No 2684 Wdl Nov-10-1885

R.

Recorded

Recorded

Advt

W.
7-11-85

F. C- 1965 C 22-5-88

(23) Dec 1885

Govt. of {1885} Madras.

PUBLIC.

20 d.c

Issued

Recd. 10/10/85 *Encl.*

G.O., 19th September 1885, No. 2196.

Go No 2684-Wdl 10-11-85

SEPTEMBER.

System followed here is that laid down in Chapters V & VI of the Office Manual- D.P- 10-10-85-

Record System.

Circulating to all heads of departments a Secretariat note regarding the introduction of the disposal-number principle into large offices.

Vide No 1965 C dt 22-5-88-

HC B.P

R-L-D.R 18-10-

Issued

With Order

8471/85

To W

Pros. 19.9.85, No 2196,

Public.

Resubmitted, as ordered in your note of 18.10.85.

The system of record described in paras 3 & 4 of the Ref. Board's Resolution is one which has been in force for many years in the Secretariat departments.

A perusal of Chapters II & VI of the office "Manual" will show what an elaborate & carefully arranged system of registering receipts & recording disposals is adopted in this office.

For Pros. of Govt. we have three disposal series — W, I & R.

Mere

them again are divided into parts A & B — A, printed Pros. & B, manuscript Pros.

For Chief Engineer's & Secretary's memoranda, we have the C series; for office note references, the D series, & for memoranda &c issued from & addressed the E series.

Papers when disposed of, are arranged in the records in monthly bundles, & in chronological order, and any given paper can be turned upon at once in minutes. Every paper taken out of the records is noted in a register kept for the purpose.

Separate indices are maintained for all papers falling in the W. I. R & C & E series.

The D series for office notes, was adopted some years ago, when office notes were confined to questions or references of an informal or domestic nature. The disposal numbers in this series are entered chronologically in a register, but no index is maintained for them. Of late years many important references fall into the office note or D series, & the absence of an index often renders it difficult to trace such papers. From the commencement of 1876, & purpose adopting measures to ensure that every disposal which leaves

This has been done

the office. Whether office note or otherwise, shall find a place in the index.

Every paper received in the office is at once entered in the receipt register, & a current, or receipt, number is assigned to it.

The Land Clerk maintains what is called a "passage register", & he notes against each current number the branch, or Assistant, or Hill to whom the paper has been sent. He can thus tell in a minute where a paper may be found.

With the best possible system any how, mistakes & course will sometimes occur.

Papers are sometimes taken out of the records hurriedly for an urgent reference, & if they are not at once noted in the record register, great trouble is afterwards experienced in ascertaining where they are.

Very urgent papers are sometimes dealt with, without being sent into the office to be registered, & this too often course gives rise to subsequent difficulties.

Every care is however taken to minimise such mistakes, & complaints as to papers being lost or mislaid are not of frequent occurrence.

Ch
7.11.85

WH
7.11.85

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following papers :—

Proceedings of the Board of Revenue, dated 20th June 1882, No. 1586.

Read—again the following Proceedings of the Board of Revenue, dated 6th September 1873, No. 1767 :—

ABSTRACT.—Issuing certain instructions to Collector of Ganjam in regard to preservation and arrangement of records, and forwarding a list showing departments into which records, &c., should be divided; and requesting Collector to submit any remarks he may wish to make on the subject.

Read—again the following Proceedings of the Board of Revenue, dated 30th September 1874, No. 2819 :—

ABSTRACT.—Communicating to Collector of Ganjam report of Collector of Nellore as to the manner in which records are arranged in that district.

Resolution—dated 20th June 1882, No. 1586.

The Board of Revenue place on record a change recently made in the method of arranging and referencing from papers in their office. The general principles are applicable to all Revenue offices, and Collectors can, as opportunity arises, keep them in view in dealing with their own records.

2. Formerly papers reached the Board, and while under disposal were dealt with by the Board, with little attempt at serial or consecutive arrangement. The result was frequent displacement and occasional loss, and a great want of convenience in perusal. In putting away papers into record, the method was to keep the received letter in one place, and the proceedings disposing of it in another. In the arrangement of papers put away in record, the practice was to keep them in packages or dufters, each containing the papers of one month and one district. The papers lay loose and for the most part unclassified in each dufter; no check was exercised on the contents of a dufter, and if a paper was removed no voucher was taken, and the destination of the paper could only be ascertained after considerable search. For referencing from the papers so arranged a mixed method prevailed, being based partly on received number, partly on date, and partly on disposal numbers. Subject-indexes were in force, but not being current they could not be used till some months after the disposal of papers.

3. The arrangements which have been substituted are as follows:—Papers, whether before they are sent in to the Board, or during disposal, are filed together on a prescribed system based on chronological order. The file of papers thus arising is kept open till final disposal by a proceedings, when the whole is put away as a single unit for record and reference. The disposed-of files are arranged in record under three numbered series, printed indexed, manuscript indexed and unindexed, and a fourth unnumbered series for unimportant papers. Referencing is conducted entirely by the disposal numbers just mentioned. The subject-indexes are written up daily from the previous day's disposals, and bear on these disposal numbers.

4. Briefly, the file has been substituted for the dufter, or consecutive chronological arrangement for loose arrangement in bundles, in a number of particulars connected with papers; and in putting away papers in record and making them available again through indexes, the disposal-number system has been substituted for several mixed methods. These changes have had the effect of producing convenience of disposal, security of the public records, and quickness and certainty in referencing, in the Board's office. Collectors should not make any change in their own record systems except after very careful consideration, but in the event of any questions in connection with that subject arising, they can observe the general principles here indicated for their information.

(True Extract.)

(Signed) R. SEWELL,
Acting Sub-Secretary.

(True Copy.)

(Signed) S. SRINIVASA RAGHAVAIYANGAR,
First Assistant.

To all Collectors.

NOTE ON THE DISPOSAL-NUMBER SYSTEM OF RECORD AND REFERENCE.

Village Accountants' Records.—The oldest indigenous method of record-keeping is that of the village accountant. He ties the records together with little or no arrangement in a bundle made of cotton cloth. For the classification he trusts to his memory. This bundle is called by the English a "dufter," though the original Hindostany word has not that meaning. (2) *Records of native cutcherries.*—In larger native offices the cloth bundle is still the basis of the arrangements. Papers are however arranged by dates, either of receipt or despatch. The received papers are invariably placed in one bundle, and the despatched papers in another. When these two appertain to each other, the idea of actually connecting them has at this stage of record-keeping not occurred. A connection is established only by means of annotated entries. Miscellaneous papers, which are numerous and sometimes important, are not treated on any definite principle. In some cases they are made into separate bundles by themselves; but they are frequently neglected, and are the source of much trouble and confusion. When there are several distinct series of correspondence, as for instance in the case of a Tahsildar dealing with superior authorities, with Deputy Tahsildars, or with Revenue Inspectors; a set of date bundles is put aside for each such series, thus forming a rough classification. Where the office is large enough to require a reference system, this is obtained by ledgers corresponding to the date-bundles; each paper being posted in the ledgers. To find a paper, the eye must be run through the ledger; there is no other method of reference. On the abstraction of records there is no check, other than that of the ledgers just mentioned. There is no system of voucher for records taken out for use. (3) *Introduction of serial numbers.*—Though the English offices in the districts have in the main merely taken over the native system just described, miscellaneous improvements have grown up with the increased size of offices. The addition of serial numbers to the dates is a comparatively recent arrangement. As applied in the districts this is not of much importance, for little or no use is made of the serial number. It is noteworthy however as forming the germ of the latest improvements devised. (4) *Paste-books and copy-books.*—Another development is that of keeping the more important papers together in books; when received papers, by pasting them into books, and when despatched papers, by copying them into books This method, if an advance for purposes of security, is the reverse for purposes of perusing the papers. For though it may be suitable to an office where only one or two persons have to use the records, it is obviously unsuitable where the records have to be dealt with simultaneously by many persons. (5) *The subject bundle system.*—This system has been devised of late years in certain offices supervised by Europeans. It consists of keeping the papers separate and not formed into books, yet of grouping them together into subjects and so tying them up. Registers carry the items from the received or despatched entries into the bundles where they are to be found. This method is only suitable as long as it can be certain that the papers will always be required in that particular connection and in no other. With a shifting administration, the classification of to-day may be unsuitable for the requirements of to-morrow. The subject bundles then become an incumbrance instead of an assistance. This method has not had much currency, and cannot be said to have been a success. (6) *The alphabetical index.*—This is a European invention. It was introduced some years ago, and combined with the system of serial numbers has developed into the system which forms the subject of the present note. In all stages but the last however the alphabetical index has been only partially applied. Again the serial number question has been left quite undefined;

