Public Works (1897) Department.

G.O., No. 85735

DATED 17 September 1897

[Despatch Abstract.]

Rubber Stamps: P.W.D. Financial Dept requesting certain departments of the Board of Revenue & the Secretariat to make enquiries ~~not~~ in regard to the supply of — to subordinate offices and communicate their decision to the Financial Dept. Records with the remark that necessary action as regards the P.W.D. was taken in connection with G.O.P. 780 Financial dt 1.10.95.

[P.W. 25. 5,000—30-11-96.]

Indexed.

12
12 pkts

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Public Works (1897) department

Current No: 9121

Government {1897} of Madras.

FINANCIAL.

No 3417 W dy 30-11-96
2801 W dy 4-11-95
1744 W dy 5-7-95
2367 W dy 25-9-95
2516 W dy 11-10-94
2430 W dy 21-9-95
1093 W dy 18-4-93

Recd. 11-9- } 1897. *Enclosures* –

Regd. 11-9- } *Spare copies* 10.

G.O., No. 673, 25th August 1897.

No 2573 W 17 Sep 97.

Recorded with an remark that the necessary action as regards the G.O. dept was taken in connection with G.O. No 750 dated 1st Oct 1895

B 7/9 CK 15/9

15/9/97

AUGUST.

Rubber-stamps.

Recording Proceedings, Board of Revenue (Land Revenue), passing orders on the question of the supply of — to Revenue officers; and requesting the other departments of the Board and certain departments of the Secretariat to make the necessary enquiries on the subject and communicate the decisions to the Financial Department with a view to their being embodied in the Stationery Rules.

No. In connection with the G.O. already quoted, a correspondence was formed, and finally (in Oct) the Govt of Stationery —

0.2547 11/9

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

Read—again the following papers:—

G.O., No. 611, Financial, dated 24th August 1895.

* * * * *

7. Excluding sales, the issue of rubber-stamps compared as follows with the two previous years:—

	1892–93.	1893–94.	1894–95.
Number of stamps	919	747	1,107
Value of stamps and ink	Rs. 8,200	4,825	7,216

The number of indents from several Collectorates were very high and it appears necessary that some check should be devised to prevent these articles being needlessly ordered. The Board of Revenue will be requested to consider how this can best be effected. A scale of supply specifying the various kinds of stamps for use in district offices would probably answer the purpose. The attention of the Hon'ble the Judges of the High Court will also be drawn to the matter in view to the institution of some such check in District, Subordinate and Munsifs' Courts.

* * * * *

G.O., No. 750, Financial, dated 1st October 1895.

Abstract.—Passing orders on letter from the Superintendent of Stationery regarding the rubber-stamps required for the offices of the Public Works Department.

G.O., No. 516, Financial, dated 26th August 1896.

* * * * *

9. Rubber-stamps and inks and other accessories for the same were issued to the value of Rs. 6,730 against Rs. 7,216 in 1894–95, the number of stamps being 1,016 against 1,107. The report should have contained some explanation of the large number (147) of stamps shown in form H as issued to the Inspector-General of Police. The attention of the Lieutenant-General Commanding the Forces, Madras, will be drawn, through the Deputy Adjutant-General, to the heavy indents appearing in some cases under *46. Military* in the same form, and he will be requested to be so good as to impress upon officers the necessity for careful scrutiny of demands for these articles.

* * * * *

Read—also the following paper:—

G.O., Mis. No. 3443, Revenue, dated 7th July 1897.

Read—the following paper:—

Proceedings of the Board of Revenue (Land Revenue), No. 198, dated 12th June 1897.

Read—again Proceedings of the Board of Revenue (Land Revenue), No. 365, dated 7th October 1895.

Abstract.—Communicating to all Collectors and Conservators of Forests Government Order reviewing the report on the working of the Stationery Department for 1894–95.

Read—also replies of Collectors to the foregoing.

Resolution—No. 198, dated 12th June 1897.

In paragraph 7 of Government Order, No. 611, Financial, dated 24th August 1895,* passed on the administration report of the Stationery Department for 1894–95, Government desired the Board to consider how the supply of rubber-stamps to officers under its control could best be checked so as to prevent their being indented for unnecessarily.

* Board's Proceedings, No. 365, dated 7th October 1895.

2. Accordingly in the Board's Proceedings read again above, Collectors were directed to submit complete lists, with diagrams, of the stamps at present in use in Huzur, Divisional and Taluk offices, and to state whether any of them could be dispensed with. The papers read above are the Collectors' replies to the reference made. Rubber-stamps are in use in all districts except South Canara, where the climate prevents their use.

3. The Board has examined the lists of rubber-stamps furnished by Collectors and finds that there is very little uniformity in the use of rubber-stamps among the various districts, or even among the divisions and taluks of the same district. Most of the stamps used are also, in the Board's opinion, unnecessary.

