

be pleased to issue orders for placing the above
sum at the disposal of the Public Works De-
partment through the Accountant General out
of the allotment sanctioned for Incomplete
Works.

Order thereon of 29th April 1887 No 762 L (Mis.)

The Accountant General will be
authorized to make the necessary adjustment
in the accounts, in communication with the
Public Works Department.

(True Extract)

To

W. Meyer
Asst. Secretary.

The Accountant General.

" President, District Board, Godavari.

" Public Works Department.

Local & Mun. Department.



PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following paper

Letter from the President, District Board,
Gadavari, of 29th March 1887 N^o 34.

A sum of Rs. 2491/- was provided
in the list of Incomplete work for 1885-86
for the work "Constructing the Road along
the right bank of Amalapur canal from Palvada
to Mukkamala to join Ambajipeta and
Mukkamala road" Estimate Rs. 2495/-. Taking
into account subsequent transfers & surrenders
there is a balance of allotment of Rs. 2221/- avail-
-able for expenditure on the work in the current
official year. Rs. 2200/- were incurred by
D. P. W. on account of this road and they now
claim payment of the money. I have therefore
the honor to request that Government will

be

P.W.C. No. 3402
Govt. of (1881) Madras.

Local & Home Dept.

To

The P. W. Dept.

B/
B.N. 1324 Wd/14 May 1887

Communicated
Communicated
to the S E I Circle and
the P.W. Dept.

Wm
9.5.87

See
10/5/87

Proceedings, dated 29th April 1887.
No. 7622 (P.W.)

Subject.

B.N. 1324 Wd/14 May 1887

Authorizing the
Accountant General to
make the necessary adjustment
in the Accounts of the Godavari
District

5TH AUGUST 1885, No. 1819 W., PUBLIC WORKS.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following papers:—

From Lieutenant-Colonel H. M. VIBART, R.E., Superintending Engineer, III Circle, to the Chief Engineer, Public Works Department, dated Bellary, 19th June 1885, No. 584.

In continuation of my letter, No. 569, dated 14th June 1885, I have the honor to submit, for approval and orders, the following proposals regarding the future employment of office establishment of Kurnool division. This division at present has—

1 Clerk, III class, 3rd grade, on	Rs. 50 to 60
1 " IV " 2nd "	" 30 to 40
2 Clerks IV " 3rd "	" 20 to 30 each
1 2nd-class draftsman	" 35 to 50
1 3rd-class "	" 20 to 30
2 Messengers at	" 6 each
3 Lascars at	" 6 "

2. It is proposed to transfer the first two clerks, the second-class draftsman, and a messenger to the Canal division to form a part of the permanent establishment of that division. One clerk is intended to be employed as a cashier, while the second will have charge of the records of the new sub-division and will carry on the office work connected with it.

3. The remaining two clerks and the third-class draftsman will be posted to fill vacancies in other divisions. The lascars, &c., will also be similarly absorbed as far as possible. The services of those for whom no place can be found will of course be dispensed with after due notice.

4. The office work in the Canal division is already heavy enough; and I am satisfied that additional help should be given to enable that office to cope with the extra work that will be thrown on it consequent on the proposed amalgamation.

5. Should experience show hereafter that the establishment is capable of curtailment, the reduction could easily be effected at any time.

6. A statement showing the present and proposed scale of establishment is enclosed.

ENCLOSURE.

APPLICATION for the proposed increase of the Establishment in the Kurnool Canal Division.

