

(1) Number of pages _____

(2) Date of repair _____

(3) Initials of the Referencer _____

MADRAS RECORD OFFICE.

Government of Madras.

Public Works DEPARTMENT.

G.O. No. 2319	Press
273-274	Mis.
Dated 11 - 8 - 1865	

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Works Department,
11th August 1865.*

No. 273. Read the following Proceedings of the Madras Government in the
Judicial Department :—

Sanctioning the preparation of a detailed
plan and estimate for the erection of
an Office for the Registrar General and
District Registrar at the south end of
the old Timber Yard, Presidency. (Here enter 2nd August 1865, No. 1,078.)

No. 274. ORDER THEREON, 11th August 1865, No. 2,319.

CIVIL WORKS, No. 35.

Communicated to the Superintend-
ing Engineer of the 4th Division, who will
be requested to submit the detailed plan
and estimate called for in paragraph 2.

(True Extract.)

(Signed) CHARLES A. ORR, Colonel, R. E.,
Secretary to Government.

To the Superintending Engineer, 4th Division, with Plan.
,, Judicial Department.

Ed. S. T. Augustin.

3

*Proceedings of the Madras Government, Judicial Department,
2nd August 1865.*

Read the following papers:—

No. 24. From Major R. M. MACDONALD, Registrar General of Assurances, Madras, to the Honorable A. J. ARBUTHNOT, Chief Secretary to Government, Fort Saint George; dated Madras, 12th April 1865, No. 150.

I have the honor to recommend that the General and District Register Offices be moved from the building on the Mount Road in which they are now located to the building on the Second Line Beach, at present occupied as a Stamp Office, as soon as the latter becomes available.

2. The building will be vacated on the 30th June, and Messrs. Parry & Co. have expressed their willingness to put it into a proper state of repair before it is handed over to me.

3. The rent is Rupees 100, which is Rupees 25 less than that paid for the present building. The accommodation is less, but the arrangement seems on the whole desirable for the convenience of the Public.

No. 25. From Colonel A. J. M. BOILEAU, R. E., Superintending Engineer 4th Division, to Colonel C. A. ORR, R. E., Secretary to Government, Public Works Department; dated Madras, 29th April 1865, No. 6746.

As directed in Proceedings of Government, No. 150, dated 16th January 1865,

Enclosures

1 Letter from Registrar General, No. 48, dated 3rd February 1865.
1 Plan.

I have the honor to forward a plan prepared in communication with the Registrar General of Assurances, for a building required for the use of his office.

2. Major Macdonald informs me that he has applied to Government for the south half of the old Timber Depôt for the erection of the building in question, and I should be glad to know if that site is determined on for the purpose.

3. Should the plan be approved of by Government, detailed estimates will be prepared and submitted for their sanction.

From Major R. M. MACDONALD, Registrar General of Assurances, Madras, to Colonel A. J. M. BOILEAU, R. E., Superintending Engineer, 4th Division; dated 3rd February 1865, No. 48.

I have the honor, in reply to your letter, No. 5317, of the 21st ultimo, to enclose a rough plan of the amount of accommodation required for the General and District Register Offices, at Madras, and to offer a few remarks regarding each of the proposed rooms.

2. There are at present nine clerks employed in my own office. These men I propose placing in a large room on the ground floor marked A, and which I have supposed to be 70 feet in length by 20 in breadth. The Head clerk will have his table in the centre, and on each side there will be four clerks, each seated with an almirah close at hand. There ought to be sufficient space to admit of persons, coming in to search the registers, walking up between the double line of desks. It is not desirable that this room should be made a thoroughfare by persons attending the office for the purpose of getting instruments registered. I have, therefore, placed it in the back of the building. With a view to obtaining space and security, I propose that there shall be only one or at the most two large doors, and that for light and ventilation there be eight large windows, under which arrangement every man will be either near a door or a window.

3. Room A will contain only the current registers and indexes. Provision must be made for storing away such registers and indexes as may be filled up, and which must be arranged in such a way as to admit of immediate reference. I propose that they shall be placed in a room

*Proceedings of the Madras Government, Judicial Department,
2nd August 1865.*

25 x 20, marked B. The walls of this room will be lined with almirahs containing books, and in the centre there will be a table and a few chairs for persons coming in to search the books. For the reasons already stated, I propose only one door to this room.

