Board of Revenue for review and approval, and might then be published with the sanction of Government, as the official manual of the district. This plan has, it is believed, been more than once suggested, but it has never been carried into effect; and the most valuable information, and the experience of some of the most talented servants of the State remain lost for all practical purposes in the record rooms of the up country Collectorates.

19. It seems a favorable opportunity, now that the Madras Government is systematically examining the records preserved in Madras, and with the sanction of the Home Government, preserving and rendering all those most valuable records accessible, to suggest the extension of this useful measure to the districts of the Presidency.

20. In order to ensure method and uniformity in the preparation of these manuals of the records of the districts, it might be advisable that the Government should order the preparation of a manual of a single district, by some competent Revenue Official, and that this manual should be circulated to the several Collectors as the model which they should set before them in the preparation of their district manual.

(Signed) H. D. PHILLIPS,
(,,) T. CLARK,
(,,) R. S. ELLIS,
Committee for simplifying Routine business, &c.

ORDER THEREON, 11th December 1861, No. 1,625.

The Committee appointed on the 19th November 1860, under instructions from the Government of India, for the purposes mentioned in the first paragraph of the letter from the Civil Finance Commission, dated 10th September of the same year, submit their report on the periodical Returns and Forms rendered by Public Offices, and on the simplification of routine business by the abolition of such as are useless. They justly observe that the work of reform in this respect was commenced some time ago, and has been carried on quietly, and that much room has not been left for great reductions in the amount of clerical labor. They submit the results of their investigation in two Statements A and B, with annexures, exhibiting the Returns and Forms in the Revenue and Judicial Departments which are unnecessary and may be discontinued, and those to be retained, of which the number of copies may be reduced, or which may be less frequently rendered.

Extract from the Proceedings of the Government of India, Financial Department, dated 4th October 1860, No. 10,300.

2. The Government observe that so far back as November 1850 or eleven years ago the Board of Revenue, the Accountant General and Civil Auditor were directed in communication with the Collectors, to give their attention to the simplification of the various Accounts and Returns furnished to them, as well as to the Post Office, Marine and other Departments, and to the abolition of all such as could be dispensed with without detriment to the Public Service. The Judges of the Sudder and Foujdaree Udalut were instructed to do the same in communication with the Civil and Session Judges, Magistrates and other Officers subordinate to them.

Extract Minutes Consultation, Revenue Department, 30th November 1850, No. 1,125

3. Subsequently in September 1851, the Members of the Public Works Commission and the Deputy Accountant General were constituted a Commission for enquiring into and reporting upon the Department of Accounts, with a view to curtail and reduce as far as might be compatible with perfect efficiency, as well with respect to size and weight as to number, all the periodical Returns furnished to the different Departments at the Presidency, as also those rendered by the Presidency Offices to Government. Though this enquiry was not prosecuted in consequence of the proceedings of the Public Works Commission having been brought to a close by the Orders of the 21th June 1853, No. 237, Public Works Department, yet the Government have reason to know that much has been done towards the attainment of the above object, and that many beneficial changes and amendments have been introduced for the rapid and efficient transaction of busines in the Public Offices both at the Presidency and in the interior. These improvements have extended to the Village, Talook and Salt Accounts which have been completely revised, having been greatly simplified and rendered uniform as far as circumstances would admit. The work of the establishments has thereby been rendered comparatively light, and the periodical Accounts are furnished with punctuality.

Extract Minutes Consultation, Public Department, dated 13th September 1851, No. 858.

4. Thus, the suggestions of the Civil Finance Commission have in a great measure been anticipated; and as remarked by the Committee, there remains little room for improvement in the way of simplification of routine business by the abolition of useless Returns.

5. The lists A and B, and their annexures submitted by the Committee, detailing the Revenue and Judicial Forms and Returns to be retained and those to be discontinued, will be forwarded *in original*, with *a* copy of the report, to those Departments respectively, where the Committee's suggestions will be considered both in regard to the abolition of such Returns as are not absolutely necessary, and the reduction of the number of copies furnished, as well as rendering the period of submission less frequent.

6. The attention of the Deputy Auditor and Accountant General and the Civil Paymaster will be drawn to paragraph 7 of the report; and they will be requested to take every opportunity of dispensing with Returns that may appear to them to be of little or no utility.

7. The Inspector General of Jails will be called upon, through the Judicial Department, to simplify and condense the Returns required by him, which the Committee remark (in paragraph 8) are numerous and complicated.

8. The submission of Contingent Bills quarterly instead of monthly would, it appears to Government, be a great improvement, but before passing final orders upon this proposal the Government will take the opinion of the Accountant General and Civil Paymaster upon it, as it respects Civil Offices, and of the Controller of Military Finance as regards Military Offices.

