(1) பக்கங்களின் எண்ணிக்கை 20

(2) புதுக்கித் திருப்பிய நாள் 08/1990

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

196

P. W. D. துறை

அரசாணை எண். —
மு. கோப்புத் தாள் எண். 2308

அச்சகம்
பலவகை

நாள் : 26—8—1891 198 .

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

10 Sheets

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ஆவண. கா-1—18,000—15-6-87.

2308/1

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

Buildings and Roads.
Civil Works.

READ—the following paper :—

Proceedings of the Board of Revenue (Land Revenue), dated 8th August 1891, Mis. No. 5675.

MR. G. MCWATTERS.

Read—the following paper :—

From M. HAMMICK, Esq., Acting Collector of South Arcot, to the Secretary to the Commissioners of Land Revenue, dated Cuddalore, 24th July 1891, Ref. on No. 549 B.L.

I have the honour to request that the Board's attention may be drawn to the insufficient size and inconvenient nature of the record-rooms of Tahsildars' cutcherries built according to the existing standard plans.

2. My attention was drawn to the matter when inspecting the new Taluk office at Villupuram. The Tahsildar then told me that he would be obliged to retain the use of the existing old record-room as the records would not fit into the new one. I then called upon him for cubic contents of his records. I find that he has at present about 982 cubic feet of dufters, each dufter being about $1\frac{1}{4}$ feet $\times$ 1 $\times \frac{3}{4}$ feet or nearly one cubic foot cubic capacity. There will be added to this probably about 500 cubic feet of records when all the settlement registers and other papers connected with the settlement are sent in. Thus the record-room should provide space for about 1,400 or 1,500 feet of records with additional space for the record-keeper's table, &c.

3. The record-room is 45 feet $\times$ 15 feet and on each side are 8 narrow windows. The room is 11 feet high to the top of the side walls. The arrangement of the windows is such as to prevent racks being placed alongside of the wall, the intention clearly being that the racks shall stand crosswise between each window. The size of the room will prevent the racks being more than 6 feet long and 10 or 11 feet high. This will leave a passage of 3 feet down the centre of the room. This arrangement will, I calculate, give us just room for 1,440 cubic feet of records, viz., 16 sets of shelves on each side of the room, total 32 sets; each shelf will contain 9 cubic feet, and each set of shelves will contain 5 shelves, or 45 cubic feet, $45 \times 32 = 1,440$. This means that all the records have been carefully arranged in as small a space as possible; there will just be room for them. But of course this will never be the case; some bundles will be small, some large, and the actual accommodation required will be much more than the actual cubic capacity of the records. Moreover, at times of the year, before the destruction of records is accomplished there will be more than the estimated cubic contents of records present.

4. Further, I beg to point out that the arrangement of the record-room will prevent the village maps, received as they are in rolls, being stored without being folded, which practice is of course very destructive to them. We want space for a stand in the centre of the room, upon which the maps can be stored lengthwise; this we have not got.

5. I notice further that, from the estimates for record racks lately received (Board's Proceedings, 5th May 1891, No. 275), it seems intended that the racks shall be fixed against the walls between the windows and shall run lengthwise to the wall against it. If so, the numerous windows in the record-room are quite unnecessary. A few windows will give all the light desired. On the whole, I think the arrangement of the record-room, though admirable for a library, is not suitable for the purpose for which our record-rooms are used. It is in a library necessary that each shelf shall be so sufficiently lighted that the names of the books on the shelves can be easily read; but in our record-rooms there are no books and the light required for reading the labels on each dufter is not more than what is obtained in an ordinary room. The practice of course is for the record-keeper, if he wants a paper, to find the dufter in which it is contained and then to take the dufter down and open it either on the floor or on a table in the office outside the record-room. He does not open the dufter at the shelf where it is placed, because in most cases he requires to look through all the papers in the dufter before he can lay his hand on the paper he wishes for. This is more easily done at his office table than in the record-room. We, therefore, do not seem to require the sort of arrangement which is given us in the new record-rooms.

6. The matter is of some importance in the district, because we have four new Taluk offices sanctioned and one of them already under construction, viz.:—

Tirukoilúr.	Tiruvannámalai.
Chidambaram.	Tindivanam.

The Villupuram office has just been completed. The Chidambaram Tahsildar tells me he has 1,560 cubic feet of records at present and that quantity will be increased no doubt after the settlement is completed.

7. It appears to me that the existing record-rooms would answer if half the windows on each side were closed and if necessary two or more small sky-lights introduced in the roof. I believe the Mangalore tiles can be replaced by tiles of glass, which are made of exactly the same shape as the earthenware tiles. If so, there would be no difficulty in putting in two or more small sky-lights where necessary. If this was done, the racks could be stood against the wall all round the room and there would be ample space in the room for larger racks for holding maps, large blank forms and such like large papers. It appears to me that such an arrangement would be more convenient than the present one.