that is to say the alphabetical index has operated first on one, and then on another part of the record system. (7) *The Board of Revenue record system, immediately preceding the introduction of the disposal-number system.*—The office of the Board of Revenue is the largest and most complex office of the Presidency. It stands between the Secretariat offices and the district offices. Its condition prior to the introduction of the latest record system may be considered typical, and can thus be summarized. If a paper which reached the Board was composed of several parts, as a letter and enclosures, these parts came up detached from one another. As the practice was to fold each paper twice vertically, an arrangement suitable to the cloth dufter, they were necessarily detached. Again when a bundle of papers was made up in the office for the despatch of business, say for the consideration of a letter so received, the component parts of the bundle were similarly detached, and for the same reason. It is needless to say that it was difficult to keep papers duly arranged, or to obtain a connected view of them, under this system. It was the cause of great delay. When the papers after being utilized were distributed and put away in record, the received papers (technically called "currents") were put away in one place, and the orders passed on concluding papers (technically called "disposals") were put away in another. To find them again double referencing was necessary. In the arrangement of the records the practice was to keep them in dufters, that is to say packages, each containing the papers of one month and one district. The papers lay loose and unclassified in each dufter. No check was exercised on the contents of a dufter, and if a paper was removed no voucher was taken, and the destination of the paper could only be ascertained after considerable search. The register of received papers was not systematically closed, and it afforded no guide therefore either to the tracing of papers, or to the check of arrears accruing in the office. There was no method for checking the length of time for which a paper was kept by any person or branch of the office. It may be added that each step in the transaction of the Board's business, however trifling or temporary, was marked by a separate "disposal;" thus making an immense number of items in the total records. There was no arrangement for connecting the records of the past, present, and future (technically called "chaining"). As to the arrangements for finding the records (technically called "referencing"), a mixed method prevailed; the books and indexes bearing partly on received number, partly on date, and partly on disposal number. The subject indexes which were in force were not prepared currently, and could only be used some months after the disposal of papers. (8) *Record system of the Chief Secretariat immediately preceding the introduction of the disposal-number system.*—The above remarks apply in great measure to the Chief Secretariat record system as it existed prior to the introduction of the disposal-number system. Papers were received from other offices twice folded, and when more than one loosely bundled together. The papers arising in the office were also dealt with as loose papers. Previous papers or "references" were presented without method. Papers were put away in record by date, though not in dufters. No exact account was taken of papers removed from record. The index though exhaustive was so much in arrears as to be of no service for current referencing. In all other particulars, the remarks made above regarding the Board may be repeated. (9) *The disposal-number system.*—The disposal-number system, which was introduced to remedy these different deficiencies, consists of the application of two principles; the first consecutive chronological arrangement of papers, and the second alphabetical indexing concentrated on a single series of numbers. The first process being made to lead up to the second, the whole forms a single system. It has already been introduced in the Chief Secretary's office, the office of the Board of Revenue, and the head-quarter offices of three Collectorates. (10) *Its method of operation.*—The first step in the disposal-number system is to cause the papers to be presented in consecutive form, or in the same way as the pages of a book. This is partly with a view to mere convenience, and partly to prepare the papers for forming finally a disposal-unit, as will be hereafter described. To enable the papers to be presented in juxtaposition, it is necessary to prescribe that they must not be twice folded. They must either be only once folded, or not folded at all; again like the pages of a book. It is also found very desirable to prescribe uniformity in size of paper, as in the case of a book; otherwise the papers under this method are apt to become dilapidated. Each bundle then begins with what is technically called a "current" or an initial paper; and gradually grows, one paper being attached to another, with the progress of business on that particular paper. This process is continued as long as it is convenient. If orders are passed of a temporary nature, as when further information is called for from other offices, the bundle or "file" is still kept open, and the intermediate orders still bear the initial or "current" number (at least this is the simplest course). When the manager of the office considers it desirable he closes the "file." A number is then put upon it, which cancels all previous numbers, and is thenceforth exclusively referred to in the indexes and other books of the office. As such a file may contain a number of papers, it is evident that multiplicity of records is very much diminished. The file becomes a unit for purposes of record, and the number is called the "disposal-number" whence the name of the system. The file once so made is never again broken up, and the record-keeper is responsible for its security. (11) *Its advantages.*—The disposal-number system substitutes a single principle, or at most a principle divided into two parts, for various mixed methods. Its advantages are mainly seen in great increase of convenience and rapidity of work in dealing with papers, and in security provided for the public records. Subsidiary advantages are that it enables previous papers to be "referenced" or traced in the office with greater ease, and that it provides a more methodical plan for book-keeping and

check of arrears or the progress of business. The superior convenience of a "file," which approximates in character to a book, over a loose bundle of papers, requires no comment. It saves a great portion of the time of superior officers in dealing with papers, and enables routine operations to be transferred to subordinate agency. The security of the records is attained by providing that every paper shall form part of some file, that files shall be paged, and that every file shall sooner or later bear a disposal number. A record cannot then be lost or abstracted, any more than a page can be torn from a book, without detection. The simplicity of the numbering system expedites the tracing of papers. As every paper must proceed to a disposal-number the methods of book-keeping to check progress are made more easy. (12) *Exchange of printed matter between departments.*—Though not a necessary part of the record system above-mentioned, this should be mentioned here; as illustrating a similar principle of presenting consecutive as opposed to detached matter. The steps taken in that direction are specified in G.O., dated 19th March 1881, No. 377, Public; Memorandum dated 8th March 1882, No. 1867, Public; and G.O., dated 16th March 1882, No. 903, Revenue. (13) *Improvements in routine.*—In offices where the disposal-number record system has been introduced, opportunity has been taken to make improvements in various routine matters, though not actually belonging to it; the changes being mostly with the object of relieving superior officers of details which can equally well be attended to by subordinates.

ORDER—dated 19th September 1885, No. 2196, Public.

The Government concur in the remarks made by the Board of Revenue in their proceedings, and desire that circulation be given to the Secretariat note read above which is explanatory of the system.

(True Extract.)

for *Chief Secretary.*

To the departments of the Secretariat.
„ the Board of Revenue.
„ all heads of departments.

Exd. J. Wright.

5th February 1842 in favor of appar-
of Moosha Sait. Then again, there is nothing
support the statement contained in the ver-
cular died of 16th August 1878 that the pro-
erty came to Elliah Sait on a division of his
her's property, and further, there is nothing to
ow of whom the firm of Eduljee & Son, to
om Elliah Sait sold, convicted, though as
eady mentioned, one is somewhat led to conclude
t the firm consisted of Eduljee Manackjee and
dabhoy Edulji, seeing that the latter is the son
e former and we find the latter dealing with
property. Presumably from this latter fact
ljee Manackjee was dead at the date (2nd
ne 1882) of the sale to Mr. De Meder, —
ugh this does not appear.

Though I cannot for the above reasons
y that the title to the property is absolutely
ar, I should not think Government would
n any great risk in purchasing from
r. De Meder, for the deeds show apparently
disputed dealings with the property
e 1878, and it is hardly likely, though,
rse, not impossible, that the property
d have passed from hand to hand —
has done for the last seven years —
ut some claim being made, if any one
laim to the property.

J. Since

1873 but the names of the houses are
or very nearly so, and the area is nearly
same in both deeds. From the signature
the memorandum of registration of this
-veyance of 2nd June 1852 of Dadabhoy Edu
it appears that he is the son of Eduljee Man
Parsee merchant Ootacamund; but whether
Eduljee Manackji and Dadabhoy Eduljee
the "late Son" who purchased from Ed
Sait does not appear; but one is rather le
the conclusion that this was so.-

4. By another deed also dated 2nd June 1
Mr. De Souza mortgaged the property t
Dadabhoy Eduljee to secure the repayme
on 1st June 1883 of Rupees 5,000 with in
at 12 per cent per annum, and, by an en
endorsed on such last mentioned deed and d
24th June 1874 Dadabhoy Eduljee recon
the property to Mr. De Souza. This re
receipt that the mortgage debt of Rupee
and interest has been paid off.-

5. I cannot say that the title is abs
in every because there is no deed rela
property before me which is twe
old. The root of the title would

Rec 13/11/85

Rec 9837

13 NOV 85
DEPARTMENT

Rec 13/11/85.

7. Since the reconveyance of 24th June... to Mr. De Meder he has twice mortgaged the property, but the Mortgagees are prepared to join with him in conveying the property to Government if under the circumstances above stated Government is prepared to complete the purchase.

8. Awaiting your further instructions

I am Sir

Your obedient Servt.

Ernest Barclay

Government Solicitor

...obtain a secure title.

3. It will probably not be difficult for Mr. de Meder to obtain a properly attested declaration from Mr. Dadabhoy Eduljee, to the effect that the latter & his partner, Eduljee Manackji, were the "Eduljee & Son" who purchased the property from Elliah Sait.

