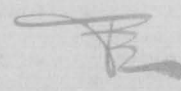


N^o 2737 w a/20th Oct/82
B

Communicated
to the Suply Engr. Fifth
Circle.


18.10.82

M.C. No 7079
Govt. of 1882 Madras.
REVENUE.

20.10

14/10/82

Order, dated 19th September 1882, No. 1001.

N^o 2737 w a/20th Oct/82

one copy to each

Per W
14/10

S.E. Fifth Circle ✓
Ch. Engr. prod. ✓
Engr. P. W. A. ✓

Ja

With order
Entd. in Receipt Regr.

With order
Entd. in Receipt Regr.

24TH AUGUST 1882, No. 666 I., PUBLIC WORKS.

GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

Irrigation.

No. 95.

READ—the following paper:—

Proceedings of the Madras Government in the Revenue Department, dated 3rd July 1882, No. 679.

No. 96.

ORDER—dated 24th August 1882, No. 666 I., Public Works.

The revised estimates for the Pelandorai Anicut Project have just been received, and are now under examination, in the office of the Chief Engineer for Irrigation, who will see that there is no further delay in submitting them for the sanction of the Government of India. The funds required for compensation for land taken up for the project works will be allotted, in anticipation of sanction of the Government of India, when the estimates are approved.

2. Until the revised estimates for the Srivaikuntham Anicut System submitted to the Government of India with Proceedings, Madras Government, No. 380 I., dated 8th May 1882, are sanctioned, the current year's allotment for works, viz., Rs. 30,478, is not available for expenditure.

(True Extract.)

(Signed) J. O. HASTED, Colonel, R.E.,
Ag. Joint Secy. to Govt., P.W.D.,
Irrigation Branch.

To the Revenue Department, with two Enclosures.

" Board of Revenue.
" Chief Engineer for Irrigation.
" Superintending Engineer, First Circle.
" " " Fourth "
" " " Fifth "
" " " Sixth "
" Examiner of Public Works Accounts.

Exd. A. F. Goodall.
Spare Copies

Exd. A. F. Goodall
Entd. in Receipt Reg.

IRRIGATION.

Govt. of (1882) Madras.
PUBLIC WORKS.

Dated August, 24th.

Recd.

Encl.

G.O., 24th Aug. 1882, No. 666 I.

AUGUST.
Nos. 95-96.

Pelandorai Anicut Project.

Passing orders regarding the submission of the revised estimates for the — for the sanction of the Government of India.

19TH SEPTEMBER 1882, No. 1001, REVENUE.

GOVERNMENT OF MADRAS.

REVENUE DEPARTMENT.

READ—the following Proceedings of the Board of Revenue, dated 4th September 1882, Mis. No. 6860 :—

Read—the following letter from A. CRUICKSHANK, Esq., Collector of South Arcot, to the Secretary to the Board of Revenue, dated Cuddalore, 12th August 1882, No. 337 :—

I have the honor to forward, herewith, the Statements Nos. I and II showing the progress made in disposal of claims for compensation for lands taken up for public works including railways, &c., for the half-year ending 30th June 1882. No. I is blank, and No. II includes all cases except those relating to the Cuddalore taluk which I have not been able to enter in the above return, as the statement submitted by the Temporary Deputy Collector, which reached me only on the 5th instant, does not give full particulars of the cases therein referred to. I shall submit a supplemental return as soon as I obtain the further information about those cases.

2. The number of cases pending at the end of the above half-year in each taluk was as shown below :—

Villupuram	...	...	...	...	...	17
Tindivanam	...	...	...	...	...	101
Chidambaram	...	...	...	...	...	500
						618

3. The total number of cases pending at the end of the previous half-year is entered as 581 in the statement submitted with my letter, No. 172, dated 3rd May last, but this figure has since been ascertained to be incorrect, owing to the Sub-Collector's return being inaccurate. Through an oversight in the Sub-Collector's office 24 cases already disposed of were included, and 91 pending cases were omitted in the return for the second half-year of 1881. This is a serious mistake. I have requested the Sub-Collector to cause such returns to be prepared with greater care and accuracy in future. Thus the actual number of pending cases in the sub-division at the end of the above period was 131. This added to the pending cases in other taluks, except Cuddalore, gives 632 as the total number of pending cases for the three divisions, and this figure is entered in column 3 of the present return.