4. The corresponding room will contain almirahs filled with such a supply of spare registers and indexes as may seem reasonable for 248 offices, old records such as letter books, returns and abstracts of registration, and packages of forms and other papers for despatch. Three Peons will be employed daily in this room making up covers, sealing up packages, &c.

5. The intermediate space D, 20 x 20, will probably be nearly filled with a staircase leading upstairs.

6. For my own use, I propose a room marked E, 25 x 20. Such original registration as I may undertake will take place in this room. On these occasions, about half a dozen persons may be present, but as a general rule it will only be occupied by me, and will contain nothing but some office furniture.

7. The room marked F, 30 x 20, is for the District Registrar of Madras, who will sit there with three clerks. In this room registration will be going on all day. It must, therefore, be large enough to hold the parties and their witnesses, who, according to the above calculation, may consist of about half a dozen persons.

8. Persons who come to have their instruments registered will not wish to disclose their affairs to strangers. Only one party should therefore be admitted into the registration room at a time. The room marked G, 20 x 15, will be an ante-room for persons waiting for admission. When the necessary declarations have been made, and the witnesses have been examined, the party which has been kept waiting will be admitted, and the other will go out; but of the latter, one or more will have to wait for some time in the ante-room, while the necessary endorsements and entries are being made. This ante-room is placed between Mr. Ferrand's room and mine, so as to admit of its being available for both. It will also be a convenient place for me to have a writer in, when returns or accounts have to be prepared under my own eye, or under circumstances which render frequent references to me necessary.

9. It seems desirable that there should be a small bath-room attached to Mr. Ferrand's room and my own, and places outside the building where the clerks can retire for refreshment and other necessary purposes in the middle of the day.

10. For the present, the space above room A will, according to this plan, not be built upon. It seems as well that a building of this kind should be so arranged as to admit of enlargement, if necessary, at some future period.

11. With regard to the question of site, I have applied to Government for the south half of the old Timber Depot.

Referred to the Financial Department, with reference to the Order in that Department, No. 14, dated 6th January 1865.

FORT SAINT GEORGE,
3rd May 1865.

(Signed) C. A. ORR, Colonel, R. E.,
Secretary to Government, P. W. D.

No. 26. From Major R. M. MACDONALD, Registrar General of Assurances, Madras, to the Honorable A. J. ARBUTHNOT, Chief Secretary to Government, Fort Saint George; dated Madras, 7th July 1865, No. 208.

I have the honor, with reference to my letter, No. 150, of the 12th April, to inquire whether the Government approve of the transfer of the General and District Register Offices to the building on the 2nd Line Beach lately occupied as a stamp office, as the latter is now vacant, and will be probably let to other parties if not secured at once.

*Proceedings of the Madras Government, Judicial Department,
2nd August 1865.*

No. 27. ORDER THEREON, 2nd August 1865, No. 1078.

The Governor in Council does not deem it expedient that the General and District Register Offices should be placed in the building lately occupied as a Stamp Office, there being a considerable risk of fire in that locality.

2. The Governor in Council sanctions the preparation of a detailed plan and estimate for the erection of an Office for the Registrar General and District Registrar at the south end of the old Timber yard.

(True Extract).

G. J. Arbuthnot
Chief Secretary.

To the Registrar General of Assurances.

„ Public Works Department, with Plan.

Exd. J. H. Burns.

1865
2319

Communicated to

The Superintendent Engineer of
the N. & D. Division who will
be requested to submit the
estimated plan and estimate
called for in Form 2.

Wm. A. George,
112 August 1865

The Superintendent Engineer

WAB

A. Division and the Plans
Judicial Dept.

Dec 12 1865

7th 1865 Dep't
Proc. of Gov't for August
No. 2934

7th No. of Gov't. Subl.
Departt

Of 2 } Aug
Rec'd 8 }

Ex 1 No. 1078

Sanctioning the
preparation of a detail-
ed plan and estimate
for the erection of an
Office for the Registrar
General and District
Registrar at the south
end of the old Timber
yard, Presidency.

William Proctor
No. 2819-11th August 1865

No. 273. 274

W. B.

June 2.

received estimate

received the

who will

Enquired of

connected to

Judicial Dept
with plans
Sept 12 1865