4. Two lists are appended to these Proceedings—one showing the rubber-stamps which, in the Board's opinion, are necessary and might be supplied to all districts, and the other showing the stamps at present in use which are considered unnecessary. The Superintendent of Stationery is requested to supply Collectors on their indents with stamps according to list A. The stamps shown in list B need not be withdrawn from use, but when they happen to be worn out, they should not be renewed. Stamps required for special offices like the Madras Deputy Collector's office are not affected by these Proceedings.

5. There is also a large number of stamps used in the Treasury and Account branches of Collectors' offices, a good many of these being used in Gódávari only. A list of them with the corresponding diagrams is herewith forwarded to the Accountant-General, with the request that he will favour the Board with his opinion as to which of the stamps are indispensable for supply to all district treasuries.

(True Extract.)

(Signed) N. S. BRODIE,
Acting Secretary.

To all Collectors, &c.
" the Superintendent of Stationery.
" the Accountant-General, with list and diagrams.
Copy to the Secretary to Government, Revenue Department.

[Appendix.

A.—List of Rubber-stamps which it is proposed to retain.

Description of stamps.	Offices for which required.
1. Office date stamp	For all offices.
2. General Current Register No. of 3. Board and Government Register No. of	For Collectors' offices.
4. General Current Register (superior officers) No. of 5. General Current Register (subordinate officers) No. of	For Divisional, Taluk, &c., offices.
6. Periodical Register No. of 7. Petition Register No. of	For Collectors, Divisional, Taluk and other offices.
8. Despatched Date	For all offices.
9. On Her Majesty's Service	Do.
10. Despatching Clerk . . . . . Office	Do.
11. Stamp for copies granted (usual particulars).	Do.
12. Court of Wards . . . . . (now in use in Ganjám only).	For Collectors' offices, &c., in districts where there are Court of Wards' estates.
13. Reference on No. of 14. Disposal No. of	For all offices.

B.—List of Rubber-stamps which it is proposed to discontinue.

Description of stamps.	Remarks.
1. Anantapur Collector's office. Received on Register No. . 2. Date stamp, with the word "Received." 3. Date stamp as follows :— Tahsildar, 3rd March Trichinopoly. 4. Received Date Current No. . 5. Forest Office Seal.	Nos. 1 to 5 may be dispensed with, and a simple stamp with the name of the office and date only substituted.

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
6. Current No. of 7. Current No.———of Eng., Ver., Etc. 8. Current No. of 18 Dated 9. Current No.———of Rev., Accts. 10. Current No.———of Dept. 11. Current No. or Vernacular Current No.———of Collector's office, Vizagapatam. 12. Register No. of	Nos. 2 to 5 in list A would take the place of Nos. 6 to 12.
13. Bill Register No. of 14. Extra Current No. of 15. Collector's Extra Current No. of	Not necessary.
16. Darkhast Current No. 17. Copy application Register No.	The Petition Register stamp could be used in these cases with denominator "Darkhast" or "Copy application" in MS.
18. Nellore Sub-Collector's office Received No. 18 Answered No. 18	Not necessary.
19. Periodical No.———of 18 Acct., Eng., Eca. 20. Periodical Register No. of Collector's office, Vizagapatam. 21. Periodical No.——of Ag. Dated	To be replaced by a stamp "Periodical Register No. of "—*vide* item 6 in list A.
22. Magisterial Petition No. 23. Magisterial Petition Register No. 24. Magisterial Current No. 25. Magisterial No. 26. Magisterial Register No. 27. Magisterial Periodical Register No.	The Petition or Current Register stamp could be used with Magisterial prefixed in MS.
28. Petition No. of 29. Current Petition No. of 30. Petition Register No. of Collector's office, Vizagapatam. 31. Petition Current No. of 32. Nellore Sub-Collector's office. Petition No. of	To be replaced by "Petition Register No. of "—*vide* item 7 in list A.