ORDER SANCTIONING PRESENT ESTABLISHMENT. GOVERNMENT OF MADRAS, P.W.D.			NATURE OF CHANGE.		PROPOSITION.																	
No.	Date.	Office to which proposition refers.	Present Scale.					Proposed Scale.					Permanent.		Temporary.							
			Number.	Designation.	Minimum.	Increment.	Maximum.	Average or fixed.	Number.	Designation.	Minimum.	Increment.	Maximum.	Average or fixed.	Amount.	Period.	Amount.	Period.	Increase per month.	Decrease per month.		
1729 W.	14th July 1881.	Executive Engineer's office, Kurnool Canal division.	1	Kurnool Canal Division.	..	..	60	4	80	75	1	Kurnool Canal Division.	..	..	60	4	80	75	..	..		
			1	Clerk, III class, 2nd grade	..	..	40	2	50	47½	1	Clerk, III class, 2nd grade	..	..	50	2	60	57½	..	..		
			1	" " " 1st	..	..	30	2	40	37½	1	" " " 1st	..	..	40	2	50	47½	..	..		
			1	" " " 2nd	..	..	30	2	40	37½	1	" " " 2nd	..	..	30	2	40	37½	..	..		
			1	" " " 3rd	..	..	20	2	30	27½	1	" " " 3rd	..	..	30	2	40	37½	..	..		
			1	" " " 3rd	..	..	20	2	30	27½	1	" " " 3rd	..	..	20	2	30	27½	..	..		
			1	Draftsman, 1st class	..	..	50	4	70	65	1	Draftsman, 1st class	..	..	50	4	70	65	..	..		
			1	" " " 3rd	..	..	20	2	30	27½	1	" " " 3rd	..	..	20	2	30	27½	..	..		
			1	Messenger	..	..	..	..	..	7	Messenger	..	..	..	..	..	6	..	..	..	..	
			1	" " " "	..	..	..	..	..	6	" " " "	..	..	..	..	..	7	..	..	..	..	
			1	" " " "	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
			1	Upper Sub-division.	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
			1	Clerk, IV class, 3rd grade	..	..	20	2	30	27½	1	Clerk, IV class, 3rd grade	..	..	20	2	30	27½	..	..	..	..
			1	" " " 1st	..	..	15	1	20	22½	1	" " " 1st	..	..	15	1	20	22½	..	..	..	..
			1	Messenger	..	..	..	..	..	..	6	Messenger	..	..	..	..	..	..	..	..	..	..
			1	Central Sub-division.	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
			1	Clerk, IV class, 3rd grade	..	..	20	2	30	27½	1	Clerk, IV class, 3rd grade	..	..	20	2	30	27½	..	..	..	..
			1	" " " 1st	..	..	15	1	20	22½	1	" " " 1st	..	..	15	1	20	22½	..	..	..	..
			1	Messenger	..	..	..	..	..	..	6	Messenger	..	..	..	..	..	..	..	..	..	..
			1	Lower Sub-division.	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
1	Clerk, IV class, 3rd grade	..	..	20	2	30	27½	1	Clerk, IV class, 3rd grade	..	..	20	2	30	27½	..	..	..	..			
1	" " " 3rd	..	..	20	2	30	27½	1	" " " 3rd	..	..	20	2	30	27½	..	..	..	..			
1	" " " 1st	..	..	15	1	20	22½	1	" " " 1st	..	..	15	1	20	22½	..	..	..	..			
1	Messenger	..	..	..	..	..	..	6	Messenger	..	..	..	..	..	..	..	..	..	..			

Office note from the Examiner, Public Works Accounts, dated 9th July 1885, No. 267.
From the Superintending Engineer, III Circle, dated 24th July 1885, No. 903.

ORDER—dated 5th August 1885, No. 1819 W., Public Works.

The Government consider that the Kurnool sub-division is an exceptionally heavy one, and sanction the increase to office establishment as proposed by the Superintending Engineer, III Circle, in the comparative statement submitted with his letter recorded above, the cost being met from savings under Establishment.

2. This sanction is registered as Provincial, No. 30 W. of 1885-86, and classified as Establishment, Permanent.

(True Extract.)

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

To the Superintending Engineer, III Circle.
" Examiner, Public Works Accounts.
" Chief Engineer for Irrigation.

Exd. E. Fernandez,
Spare Copies

GENERAL.
ESTABLISHMENT.

Govt. of (1885) Madras.

PUBLIC WORKS.

Dated August, 5th.

Recd.

Encl.

G.O., 5th Aug. 1885, No. 1819 W.

AUGUST.

Office Establishment, Kurnool
Sub-division

Proposed increase to the —, sanctioned.

[C. No. 8.]

GOVT.
OF MADRAS.

1887.

(P. W.
DEPT.)

EXAMINER, P. W. ACCOUNTS.

Madras, 17 March

1887.

OFFICE NOTE No. 824.

To
W.

Encs: 2

Your O. N. No. 704 C. dated 28th.
February 1887.

KEEP-WITH

Genl. No.

dated

188

Please see Supg. Engineer's letter printed with G. O. No. 1819 W. dated the 5th. August 1885, para 2 last clause. The addition of one clerk IV. Class 2nd. Grade (30-40) applied for and sanctioned was for Kurnool Sub Division and not for the Divisional Office. The addition for the Divisional Office, was a clerk III. Class 3rd. Grade (50-60) whom it was intended to employ as cashier.

2. With reference to para 2 of Supg. Engineer's letter, no objection to the appointment of a clerk IV. Class 3rd. Grade on account of the Cumbum Sub Division was taken, as the Establishment engaged was within the sanctioned scale. In September 1886, the scale having been exceeded exception was taken, vide Disallowance

Requesting that Examinee
be authorised to admit the
entertainment of a - for
which no provision was
made in the sanctioned
scale

No. 2296

Superintending Engineer's Office,

3RD CIRCLE

Bellary 24 February 1887.

FROM,

Col. A. M. Libart R.D.
SUPERINTENDING ENGINEER,
IIIrd CIRCLE.

To,

THE Chief Engineer
P.W.D.

SIR,

Madras

Enclosures.

I have the honor to bring to your notice that in the statement of increase to the Office Establishment sanctioned in G.O. No. 1819 D dated 5th August/85, no provision was made for the clerical establishment required for the Sub Divisional Officer of the newly constituted Kurnool (now called bumbum) Sub Division. It was thought no question would arise as to the entertainment of an Establishment for the Sub Division under the authorized

1887.

P. W. DEPARTMENT.

Current No. 1532

From

The Supy. Engr. III Circle

ENCLOS.—

No. 2296

Dated 24th Feb 1887

Received 25th — —

SUBJECT.

Blank 4th class 3^d grade for the New bumbum Sub Division — Requesting that Examiners be authorized to admit the entertainment of a — for which no provision was made in the sanctioned scale —

DISPOSAL.