W.

14.11.85

No. 2737 Wdf Nov. 16. 1885

To the Collector of the Nilgiri District

" Govt Solicitor

" 16-11-85.

" Ch. Engineer

" J. M. S. V. D.

PW2

No. 2737 W

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the

November 16. 1885.

READ the following

From the Government Solicitor No. 460 of 12 Nov. 1885.

The Collector of the Nilgiris will be requested to furnish the Government Solicitor with a copy of the title deed No. 101 dated 26th February 1842, if available.

2. Meanwhile, the Govt. Solicitor will proceed to convey the property to the Govt. by the methods

-85-

No. 2688 W of 11th Nov/85

Communicated to officers
the P. W. Department
cerned for information,
d for guidance with
erence to para 1.

1.11.85

PWD
Sg.
Post
W.A.
Ry Accts
Ch Madras Sl-by Surveyor
Engineers "

12/11/85

J. M. S. V. D.

16-5-08 V

Rec'd 9444

Govt. of {1885} Madras.

PUBLIC.

P.S.C.

Rep. Ent for P.S.C.
11-11-85

Issued

Recd. 30/10/85. Encl.

G.O., 14th October 1885, No. 2437.

No. 2688 W of 11th Nov/85

OCTOBER.

3 - Copies to Sandl office
6-2-86

Return of lands held by Covenanted Civil Servants and Military Officers in Civil Employ.

Prescribing a form in which *Nil* Statements should be submitted in future.

14th October 1885, No. 2437, Public.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

Read—File of Returns from Covenanted Civil Servants, Military Officers in civil employ, &c., of lands, &c., held by them in British India and Native States.

Order—dated 14th October 1885, No. 2437, Public.

Recorded. In future *Nil* Statements should be furnished in the following form :—

Return of lands and shares in Registered Companies held by . . . . . in the year . . . . . .

Nil.

(Signed)

[*Official Designation.*]

2. It is not reported whether the Articles of Association of the Tulliar Valley Company have actually been altered, so as to obviate the objections taken by the Government of India in their letter, No. 1086, dated 10th July 1884, or whether the Articles of the Aneimudi Company have been amended in the manner considered necessary by G.O., 16th February 1885, No. 409.

G.O., 23rd September 1884, No. 2085, Public.

3. Of the gentlemen required by G.O., No. 409, dated 16th February 1885, to divest themselves of land held in their own right, Messrs. Garstin and Turner have transferred their interest therein to trustees for the benefit of their wives and families, Mr. H. J. Stokes has altogether divested himself of his, while Mr. G. Stokes has yet to report what action he has taken.

4. Colonels Sherman and Campbell Walker will report,—the latter through the Board of Revenue,—under what provision of the orders of the Secretary of State and the Governments of India and Madras, they consider themselves entitled to hold the lands entered against their names in the above statement.

(True Extract.)

for *Chief Secretary.*

To the Board of Revenue.
„ the Members of the Covenanted Civil Service.
„ the Military Department.
„ the Public Works Department.
„ Military Officers in Civil Employ.
„ the Inspector-General of Registration.
„ the Chief Presidency Magistrate.

Exd. F. R. Bantleman.

19th September 1885, No. 2196, Public.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

Read—the following papers :—

Proceedings of the Board of Revenue, dated 20th June 1882, No. 1586.

Read—again the following Proceedings of the Board of Revenue, dated 6th September 1873, No. 1767 :—

Abstract.—Issuing certain instructions to Collector of Ganjam in regard to preservation and arrangement of records, and forwarding a list showing departments into which records, &c., should be divided; and requesting Collector to submit any remarks he may wish to make on the subject.

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Resolution—dated 20th June 1882, No. 1586.

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(True Extract.)

(Signed) R. SEWELL,
Acting Sub-Secretary.

(True Copy.)

(Signed) S. SRINIVASA RAGHAVAIYANGAR,
First Assistant.

To all Collectors.

NOTE ON THE DISPOSAL-NUMBER SYSTEM OF RECORD AND REFERENCE.

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Again when a bundle of papers was made up in the office for the despatch of business, say for the consideration of a letter so received, the component parts of the bundle were similarly detached, and for the same reason. It is needless to say that it was difficult to keep papers duly arranged, or to obtain a connected view of them, under this system. It was the cause of great delay. When the papers after being utilized were distributed and put away in record, the received papers (technically called "currents") were put away in one place, and the orders passed on concluding papers (technically called "disposals") were put away in another. To find them again double referencing was necessary. In the arrangement of the records the practice was to keep them in dufters, that is to say packages, each containing the papers of one month and one district. The papers lay loose and unclassified in each dufter. No check was exercised on the contents of a dufter, and if a paper was removed no voucher was taken, and the destination of the paper could only be ascertained after considerable search. The register of received papers was not systematically closed, and it afforded no guide therefore either to the tracing of papers, or to the check of arrears accruing in the office. There was no method for checking the length of time for which a paper was kept by any person or branch of the office. It may be added that each step in the transaction of the Board's business, however trifling or temporary, was marked by a separate "disposal;" thus making an immense number of items in the total records. There was no arrangement for connecting the records of the past, present, and future (technically called "chaining"). As to the arrangements for finding the records (technically called "referencing"), a mixed method prevailed; the books and indexes bearing partly on received number, partly on date, and partly on disposal number. The subject indexes which were in force were not prepared currently, and could only be used some months after the disposal of papers. (8) *Record system of the Chief Secretariat immediately preceding the introduction of the disposal-number system.*—The above remarks apply in great measure to the Chief Secretariat record system as it existed prior to the introduction of the disposal-number system. Papers were received from other offices twice folded, and when more than one loosely bundled together. The papers arising in the office were also dealt with as loose papers. Previous papers or "references" were presented without method. Papers were put away in record by date, though not in dufters. No exact account was taken of papers removed from record. The index though exhaustive was so much in arrears as to be of no service for current referencing. In all other particulars, the remarks made above regarding the Board may be repeated. (9) *The disposal-number system.*—The disposal-number system, which was introduced to remedy these different deficiencies, consists of the application of two principles; the first consecutive chronological arrangement of papers, and the second alphabetical indexing concentrated on a single series of numbers. The first process being made to lead up to the second, the whole forms a single system. It has already been introduced in the Chief Secretary's office, the office of the Board of Revenue, and the head-quarter offices of three Collectorates. (10) *Its method of operation.*—The first step in the disposal-number system is to cause the papers to be presented in consecutive form, or in the same way as the pages of a book. This is partly with a view to mere convenience, and partly to prepare the papers for forming finally a disposal-unit, as will be hereafter described. To enable the papers to be presented in juxtaposition, it is necessary to prescribe that they must not be twice folded. They must either be only once folded, or not folded at all; again like the pages of a book. It is also found very desirable to prescribe uniformity in size of paper, as in the case of a book; otherwise the papers under this method are apt to become dilapidated. Each bundle then begins with what is technically called a "current" or an initial paper; and gradually grows, one paper being attached to another, with the progress of business on that particular paper. This process is continued as long as it is convenient. If orders are passed of a temporary nature, as when further information is called for from other offices, the bundle or "file" is still kept open, and the intermediate orders still bear the initial or "current" number (at least this is the simplest course). When the manager of the office considers it desirable he closes the "file." A number is then put upon it, which cancels all previous numbers, and is thenceforth exclusively referred to in the indexes and other books of the office. As such a file may contain a number of papers, it is evident that multiplicity of records is very much diminished. The file becomes a unit for purposes of record, and the number is called the "disposal-number" whence the name of the system. The file once so made is never again broken up, and the record-keeper is responsible for its security. (11) *Its advantages.*—The disposal-number system substitutes a single principle, or at most a principle divided into two parts, for various mixed methods. Its advantages are mainly seen in great increase of convenience and rapidity of work in dealing with papers, and in security provided for the public records. Subsidiary advantages are that it enables previous papers to be "referenced" or traced in the office with greater ease, and that it provides a more methodical plan for book-keeping and

check of arrears or the progress of business. The superior convenience of a "file," which approximates in character to a book, over a loose bundle of papers, requires no comment. It saves a great portion of the time of superior officers in dealing with papers, and enables routine operations to be transferred to subordinate agency. The security of the records is attained by providing that every paper shall form part of some file, that files shall be paged, and that every file shall sooner or later bear a disposal number. A record cannot then be lost or abstracted, any more than a page can be torn from a book, without detection. The simplicity of the numbering system expedites the tracing of papers. As every paper must proceed to a disposal-number the methods of book-keeping to check progress are made more easy. (12) *Exchange of printed matter between departments.*—Though not a necessary part of the record system above-mentioned, this should be mentioned here; as illustrating a similar principle of presenting consecutive as opposed to detached matter. The steps taken in that direction are specified in G.O., dated 19th March 1881, No. 377, Public; Memorandum dated 8th March 1882, No. 1867, Public; and G.O., dated 16th March 1882, No. 903, Revenue. (13) *Improvements in routine.*—In offices where the disposal-number record system has been introduced, opportunity has been taken to make improvements in various routine matters, though not actually belonging to it; the changes being mostly with the object of relieving superior officers of details which can equally well be attended to by subordinates.