4. The return shows that only 16 cases have been disposed of during the past half-year, but very considerable progress has been made since in reducing the number in the sub-division. All the cases (101) pending in the Tindivanam taluk have since been disposed of. Even in the first thirteen cases pending in the Villupuram taluk the Board in their Proceedings, of the 22nd ultimo, Mis. No. 5508, sanctioned the assignment of fresh grant of lands, but no effect was given to the sanction as the Sub-Collector has submitted a revised statement now with slight difference in the areas and assessment of the lands taken up and proposed for fresh assignment. The Sub-Collector ascribes this discrepancy to wrong conversion of cawnies into acres in the original return submitted to him by the Tahsildar. A revised application is therefore herewith submitted for the Board's sanction in lieu of the one already sanctioned in Board's Proceedings above quoted. Thus there remain only four cases more in the sub-division, and they will also be disposed of as soon as possible.

5. Of the 500 cases pending in the Chidambaram taluk, 497 relate to lands taken up for the Pelandorai project, and the payment of compensation is delayed as Government have not yet signified their approval of the Board's suggestion contained in their Proceedings, dated 15th June 1882, Mis. No. 4456, to authorize the

Collector to disburse the amount of compensation in all those cases. In the remaining three cases some further information has been called for from the Head Assistant Collector, and on receipt of the same they will be taken up for disposal.

6. It is not possible to enter the official year in column 2 of the return in lieu of fasli or calendar year, as the Board's Proceedings, dated 5th ultimo, No. 1721, were received only a few days ago, and it would cause great delay in the submission of this return if the information, which has to be obtained from the divisional officers, were to be waited for to be embodied in it.

The information will be given in future returns.

ENCLOSURE No. 1.—Statement showing progress in disposal of applications for lands required for public works including railways, &c., in the District of South Arcot, for the half-year ending 30th June 1882.

ENCLOSURE No. 2.—Statement showing progress in disposal of claims to compensation for lands required for public works including railways, &c., in the South Arcot District for the half-year ending 30th June 1882.

Resolution—dated 4th September 1882, Mis. No. 6860.

The total number of cases pending in all the taluks, except Cuddalore, for which a supplemental return is promised, was 634. Of these only 16 cases were disposed of during the half-year under report; but 101 cases have been since disposed of, and the payment of compensation in 497 cases has been deferred for want of funds. The Board's suggestion for the immediate disbursement of compensation in these latter cases is under the consideration of Government in the Public Works Department. (*Vide* paragraph 6 of G.O., dated 3rd July 1882, No. 679.)

2. The revised statement of compensation for Inam lands referred to in paragraph 4 of the Collector's letter has been separately disposed of.

(True Extract.)

(Signed) E. GIBSON,
Acting Secretary.

To the Collector of South Arcot.

Copy to the Secretary to Government, Revenue Department, with original letter and two enclosures, to be returned.

ORDER—dated 19th September 1882, No. 1001, Revenue.

Miscellaneous.

Paragraph 5 of Collector's letter.

As regards the outstanding claims connected with the Pelandorai project, the Board will be referred to G.O., P.W.D., dated 24th August 1882, No. 666 I. The requisite funds will be allotted at an early date.

2. With reference to paragraphs 1, 3, and 4 of his letter, the Government desire that the Collector will take steps to ensure, for the future, greater accuracy and more completeness in the returns submitted to him.

(True Extract.)

E. Gibson
Secretary to Government.

To the Board of Revenue with three original enclosures.
„ Public Works Department, Irrigation Branch.

Exd. C. Howarth.

60 Copies.

Regr. No.

B

HOME

1882

DEPT.

From

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,
HOME DEPARTMENT.

D.

R.

D. No.

L. No.

enclosures

spare copies.

Progs.

No.

Subject.

Orders.

Dated the

188

SIR,

I am directed

T. O.

6592

Cw 6592

Caw.

The forms prescribed
are to be used by
offices addressing
the Home Dept of the
Govt of India, & if
we have occasion
to address that Dept
we shall of course
use them.

Do you however
wish us to adopt
similar forms when
we address the G. H.
in the P. W. Dept?
That Dept. has not
yet asked us to do
so.

Cy

W. J. P.

I saw

The Home Dept say
that the rules with the
forms mentioned there

Caw.

Kindly excuse me
if I ask you to look
at this matter once
again.

The rules which
form an enclosure to
the letter from the Govt
of India in the Home
Dept. No 34-1369 are
without doubt intended
to regulate the submission
of correspondence in all the depts
of the Govt of India, but
the form of outside
docket is apparently
left to the discretion of
the Secy in each dept.

In para 2 of Mr.
Mackenzie's letter it
is requested that "++
all letters addressed to
this office may ++ be
submitted with docket
in form A enclosed".