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
33. Reference on Current No. of Dated 18 . In replying the above should be quoted.	Intended for fair copy. Printed forms could be used.
34. Reference on Current No.	To be replaced by No. 13 in list A.
35. Reference on Register No. of English Department, Collector's office or Vernacular Department, Collector's office.	
36. Reference on Register No.————of B.-A. or B.-L., or B.-S., or Eng.	
37. Reference on Register No. of General Duty Deputy Collector's office.	
38. Reference half square.	
39. Reference No.———— Eng., Ver., Abk., or For.	
40. Reference No. Magisterial.	
41. Reference No. Revenue.	
42. Magisterial Reference on Current No.	
43. Reference on Petition No.	
44. Reference on Periodical Register No.	
45. Magisterial Reference on Petition Register No.	
46. Reply to Periodical Register No.	Not necessary, or the register stamp could be used, the words "Reply to" being prefixed in MS.
47. Reply to Reference on No.	*Vide* note against 46.
48. Reply to Reference on Petition Register No.	
49. Disposal square with back and forward Nos.	Unnecessary, as printed docket sheets have to be used under paragraph 7 (12) of Board's Proceedings, No. 407, dated 11th November 1895.
50. Disposed of No. Dated	To be replaced by No. 14 in list A.
51. Disposal No. Dated	
52. Disposal No. Branch	
53. Disposed of	
54. Disposed of———— Magl.	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
55. Entered in the calendar register ..	Not necessary.
56. Disposal No.————of Genl. or Indexed.	*Vide* note against Nos. 50 to 54.
57. $\frac{\text{Reference}}{\text{Disposal}}$ No. despatched on	
58. Disposal No. of Collector's office, Vizagapatam.	
59. Disposal No. of —— Acc. Dated	
60. Magisterial Disposal No. of	
61. $\frac{\text{Disposal}}{\text{Reference}}$ on No.	
62. Current register closed	
63. Dated Despatched	To be replaced by "Despatched Date"—*vide* item 8 in list A.
64. Despatched	
65. Despatched on	
66. Former papers	Unnecessary—*vide* note against 49.
67. Recorded	Can be written in MS.
68. No. of 18 .. .. .. Recorded Collector.	
69. Sanctioned Acting Head Assistant Collector.	Can be written in MS.
70. Lodged	
71. Lie over	
72. Filed	
73. Forwarded to the Tahsildar for disposal Sub-Collector.	
74. Forwarded to the Tahsildar for report Sub-Collector.	
75. Referred to for	
76. To be returned with reply	Can be written in MS. or slips printed in red ink used.
77. Enclosure to letter No. Dated	Can be written in MS.
78. Enclosure to Arzi No.	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
79. On the personal register of	Unnecessary. A pencil note can be made on the back of current to show to which clerk the paper was given.
80. A paper taken as B for emergency ..	Unnecessary.
81. Anantapur Collector's office Date Record-room	Not necessary.
82. Record-room Taluk office Madakasira	
83. Record-room Dharmavaram.	
84. Office Subject Index No.	
85. Search fees	
86. with floral border	
R.	
87. Retain for years	
88. Destroy	
89. To be destroyed in or Destroyed at the end of	Unnecessary, or will only be required for the few offices into which the Disposal Number system has not been introduced, or in which there are old unsorted records.
90. Retain	
91. Destroy on the	
92. R.	
93. D.	
94. Retain for years	
95. Destroy at the end of	
96. To be retained	
97. To be destroyed	
98. Despatching clerk	To be replaced by "Despatching clerk office"—*vide* item 10 in list A.

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
99. Clerk Bellary Collector's office or	*Vide* note against 98, also item 10 in list A.
100. Clerk Tanjore Collector's office (&c.)	
101. Gumastah Nannilam taluk.	
102. Taluk office Bhadráchalam.	
103. Taluk office	
104. Tahsildar's office	
105. Kalyandrug Taluk office	
106. Madras Income-tax office	
107. Collector's office with the name of the district prefixed.	
108. Governor's Agent's office, Vizagapatam.	
109. Trivellore Taluk office	
110. Deputy Tahsildar's office	
111. Deputy Tahsildar's office with name of the division.	
112. Stationary Sub-Magistrate's office (with name of the station).	
113. Collector	
114. District Magistrate	
115. Gódávari Head Assistant Collector's office.	
116. Northern Division Deputy Collector's office.	
117. Nellore Head Assistant Collector's office.	
118. Service Bearing	Can be written in MS., or covers can be printed at the District Press with the necessary entries including the franking entries as shown below :— " On Her Majesty's Service only. By $\frac{\text{Letter}}{\text{Packet}}$ post To The Despatching clerk office. "
119. Packet post	
120. To The Tahsildar of	
121. To The Accountant-General, Madras.	
122. To The Secretary Commissioner of	
123. To The	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
124. Received 18 ..	Unnecessary. The required entries might be printed on the disposal docket sheet as follows:— "Given for copying 18 Copied by Compared by ."
Copied 18 ..	
Examined 18 ..	
Signed 18 ..	
Given for despatch 18 ..	
125. Received for fair copy Copied by Compared by	
126. Emergent	Can be written in MS.
127. Confidential	
128. Special reminder	
129. Famine	Used only in Cuddapah district.
130. Rent Act	Unnecessary.

Order—Mis. No. 3443, Revenue, dated 7th July 1897.

Recorded.

(True Extract.)

(Signed) G. STOKES,
Ag. Secretary to Government.