8. I request the Board's early attention may be drawn to the matter in order that, if thought necessary, the record-rooms of the offices which have been sanctioned to be begun in the year may be modified in the direction I desire. If this is not done, I fear that in all our new offices the complaint will be that the accommodation for records is not sufficient.

Resolution—dated 8th August 1891, Mis. No. 5675.

Submitted for the orders of Government.

2. The Collector of South Arcot reports that, of the four * Taluk offices sanctioned to be constructed in his district, one has been commenced, but that he finds, from inspection of the lately-completed Villupuram office, that the accommodation which the record-room provides will not, under present arrangements, be sufficient; he accordingly suggests certain improvements on the existing plan.

*Tirukoilúr	Tiruvannámalai.
Chidambaram.	Tindivanam.

3. The Collector is apparently unaware that a revised design for Taluk offices is now under the consideration of Government and that the space therein provided for the record-room is more than half as much again as that provided in the existing design. The Board thinks that the revised space provided in the new design will be ample and that it should be adopted in all the buildings to be constructed hereafter. It accordingly requests that early orders may be issued in the Public Works Department to postpone the commencement of the new buildings in question until orders have been passed on the revised design now before Government.

2308/2

4. The Board doubts the expediency of doing away with windows as suggested by Mr. Hammick.

(A true Copy and Extract.)

(Signed) W. S. MEYER,
Acting Secretary.

No. 4554, Revenue.

Transferred to the Public Works Department with an expression of concurrence in the Board's remarks in paras. 3 and 4.

Ootacamund,
20th August 1891.

(Signed) C. A. GALTON,
Secretary to Government.

Order—dated 26th August 1891, No. 2308 W., Public Works.

The suggestions of the Board of Revenue in paras. 3 and 4 of their Proceedings, recorded above, are communicated to Superintending Engineers for information and guidance.

2. The revised type design will, it is expected, issue shortly.

(True Extract.)

Major, R.E.,
Under-Secy. to Govt., P.W.D.

To Superintending Engineers.
To the Consulting Architect to Government.

Exd. A. D. Xavier.
Spare Copies

BUILDINGS AND ROADS.
CIVIL WORKS.

Govt. of {1891} Madras.

PUBLIC WORKS.

Dated August, 26th.

Read. *Encl.*

G.O., 26th Aug. 1891, No. 2308 W.

AUGUST.

Taluk Offices

Communicating to Superintending Engineers, for information and guidance, Proceedings of the Board of Revenue suggesting to postpone the commencement of new — until orders have been passed on the revised type design for such buildings.

SOUTH ARCOT.

COLLECTOR'S OFFICE.
Cuddalore
24 July 1891

No. 543 / 1891

COLLECTOR'S OFFICE REG. No. 2537 OF 1891
LAND REVENUE

Read

FROM A. Hammick Esquire
COLLECTOR OF SOUTH ARCOT.

TO THE SECRETARY TO THE
COMMISSIONER OF
Land Revenue, dated

MADRAS.

SIR,

I have the honor to request that the Board's attention may be drawn to the insufficient size of the record room of the Taluk Cutcheries built according to the existing Standard plans.

2 My attention was drawn to this matter when inspecting the new Talug office at Villupuram. The Tahsildar then told me that he would be obliged to retain the use of the existing old record room as the records would not fit into the new one. I then called upon him for Cubic Contents of his records. I found that he has at present about 982 Cubic feet of duffers, each duffer being about 1¼ feet × 1 × ¾ ft or nearly one cubic foot.

Cubic

Cubic Capacity — There will be added to this possibly about 500 Cubic feet of records when all the Settlement Registers and the papers connected with the Settlement are dealt in. Now the records room should provide Space for about 1800 or 1900 feet & records & additional Space for the record keepers table &c.

3. The records room is 40 ft × 15 ft and on each side are 8 narrow windows the room is 12 feet high to the top of the side walls. The arrangement of the windows is such as to prevent racks being placed along Each of the walls the intention clearly being that the racks should stand Cross ways between the windows



The Size of the room with present the racks being more than 6 feet long and 10 ft high. There will have a passage of 3 feet down the Centre of the room. This arrangement with Scale Cubic gives us just room for 1440 Cubic feet of records by: 16 Sets of Shelves on each side of the room, total 32 Sets, each Shelf will Contain 9 Cubic feet and each Set of Shelves will Contain 5 Shelves or 45 Cubic feet. 45 × 32 = 1440. This means that all the records have been Carefully arranged

in as small a space as possibly, there will just be room for them. But of course this will never be the case, some bundles will be small, some large, and the actual accommodation required will be much more than the actual Cubic Capacity of the records. Moreover at times of the year, before the destruction of records is accomplished there will be more than the estimated Cubic Contents of records present.

4. Further I beg to point out that the arrangement of the record room will prevent the Village maps, received as they are in rolls, being stored without being folded, which practice is of course very destructive to them. We want space for shelves in the centre of the room upon which the maps can be stored lengthwise, this we have not got.