9. The suggestions submitted in paragraphs 11 and 12 of the report will be communicated to all Offices at the Presidency and the heads of Departments will make the necessary communication to the Officers subordinate to them. The copying of such letters as are *important* and the transmission of *original* reports should however, the Government think, be left to the discretion of the head of the Office. When too the papers so transmitted are of importance and they have to be retained in the Office to which they are sent, copies of them may have to be kept in the despatching Office; and in such case it would be better rather to follow the course already prescribed in the Proceedings of Government, 21st May 1859, No. 801, paragraph 8, viz., to send up a *copy* of the paper with notes at foot or in the margin, and file the original in the Office where it was received.

10. The Judges of the Sudr Court and the Board of Revenue will be directed to issue the necessary instructions for giving effect to the suggestion of the Committee contained in paragraps 13 and 14, with respect to the introduction of new forms of periodical Returns.

11. The suggestions submitted in paragraphs 15 to the end of the report, in regard to the preparation of a digest of the Historical and Statistical records of each district, will be considered in the Revenue Department. It is remarked that Memoirs of some of the districts of the North-West Provinces have been published by the Government of that Presidency.

12. The Committee are dissolved and the Government thank them for their services. It is understood that they have a large collection of forms of Returns received from various Offices for the information of their Committee. These can now be of no further use and may be sent to the Stationery Office as waste paper under the Order of Government. Such other reports and papers connected with the inquiry as in the Committee's opinion should be preserved may be forwarded as part of the records of the Committee to the Government Office.

Proceedings of Government, 18th February 1861, No. 236.

(True Extract.)

T. PYCROFT,
Chief Secretary.

To the Committee for simplifying Routine business, &c.,
,, Revenue Department.
,, Judicial do.
,, Military do.
,, ~~Heads of Departments and all Offices at the Presidency,~~
,, Accountant General.
,, Civil Paymaster,
,, Controller of Military Finance.

Judicial. 50

Proceedings of the Madras Govt.
Read Pros: 11th Decr. '61 No. 1628. Public Dept.

Order — 8th January 1862 No 23

A copy of the report of the Committee for simplifying Routine business & abbreviating correspondence, & of the Order passed thereon in the Public Dept., will be furnished to the Sudder Court & to the Inspector Genl. of Jails.

2. Mr. Rohde will take steps to diminish & simplify the returns at present required

in that behalf

in the Sail Dept., reporting his proceedings to Govt., in accordance with the principle enunciated in para. 14 of the Committee's report.

3. The Govt. desire that the Statement of unanswered references furnished by the Sudder Court, may be submitted half yearly instead of quarterly & the return of Dismissed Servants annually instead of half-yearly. The Sudder Court are requested

same

requested to make the same alteration in respect to the half-yearly returns of dismissed Servants sent in from the several Zillahs.

4. The annual statement of Petty charges under Rs. 100 sanctioned by the Sudder Court is submitted in accordance with the Order of the 26th January '58 No. 46. Financial. The object intended was to exhibit the working of the rule under which the Contracting Auth

Authorities in the Civil Depts. sanctioned new articles or works not exceeding that value. From recent correspondence, it has appeared that no evil has resulted from the introduction of the rule. The return in question may, therefore, be discontinued.

Gros: 16th Sep. '61 No. 1,163.
9th Dec. —— 1,509.

5. The Returns described in the margin are furnished to the Civil Audit Office by the Sudder Courts, the

A. List of Uncov: Europeans.
B. do. of East Indians.
C. do. of Natives.

the Civil & Sessions Judges, & by all other Depts. This return of Uncovenanted Servants in Govt: employ was called for by the late Court of Directors in their Despatch to the Govt of India, dated 6th Nov. 1844, which is quoted at length in the Civil Auditor's Manual, chap I. para 38. The Civil Paymaster will be requested to state whether these returns should still be furnished

need longer

furnished, and are
of any practical

taken. It may seem
to him unnecessary
that he will at once
write down for
his direction on a
report for what
purpose he

6. The Sudder Court will consider whether any of the Civil & Criminal Returns furnished to them by the Zillah Courts can be discontinued, or simplified.

7. The Committee are of opinion that the "Abstract of the Establishment showing the probable monthly charges" furnished by the Civil Judges to the Deputy Collector in charge of the Treasury, may be replaced by a "simple Memo. of the total sum required monthly". The Accountant Genl. will report on this point.

J.P.

4w

62 (P10

The Sudder Court. 6
" Inspector Genl. of Jails } desp'g the with a copy of the report
" Civil Paymasters 3
" Revr. Dept. in reference to para 6. } desp'g the
Accts. Genl. 3 5

598-78

Judicial 1862 Departt.

No. 23.

Proceedings of the Madras Government

Dated 8th January 1862

Sept. 98.
" 116.
" " 230/62
" " 603/63 Loose.
" 702/64.

Pass orders on the Report of the Committee appointed for simplifying Routine business and abbreviating Correspondence in the Revenue and Judicial offices of this Presidency

14-8-14

26427