Order—No. 673, Financial, dated 25th August 1897.

Recorded.

2. An enquiry similar to that undertaken by the Land Revenue Department should be instituted by the other departments of the Board of Revenue and by the following departments of the Secretariat:—

Judicial, as regards Magisterial Courts and the Police, Prisons and Registration departments.

Public, as regards the Medical department.
Educational, as regards the Educational department.
Marine, as regards the Port department.

The results of these enquiries should be communicated in due course to the Financial Department in view to the decisions as regards rubber-stamps being embodied in the Stationery Rules.

3. The Superintendent of Stationery will be requested to issue the necessary addendum to the Stationery Rules in regard to the Proceedings of the Board of Revenue read in this order.

(True Extract.)

Chief Secretary.

To the Board of Revenue (all Departments).
" Judicial Department.
" Public Department.
" Educational Department.
" Marine Department.
" Superintendent of Stationery.
" Accountant-General.

Copy to the Local and Municipal Department.
" " Public Works Department.
" " Revenue Department.

Exd. W. D'Moss.

Government {1897} of Madras.

FINANCIAL.

Recd. } 1897. Enclosures
Regd. } Spare copies

G.O., No. 673, 25th August 1897.

Bh 2573 dd 17-9-97

AUGUST.

Rubber-stamps.

Recording Proceedings, Board of Revenue (Land Revenue), passing orders on the question of the supply of — to Revenue officers; and requesting the other departments of the Board and certain departments of the Secretariat to make the necessary enquiries on the subject and communicate the decisions to the Financial Department with a view to their being embodied in the Stationery Rules.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

Read—again the following papers:—

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* * * * *

7. Excluding sales, the issue of rubber-stamps compared as follows with the two previous years:—

	1892-93.	1893-94.	1894-95.
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Value of stamps and ink	Rs. 8,200	4,825	7,216

The number of indents from several Collectorates were very high and it appears necessary that some check should be devised to prevent these articles being needlessly ordered. The Board of Revenue will be requested to consider how this can best be effected. A scale of supply specifying the various kinds of stamps for use in district offices would probably answer the purpose. The attention of the Hon'ble the Judges of the High Court will also be drawn to the matter in view to the institution of some such check in District, Subordinate and Munsifs' Courts.

* * * * *

G.O., No. 750, Financial, dated 1st October 1895.

Abstract.—Passing orders on letter from the Superintendent of Stationery regarding the rubber-stamps required for the offices of the Public Works Department.

G.O., No. 516, Financial, dated 26th August 1896.

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9. Rubber-stamps and inks and other accessories for the same were issued to the value of Rs. 6,730 against Rs. 7,216 in 1894–95, the number of stamps being 1,016 against 1,107. The report should have contained some explanation of the large number (147) of stamps shown in form H as issued to the Inspector-General of Police. The attention of the Lieutenant-General Commanding the Forces, Madras, will be drawn, through the Deputy Adjutant-General, to the heavy indents appearing in some cases under *46. Military* in the same form, and he will be requested to be so good as to impress upon officers the necessity for careful scrutiny of demands for these articles.

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Abstract.—Communicating to all Collectors and Conservators of Forests Government Order reviewing the report on the working of the Stationery Department for 1894–95.

Read—also replies of Collectors to the foregoing.

Resolution—No. 198, dated 12th June 1897.

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* Board's Proceedings, No. 365, dated 7th October 1895.

2. Accordingly in the Board's Proceedings read again above, Collectors were directed to submit complete lists, with diagrams, of the stamps at present in use in Huzur, Divisional and Taluk offices, and to state whether any of them could be dispensed with. The papers read above are the Collectors' replies to the reference made. Rubber-stamps are in use in all districts except South Canara, where the climate prevents their use.

3. The Board has examined the lists of rubber-stamps furnished by Collectors and finds that there is very little uniformity in the use of rubber-stamps among the various districts, or even among the divisions and taluks of the same district. Most of the stamps used are also, in the Board's opinion, unnecessary.

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5. There is also a large number of stamps used in the Treasury and Account branches of Collectors' offices, a good many of these being used in Gódávari only. A list of them with the corresponding diagrams is herewith forwarded to the Accountant-General, with the request that he will favour the Board with his opinion as to which of the stamps are indispensable for supply to all district treasuries.

(True Extract.)

(Signed) N. S. BRODIE,
Acting Secretary.

To all Collectors, &c.
„ the Superintendent of Stationery.
„ the Accountant-General, with list and diagrams.
Copy to the Secretary to Government, Revenue Department.

[Appendix.

A.—List of Rubber-stamps which it is proposed to retain.

