

Judicial (1895) Department.

ORDINARY PRINTED.

G.O., No. 2329

DATED 14th Nov. 1895

INDEXED.

[Despatch Abstract.]

RECORDS OF SERVICES OF NON-GAZETTED
OFFICERS.

Communicating to the Hon. the Judges of the High Court and
to all Heads of departments under the Judicial Department, Proceed-
ings, Financial Department, regarding the method of maintaining-----
with the request that the necessary information may be furnished.

BACK PAPERS.

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

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Govt. of {1895} Madras.
JUDICIAL.

Issued

Recd.

Encl.

G.O., No. 2329, 14th Nov. 1895.

NOVEMBER.

Records of Services of Non-Gazetted Officers.

Communicating to the Hon'ble the Judges of the High Court and to all Heads of Departments under the Judicial Department Proceedings, Financial Department, regarding the method of maintaining —, with the request that the necessary information may be furnished.

GOVERNMENT OF MADRAS.

JUDICIAL DEPARTMENT.

READ—the following paper :—

G.O., No. 836, Financial, dated 23rd October 1895.

Read—the following Resolution of the Government of India, Finance and Commerce Department (Pensions and Gratuities), dated Simla, the 30th September 1895, No. 4671-P. :—

Read—

Home Department Resolution, No. 1-376-392, dated 23rd June 1890.

Home Department Resolution, No. 35-Public-1701-1719, dated 8th November 1893.

Letter to the Chief Commissioner of Assam, No. 851, dated 30th May 1895.

Resolution.—In connection with the Resolution of the 8th November 1893 quoted in the preamble, the Government of India have had under consideration the method of maintaining the record of services of non-gazetted officers, and in especial the question whether it is necessary that all non-gazetted officers should be required to keep up service books.

2. Ordinarily the salaries of non-gazetted officers are included in the pay bill of the office establishment to which they belong, and it is necessary that they should maintain the service books prescribed in chapter XXXIX, section 11, of the Civil Service Regulations, as the most convenient way of securing a continuous record of the history of their official life. But in the cases indicated generally in Article 43 of the Civil Account Code, in which the officers belong to establishments limited and fixed with reference to the requirements of a whole province, their pay is drawn and audited in the same way as that of gazetted officers, although they are not gazetted. The selection of the names of non-gazetted officers who are dealt with in this manner is left in each province to the discretion of the Accountant-General. The audit registers maintained under this procedure contain all the information required for a continuous record of the officers' services, and if such a record is compiled from the registers there is no necessity for them also to keep service books, which are besides not well suited to officers who are constantly being transferred from one place to another.

3. Two courses have been suggested for the maintenance of the record of services of non-gazetted officers belonging to this class—either that they should be included in the published history of services of gazetted officers, or that the Accountant-General should maintain a history of their services in the same form as the published history though not included in it. It appears to the Government of India that Local Governments and Administrations are in the best position to decide what classes of officers it will be convenient to include in the published histories, and the Governor-General in Council is accordingly pleased to authorise them to select for, and include in, the histories of services now maintained for gazetted officers the record of service of such non-gazetted officers as may appear to them desirable and convenient. In

consequence of this extension of their scope the histories should in future be styled "Histories of gazetted and other officers." In the case of all non-gazetted officers not included in these histories service books must be maintained, unless, under the procedure followed in the Account Department in regard to the audit of their salaries, arrangements can be made for keeping up service registers which will answer the purposes for which service books have been prescribed.

Order.—Ordered, that a copy of this resolution be forwarded to all Local Governments and Administrations, all Departments of the Government of India, the Comptroller and Auditor General, all Accountants-General and Comptrollers, and the Heads of Departments under this Department for information.

(Signed) A. LATHAM,
Offg. Under Secy. to the Govt. of India.

Order—No. 836, Financial, dated 23rd October 1895.

The foregoing Resolution will be referred to the Revenue, Judicial, Educational and Public Departments for report as to the classes of officers the record of whose services should be included in the "History of Services." The total number of each class should be stated.

(True Extract.)

(Signed) J. F. PRICE,
Chief Secretary.

To the Judicial Department.
" Educational Department.
" Public Department.
" Revenue Department.

ORDER—No. 2329, Judicial, dated 14th November 1895.