No. 704 C Dated 28th Feb 1887

To
C.

For favor of remarks

(Id) H. L. C. S.

25.2.87

H. L.

28/2/87

Encs. One.



From,

The Superintending Engineer,
IIIrd Circle.

To,

The Chief Engineer
P.W.D.

Madras

Dated 29th } April 1887.
Received 9th May

Enclosures.

No. 161

Proof Statement of Objectionable Items for January 1887

Reporting the circumstances under which an extra clerk was entertained in the Liberal of Madras called for in No. 1036 W of 14-4-87 on Item No 33 of the —

scale; and accordingly a 4th class
3rd grade clerk of the former Cumbum
Sub Division has been continuing
to do duty in the newly formed
Sub Division.

2. The Examiner P.N. accounts,
after the lapse of one year, in au-
diting the Divisional Salary
Bill for September '86, makes out
one clerk to be extra, and states
that of the two clerks sanctioned
to be transferred from the Kurnool
to the Canal Division Office, the
4th class 2nd grade clerk was inten-
ded for employment in the new
Sub Division Office; whereas the
sanctioned statement as well as
my letter embodied in the G.O. quo-
ted above will show that the pro-
posals solely related to the in-
crease of Establishment in the
Division Office, consequent on the
amalgamation of the Kurnool with
the Canal Division.

3. I therefore request that the

Examiner be authorised to admit
the entertainment of a clerk 4th class
3rd grade for the new Sub Division
Office, irrespective of the 4th class
2nd grade clerk who is employed in
the Division Office; and also to re-
cognise the new Sub Division as
"Cumbum Sub Division" instead of
"Kurnool Sub Division". The Head
Quarters being fixed at Cumbum,
the former term is more appropriate
and distinguishable from the Kur-
nool (Duffer) Sub Division of the
Canal.

I have the honor to be
Sir

Your most obed^t Servant
Arthur Robert Collett
Superintending Engineer
3rd Circle

MR

704 C 20.2.07

Enc. No. 1 of Govt. G.O. 327/57

No. 161
Superintending Engineer's Office,
3RD CIRCLE

Bellary, 24th April 1887

FROM,
Col. A. M. V. S. S. S. S.
SUPERINTENDING ENGINEER,
IIIrd CIRCLE.

To,
THE Chief Engineer
P. W. D.
Madras
SIR,

Enclosures.
with C. 3574

With reference to the orders
of Government No 1036 D dated
14th April /87 on item No 33 in the
Provincial Statement of Objection-
able Items for January /87 I have
the honor to report that D. Soral
was appointed by the Executive
Engineers to act as clerk I class 1st
Grade in place of a permanent clerk
of the same grade who was dismissed
for absence without leave.

2. Soral having failed to produce
the prescribed health certificate his
services were dispensed with.

2

Endorsement No 1326/34
dated 7th May 1887

Forwarded to the Chief
Engineer, Public Works
Department.

2. No action on the
item is necessary, as the
amount of pay due to the
Clerk have been paid,
with reference to G.O. No 880 W
dated 22nd March 1887.

Wm. Hunter Major R.E.
Examiner Pub. Works Accounts
Madras.

Encs: One
207/57 etc.

B. No 880 W. 22. 3. 87
E. 1879 W. 5. 8. 87

PW Cu 3513N

From

Major C. H. P. Christie R.E.
Examiner P. W. Accounts
Madras

B. No 1323 W. 4/14 May 1887

Recorded
Recorded

10/5/87

14/5/87

To

The Chief Engineer
Pub. Works Department
Madras

Endorsement No 13, S.E. 34
dated 7th May 1887

Recd 9/5/87 (Encl 1)
B. No 1323 W. 4/14 May 1887

Forwards letter from Super-
intending Engineer & Civil
with above Endorsement
stating that no action is
necessary as the arrears of
pay due to the Clerk & Soree
have been paid.

14/5/87
10/5/87

10/5/87

10/5/87

13TH APRIL 1887, No. 529, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—again the following paper:—

G.O., dated 25th February 1886, Mis. No. 452, Public.

READ—also the following papers:—

Office Rules for the "Disposal Number" system of record and reference in the Chief Secretary's office, dated 29th January 1887.

Memorandum from Dr. C. D. MACLEANE, C.S., on special duty, dated 3rd March 1887.

In resigning the duties assigned by G.O., dated 25th February 1886, Mis. No. 452, Public, the undersigned submits an account of what has been done.

2. The duties were conducted for seven weeks in March-April 1886, one week in July 1886, four weeks in November-December 1886, and two weeks in January 1887, 3½ months in all out of the twelvemonth, in the Fort, Madras. For the remainder of the period they were conducted from Ootacamund, where the establishment of the Manual of Administration was located (G.O., dated 15th March 1886, Mis. No. 541, Public), weekly reports being received and instructions sent down.