ORDER—dated 19th September 1885, No. 2196, Public.

The Government concur in the remarks made by the Board of Revenue in their proceedings, and desire that circulation be given to the Secretariat note read above which is explanatory of the system.

(True Extract.)

W. WILSON,
for *Chief Secretary.*

To the departments of the Secretariat.
„ the Board of Revenue.
„ all heads of departments.

Exd. J. Wright.

Cls 8871/85

Govt. of {1885} Madras.

PUBLIC.

Issued

Recd. *Encl.*

G.O., 19th September 1885, No. 2196.

B.P. 2684 & 10-11-85

SEPTEMBER.

Recorded
(Bd) J. 55
7-11-85

Record System.

Circulating to all heads of departments a Secretariat note regarding the introduction of the disposal-number principle into large offices.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following papers :—

Proceedings of the Board of Revenue, dated 20th June 1882, No. 1586.

Read—again the following Proceedings of the Board of Revenue, dated 6th September 1873, No. 1767 :—

ABSTRACT.—Issuing certain instructions to Collector of Ganjam in regard to preservation and arrangement of records, and forwarding a list showing departments into which records, &c., should be divided; and requesting Collector to submit any remarks he may wish to make on the subject.

Read—again the following Proceedings of the Board of Revenue, dated 30th September 1874, No. 2819 :—

ABSTRACT.—Communicating to Collector of Ganjam report of Collector of Nellore as to the manner in which records are arranged in that district.

Resolution—dated 20th June 1882, No. 1586.

The Board of Revenue place on record a change recently made in the method of arranging and referencing from papers in their office. The general principles are applicable to all Revenue offices, and Collectors can, as opportunity arises, keep them in view in dealing with their own records.

2. Formerly papers reached the Board, and while under disposal were dealt with by the Board, with little attempt at serial or consecutive arrangement. The result was frequent displacement and occasional loss, and a great want of convenience in perusal. In putting away papers into record, the method was to keep the received letter in one place, and the proceedings disposing of it in another. In the arrangement of papers put away in record, the practice was to keep them in packages or dufters, each containing the papers of one month and one district. The papers lay loose and for the most part unclassified in each dufter; no check was exercised on the contents of a dufter, and if a paper was removed no voucher was taken, and the destination of the paper could only be ascertained after considerable search. For referencing from the papers so arranged a mixed method prevailed, being based partly on received number, partly on date, and partly on disposal numbers. Subject-indexes were in force, but not being current they could not be used till some months after the disposal of papers.

3. The arrangements which have been substituted are as follows:—Papers, whether before they are sent in to the Board, or during disposal, are filed together on a prescribed system based on chronological order. The file of papers thus arising is kept open till final disposal by a proceedings, when the whole is put away as a single unit for record and reference. The disposed-of files are arranged in record under three numbered series, printed indexed, manuscript indexed and unindexed, and a fourth unnumbered series for unimportant papers. Referencing is conducted entirely by the disposal numbers just mentioned. The subject-indexes are written up daily from the previous day's disposals, and bear on these disposal numbers.

4. Briefly, the file has been substituted for the dufter, or consecutive chronological arrangement for loose arrangement in bundles, in a number of particulars connected with papers; and in putting away papers in record and making them available again through indexes, the disposal-number system has been substituted for several mixed methods. These changes have had the effect of producing convenience of disposal, security of the public records, and quickness and certainty in referencing, in the Board's office. Collectors should not make any change in their own record systems except after very careful consideration, but in the event of any questions in connection with that subject arising, they can observe the general principles here indicated for their information.

(True Extract.)

(Signed) R. SEWELL,
Acting Sub-Secretary.

(True Copy.)

(Signed) S. SRINIVASA RAGHAVAIYANGAR,
First Assistant.

To all Collectors.

NOTE ON THE DISPOSAL-NUMBER SYSTEM OF RECORD AND REFERENCE.

Village Accountants' Records.—The oldest indigenous method of record-keeping is that of the village accountant. He ties the records together with little or no arrangement in a bundle made of cotton cloth. For the classification he trusts to his memory. This bundle is called by the English a "dufter," though the original Hindostany word has not that meaning. (2) *Records of native cutcherries.*—In larger native offices the cloth bundle is still the basis of the arrangements. Papers are however arranged by dates, either of receipt or despatch. The received papers are invariably placed in one bundle, and the despatched papers in another. When these two appertain to each other, the idea of actually connecting them has at this stage of record-keeping not occurred. A connection is established only by means of annotated entries. Miscellaneous papers, which are numerous and sometimes important, are not treated on any definite principle. In some cases they are made into separate bundles by themselves; but they are frequently neglected, and are the source of much trouble and confusion. When there are several distinct series of correspondence, as for instance in the case of a Tahsildar dealing with superior authorities, with Deputy Tahsildars, or with Revenue Inspectors; a set of date bundles is put aside for each such series, thus forming a rough classification. Where the office is large enough to require a reference system, this is obtained by ledgers corresponding to the date-bundles; each paper being posted in the ledgers. To find a paper, the eye must be run through the ledger; there is no other method of reference. On the abstraction of records there is no check, other than that of the ledgers just mentioned. There is no system of voucher for records taken out for use. (3) *Introduction of serial numbers.*—Though the English offices in the districts have in the main merely taken over the native system just described, miscellaneous improvements have grown up with the increased size of offices. The addition of serial numbers to the dates is a comparatively recent arrangement. As applied in the districts this is not of much importance, for little or no use is made of the serial number. It is noteworthy however as forming the germ of the latest improvements devised. (4) *Paste-books and copy-books.*—Another development is that of keeping the more important papers together in books; when received papers, by pasting them into books, and when despatched papers, by copying them into books. This method, if an advance for purposes of security, is the reverse for purposes of perusing the papers. For though it may be suitable to an office where only one or two persons have to use the records, it is obviously unsuitable where the records have to be dealt with simultaneously by many persons. (5) *The subject bundle system.*—This system has been devised of late years in certain offices supervised by Europeans. It consists of keeping the papers separate and not formed into books, yet of grouping them together into subjects and so tying them up. Registers carry the items from the received or despatched entries into the bundles where they are to be found. This method is only suitable as long as it can be certain that the papers will always be required in that particular connection and in no other. With a shifting administration, the classification of to-day may be unsuitable for the requirements of to-morrow. The subject bundles then become an incumbrance instead of an assistance. This method has not had much currency, and cannot be said to have been a success. (6) *The alphabetical index.*—This is a European invention. It was introduced some years ago, and combined with the system of serial numbers has developed into the system which forms the subject of the present note. In all stages but the last however the alphabetical index has been only partially applied. Again the serial number question has been left quite undefined;

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(True Extract.)

W. WILSON,
for *Chief Secretary.*

To the departments of the Secretariat.
„ the Board of Revenue.
„ all heads of departments.

Exd. J. Wright.

Govt. of {1885} Madras.

PUBLIC.

Issued

Recd. *Encl.*

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SEPTEMBER.

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3. The arrangements which have been substituted are as follows:—Papers, whether before they are sent in to the Board, or during disposal, are filed together on a prescribed system based on chronological order. The file of papers thus arising is kept open till final disposal by a proceedings, when the whole is put away as a single unit for record and reference. The disposed-of files are arranged in record under three numbered series, printed indexed, manuscript indexed and unindexed, and a fourth unnumbered series for unimportant papers. Referencing is conducted entirely by the disposal numbers just mentioned. The subject-indexes are written up daily from the previous day's disposals, and bear on these disposal numbers.

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Acting Sub-Secretary.

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First Assistant.

To all Collectors.