Description of stamps.	Offices for which required.
1. Office date stamp	For all offices.
2. General Current Register No. of 3. Board and Government Register No. of	For Collectors' offices.
4. General Current Register (superior officers) No. of 5. General Current Register (subordinate officers) No. of	For Divisional, Taluk, &c., offices.
6. Periodical Register No. of 7. Petition Register No. of	For Collectors, Divisional, Taluk and other offices.
8. Despatched Date	For all offices.
9. On Her Majesty's Service	Do.
10. Despatching Clerk . . . . . Office	Do.
11. Stamp for copies granted (usual particulars).	Do.
12. Court of Wards . . . . . (now in use in Ganjám only).	For Collectors' offices, &c., in districts where there are Court of Wards' estates.
13. Reference on No. of 14. Disposal No. of	For all offices.

B.—List of Rubber-stamps which it is proposed to discontinue.

Description of stamps.	Remarks.
1. Anantapur Collector's office. Received on Register No. .	Nos. 1 to 5 may be dispensed with, and a simple stamp with the name of the office and date only substituted.
2. Date stamp, with the word "Received."	
3. Date stamp as follows :— Tahsildar, 3rd March Trichinopoly.	
4. Received Date Current No. .	
5. Forest Office Seal.	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
6. Current No. of 7. Current No.——————of Eng., Ver., Etc. 8. Current No. of 18 Dated 9. Current No.——————of Rev., Accts. 10. Current No.——of Dept. 11. Current No. or Vernacular Current No.——————of Collector's office, Vizagapatam. 12. Register No. of	Nos. 2 to 5 in list A would take the place of Nos. 6 to 12.
13. Bill Register No. of 14. Extra Current No. of 15. Collector's Extra Current No. of	Not necessary.
16. Darkhast Current No. 17. Copy application Register No.	The Petition Register stamp could be used in these cases with denominator "Darkhast" or "Copy application" in MS.
18. Nellore Sub-Collector's office Received No. 18 Answered No. 18	Not necessary.
19. Periodical No.——————of 18 Acct., Eng., Eca. 20. Periodical Register No. of Collector's office, Vizagapatam. 21. Periodical No.——of Ag. Dated	To be replaced by a stamp "Periodical Register No. of "—*vide* item 6 in list A.
22. Magisterial Petition No. 23. Magisterial Petition Register No. 24. Magisterial Current No. 25. Magisterial No. 26. Magisterial Register No. 27. Magisterial Periodical Register No.	The Petition or Current Register stamp could be used with Magisterial prefixed in MS.
28. Petition No. of 29. Current Petition No. of 30. Petition Register No. of Collector's office, Vizagapatam. 31. Petition Current No. of 32. Nellore Sub-Collector's office. Petition No. of	To be replaced by "Petition Register No. of "—*vide* item 7 in list A.

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
33. Reference on Current No. Dated of 18 . In replying the above should be quoted.	Intended for fair copy. Printed forms could be used.
34. Reference on Current No.	To be replaced by No. 13 in list A.
35. Reference on Register No. of English Department, Collector's office or Vernacular Department, Collector's office.	
36. Reference on Register No. ——— of B.-A. or B.-L., or B.-S., or Eng.	
37. Reference on Register No. of General Duty Deputy Collector's office.	
38. Reference half square.	
39. Reference No. ——— Eng., Ver., Abk., or For.	
40. Reference No. Magisterial.	
41. Reference No. Revenue.	
42. Magisterial Reference on Current No.	
43. Reference on Petition No.	
44. Reference on Periodical Register No.	
45. Magisterial Reference on Petition Register No.	
46. Reply to Periodical Register No.	Not necessary, or the register stamp could be used, the words "Reply to" being prefixed in MS.
47. Reply to Reference on No.	*Vide* note against 46.
48. Reply to Reference on Petition Register No.	
49. Disposal square with back and forward Nos.	Unnecessary, as printed docket sheets have to be used under paragraph 7 (12) of Board's Proceedings, No. 407, dated 11th November 1895.
50. Disposed of No. Dated	To be replaced by No. 14 in list A.
51. Disposal No. Dated	
52. Disposal No. Branch	
53. Disposed of	
54. Disposed of ——— Magl.	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
55. Entered in the calendar register ..	Not necessary.
56. Disposal No. ——— of Genl. or Indexed.	*Vide* note against Nos. 50 to 54.
57. Reference / Disposal No. despatched on	
58. Disposal No. of Collector's office, Vizagapatam.	
59. Disposal No. of —— Acc. Dated	
60. Magisterial Disposal No. of	
61. Disposal / Reference on No.	
62. Current register closed	
63. Dated Despatched	To be replaced by "Despatched Date"—*vide* item 8 in list A.
64. Despatched	
65. Despatched on	
66. Former papers	Unnecessary—*vide* note against 49.
67. Recorded	Can be written in MS.
68. No. of 18 Recorded .. .. .. Collector.	
69. Sanctioned Acting Head Assistant Collector.	Can be written in MS.
70. Lodged	
71. Lie over	
72. Filed	
73. Forwarded to the Tahsildar for disposal Sub-Collector.	
74. Forwarded to the Tahsildar for report Sub-Collector.	
75. Referred to for	
76. To be returned with reply	Can be written in MS. or slips printed in red ink used.
77. Enclosure to letter No. Dated	Can be written in MS.
78. Enclosure to Arzi No.	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
79. On the personal register of	Unnecessary. A pencil note can be made on the back of current to show to which clerk the paper was given.
80. A paper taken as B for emergency ..	Unnecessary.
81. Anantapur Collector's office Date Record-room	
82. Record-room Taluk office Madakasira	
83. Record-room Dharmavaram.	Not necessary.
84. Office Subject Index No.	
85. Search fees	
86. with floral border	
B.	
87. Retain for years	
88. Destroy	
89. To be destroyed in or Destroyed at the end of	Unnecessary, or will only be required for the few offices into which the Disposal Number system has not been introduced, or in which there are old unsorted records.
90. Retain	
91. Destroy on the	
92. R.	
93. D.	
94. Retain for years	
95. Destroy at the end of	
96. To be retained	
97. To be destroyed	
98. Despatching clerk	To be replaced by "Despatching clerk office"—*vide* item 10 in list A.