3. The nature of the duties to be performed was explained in the Notes of Members recorded with G.O., dated 25th February 1886, Mis. No. 452, Public. The records in the Government Office had been the subject of spoliation, important documents being abstracted or mutilated. There was difficulty in collecting papers on any given subject. Valuable records were often found to be in a state of decay. The arrangements in the record-room were generally faulty. The present almirahs and cases were unsuitable. It was considered that the establishment employed was probably deficient in number and qualifications. The undersigned was directed to deal with these questions. An additional duty was prescribed of commencing a new series of printed "Extracts from the Records." The duties were to be combined with the preparation of the third volume of the "Manual of the Administration," and another duty.

4. An account of the records in the possession of the Madras Government would be an extensive operation, varying with the object in view. A general account of them will be found in the Manual of the Administration, Volume I, pages 88—95. A historical account of their contents will be found in foot-note [4] at page 91 of that volume. Foot-note [1] at page 89 gives a list of the Record Departments, past and present. The form of their contents has differed at different times. The records begin practically after the occurrence which is mentioned at Volume I, page 162, of the Manual, namely, the usurpation of the factory by Sir Edward Winter. In fact, they begin almost exactly at the Governorship (1678) of the ancestor of the Honorable Member of Government who has initiated this inquiry. There are, however, a few records going back to 1670. Until 1750, twelve months after the peace between the French and English caused by the Treaty of Aix-la-Chapelle, they exist only in the form

of the copy-books into which they were copied for reference. The originals were either destroyed by the French during the four years in which they occupied Madras, or sent to England. From 1750 to 1857, the records may be said generally to consist of bundles of original papers on the one side and copy-books tallying with them on the other, though from different causes there are exceptions to the rule. Unimportant papers are not copied, and for some years in certain departments originals are missing. In 1857, printing was first applied to the records, since when the records are in three divisions—the originals of unprinted papers, the originals of printed papers, and the printed copies (existing in greater or less numbers and called “spare copies”). The classification by series of numbers is still more fluctuating. Broadly speaking, prior to printing, each department divided its papers into consultations or proceedings (principal and subordinate) and correspondence with England (to and from). From 1753 to 1830 the Military Department, and succeeding it the Political Department, had a separate series for correspondence with Native powers called Country Correspondence. The “Sundry Books” of various departments (kept up by the Revenue Department down to 1851) need scarcely be mentioned. All these papers except the sundry books appeared in the duplicate form of volume and bundle. The real basis of classification was, as will be seen, the destination of the document, and the consultations were divided into important and unimportant. Since 1857, the classifications in different departments have been very various, exhibiting no stable basis or principle of organization. Those charged with this duty evidently took no comprehensive view of the case and probably the arrangements were never elaborated and merely grew up. A favourite classification in this period has been into printed and unprinted, the latter being called “Miscellaneous,” as the remains of the old miscellaneous or minor consultations. However, even this has been traversed by several cross-divisions. The basis of numbering, introduced into the departments under the Chief Secretary from 1st January 1887, has been that derived from the consideration of what is required for referencing or finding papers, and consists merely of a two-fold division into indexed and unindexed for each department (Rules 5 and 106 of Office Rules, dated 29th January 1887), and a series of demi-official papers common to all departments (Rule 107). Matters have tended in this direction for a considerable while, and the classification resolves all the cross-divisions. The table appended to this memorandum shows in one view, as far as that is practicable, the contents of the records now in the possession of Government.

5. With regard to the custody of the records, a distinction has to be noted. Originally there was only one Secretariat Department, the Public; and there was no division between old and new records. Subsequently, other departments branched off, and, though keeping their general records in the common room, for convenience of work retained under the immediate control of some separate officer in each department the most recent papers. Hence arose the distinction between old and current records. When the records in the common room (under the control of the Chief Secretary) became unmanageable in bulk, the Chief Secretary separated the current papers of his own departments from the rest, and the latter were placed in the present principal record-room, called the Old Banqueting Hall. This was in 1826. Since then the state of the case is, that the Chief Secretary has controlled a general record-room containing the records of all departments, in addition to the current record-room of his own departments (sometimes called the Reference Room). The number of years during which papers are kept in the current rooms before they pass into the general record-room varies in the different departments, but is generally from 5 to 7 years. For the first four weeks after undertaking these duties, the undersigned acted in close personal communication and under the immediate orders of the Chief Secretary, and it was agreed then that for the greater part of the purposes mentioned in the notes of the Members of Government, it was not possible to draw any line of distinction between the records lying in the general rooms and those lying in the departmental rooms. With a view to practical considerations, the work on the latter was confined to the departments under the Chief Secretary; otherwise, the words “Record Office” were taken to mean all the records to whatever year belonging. If this view had not been taken, the undersigned must have confessed his inability to be of any service to the Government. The application of these remarks will be seen in what follows.

6. As stated in a note attached to G.O., dated 12th April 1886, Mis. No. 774, Public, the points to be attended to resolved themselves into—

- (a) providing accommodation for the records, past and present, and those of the immediate future;
- (b) protecting from decay or damage the existing records;
- (c) reducing the bulk of the existing records;
- (d) providing against loss or abstraction;
- (e) providing for more ready reference;
- (f) replacing by copies from England the copies of old records which were either missing or had been destroyed by age;
- (g) printing *in extenso* or in abstract certain old records.