Communicated to the Hon'ble the Judges of the High Court and to all Heads of Departments under the Judicial Department with the request that the necessary information may be furnished.

(True Extract.)

Chief Secretary.

To the Hon'ble the Chief Justice (with C.L.).
" all Heads of Departments under the Judicial Department.

Exd. A. Raitt.

Pres. the Secy. to the Govt.
40 No. 8362nd 9 22-10-95
No. 4671-P.

GOVERNMENT OF INDIA.

Finance and Commerce Department.

Pensions and Gratuities.

RESOLUTION.

Simla, the 30th September 1895.

Read the

80 503 Pub. Res. Home Department Resolution, No. 1-376-392, dated 25th June 1890.
12-7-95 933 Pub. Res.

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2. Ordinarily the salaries of non-gazetted officers are included in the pay-bill of the office establishment to which they belong, and it is necessary that they should maintain the service-books prescribed in chapter XXXIX, section 11 of the Civil Service Regulations as the most convenient way of securing a continuous record of the history of their official life. But in the cases indicated generally in Article 45 of the Civil Account Code, in which the officers belong to establishments limited and fixed with reference to the requirements of a whole province, their pay is drawn and audited in the same way as that of gazetted officers, although they are not gazetted. The selection of the names of non-gazetted officers who are dealt with in this manner is left in each province to the discretion of the Accountant-General. The Audit Registers maintained under this procedure contain all the information required for a continuous record of the officers' services, and if such a record is compiled from the registers there is no necessity for them also to

Keep service-books, which are besides not well suited to officers who are constantly being transferred from one place to another.

3. Two courses have been suggested for the maintenance of the record of services of non-gazetted officers belonging to this class; either that they should be included in the published history of services of gazetted officers; or that the Accountant-General should maintain a history of their services in the same form as the published history though not included in it. It appears to the Government of India that Local Governments and Administrations are in the best position to decide what classes of officers it will be convenient to include in the published histories, and the Governor-General in Council is accordingly pleased to authorise them to select for, and include in, the histories of services now maintained for gazetted officers the record of service of such non-gazetted officers as may appear to them desirable and convenient. In consequence of this extension of their scope the histories should in future be styled "Histories of Gazetted and other Officers". In the case of all non-gazetted officers not included in these histories service-books must be maintained, unless, under the present procedure followed in the Account Department in regard to the audit of their salaries, arrangements can be made for keeping up service registers which will answer the purposes for which service books have been prescribed.

Ordered, that a copy of this Resolution be forwarded to all Local Governments and Administrations, all Departments of the Government of India, the Comptroller and Auditor General all Accountants-General and Comptrollers, and the Heads of Departments under this Department for information.

(Signed) A. Latham.

Offg. Under Secretary to the Govt.
of India.

[G]
53
3,000-15-8-95.

Financial Department.



PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following paper:—

*From the Government of India, Finance
and Commerce Department, dated 30 September 1895.
No. 4671-P.*

Order, dated 23 October 1895, No. 836.

*The foregoing resolution will be referred
to the Revenue, Judicial, Educational and
Public Departments for report as to the classes of
officers the record of whose services should be
included in the "History of Services". The total number
of each class should be stated.*

/True extract/

W. R. Rames

*Ag. Under Secretary
for Chief Secretary*

To,

*The Judicial Department with spare copy
" Educational Department
" Public Department
" Revenue Department*

5702

Government of {1895} Madras.

1276 d 2.12.92R
503 d 12.7.90 Pub (also)
400/11 d 8.5.89 Pub (ss).

The Judicial Dept

Order No 2329 d/14 Nov '95

Communicated to the Honble
the Judges of the High Court and to
all Heads of Depts under the
Judicial Dept. ^{with the request that} for favor of the
necessary information may be
furnished

15-11-95. Wmings

Regd 30.10.25
Proceedings, dated 23.10.1895
No 836.

Subject:
Re the method of
maintaining the records of
services of non-gazetted officers.

MR 318/11

To
The Honble the C. J. with C.L.31
All Heads of Depts
under J.D.

Note. and 7 June 90 886/95 in put up for
Pub at No 3629/95 W.O.

[G.]
34
200-24-10-24.

Judicial DEPARTMENT.