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No check was exercised on the contents of a dufter, and if a paper was removed no voucher was taken, and the destination of the paper could only be ascertained after considerable search. The register of received papers was not systematically closed, and it afforded no guide therefore either to the tracing of papers, or to the check of arrears accruing in the office. There was no method for checking the length of time for which a paper was kept by any person or branch of the office. It may be added that each step in the transaction of the Board's business, however trifling or temporary, was marked by a separate "disposal;" thus making an immense number of items in the total records. There was no arrangement for connecting the records of the past, present, and future (technically called "chaining"). As to the arrangements for finding the records (technically called "referencing"), a mixed method prevailed; the books and indexes bearing partly on received number, partly on date, and partly on disposal number. The subject indexes which were in force were not prepared currently, and could only be used some months after the disposal of papers. (8) *Record system of the Chief Secretariat immediately preceding the introduction of the disposal-number system.*—The above remarks apply in great measure to the Chief Secretariat record system as it existed prior to the introduction of the disposal-number system. Papers were received from other offices twice folded, and when more than one loosely bundled together. The papers arising in the office were also dealt with as loose papers. Previous papers or "references" were presented without method. Papers were put away in record by date, though not in dufters. No exact account was taken of papers removed from record. The index though exhaustive was so much in arrears as to be of no service for current referencing. In all other particulars, the remarks made above regarding the Board may be repeated. (9) *The disposal-number system.*—The disposal-number system, which was introduced to remedy these different deficiencies, consists of the application of two principles; the first consecutive chronological arrangement of papers, and the second alphabetical indexing concentrated on a single series of numbers. The first process being made to lead up to the second, the whole forms a single system. It has already been introduced in the Chief Secretary's office, the office of the Board of Revenue, and the head-quarter offices of three Collectorates. (10) *Its method of operation.*—The first step in the disposal-number system is to cause the papers to be presented in consecutive form, or in the same way as the pages of a book. This is partly with a view to mere convenience, and partly to prepare the papers for forming finally a disposal-unit, as will be hereafter described. To enable the papers to be presented in juxtaposition, it is necessary to prescribe that they must not be twice folded. They must either be only once folded, or not folded at all; again like the pages of a book. It is also found very desirable to prescribe uniformity in size of paper, as in the case of a book; otherwise the papers under this method are apt to become dilapidated. Each bundle then begins with what is technically called a "current" or an initial paper; and gradually grows, one paper being attached to another, with the progress of business on that particular paper. This process is continued as long as it is convenient. If orders are passed of a temporary nature, as when further information is called for from other offices, the bundle or "file" is still kept open, and the intermediate orders still bear the initial or "current" number (at least this is the simplest course). When the manager of the office considers it desirable he closes the "file." A number is then put upon it, which cancels all previous numbers, and is thenceforth exclusively referred to in the indexes and other books of the office. As such a file may contain a number of papers, it is evident that multiplicity of records is very much diminished. The file becomes a unit for purposes of record, and the number is called the "disposal-number" whence the name of the system. The file once so made is never again broken up, and the record-keeper is responsible for its security. (11) *Its advantages.*—The disposal-number system substitutes a single principle, or at most a principle divided into two parts, for various mixed methods. Its advantages are mainly seen in great increase of convenience and rapidity of work in dealing with papers, and in security provided for the public records. Subsidiary advantages are that it enables previous papers to be "referenced" or traced in the office with greater ease, and that it provides a more methodical plan for book-keeping and

check of arrears or the progress of business. The superior convenience of a "file," which approximates in character to a book, over a loose bundle of papers, requires no comment. It saves a great portion of the time of superior officers in dealing with papers, and enables routine operations to be transferred to subordinate agency. The security of the records is attained by providing that every paper shall form part of some file, that files shall be paged, and that every file shall sooner or later bear a disposal number. A record cannot then be lost or abstracted, any more than a page can be torn from a book, without detection. The simplicity of the numbering system expedites the tracing of papers. As every paper must proceed to a disposal-number the methods of book-keeping to check progress are made more easy. (12) *Exchange of printed matter between departments.*—Though not a necessary part of the record system above-mentioned, this should be mentioned here; as illustrating a similar principle of presenting consecutive as opposed to detached matter. The steps taken in that direction are specified in G.O., dated 19th March 1881, No. 377, Public; Memorandum dated 8th March 1882, No. 1867, Public; and G.O., dated 16th March 1882, No. 903, Revenue. (13) *Improvements in routine.*—In offices where the disposal-number record system has been introduced, opportunity has been taken to make improvements in various routine matters, though not actually belonging to it; the changes being mostly with the object of relieving superior officers of details which can equally well be attended to by subordinates.

ORDER—dated 19th September 1885, No. 2196, Public.

The Government concur in the remarks made by the Board of Revenue in their proceedings, and desire that circulation be given to the Secretariat note read above which is explanatory of the system.

(True Extract.)

W. WILSON,
for *Chief Secretary.*

To the departments of the Secretariat.
„ the Board of Revenue.
„ all heads of departments.

Exd. J. Wright.

Govt. of {1885} Madras.

PUBLIC.

Issued

Recd. *Encl.*

G.O., 19th September 1885, No. 2196.

SEPTEMBER.

Record System.

Circulating to all heads of departments a Secretariat note regarding the introduction of the disposal-number principle into large offices.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following papers :—

Proceedings of the Board of Revenue, dated 20th June 1882, No. 1586.

Read—again the following Proceedings of the Board of Revenue, dated 6th September 1873, No. 1767 :—

ABSTRACT.—Issuing certain instructions to Collector of Ganjam in regard to preservation and arrangement of records, and forwarding a list showing departments into which records, &c., should be divided; and requesting Collector to submit any remarks he may wish to make on the subject.

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ABSTRACT.—Communicating to Collector of Ganjam report of Collector of Nellore as to the manner in which records are arranged in that district.

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The Board of Revenue place on record a change recently made in the method of arranging and referencing from papers in their office. The general principles are applicable to all Revenue offices, and Collectors can, as opportunity arises, keep them in view in dealing with their own records.

2. Formerly papers reached the Board, and while under disposal were dealt with by the Board, with little attempt at serial or consecutive arrangement. The result was frequent displacement and occasional loss, and a great want of convenience in perusal. In putting away papers into record, the method was to keep the received letter in one place, and the proceedings disposing of it in another. In the arrangement of papers put away in record, the practice was to keep them in packages or dufters, each containing the papers of one month and one district. The papers lay loose and for the most part unclassified in each dufter; no check was exercised on the contents of a dufter, and if a paper was removed no voucher was taken, and the destination of the paper could only be ascertained after considerable search. For referencing from the papers so arranged a mixed method prevailed, being based partly on received number, partly on date, and partly on disposal numbers. Subject-indexes were in force, but not being current they could not be used till some months after the disposal of papers.

3. The arrangements which have been substituted are as follows:—Papers, whether before they are sent in to the Board, or during disposal, are filed together on a prescribed system based on chronological order. The file of papers thus arising is kept open till final disposal by a proceedings, when the whole is put away as a single unit for record and reference. The disposed-of files are arranged in record under three numbered series, printed indexed, manuscript indexed and unindexed, and a fourth unnumbered series for unimportant papers. Referencing is conducted entirely by the disposal numbers just mentioned. The subject-indexes are written up daily from the previous day's disposals, and bear on these disposal numbers.

4. Briefly, the file has been substituted for the dufter, or consecutive chronological arrangement for loose arrangement in bundles, in a number of particulars connected with papers; and in putting away papers in record and making them available again through indexes, the disposal-number system has been substituted for several mixed methods. These changes have had the effect of producing convenience of disposal, security of the public records, and quickness and certainty in referencing, in the Board's office. Collectors should not make any change in their own record systems except after very careful consideration, but in the event of any questions in connection with that subject arising, they can observe the general principles here indicated for their information.

(True Extract.)

(Signed) R. SEWELL,
Acting Sub-Secretary.

(True Copy.)

(Signed) S. SRINIVASA RAGHAVAIYANGAR,
First Assistant.

To all Collectors.

NOTE ON THE DISPOSAL-NUMBER SYSTEM OF RECORD AND REFERENCE.