7. *Accommodation.*—The records of the last few years (departments under the Chief Secretary) are kept in rooms on the first floor adjoining the principal room in which the clerks write. The almirahs have already filled the contiguous passage and no further extension is possible; in fact, it is already much overcrowded. If, as seems probable, the number of papers in each year increases, it will be necessary to diminish the number of years kept there. The records of an older date (for all departments) are kept in a large building called the Old Banqueting Hall, and a set of chambers, large and small, adjoining it. The Old Banqueting Hall stands on the ground and measures 116 feet by 50 feet. The entrance faces the sea, and the present Secretariat Offices are built to the west of it and at right angles with it. A digression may be made by saying that the Old Banqueting Hall is an imitation of the Pantheon of Athens reduced in size by exactly half. The Company at one time kept their “general table” there for their servants. It was also used for entertainments by the Governor, when Government House was in the building now occupied by the Accountant-General. Afterwards the hall became a godown for goods, and was then known as the Pillar Godown. It became a record-room, as above stated, in 1826. The whole of the ground floor of this building is now occupied by cupboards or almirahs containing records. At the margins round three sides, where there are galleries 14 feet wide, these cupboards run up to the ceiling made by the galleries. In the middle there are standing almirahs to about the same height. One part of one of the galleries is used by the Referencers, the remainder of the galleries are filled with records. The chambers behind or west of the Old Banqueting Hall are on the first floor, above part of the printing offices. They are in reality only three rooms (measuring 39 × 19 feet, 38 × 22 feet and 36 × 16 feet, respectively,) with some intermediate and very badly lighted passages; but it is usual to say that there are eight chambers. These also are completely filled with records to the roof. In the whole of the space here mentioned, the Old Banqueting Hall and the western chambers, there is not the least portion available for expansion; and already large quantities of records are lying on the ground, owing to the impossibility of setting up more shelves or almirahs.

8. The undersigned began his duties, and must now conclude them by saying that until new quarters are provided, it is useless to attempt any radical amelioration of the older records. Whatever is done in that direction implies increased space, and at present there is not even room to take out the records in any quantities and deal with them. Something must be allowed also for human infirmity on the part of those concerned in working in the climate of Madras in such very dark and confined quarters. The later records alone can with any ease be dealt with.

9. As a temporary or partial measure, it was decided (G.O., 30th July 1886, No. 1592) to enclose and raise the roof of the existing verandahs lying north and south of the Old Banqueting Hall, thus giving two new chambers, which will accommodate, at any rate, the records newly arising. This work is still in the hands of the Engineer Department.

10. In connection with the question of accommodation, it has been proposed to remove the Press (who occupy the whole basement of the Government Office, including the two “crab’s-claw” buildings thrown out to enclose the Old Banqueting Hall, and who are themselves very much crowded,) to some other locality. This would

mean to remove them outside the Fort. The advantage of having the Press in the same building with the principal Secretariat Offices is considerable, and altogether it seems likely that the question will be considered along with that of the removal, if it at any time occurs, of the Secretariat Offices themselves. The undersigned will only note here in connection with the present subject, that, as a general principle, records should be kept on a first floor, and not on a ground floor.

11. *Protecting Records from Decay or Damage.*—Experiments were made on old records already decayed with a chemical solution obtained from the Government Museum, without apparent advantage, as the application of a liquid seemed to cause more harm than do good. The correct remedy in this case is prevention, which may be ensured—

- (a) by employing a proper quality of stationery for the papers which have to bear the principal wear and tear;
- (b) by employing stationery of a uniform size, so that the edges may not be frayed;
- (c) by folding the papers in a suitable manner with the same object;
- (d) by binding or re-binding book-form records;
- (e) by storing the records in commodious cases;
- (f) by placing the cases in proper quarters.

12. As to “a,” under the system of records hereafter to be mentioned, all records form “files” which are placed eventually in “dockets,” and these dockets should be of the most durable material which can be procured. A committee having recently sat* to report on qualities of stationery

* G.O., dated 1st September 1886, No. 880. suitable for Government purposes, and the whole question of the rival claims of Indian and European stationery being now in course of practical experiment, the undersigned has not thought it desirable to propose any general rules or action. In preparing however, the various forms specified in Appendix C to the Rules for Records under charge of the Chief Secretary before mentioned, he has provided practically that all outer dockets shall be of the material shown in specimen A herewith, being the best hand-made English material now available. The supply is already exhausted, and as in the absence of a Government order there is much probability of the matter being overlooked, this office instruction with the corresponding indents on the Stationery Office hereafter to be made should be watched. The undersigned is of opinion that no measure will be so effectual as this for giving the Government a durable set of records in the future. In a separate paper he has drawn attention to the desirability of having a more intelligible form for indenting on the Stationery Office. It is improbable that country-made stationery will within any reasonable date suffice for the outer covers of records.

13. As to “b,” the undersigned has advised the measure represented by G.O., dated 13th December 1886, No. 2595, Public, which will be found reprinted in Record Rule 30. A very inferior paper (if forming an inside paper of a “file”) will stand wear and tear when the records are uniform in width; while even the best paper will be damaged early when the records are of different widths. A point where a small difference causes much effect is in the difference between “printing paper” sizes and the corresponding “writing paper” sizes, the former being larger (uncut) than the latter (cut). There are several objections to levelling down printing sizes, and the present measure has the effect of levelling up the writing sizes. This point has been under experiment for the last three or four years.