Regr. No.

B

HOME 1882 DEPT.

From

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,
HOME DEPARTMENT.
No.

D.

R.

enclosures

spare copies.

D. No.

L. No.

Progs.

No.

Subject.

Orders.

Dated the

188

SIR,

I am directed

T. O.

"with in future regular
the submission of
current official corres-
pondence in the different

departments of the Govt of
India". And the local
Financial Dept. commu-
nicate these orders to
all Departments "for
information & guidance".

I am thus myself quite
clear on the subject.
But it might be more
satisfactory to ask
G. W. to decide.

N.S.

9-10

Cus 6592

Caw.

Kindly excuse me
if I ask you to look
at this matter once
again.

The rules which
form an enclosure to
the letter from the Govt
of India in the Home
Dept. No 34-1369 are
without doubt intended
to regulate the submission
of correspondence in all the depts
of the Govt of India, but
the form of outside
docket is apparently
left to the discretion of
the Secy in each dept.

In para 2 of Mr
Mackenzie's letter it
is requested that "++
all letters addressed to
this office may ++ be
submitted with docket
in form A enclosed".

Again in Rule 2, Clause
(b) of the "rules" it is said
that "Each Dept may
adopt the form of docket
best suited to its re-
quirements &c"

Again in the endorsement
forwarding the rules to the
Various Secretaries to the Govt
of India, it is stated
that "Forms of Docket (A)
& of letter commencement
(B) adopted in the Home
Dept are annexed for
information only"

The Foreign Dept
of the Govt. of India, on
receiving the rules, ask
this Govt in letter No
6554, to adopt quite
a different form of docket
leaf for letters addressed
to them -

Would it not be
therefore be as well to
wait until the P.W. Dept
tell us what kind of

docket form they would
like best? The Home
Dept form perhaps
will not suit their
requirements -

Cu
15/10/82

SCW

There would be
no harm in waiting,
I think, as you
suggest. But,
rightly or wrongly,
the Local Govt. in the
Public Dept. issue
an uncompromising
order.

H.C. The sp. on Chs 6592 may
be numbered & dated & passed on to
recor. - These slips should be attached
to it.

The Current Sec. of the Despatches
will note that the form of docket pre-
scribed should be used for any letters
we may address to Govt. in the Home
Foreign Dept. - Instruction as to
the form of docket to be used in
addressing Govt. in the P.W.D. will
be issued Cu 20/10/82

LIST OF REFERENCES.

D. No.

188 .

FOREIGN DEPARTMENT.

*From**Dated* _____*Recd.* _____

No.

Enc.

(Spare Copies)

A B S T R A C T.

Vide Rf. Bk. {_____
Queries and Routine Orders._____
Draft of Docket (when *copy* is sent) or *copy* of Docket, when
original is sent.*Proceedings,—*
No.*Office suggestions and notes.*

P.W. No. 2
6572 for

Specimens of routine cases for which the letter commencement (form B) should be adopted.

Annual returns of civil servants eligible for High Court Judgeships.

Annual returns of recoveries effected in India of costs in cases appealed to the Privy Council.

Annual returns of litigation to which Government is a party.

Half-yearly returns of work done by the Calcutta High Court.

Quarterly returns of Chaplains absent on furlough or special leave.

Quarterly returns of baptisms, marriages and deaths.

Quarterly returns of offences against the Coinage Act.

Quarterly returns of civil servants, military and uncovenanted officers absent on furlough, special or subsidiary leave.

Monthly death reports of European uncovenanted officers.

Monthly lists of effective and non-effective officers employed in the Commissions.

Weekly reports of deaths in Presidency Towns.

23RD SEPTEMBER 1882, No. 1030, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following papers:—

From A. MACKENZIE, Esq., c.s., Secretary to the Government of India, Home Department (Public), to the Chief Secretary to Government, dated Simla, 9th September 1882, No. 34-1369.

I am directed to forward, for the information of His Excellency the Governor in Council, the accompanying copy of rules, with the forms mentioned therein, which

Dated the 14th August 1882.
will in future regulate the submission of current official correspondence in the different departments of the Government of India.