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
99. Clerk Bellary Collector's office or	
100. Clerk Tanjore Collector's office (&c.)	
101. Gumastah Nannilam taluk.	
102. Taluk office Bhadráchalam.	
103. Taluk office	
104. Tahsildar's office	
105. Kalyandrug Taluk office	
106. Madras Income-tax office	
107. Collector's office with the name of the district prefixed.	*Vide* note against 98, also item 10 in list A.
108. Governor's Agent's office, Vizagapatam.	
109. Trivellore Taluk office	
110. Deputy Tahsildar's office	
111. Deputy Tahsildar's office with name of the division.	
112. Stationary Sub-Magistrate's office (with name of the station).	
113. Collector	
114. District Magistrate	
115. Gódávari Head Assistant Collector's office.	
116. Northern Division Deputy Collector's office.	
117. Nellore Head Assistant Collector's office.	
118. Service Bearing	Can be written in MS., or covers can be printed at the District Press with the necessary entries including the franking entries as shown below :— " On Her Majesty's Service only. By $\frac{\text{Letter}}{\text{Packet}}$ post To The Despatching clerk office. "
119. Packet post	
120. To The Tahsildar of	
121. To The Accountant-General, Madras.	
122. To The Secretary Commissioner of	
123. To The	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.		Remarks.
124. Received	18 ..	Unnecessary. The required entries might be printed on the disposal docket sheet as follows:— "Given for copying 18 Copied by Compared by ."
Copied	18 ..	
Examined	18 ..	
Signed	18 ..	
Given for despatch	18 ..	
125. Received for fair copy		
Copied by		
Compared by		
126. Emergent		Can be written in MS.
127. Confidential		
128. Special reminder		
129. Famine		Used only in Cuddapah district.
130. Rent Act		Unnecessary.

Order—Mis. No. 3443, Revenue, dated 7th July 1897.

Recorded.

(True Extract.)

(Signed) G. STOKES,
Ag. Secretary to Government.

Order—No. 673, Financial, dated 25th August 1897.

Recorded.

2. An enquiry similar to that undertaken by the Land Revenue Department should be instituted by the other departments of the Board of Revenue and by the following departments of the Secretariat:—

Judicial, as regards Magisterial Courts and the Police, Prisons and Registration departments.
Public, as regards the Medical department.
Educational, as regards the Educational department.
Marine, as regards the Port department.

The results of these enquiries should be communicated in due course to the Financial Department in view to the decisions as regards rubber-stamps being embodied in the Stationery Rules.

3. The Superintendent of Stationery will be requested to issue the necessary addendum to the Stationery Rules in regard to the Proceedings of the Board of Revenue read in this order.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Board of Revenue (all Departments).
" Judicial Department.
" Public Department.
" Educational Department.
" Marine Department.
" Superintendent of Stationery.
" Accountant-General.

Copy to the Local and Municipal Department.
" " Public Works Department.
" " Revenue Department.

Ed. W. D'Moss.

Government {1897} of Madras.

FINANCIAL.

Recd. } 1897. *Enclosures*
Regd. } *Spare copies*

G.O., No. 673, 25th August 1897.

AUGUST.

Rubber-stamps.