14. As to “c,” the same order and present Record Rules 20—26 provide for the minimum of folding, which has a considerable effect on the durability of records. Some of the public offices in England, and the offices of the Government of India, keep the papers unfolded, as they come from the stationers.

15. As to “d,” numerous experiments have been made. When funds and leisure in the binding department of the Press admit, the matter may be practically applied to the book-form records. Details will here be given as they are not elsewhere recorded. There are three ways of binding books; first, to “stab” the sheets near

the edges, this being the way in which almost all native books are bound (warehouse work); secondly, to sew the sheets and attach them by long cloth slips pasted to ready-made cloth-covered boards, this being the way in which the greater number of books are bound for sale in the European book trade (case work); thirdly, to sew the sheets and secure them by fastenings to boards, then to draw a skin over the whole or a part (whole-binding or half-binding). Many book-binders consider the last named only to be book-binding proper. On the Madras coast, the earliest binding for the purposes of Europeans was whole-binding in country sheep-skin. Next half-binding with paper sides was introduced. Next half-binding with cloth sides. Except that the sewing might be improved upon, the old whole-bound books leave nothing to be desired. For purposes of durability, the country sheep-skin is equal to anything made in Europe. Insects and mould effect no permanent lodgment in it, and if the surface is worn, it can without much trouble be renovated. Paper sides are soon rubbed, and in particular become frayed at the edges. They have, however, the merit that they do not specially harbour insects, and can be rubbed clear of mould. Cloth sides are much used by binders, as having at first a good appearance, but they are not suited to the coast climate. They contain cotton, in which mould effects a permanent lodgment. From the experiments now made, three specimens are shown. Specimen B is a binding in the style generally employed for law-books. The leather back is English calf, the sides are English cloth of a superior quality. The cost to Government for binding an 8 vo. book is Rs. 1-8-0. This is not recommended except for its appearance. Specimen C is a half-binding with country sheep-skin back and paper sides. The cost to Government for 8 vo. is Re. 1; it is not recommended except where wear and tear are trifling. Specimen D is whole-leather binding in country sheep-skin, reverting to the old style. This is recommended for all old records. It warps or draws with the weather, on account of the leather not being well cured, but it is otherwise unobjectionable and is very durable. The cost to Government 8 vo. is Rs. 1-4-0.

16. As to “e,” a new pattern almirah has been constructed, and the new verandahs are to be furnished with almirahs to that pattern.

17. As to “f,” record-rooms should, as stated in paragraph 10, be, if practicable, on a first-floor, to avoid damp and the ravages of whiteants. The new verandahs are unfortunately on the ground floor.

18. *Reducing the bulk of the records.*—Mr. Talboys Wheeler, an officer specially detailed, who took the opportunity to publish his “Madras in the Olden Time” (Higginbotham, 1861), being extracts from the Madras records, reduced the records according to his discretion down to the year 1861. The undersigned is of opinion that nothing requires now to be done except what is contained in Rules 8 and 158 of the present record rules. Various experiments were made before the last-named rule was arrived at. It provides a current remedy instead of a periodical one.

19. *Providing against loss or abstraction.*—A material remedy for this in the final stage of the record-room is no doubt to put records under lock and key, and this will be done in the new almirahs. For the single lock and key of the present pattern almirah should be substituted a series of locks all opening with one key. However a consideration of the work in a Secretariat Office will show that this is not the principal matter. A document between the date of its reception in the office as what is called a “current,” and that of its reaching the record-room as what is called in these rules a “disposal,” may be many weeks on its journey, may pass through a very large number of hands, and may lie in several rooms of the Government Office. Moreover a paper does not travel through the office once, but many times; whenever its services are required. It may be confidently stated that when abstraction of part or whole of a record is made, this occurs seldom from the shelf, and almost always during one of the journeys just mentioned. For this the only remedy is a scientific record-system, the different parts of which re-act on one another and betray irregularity at different points. The “number system,” which the undersigned began to introduce into certain public offices in 1881-82, need not here be explained in detail. Its principles are set out in the Manual of the Administration, Vol. I, paragraph 91, and foot-note

[2], and its application to the records now in point is set out at paragraph 178 of the record rules. Its fundamental principle is to rely on consecutive numbers as a check on irregularity, a system well known in Railway offices. The whole of these rules are a development of that initial principle, as applied to the purposes of the clerks who perform different functions in connection with records. They may seem rather complicated, but that they share that characteristic with the rules of other offices may be seen by comparing them with the rules of the Accountant-General's office, which will be found in this bundle. These rules are intelligible enough to those concerned, and they are ruled by a single principle. It is to be observed with regard to a fixed record-system as a check on irregularity, that though it may not operate directly in that direction every day, it does indirectly always; for clerks soon learn to know of its existence and to be afraid of it.