2. The adoption of these rules necessitates a modification of the orders conveyed in paragraph 1 of the Resolution of this Department, No. 1455-1872, dated the 18th March 1870, as to the manner in which letters should be submitted to the Home Office by Local Governments and Administrations. I am accordingly to request that, with the exception of covering letters or communications of a purely routine nature, all letters addressed to this office may, with the permission of His Excellency the Governor in Council, be submitted with dockets in form A enclosed. For routine letters of an unimportant character, or brief tabular statements, the nature of which will be gathered from the list appended to this circular, it will not be necessary to use the docket form A, but it will suffice if the letter-commencement (form B) is adopted. The new system will be brought into operation in the Home Department on the 1st proximo, and I am accordingly to request that letters addressed to this office, which may be expected to arrive by that date, may be submitted in accordance with the above instructions.

Home Department Resolution, No. 699, dated the 26th March 1877.

Home Department Circular, No. 30-2180-89, dated the 27th June 1873.

Home Department Resolution, No. 1455-72, dated the 18th March 1870.

3. I am to add that these instructions do not, except to the extent above indicated, modify in any way the orders conveyed in the papers mentioned in the margin, to which I am again to invite attention in view to their careful observance.

ENCLOSURE.

From A. MACKENZIE, Esq., c.s., Secretary to the Government of India, Home Department (Public), dated Simla, 14th August 1882, Nos. 30-1221-1226.

The following rules for the submission of current official correspondence have been approved by His Excellency the Governor-General in Council for adoption in all departments of the Government of India.

1. All papers shall be submitted open, and not folded over.

2. (a) Each letter on receipt shall ordinarily have prefixed to it a separate docket-leaf on which the subject of the letter shall be briefly endorsed, together with such other routine entries as may be necessary—a space being also provided for office remarks and orders which are not sufficiently lengthy to require submission on a separate note-sheet.

(b). Each department may adopt the form of docket best suited to its requirements; and if desired, the dockets may be on colored paper.

(c). It shall be open to any department in which there is much unimportant routine correspondence not requiring a separate docket-leaf, to prescribe, for use by offices corresponding with it, such form of letter-commencement as it may deem suitable, on which the routine entries and orders, ordinarily endorsed upon dockets, may be recorded.

3. "Lists of papers" (on colored paper, if desired) showing the office of despatch, the date and number of each letter, its subject-matter and place in the file, may, at the discretion of each department, be used in addition to the docket leaves or letter-commencements prescribed in Rule 2. The subject of the letter in the file, as given in the list, shall always be identical in wording with the "abstract" on the docket or letter-commencement, as the case may be.

4. Each department may adopt its own system of fastening papers together for submission, provided:—

- (a) That care is taken to prevent the number of leaves in any single collection of papers thus fastened together from being such as to render it inconvenient to handle and lift for reading purposes;
- (b) That when a "list of papers" is put up, the letters are arranged from top to bottom in the order of the list; and
- (c) That notes and précis for orders are placed at the top of the file, previous notes disposed of being put in their proper places in the file next to the last letter to which they refer.

5. Office précis and notes shall always be written and (if printed before submission) printed on half margin.

N.B.—This rule will not apply to précis and notes printed after orders and recording, for "collection" purposes.

6. All departments shall endeavour by prompt recording to avoid the compilation of unwieldy "collection" files.

Copy forwarded to the Secretary to the Government of India in the Department for information and guidance. Forms of Docket (A) and of letter-commencement (B) adopted in the Home Department, are annexed, for information only; but the undersigned is to intimate that it is desirable, to save trouble in printing, and for the sake of uniformity, that this form should be adopted in all offices, unless there be sufficient reason to the contrary as to which the Secretary in each department will be at liberty to form his own judgment. The new system will be introduced in the Home Department from the 1st October next.

From H. M. DURAND, Esq., Under Secretary to the Government of India, Foreign Department (General), to the Chief Secretary to Government, dated Simla, 9th September 1882, Circular No. 655-G.

I am directed to inform you that, from the 1st October next, all papers received in this office will be submitted for orders unfolded as open sheets. The introduction of this arrangement will necessitate an alteration in the form of the docket-leaf.

2. I am accordingly to enclose a specimen of the form which will be adopted; and I am to request that, with the permission of His Excellency the Governor, instructions may be issued to your office to print* off and use such a docket-leaf.

* On paper of the same description.

3. I am to add that letters for this office should not be folded for despatch, but should be enclosed unfolded in covers of the necessary size, except when they consist of a few sheets and are likely to get torn in transit.

ORDER—dated 23rd September 1882, No. 1030, Public.

Communicated to the Departments of the Secretariat for information and guidance.

2. The Superintendent of Government Press will print forms like those accompanying the letters read above, for the use of the Secretariat Offices.
(True Extract.)

Edmund Gifford

for Chief Secretary.

To the Revenue Department.
" Public Works Department.
" Military Department.

Exd. J. Wright.