5. I notice further that from the estimate for record racks lately received (Board Proceedings 5 May 1891. 275) it seems intended that the racks shall be fixed against the walls between the windows and shall run lengthwise

to

to the wall against it. Y.S. Records
Inspectors in the record room are quite
necessary. A few visitors only go with
the Register's permission. On the whole I think
the arrangement of the record room though
admirable for a library is not suitable
for the purpose for which our record
rooms are used. For in a library
it is necessary that each shelf should be
so lighted that the names
of the books on the shelves can be
easily read. But in our record
rooms there are no books and the
light required for reading the labels
on each duffer is not more than what
is obtained in an ordinary room. The
practice of course is for the record keeper
if he wants a paper to find the duffer
in which it is contained and then
take the duffer down and open it
either on the floor or on a table in the
office outside the record room. He
does not open the duffer at the shelf
where it is placed, because in most
cases he requires to look through all
the papers in the duffer before he can
lay

lay his hand on the paper he wishes
for. This is more easily done at this
table than in the record room.
We therefore do not seem to require the
sort of arrangement which we gain in
the new record rooms.

6. The matter is of some importance
in the district because we have four
new Taluq offices sanctioned and one
of them already under construction

Viz Tirukoilur
Chidambaram
Tiruvannamalai
Tindivanam

3808/5

The Villupuram office has just been
Completed. The Chidambaram Tal.
Cutcherry tells me he has 15 to 20 cubic feet
of records at present and that quantity
will be increased no doubt after the
Settlement is completed.

7. It appears to me that the existing
record rooms would answer if half
the windows on each side were closed
and if necessary two or more small
skylights introduced in the roof. I
believe the Bangalore tiles can be
replaced

replaced by tiles of glass which are
made exactly the same shape as the
Cashier ware tiles. If so there would
be no difficulty in putting in two or
more small skylights where necessary.
If this was done the racks could be
fixed against the walls around the
room and there would be ample space
in the room for larger racks for holding
Maps, large blank forms and such
like large papers. It appears to me that
such an arrangement would be more
convenient than the present one.

8. I request the Board's early
attention may be drawn to the matter
in order that, if thought necessary, the
second rooms of the offices which
have been sanctioned to be begun
this year may be modified
in the direction I desire. If this
is not done I fear that in all our
new offices the complaint will be
that the accommodation for records
is

is not sufficient.

I have the honorable
Sir
Your most obedient Servant
J Maxwell
Acting Director

33°8/6

S Rea

1891

BOARD'S GEN. REG. No 2537 OF 1891
LAND REVENUE

From Peacock Esqre
Acting Collector
of Tanjore

To Secretary to the
Commissioner of
Land Revenue
Madras

Dated 24th } July 1891
Despatched }

Ref No 549
B-2

Encl —

DISPATCHED
25 JUL 91

BOARD OF REVENUE
27 JUL 91
MADRAS

Requesting certain leads
freedoms in the record
rooms of the Taluq Office
Sanctioned & to be built in
this year.

2308/7

BOARD OF REVENUE
MADRAS

Proceedings of the Board of Revenue
(Land Revenue).

Dated 7th August 1891,
No. 5675 Rev.

Read Letter from T. Peacock Esq. Acting Collector of Tanjore dated 24th July 1891. Ref No 549 B-2

Resolution

Submitted for the orders of Government

2. The Collector of Tanjore reports that of the four Taluq offices sanctioned for construction in his District one has been commenced, but that he finds from inspection of the Taluq Cutcherry

Commenced

2308/8

orders may be issued on the Public Works Department to postpone the Commencement of the new buildings in question until orders have been passed on the revised design and before Parliament

4. The Board directs the expediency of doing away with wooden posts as suggested by the Inspector

True Extract
Signed W. S. Dwyer
Secretary

Approved

To The Secretary to Govt Rd
with letter and Plans
Copy to the Collector of Revenue

P. W. CURRENT No.

(189)

REVENUE DEPARTMENT.

Current Number 6288

From Board of Revenue Land Revenue

ABSTRACT.

Enclosure Memt. No. 4657

Transferred to the Public Works department with an expression of concurrence in the Board's remarks in para 3 d/d

Secretary to Govt

Ordered as above
20 August 1891

Dated 8 8 91

Received 10 8 91

Enclosures

No. 5675 Files

SUBJECT.

Submg: with remarks to Govt letter from Chief Engr & P. Secy proposing certain modification in the record rooms of the Engr officers and stores to be built up two years

To Chief Engr & P.S. Despatched 21/8/91

740 Ditto vide 21st inst

Omitted

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

28/8/91

Read the following

Proceedings of the Board of Revenue (Land Revenue) No. 5675 Rec

dated 8 August 1891

Endorsement thereon in the Revenue dept No. 4657A d/ 20 August 1891

The Suggestions of the Board of Revenue in paras 3 and 4 of their Proceedings recorded above are communicated to Supdg Engineer for information and guidance.

Supdg Engineers
The Consg Architect to Govt

The revised type designs will, it is expected, issue shortly.

21/8

1874

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