Village Accountants' Records.—The oldest indigenous method of record-keeping is that of the village accountant. He ties the records together with little or no arrangement in a bundle made of cotton cloth. For the classification he trusts to his memory. This bundle is called by the English a "dufter," though the original Hindostany word has not that meaning. (2) *Records of native cutcherries.*—In larger native offices the cloth bundle is still the basis of the arrangements. Papers are however arranged by dates, either of receipt or despatch. The received papers are invariably placed in one bundle, and the despatched papers in another. When these two appertain to each other, the idea of actually connecting them has at this stage of record-keeping not occurred. A connection is established only by means of annotated entries. Miscellaneous papers, which are numerous and sometimes important, are not treated on any definite principle. In some cases they are made into separate bundles by themselves; but they are frequently neglected, and are the source of much trouble and confusion. When there are several distinct series of correspondence, as for instance in the case of a Tahsildar dealing with superior authorities, with Deputy Tahsildars, or with Revenue Inspectors; a set of date bundles is put aside for each such series, thus forming a rough classification. Where the office is large enough to require a reference system, this is obtained by ledgers corresponding to the date-bundles; each paper being posted in the ledgers. To find a paper, the eye must be run through the ledger; there is no other method of reference. On the abstraction of records there is no check, other than that of the ledgers just mentioned. There is no system of voucher for records taken out for use. (3) *Introduction of serial numbers.*—Though the English offices in the districts have in the main merely taken over the native system just described, miscellaneous improvements have grown up with the increased size of offices. The addition of serial numbers to the dates is a comparatively recent arrangement. As applied in the districts this is not of much importance, for little or no use is made of the serial number. It is noteworthy however as forming the germ of the latest improvements devised. (4) *Paste-books and copy-books.*—Another development is that of keeping the more important papers together in books; when received papers, by pasting them into books, and when despatched papers, by copying them into books. This method, if an advance for purposes of security, is the reverse for purposes of perusing the papers. For though it may be suitable to an office where only one or two persons have to use the records, it is obviously unsuitable where the records have to be dealt with simultaneously by many persons. (5) *The subject bundle system.*—This system has been devised of late years in certain offices supervised by Europeans. It consists of keeping the papers separate and not formed into books, yet of grouping them together into subjects and so tying them up. Registers carry the items from the received or despatched entries into the bundles where they are to be found. This method is only suitable as long as it can be certain that the papers will always be required in that particular connection and in no other. With a shifting administration, the classification of to-day may be unsuitable for the requirements of to-morrow. The subject bundles then become an incumbrance instead of an assistance. This method has not had much currency, and cannot be said to have been a success. (6) *The alphabetical index.*—This is a European invention. It was introduced some years ago, and combined with the system of serial numbers has developed into the system which forms the subject of the present note. In all stages but the last however the alphabetical index has been only partially applied. Again the serial number question has been left quite undefined;

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W. WILSON,
for *Chief Secretary.*

To the departments of the Secretariat.
,, the Board of Revenue.
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Exd. J. Wright.

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Village Accountants' Records.—The oldest indigenous method of record-keeping is that of the village accountant. He ties the records together with little or no arrangement in a bundle made of cotton cloth. For the classification he trusts to his memory. This bundle is called by the English a "dufter," though the original Hindostany word has not that meaning. (2) *Records of native cutcherries.*—In larger native offices the cloth bundle is still the basis of the arrangements. Papers are however arranged by dates, either of receipt or despatch. The received papers are invariably placed in one bundle, and the despatched papers in another. When these two appertain to each other, the idea of actually connecting them has at this stage of record-keeping not occurred. A connection is established only by means of annotated entries. Miscellaneous papers, which are numerous and sometimes important, are not treated on any definite principle. In some cases they are made into separate bundles by themselves; but they are frequently neglected, and are the source of much trouble and confusion. When there are several distinct series of correspondence, as for instance in the case of a Tahsildar dealing with superior authorities, with Deputy Tahsildars, or with Revenue Inspectors; a set of date bundles is put aside for each such series, thus forming a rough classification. Where the office is large enough to require a reference system, this is obtained by ledgers corresponding to the date-bundles; each paper being posted in the ledgers. To find a paper, the eye must be run through the ledger; there is no other method of reference. On the abstraction of records there is no check, other than that of the ledgers just mentioned. There is no system of voucher for records taken out for use. (3) *Introduction of serial numbers.*—Though the English offices in the districts have in the main merely taken over the native system just described, miscellaneous improvements have grown up with the increased size of offices. The addition of serial numbers to the dates is a comparatively recent arrangement. As applied in the districts this is not of much importance, for little or no use is made of the serial number. It is noteworthy however as forming the germ of the latest improvements devised. (4) *Paste-books and copy-books.*—Another development is that of keeping the more important papers together in books; when received papers, by pasting them into books, and when despatched papers, by copying them into books. This method, if an advance for purposes of security, is the reverse for purposes of perusing the papers. For though it may be suitable to an office where only one or two persons have to use the records, it is obviously unsuitable where the records have to be dealt with simultaneously by many persons. (5) *The subject bundle system.*—This system has been devised of late years in certain offices supervised by Europeans. It consists of keeping the papers separate and not formed into books, yet of grouping them together into subjects and so tying them up. Registers carry the items from the received or despatched entries into the bundles where they are to be found. This method is only suitable as long as it can be certain that the papers will always be required in that particular connection and in no other. With a shifting administration, the classification of to-day may be unsuitable for the requirements of to-morrow. The subject bundles then become an incumbrance instead of an assistance. This method has not had much currency, and cannot be said to have been a success. (6) *The alphabetical index.*—This is a European invention. It was introduced some years ago, and combined with the system of serial numbers has developed into the system which forms the subject of the present note. In all stages but the last however the alphabetical index has been only partially applied. Again the serial number question has been left quite undefined;

that is to say the alphabetical index has operated first on one, and then on another part of the record system. (7) *The Board of Revenue record system, immediately preceding the introduction of the disposal-number system.*—The office of the Board of Revenue is the largest and most complex office of the Presidency. It stands between the Secretariat offices and the district offices. Its condition prior to the introduction of the latest record system may be considered typical, and can thus be summarized. If a paper which reached the Board was composed of several parts, as a letter and enclosures, these parts came up detached from one another. As the practice was to fold each paper twice vertically, an arrangement suitable to the cloth dufter, they were necessarily detached. Again when a bundle of papers was made up in the office for the despatch of business, say for the consideration of a letter so received, the component parts of the bundle were similarly detached, and for the same reason. It is needless to say that it was difficult to keep papers duly arranged, or to obtain a connected view of them, under this system. It was the cause of great delay. When the papers after being utilized were distributed and put away in record, the received papers (technically called "currents") were put away in one place, and the orders passed on concluding papers (technically called "disposals") were put away in another. To find them again double referencing was necessary. In the arrangement of the records the practice was to keep them in dufters, that is to say packages, each containing the papers of one month and one district. The papers lay loose and unclassified in each dufter. No check was exercised on the contents of a dufter, and if a paper was removed no voucher was taken, and the destination of the paper could only be ascertained after considerable search. The register of received papers was not systematically closed, and it afforded no guide therefore either to the tracing of papers, or to the check of arrears accruing in the office. There was no method for checking the length of time for which a paper was kept by any person or branch of the office. It may be added that each step in the transaction of the Board's business, however trifling or temporary, was marked by a separate "disposal;" thus making an immense number of items in the total records. There was no arrangement for connecting the records of the past, present, and future (technically called "chaining"). As to the arrangements for finding the records (technically called "referencing"), a mixed method prevailed; the books and indexes bearing partly on received number, partly on date, and partly on disposal number. The subject indexes which were in force were not prepared currently, and could only be used some months after the disposal of papers. (8) *Record system of the Chief Secretariat immediately preceding the introduction of the disposal-number system.*—The above remarks apply in great measure to the Chief Secretariat record system as it existed prior to the introduction of the disposal-number system. Papers were received from other offices twice folded, and when more than one loosely bundled together. The papers arising in the office were also dealt with as loose papers. Previous papers or "references" were presented without method. Papers were put away in record by date, though not in dufters. No exact account was taken of papers removed from record. The index though exhaustive was so much in arrears as to be of no service for current referencing. In all other particulars, the remarks made above regarding the Board may be repeated. (9) *The disposal-number system.*—The disposal-number system, which was introduced to remedy these different deficiencies, consists of the application of two principles; the first consecutive chronological arrangement of papers, and the second alphabetical indexing concentrated on a single series of numbers. The first process being made to lead up to the second, the whole forms a single system. It has already been introduced in the Chief Secretary's office, the office of the Board of Revenue, and the head-quarter offices of three Collectorates. (10) *Its method of operation.*—The first step in the disposal-number system is to cause the papers to be presented in consecutive form, or in the same way as the pages of a book. This is partly with a view to mere convenience, and partly to prepare the papers for forming finally a disposal-unit, as will be hereafter described. To enable the papers to be presented in juxtaposition, it is necessary to prescribe that they must not be twice folded. They must either be only once folded, or not folded at all; again like the pages of a book. It is also found very desirable to prescribe uniformity in size of paper, as in the case of a book; otherwise the papers under this method are apt to become dilapidated. Each bundle then begins with what is technically called a "current" or an initial paper; and gradually grows, one paper being attached to another, with the progress of business on that particular paper. This process is continued as long as it is convenient. If orders are passed of a temporary nature, as when further information is called for from other offices, the bundle or "file" is still kept open, and the intermediate orders still bear the initial or "current" number (at least this is the simplest course). When the manager of the office considers it desirable he closes the "file." A number is then put upon it, which cancels all previous numbers, and is thenceforth exclusively referred to in the indexes and other books of the office. As such a file may contain a number of papers, it is evident that multiplicity of records is very much diminished. The file becomes a unit for purposes of record, and the number is called the "disposal-number" whence the name of the system. The file once so made is never again broken up, and the record-keeper is responsible for its security. (11) *Its advantages.*—The disposal-number system substitutes a single principle, or at most a principle divided into two parts, for various mixed methods. Its advantages are mainly seen in great increase of convenience and rapidity of work in dealing with papers, and in security provided for the public records. Subsidiary advantages are that it enables previous papers to be "referenced" or traced in the office with greater ease, and that it provides a more methodical plan for book-keeping and