20. Though the record rules bear date 29th January 1887, it is not to be supposed that that is the date of the introduction of the arrangements. The corresponding system was introduced into the Board of Revenue in 1882, since when it has continued there without change or interruption. The system was also introduced into the Chief Secretary's Office in the same year, but the undersigned was not able to see it through and it was not continued in its integrity. In commercial book-keeping, especially by double-entry, the omission of a single debtor or creditor will falsify the ledger, and so in the present case. The system has now been made complete. Since March last the details have been the subject of continued experiment. On the 1st January 1887 new books and a new set of forms (Appendix C) were introduced, fixing the system. The draft of rules submitted to the Chief Secretary on 29th January 1887 was a final draft confirming, with the exception of a very few clauses, previous arrangements. Owing to pressure of business on the part of the First Assistant of the office, the work was done by the undersigned mainly in communication with the Head Clerk. The present incumbent of that office is at this moment the person best qualified to carry on the details of the system.

21. In connection with this subject the undersigned was directed to submit proposals, if any, regarding establishments and supervision. Reference may be made to Progress Report on the Manual of the Administration for May 1886 (the remarks in which on this head would more appropriately have been kept separate). The undersigned has given careful consideration to this matter, and has had the benefit of the advice of the First Assistant. He believes that officer agrees with him that in a small office like the Chief Secretary's, where the duties connected with records run so much into each other and are so often interchangeable as regards the persons in charge of them, it is sufficient to make a numerical increase in the establishment leaving the assignment of duties to him. He would doubtless as an initial step give relief to the Head Clerk and the Current Recordkeeper. The question of the strength of the office has been so much illustrated lately in connection with the inquiries of the Finance Committee of the Government of India that it is not necessary here to give any figured statements. The best guide in these matters is the opinion of the officers of experience who are concerned, and it is the unanimous opinion of these that the Chief Secretary's Office is under-manned in the departments relating to routine; the consequence being that work is in a constant condition of delay and arrears, while the subordinate officers are over-worked and the superior officers are harassed. Neither the present record rules nor any others giving a complete record-system can be worked with the present staff. Being directed to submit proposals, the undersigned proposes that two clerks be added to the permanent staff of the Chief Secretary's Office, one on Rs. 55 and one on Rs. 40. He would also give his opinion that the principal officers in charge of records, whether they are called "current" or "old" should as a general measure always be Europeans or East Indians, these having less temptation to irregularity in that connection. The question has been raised whether records should be supervised by a separate "Registrar." With present experience the undersigned thinks that nothing will be gained by altering organisation. The First Assistant must retain control, and according to leisure will apply it to routine questions. To make a Registrarship would therefore merely be to give the Head Clerk a new name.

22. *Providing for more ready reference.*—This measure is the subject of the whole of the present record rules, there being scarcely one of the heads shown in Rule 178 which does not bear on it. The main points are correct books (Rule 17), a "chaining" system, (Rules 138—140), and a scientific system of indexing (Rules 173—177). As to the books, till recently they were never really closed. The chaining has been newly introduced. As to indexes:—the oldest system of all is to give a "Table of Contents" in order of the matter; the next is to select certain fixed main heads, and place all matter under them sometimes alphabetically, sometimes not; the present plan is to rely entirely on alphabetical arrangement, assisted by cross-referencing. The system of indexing by fixed main-heads breaks down under the stress of a large correspondence where the subjects rapidly change. It may be mentioned that what is believed to be the largest index in the world, that of the British Museum Library, is strictly alphabetical.

23. A measure which has considerable influence on ready referencing is that of the "Press Exchange" for set-up printed matter, described in memorandum, dated 6th March 1882, No. 167, Public, and Record Rule 122. The number of detached papers which formerly existed was most excessive, and correspondence is now to a great extent shown consecutively.

24. Two indexerships for old records were added to the establishment scale by G.O., dated 12th April 1886, Mis. No. 774, Public. The incumbents were carefully selected according to merit, see that order, and the undersigned submits that they should rank in the general establishment according to their pay, which seems a recognised principle in the case of adding to establishment, and the First Assistant is of that opinion in the present case. Some special arrangement could doubtless be made in the case of any individual specially aggrieved by supersession. Four years of old indexes are now passing through the Press.

25. *Replacing certain old records from England.*—This was to have been taken up with the next head, but has not been taken up for the reasons there stated.

26. *Editing printed extracts from the records.*—A printing estimate was framed, but it was found impossible to proceed with this operation in the present state of business in the Book Department of the Printing Press.

27. *Conclusion.*—Nothing has been said about convenience of work. The undersigned believes that every Secretary who knows what work was a few years ago with bundles of papers arranged much as they would be in a wastepaper basket and the papers themselves rolled up like manuscripts, will understand that matters of convenience have been consulted in these arrangements equally with other considerations. The work of the present day could not be done with the machinery of four years back.

28. For shortcomings in connection with what was contemplated about the old records, the question of space must, it is submitted, be held responsible. The new record chambers are not even now ready. For shortcomings in other respects, the undersigned must plead his other duties, which he has found engrossing. He believes that all the points which have been taken up have been dealt with thoroughly.

CONTENTS of the Records of the Government roughly stated.

CONTENTS OF THE RECORDS OF THE GOVERNMENT ROUGHLY STATED.