Recording Proceedings, Board of Revenue (Land Revenue), passing orders on the question of the supply of — to Revenue officers; and requesting the other departments of the Board and certain departments of the Secretariat to make the necessary enquiries on the subject and communicate the decisions to the Financial Department with a view to their being embodied in the Stationery Rules.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

Read—again the following papers:—

G.O., No. 611, Financial, dated 24th August 1895.

* * * * *

7. Excluding sales, the issue of rubber-stamps compared as follows with the two previous years:—

	1892-93.	1893-94.	1894-95.
Number of stamps	919	747	1,107
Value of stamps and ink	Rs. 8,200	4,825	7,216

The number of indents from several Collectorates were very high and it appears necessary that some check should be devised to prevent these articles being needlessly ordered. The Board of Revenue will be requested to consider how this can best be effected. A scale of supply specifying the various kinds of stamps for use in district offices would probably answer the purpose. The attention of the Hon'ble the Judges of the High Court will also be drawn to the matter in view to the institution of some such check in District, Subordinate and Munsifs' Courts.

* * * * *

G.O., No. 750, Financial, dated 1st October 1895.

Abstract.—Passing orders on letter from the Superintendent of Stationery regarding the rubber-stamps required for the offices of the Public Works Department.

G.O., No. 516, Financial, dated 26th August 1896.

* * * * *

9. Rubber-stamps and inks and other accessories for the same were issued to the value of Rs. 6,730 against Rs. 7,216 in 1894–95, the number of stamps being 1,016 against 1,107. The report should have contained some explanation of the large number (147) of stamps shown in form H as issued to the Inspector-General of Police. The attention of the Lieutenant-General Commanding the Forces, Madras, will be drawn, through the Deputy Adjutant-General, to the heavy indents appearing in some cases under *46. Military* in the same form, and he will be requested to be so good as to impress upon officers the necessity for careful scrutiny of demands for these articles.

* * * * *

Read—also the following paper:—

G.O., Mis. No. 3443, Revenue, dated 7th July 1897.

Read—the following paper:—

Proceedings of the Board of Revenue (Land Revenue), No. 198, dated 12th June 1897.

Read—again Proceedings of the Board of Revenue (Land Revenue), No. 365, dated 7th October 1895.

Abstract.—Communicating to all Collectors and Conservators of Forests Government Order reviewing the report on the working of the Stationery Department for 1894–95.

Read—also replies of Collectors to the foregoing.

Resolution—No. 198, dated 12th June 1897.

In paragraph 7 of Government Order, No. 611, Financial, dated 24th August 1895,* passed on the administration report of the Stationery Department for 1894–95, Government desired the Board to consider how the supply of rubber-stamps to officers under its control could best be checked so as to prevent their being indented for unnecessarily.

* Board's Proceedings, No. 365, dated 7th October 1895.

2. Accordingly in the Board's Proceedings read again above, Collectors were directed to submit complete lists, with diagrams, of the stamps at present in use in Huzur, Divisional and Taluk offices, and to state whether any of them could be dispensed with. The papers read above are the Collectors' replies to the reference made. Rubber-stamps are in use in all districts except South Canara, where the climate prevents their use.

3. The Board has examined the lists of rubber-stamps furnished by Collectors and finds that there is very little uniformity in the use of rubber-stamps among the various districts, or even among the divisions and taluks of the same district. Most of the stamps used are also, in the Board's opinion, unnecessary.

4. Two lists are appended to these Proceedings—one showing the rubber-stamps which, in the Board's opinion, are necessary and might be supplied to all districts, and the other showing the stamps at present in use which are considered unnecessary. The Superintendent of Stationery is requested to supply Collectors on their indents with stamps according to list A. The stamps shown in list B need not be withdrawn from use, but when they happen to be worn out, they should not be renewed. Stamps required for special offices like the Madras Deputy Collector's office are not affected by these Proceedings.

5. There is also a large number of stamps used in the Treasury and Account branches of Collectors' offices, a good many of these being used in Gódávari only. A list of them with the corresponding diagrams is herewith forwarded to the Accountant-General, with the request that he will favour the Board with his opinion as to which of the stamps are indispensable for supply to all district treasuries.

(True Extract.)

(Signed) N. S. BRODIE,
Acting Secretary.

To all Collectors, &c.
" the Superintendent of Stationery.
" the Accountant-General, with list and diagrams.
Copy to the Secretary to Government, Revenue Department.

[Appendix.

A.—List of Rubber-stamps which it is proposed to retain.

Description of stamps.	Offices for which required.
1. Office date stamp	For all offices.
2. General Current Register No. of 3. Board and Government Register No. of	For Collectors' offices.
4. General Current Register (superior officers) No. of 5. General Current Register (subordinate officers) No. of	For Divisional, Taluk, &c., offices.
6. Periodical Register No. of 7. Petition Register No. of	For Collectors, Divisional, Taluk and other offices.
8. Despatched Date	For all offices.
9. On Her Majesty's Service	Do.
10. Despatching Clerk . . . . . Office	Do.
11. Stamp for copies granted (usual particulars).	Do.
12. Court of Wards . . . . . (now in use in Ganjám only).	For Collectors' offices, &c., in districts where there are Court of Wards' estates.
13. Reference on No. of 14. Disposal No. of	For all offices.