List showing the distribution of the Proceedings of Government
dated 14 November 95 No. 2329

JUDICIAL.	Revenue Department	..	..	..	..	..
	Public Works Department	..	..	..	..	..
	Military Department	..	..	..	..	..
	Local and Municipal Department	..	..	..	..	..
	Honorable the Chief Justice with C.L.	..	..	..	..	31
	Inspector-General of Police	..	..	..	..	6/6
	Do. of Prisons	..	..	..	..	6
	Do. of Registration	..	..	..	..	3
	Chief Presidency Magistrate	..	..	..	..	3
	Commissioner of Police	..	..	..	..	3
PUBLIC.	Judges of the Madras Court of Small Causes	..	..	..	..	3
	Advocate-General	..	..	..	..	1
	Government Solicitor	..	..	..	..	1
	Administrator-General	..	..	..	..	1
	Sheriff of Madras	..	..	..	..	1
	Government Pleader	..	..	..	..	1
	Registrar of Joint Stock Companies	..	..	..	..	1
	Surgeon-General	..	..	..	..	..
	Meteorological Reporter	..	..	..	..	..
	President, Board of Examiners	..	..	..	..	..
POLITICAL.	Private Secretary to the Right Honorable the Governor.	..	..	..	..	..
	Government Astronomer	..	..	..	..	..
	Superintendent, Government Central Museum	..	..	..	..	..
	Chemical Examiner	..	..	..	..	..
	Superintendent of Stationery	..	..	..	..	..
	Protector of Emigrants	..	..	..	..	..
	Superintendent, Government Press	..	..	..	..	..
	Tamil Translator to Government	..	..	..	..	..
	Telugu do. to do.	..	..	..	..	..
	Malayalam do. to do.	..	..	..	..	..
ECCLESIASTICAL.	Canarese do. to do.	..	..	..	..	..
	Hindustani do. to do.	..	..	..	..	..
	British Consular Agent, Pondicherry	..	..	..	..	..
	Superintendent, Archaeological Survey	..	..	..	..	..
	Government Epigraphist	..	..	..	..	..
	Resident in Travancore and Cochin	..	..	..	..	..
	Paymaster, Carnatic Stipends	..	..	..	..	..
	Political Agent, Pudukota	..	..	..	..	..
	Do. Sandur	..	..	..	..	..
	Do. Banganapalli	..	..	..	..	..
MARINE.	Government Agent, Tanjore	..	..	..	..	..
	Special Agent, South Arcot	..	..	..	..	..
ECCLESIASTICAL.	The Right Reverend the Bishop of Madras	..	..	..	..	..
	Venerable Archdeacon of Madras	..	..	..	..	..
	Senior Chaplain of the Church of Scotland	..	..	..	..	..
MARINE.	Presidency Port Officer	..	..	..	..	..
	Chairman, Harbour Trust Board	..	..	..	..	..

Done
26/11/95

FINANCIAL { Accountant-General
 Commissioner of Paper Currency
Superintendent of Stationery.

EDUCATIONAL { Director of Public Instruction
 Commissioner for Government Examinations

THE DISTRICT MAGISTRATE OF

Anantapur
 North Arcot (Chittoor)
 South Arcot (Cuddalore)
 Bellary
 South Canara (Mangalore)
 Chingleput (Saidapet)
 Coimbatore
 Cuddapah
 Ganjam (Chatrapur)
 Godavari (Cocanada)
 Kistna (Masulipatam)
 Kurnool
 Madura
 Malabar (Calicut)
 Nilgiris (Ootacamund)
 Nellore
 Salem
 Tanjore
 Tinnevely
 Trichinopoly
 Vizagapatam

DISTRICT AND SESSIONS JUDGE
 OF

North Arcot (Chittoor)
 South Arcot (Cuddalore)
 Bellary
 South Canara (Mangalore)
 Chingleput
 Coimbatore
 Cuddapah
 Ganjam (Berhampore)
 Godavari (Rajahmundry)
 Kistna (Masulipatam)
 Kurnool
 Madura
 North Malabar (Tellicherry)
 South Malabar (Calicut)
 Nellore
 Nilgiris (Ootacamund)
 Salem
 Tanjore (Tanjore)
 Tinnevely (Palamecottah)
 Trichinopoly
 Vizagapatam

First copy sent to Press.

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READ AGAIN G.O. No.
 199

DATED

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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