Secretariat Department.	Consultations or Principal Proceedings.			Miscellaneous Proceedings.			Despatches from England.			Despatches to England.			Country correspondence.			Sundry Books.			
	Volumes.			Bundles.			Volumes.			Bundles.			Volumes.				Bundles.		
	FROM	TO	date	FROM	TO	date	FROM	TO	date	FROM	TO	date	FROM	TO	date		FROM	TO	date
Public ..	1672	1754	date	1791	1792	date	1670	1790	date	1694	1760	date	1753	1800	1754	1677	1826		
Military ..	1752	1752	date	1775	1775	date	1755	1750	date	1760	1760	date	1760	1760	1760	1760	1760		
Revenue ..	1774	1774	date	1828	1828	date	1787	1787	date	1775	1775	date	1775	1775	1775	1775	1775		
Secret ..	1796	1848	date	1815	1820	date	1786	1805	date	1786	1847	date	1792	1848	1792	1764	1851		
Judicial ..	1798	1799	date	1828	1837	date	1802	1805	date	1800	1800	date	1800	1800	1800	1802	1809		
Political ..	1800	1800	date	1815	1830	date	1795	1790	date	1790	1790	date	1790	1829	1800	1802	1820		
Financial ..	1811	1811	date	1850	1850	date	1815	1815	date	1807	1807	date	1807	1807	1807	1807	1807		
Commercial ..	1815	1848	date	1815	1848	date	1787	1834	date	1788	1825	date	1788	1843	1788	1843	1843		
Law ..	1815	1815	date	1815	1815	date	1807	1807	date	1806	1813	date	1806	1852	1806	1852	1852		
Foreign ..	1816	1847	date	1816	1828	date	1816	1816	date	1816	1847	date	1816	1847	1816	1847	1847		
Ecclesiastical ..	1818	1818	date	1818	1818	date	1816	1816	date	1816	1816	date	1816	1816	1816	1816	1816		
Marine ..	1838	1838	date	1838	1838	date	1838	1838	date	1838	1838	date	1838	1838	1838	1838	1838		
Public Works ..	1843	1843	date	1843	1847	date	1843	1843	date	1843	1843	date	1843	1843	1843	1843	1843		
Financial, Rail- way ..	1853	1853	date	1853	1853	date	1853	1853	date	1853	1853	date	1853	1853	1853	1853	1853		
Educational ..	1861	1861	date	1861	1861	date	1861	1861	date	1861	1861	date	1861	1861	1861	1861	1861		
Legislative ..	1868	1868	date	1868	1868	date	1868	1868	date	1868	1868	date	1868	1868	1868	1868	1868		

ORDER—dated 13th April 1887, No. 529, Public.

The thanks of Government are due to Dr. Macleane for the improvements already effected by him and for the suggestions made in connection with the duties entrusted to him in G.O., dated 25th February 1886, Mis. No. 452.

2. Dr. Macleane's investigations have borne fruit in the shape of a series of carefully-elaborated rules dealing with the arrangement, numbering, disposal and indexing of current papers and records, which have been introduced into the Chief Secretary's office from the 29th January last. These rules mark the completion of a new record system, which was commenced by Dr. Macleane himself as Under Secretary in 1882, and which will, if strictly followed, really facilitate reference and form an effective check on fraudulent abstraction or careless loss of papers. The rules have at present been applied to the Chief Secretary's office only, but when sufficient experience of their working has been gained there, they will be extended to the other departments of the Secretariat.

3. In the note now submitted, Dr. Macleane gives an interesting account of the past history of the records with which he has had to deal, and sets forth in detail the objects and results of his investigations. The principal points to which his attention was directed were the following:—

- The provision of adequate accommodation for existing and future records;
- The protection of existing records from decay;
- Reduction in the bulk of existing records;
- Provision against loss or abstraction of papers; and
- Provision for more ready reference.

4. The last two points have been dealt with in the rules above referred to, and paragraph 158 of these rules also provides an effective check against the accumulation of useless papers. If Rule 158 is properly carried out, no special measures in the way of destruction will be necessary.

5. The two new rooms referred to in paragraph 9 of the note have now been completed, and one of them has already been made over to the Record Department. A new style of almirah will be introduced in these rooms, with a view to the fullest utilisation of the extra space obtained, and if it is found to answer, similar almirahs will be substituted for the cupboards now in use in the main building of the Old Banqueting Hall. These measures will, it is hoped, have the result of providing sufficient record-space for the present and in the immediate future.

6. The means to be taken for protecting records from decay are fully discussed by Dr. Macleane in paragraphs 11 to 17 of his note. Government approve generally of the suggestions therein made, and those which have not been already carried out will be adopted with the least possible delay.

(True Extract.)

H. E. STOKES,
Ag. Chief Secretary.

To C D. Macleane, Esq., C.S.
„ the Departments of the Secretariat, with copies of rules.

Exd. A. Raitt.

1819
6-9-18 ✓
Govt. of (1887) Madras.

PUBLIC.

B. N^o 1312 Wd/13 May 1887
Recorded

(sd) J. O. H.
W

Issued

Recd.

Encl.

G.O., 13th April 1887, No. 529.

B. N^o 1312 Wd/13 May 1887

APRIL.

The Government Records.

Passing orders on Dr. Maclean's report on
the Government record system.

With order