check of arrears or the progress of business. The superior convenience of a "file," which approximates in character to a book, over a loose bundle of papers, requires no comment. It saves a great portion of the time of superior officers in dealing with papers, and enables routine operations to be transferred to subordinate agency. The security of the records is attained by providing that every paper shall form part of some file, that files shall be paged, and that every file shall sooner or later bear a disposal number. A record cannot then be lost or abstracted, any more than a page can be torn from a book, without detection. The simplicity of the numbering system expedites the tracing of papers. As every paper must proceed to a disposal-number the methods of book-keeping to check progress are made more easy. (12) *Exchange of printed matter between departments.*—Though not a necessary part of the record system above-mentioned, this should be mentioned here; as illustrating a similar principle of presenting consecutive as opposed to detached matter. The steps taken in that direction are specified in G.O., dated 19th March 1881, No. 377, Public; Memorandum dated 8th March 1882, No. 1867, Public; and G.O., dated 16th March 1882, No. 903, Revenue. (13) *Improvements in routine.*—In offices where the disposal-number record system has been introduced, opportunity has been taken to make improvements in various routine matters, though not actually belonging to it; the changes being mostly with the object of relieving superior officers of details which can equally well be attended to by subordinates.

ORDER—dated 19th September 1885, No. 2196, Public.

The Government concur in the remarks made by the Board of Revenue in their proceedings, and desire that circulation be given to the Secretariat note read above which is explanatory of the system.

(True Extract.)

W. WILSON,
for *Chief Secretary.*

To the departments of the Secretariat.
„ the Board of Revenue.
„ all heads of departments.

Exd. J. Wright.

Govt. of {1885} Madras.

PUBLIC.

Issued

Recd. *Encl.*

G.O., 19th September 1885, No. 2196.

SEPTEMBER.

Record System.

Circulating to all heads of departments a Secretariat note regarding the introduction of the disposal-number principle into large offices.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following papers:—

From J. H. TAYLOR, Esq., Lieut., R.N.R., Master Attendant, to the Chief Secretary to Government, dated Madras, 23rd September 1885, No. 7933.

Administrative department.

In my letter, No. 5663, dated 7th July 1885, I reported that a clerk, P. Ramakistna Mudaliar, of this office had filed his schedule in the Insolvent Court, proposing to make a monthly payment towards his debts. I have now the honor to forward the accompanying papers, and to inform you that he has passed the court under the above arrangement, so that he is not freed from his liabilities, but has to pay towards them through the court. The Government were pleased, in G.O., Mis. No. 1718, dated 21st July 1885, to permit his doing duty drawing only one-fourth salary, the allowance payable during suspension. He is an old and experienced hand and renders good service. I solicit that the Government will be pleased to sanction his reinstatement with arrears of pay.

From J. H. TAYLOR, Esq., Lieut., R.N.R., Master Attendant, to the Chief Secretary to Government, dated Madras, 9th October 1885, No. 8379.

Administrative department.

In returning Marine reference, No. 1742, dated 3rd October 1885, I have the honor to state that since the G.O., of 9th October 1880, No. 508, the position of insolvents appeared to have been modified in cases where they were not relieved from their pecuniary liability, but had to liquidate the same by monthly payments from their salaries as ordered by the court, all the relief obtained being protection from further molestation by creditors—*vide* Government orders as per margin. In the present instance the applicant himself tendered a monthly payment towards his debts, and this was passed by the court. Under the circumstances, and as in the court's order it is stated that it is the fourth petition of the applicant, I thought it was only necessary to submit the papers to Government with the recommendation made.

G.O., No. 781, 7th June 1881.
„ „ 1262, 7th Sept. „
„ „ 270, 20th May 1882, Public.

2. In an office like this, burthened with a large amount of work, and having a limited establishment, the value of old and experienced hands, whose special knowledge of certain duties enable them to render very good service, is much felt, and as such special knowledge is not to be acquired without long and special training, it induced me to recommend that the individual in question be allowed to continue to perform his duties while under suspension. On the same grounds, it is desirable that he be retained in the service. As he has all this time drawn one-fourth pay, the remaining portion remains undrawn.

ORDER—dated 27th October 1885, No. 2500, Public.

The pay and allowances recommended will be paid on this occasion, but P. Ramakistna Mudaliar will be warned that if he should again have recourse to the Insolvent Court his services under Government will be dispensed with.

2. His schedule discloses reckless borrowing and dealing, and unthrift.

(True Extract.)

Acting Chief Secretary.

To the Master Attendant, Madras, with enclosures.
" Accountant-General.
" Heads of departments.
" P. W. Department

Exd. T. O'Connor.

Govt. of {1885} Madras.

PUBLIC.

Issued

Recd. 4/11/85 Encl.

G.O., 27th October 1885, No. 2500.

OCTOBER.

Insolvents.

Sanctioning the reinstatement, with arrears of pay, of P. Ramakistna Mudaliar, a clerk in the Marine office, but with a warning that his service will be despensed with if he should again have recourse to the Insolvent Court.

GOVERNMENT OF MADRAS.

REVENUE DEPARTMENT.

READ—the following Proceedings of the Board of Revenue, dated 23rd September 1885 Mis. No. 8763 :—

Read—the following letter from M. R. WELD, Esq., Acting Collector of Kistna District, to the Secretary to the Board of Revenue, dated Masulipatam, 1st September 1885, No. 2867 :—

I have the honor to submit the compensation progress reports for July 1885.

2. The following statement shows the transactions for the four divisions of the district :—

Names of Divisional Officers.	Pending at the beginning of July.		Received during July.		Total.		Disposed of during July.		Balance at the end of July.		Land shown in Columns 10 and 11 for which Compensation has been settled and Bills, &c., have been sent.	
	Number.	Extent.	Number.	Extent.	Number.	Extent.	Number.	Extent.	Number.	Extent.	Number.	Extent.
1	2	3	4	5	6	7	8	9	10	11	12	13
Sub-Collector..	107	94 16	28	157 68	135	251 84	5	4 86	130	246 98	100	97 41
Head Assistant Collector.	52	220 1½	1	15 32	53	235 33½	1	2 51	52	232 82½	52	232 82½
General Deputy Collector.	3	.. 98	191	40 25	194	41 23	3	.. 98	191	40 25	191	40 25
Temporary Deputy Collector.	145	837 37	..	.. ..	145	837 37	4	.. 26	141	837 11	136	737 9
Total ..	307	1,152 52½	220	213 25	527	1,365 77½	13	8 61	514	1,357 16½	479	1,107 57½

The decrease of Acres 36 in the opening balance in the Sub-Collector's statement is explained at its foot.

3. The figures in the above table are as given by the Divisional officers.

4. Of the 514 cases in column 10, statements have from this office been submitted to the Board for 25 cases and bills to Engineers for 222—total 247, distributed as below :—

Sub-Collector	50
Head Assistant Collector	12
General Deputy Collector	146
Temporary Deputy Collector	39
Total ...	247

The 222 cases for which bills have been sent range as under :—

Public Works Department ...	62	Local Fund Engineers... ...	160
Within 1 month in arrear ...	21	....	113
More than 1 month in arrear ...	3	....	...
„ 2 months in arrear...	4	....	...
„ 3 „ ...	9	....	...
„ 4 „ ...	1	....	32
„ 5 „ ...	...	....	15
„ 9 „ ...	20	....	...
„ 12 „ ...	1	....	...
„ 13 „ ...	1	.. ..	...
„ 27 „ ...	2	....	...
Total ...	62	Total ...	160

These are contained in the following bills :—

Public Works Department.

No.	Date.
80	2nd April 1883.
21 and 22	26th June 1885.
3	9th April 1883.
43, 44 and 45 ...	22nd Aug. 1885.
94	2nd July 1884.
3	7th Mar. 1885.
55	20th June 1884.
6	7th Aug. 1885.
147	14th Oct. 1884.
10	30th April 1885.
13	15th May 1885.
29—35 and 37 ...	27th July 1885.
68, 69	26th June 1884.
74, 75	
78, 88, 89	

Local Fund.

No.	Date.
5	19th Feb. 1885.
5-A	19th „ „
8	17th „ „
11	16th March „
12	19th „ „
23	14th Aug. „
24	19th „ „
22	14th „ „
21	13th „ „

The number of cases remaining undisposed of is 267 as detailed below :—

Under scrutiny in divisional offices including cases pending payment	215*
Under reference to Superintending Engineer	25
Do. Local Fund Engineer	27
Total ...	267

5. Of the 28 old cases as per last report, 4 have since been settled. The remaining 24 cases included in the 267 shown above appertain to the Devarakót Zemindari. Regarding the rate of compensation to be granted to the Zemindar, I am in communication with the Superintending Engineer. His reply is awaited.

6. Of the Acres 117·38 in column 6 of statement No. I from the General Deputy Collector, Acres 77·13 being Government waste not requiring compensation, the remainder, viz., Acres 40·25, only are shown in the corresponding column of statement No. II. Acres 19·4 in the same column of statement No. I from the Temporary Deputy Collector being all Government waste, they are not entered in statement No. II.

	Cases pending payment, &c.	Cases for which compensation has practically not been settled.	Total.
* Sub-Collector	48	30	78
Head Assistant Collector	14	..	14
General Deputy Collector	42	3	45
Temporary Deputy Collector	72	6	78
Total ..	176	39	215

Resolution—dated 23rd September 1885, Mis. No. 8763.

The total number of cases for disposal was 527, of which 13 were disposed of within the month. Out of the remaining 514 cases, compensation has been settled and statements submitted to the Board in 25 and bills to Engineers in 222 cases. One hundred and seventy-six cases are pending payment, and the remaining 91 cases are pending as follows :—

30 with the Sub-Collector.
3 „ General Charge Deputy Collector.
6 „ Temporary Deputy Collector.
25 are under reference to the Superintending Engineer.
27 do. do. to the Local Fund Engineer.

2. The number of cases disposed of in this month is very small. The Collector is requested to see that a considerable reduction is forthwith made in the number of cases pending payment.

3. The extent of land entered in note 2 to statement No. II from the Sub-Collector as occupied without reference to the Revenue Department is incorrectly entered as Acres 149·13 instead of Acres 139·13. Of this extent 75 cents appear to have been occupied by the Local Fund Department and the rest by the Public Works Department.

(A true Copy and Extract.)

(Signed) F. A. NICHOLSON,
Acting Secretary.

To the Secretary to Government, Revenue Department,
with letter and enclosures, in original to be returned, and statements for June.
„ the Collector of Kistna.

Order—dated 23rd October 1885, No. 1184, Revenue.

Miscellaneous.

The progress made in July in the disposal of claims for compensation is not satisfactory, only 13 cases having been settled out of a total of 527.

2. The 24 old cases relating to the Devarakót Zemindari and shown in previous reports against the Collector have apparently been transferred to the Sub-Collector.

3. Adverting to paragraph 4 of the Collector's letter, it is observed that bills Nos. 6 and 43 to 45 are dated August 1885. They should not have been shown therefore against the Public Works Department in the present report which refers to July. So also bills Nos. 80 and 3 of 1883 which are with the Collector. For Nos. 94, 68, 69, 74, 75, 78, 88 and 89 revised bills appear to have been substituted, and the numbers of the latter should have been quoted.

Paragraph 3 of G.O., No. 1140, dated 9th October 1885.

Vide Superintending Engineer's letter embodied in G.O., Public Works Department, No. 2315 W., dated 6th October 1885.

4. The irregular occupation of land referred to in paragraph 3 of the Board's Proceedings will be noticed in the Financial and Public Works Departments.

(True Extract.)

(Signed) J. F. PRICE,
Ag. Secretary to Government.

To the Financial Department.
„ the Public Works Department.
„ the Board of Revenue, with five enclosures returned.

Exd. A. F. Aaron.

80 Copies.

B. No 2087 W dy 11th Nov/85

Communicated to the Superintendent of Works in charge II Circle in continuation of G.O. No 2626 W dy 6th Nov/85

2. The Superintendent of Works will report on the subject of para 4. Wdy 9 Dec 85.

Supt of W in Ch: II Circle

Gobt. of {1885} Madras.

REVENUE.

Issued

Recd. *Encl.*

G.O., 23rd October 1885, No. 1184.

B. No 2087 W dy 11th Nov/85

OCTOBER.

Land Compensation Claims.

Report of progress made in the disposal of — in the Kistna district for July 1885, reviewed.

With order

paragraph 11 D, chapter XI, of Public Works Department Code, which prescribes that municipal taxes on all public buildings other than Military or State Railway buildings shall be borne by the Civil Department.

Where municipal taxes are payable by this department on public buildings, provision for such taxes should be made in the annual repair estimates.

The Governments of Madras, Bombay, Bengal, the North-Western Provinces and Oudh, and the Punjab, in the Public Works Department.
The Chief Commissioners, Central Provinces, British Burma, Assam, and Coorg.
The Resident at Hyderabad.
The Agents to the Governor-General for Central India, Rajputana, and Biluchistan.
The Superintendent of Port Blair and Chief Commissioner, Andaman and Nicobar Islands.
The Director-General of Telegraphs.
The Inspector-General of Military Works.
The Superintendent of Works, Simla Imperial Circle.
The Accountant-General, Public Works Department.
The Director-General of Railways.
The Director-in-Chief, Indo-European Telegraph.
The Director, Persian Telegraph.
The Director, Persian Gulf Telegraph.
The Consulting Engineers to the Government of India for Guaranteed Railways, Calcutta, Lahore, and Lucknow.

Order.—Ordered that the foregoing be communicated to the local Governments, Administrations and officers noted in the margin for information and guidance.

(By Order.)

(Signed) W. S. TREVOR, Col., R.E.,
Secretary to the Government of India.

ORDER—dated 15th September 1885, No. 2147 W., Public Works.

Communicated to officers of the Public Works Department concerned for information and guidance.

2. The Secretary to the Code Committee will be requested to submit a draft standing order making the necessary alteration in the orders already in force on the subject.

(True Extract.)

(Signed) J. SHAW-STEWART, Colonel, R.E,
Secretary to Govt., P.W.D.

To Superintending Engineers.
To the Consulting Architect.
„ Examiner, Public Works Accounts.
„ Financial Department.

Exd. A. Aubert.
Spare Copies

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following papers :—

Proceedings of the Government of India, Public Works Department (Account —General), to the Secretary to the Government of Madras, Public Works Department, dated Simla, 12th August 1885, No. 219 A.G.

Revised procedure regarding the payment of municipal taxes on Government buildings other than Military or State Railway buildings.

Read the following paper :—

Resolution by the Government of India, Department of Finance and Commerce, dated Simla, 16th July 1885, No. 1980.

Read again the following resolutions in this department :—

(1) No. 2333, dated the 28th July 1883, laying down a procedure regarding the payment and adjustment of municipal taxes on Public Works buildings other than Military, and on State Railway buildings.

(2) No. 3086, dated the 12th September 1883, deciding that the procedure regarding municipal taxes shall apply to cantonment taxes also.

Read also—

The endorsement of this department, No. 607, dated the 30th April 1884, on the letter in the Public Works Department, No. 63 A, dated the 9th April 1884, stating that municipal and cantonment taxes on irrigation buildings should be paid for and adjusted like those on all Government buildings other than Military or State Railway.

Resolution.—The Governor-General in Council is now pleased to revise the procedure laid down in the resolution of 28th July 1883, and to rule that municipal taxes on a Government building shall be paid by the department occupying it and debited to that department ; but that in any case in which a lump sum is at present paid for all Government buildings, or for a number of Government buildings in a municipality, it shall, provided the buildings are in the occupation of more than one department of Government, be paid in the Civil Department and debited to Miscellaneous.

The responsibility for the acceptance of the assessment rests with the Executive Engineer in charge of the building.

2. This order is not intended to supersede the orders of 30th September 1884, No. 3692, which prescribed the procedure for the payment of municipal taxes on the offices of the Government of India in Simla.

3. It having been brought to the notice of the Governor-General in Council that no tax is levied on Government buildings in cantonments in British India, the resolution of 12th September 1883 is hereby cancelled.

Order.—Ordered that the foregoing resolution be communicated to the Public Works Department, the Home Department, the Comptroller and Auditor General, and the several Accountants-General and Comptrollers.

Resolution.—The procedure laid down in the foregoing resolution will be incorporated in the revised edition of the Public Works Department Code now under preparation ; in the meanwhile, the Government of India is pleased to direct that the revised procedure be brought into operation in supersession of that portion of

GENERAL.
ACCOUNT.

Govt. of {1885} Madras.

PUBLIC WORKS.

Dated September, 15*th*.

Recd. *Encl.*

G.O., 15th Sept. 1885, No. 2147 W.

SEPTEMBER.

Municipal Taxes on Government Buildings

Orders of the Government of India communicating revised procedure in regard to the payment of — other than Military or State Railway buildings, communicated to the officers concerned.

Gp 2691 ж
11-11-85

Vidc 2197 ж/86

Gp 2689 ж
11-11-85

Vidc 2195/86

Gp 2690 ж
11-11-85

Vidc 10515/85

Gp 2692 ж
11-11-85

Vidc 10200/85

Dr

For perusal.

7-11-85

8/11/85