B.—List of Rubber-stamps which it is proposed to discontinue.

Description of stamps.	Remarks.
1. Anantapur Collector's office. Received on Register No. .	Nos. 1 to 5 may be dispensed with, and a simple stamp with the name of the office and date only substituted.
2. Date stamp, with the word "Received."	
3. Date stamp as follows :— Tahsildar, 3rd March Trichinopoly.	
4. Received Date Current No. .	
5. Forest Office Seal.	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
6. Current No. of 7. Current No.——————of Eng., Ver., Etc. 8. Current No. of 18 Dated 9. Current No.——————of Rev., Accts. 10. Current No.——of Dept. 11. Current No. or Vernacular Current No.——————of Collector's office, Vizagapatam. 12. Register No. of	Nos. 2 to 5 in list A would take the place of Nos. 6 to 12.
13. Bill Register No. of 14. Extra Current No. of 15. Collector's Extra Current No. of	Not necessary.
16. Darkhast Current No. 17. Copy application Register No.	The Petition Register stamp could be used in these cases with denominator "Darkhast" or "Copy application" in MS.
18. Nellore Sub-Collector's office Received No. 18 Answered No. 18	Not necessary.
19. Periodical No.——————of 18 Acct., Eng., Eca. 20. Periodical Register No. of Collector's office, Vizagapatam. 21. Periodical No.——of Ag. Dated	To be replaced by a stamp "Periodical Register No. of "—*vide* item 6 in list A.
22. Magisterial Petition No. 23. Magisterial Petition Register No. 24. Magisterial Current No. 25. Magisterial No. 26. Magisterial Register No. 27. Magisterial Periodical Register No.	The Petition or Current Register stamp could be used with Magisterial prefixed in MS.
28. Petition No. of 29. Current Petition No. of 30. Petition Register No. of Collector's office, Vizagapatam. 31. Petition Current No. of 32. Nellore Sub-Collector's office. Petition No. of	To be replaced by "Petition Register No. of "—*vide* item 7 in list A.

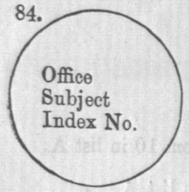
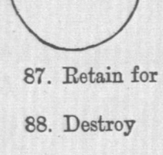
B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
33. Reference on Current No. of Dated 18 . In replying the above should be quoted.	Intended for fair copy. Printed forms could be used.
34. Reference on Current No.	To be replaced by No. 13 in list A.
35. Reference on Register No. of English Department, Collector's office or Vernacular Department, Collector's office.	
36. Reference on Register No._____of B.-A. or B.-L., or B.-S., or Eng.	
37. Reference on Register No. of General Duty Deputy Collector's office.	
38. Reference half square.	
39. Reference No._____ Eng., Ver., Abk., or For.	
40. Reference No. Magisterial.	
41. Reference No. Revenue.	
42. Magisterial Reference on Current No.	
43. Reference on Petition No.	
44. Reference on Periodical Register No.	
45. Magisterial Reference on Petition Register No.	
46. Reply to Periodical Register No.	Not necessary, or the register stamp could be used, the words "Reply to" being prefixed in MS.
47. Reply to Reference on No.	*Vide* note against 46.
48. Reply to Reference on Petition Register No.	
49. Disposal square with back and forward Nos.	Unnecessary, as printed docket sheets have to be used under paragraph 7 (12) of Board's Proceedings, No. 407, dated 11th November 1895.
50. Disposed of No. Dated	To be replaced by No. 14 in list A.
51. Disposal No. Dated	
52. Disposal No. Branch	
53. Disposed of	
54. Disposed of_____ Magl.	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
55. Entered in the calendar register ..	Not necessary.
56. Disposal No._____of Genl. or Indexed.	*Vide* note against Nos. 50 to 54.
57. Reference / Disposal No. despatched on	
58. Disposal No. of Collector's office, Vizagapatam.	
59. Disposal No. of ____ Acc. Dated	
60. Magisterial Disposal No. of	
61. Disposal / Reference on No.	
62. Current register closed	
63. Dated Despatched	To be replaced by "Despatched Date"—*vide* item 8 in list A.
64. Despatched	
65. Despatched on	
66. Former papers	Unnecessary—*vide* note against 49.
67. Recorded	Can be written in MS.
68. No. of 18 Recorded Collector.	
69. Sanctioned Acting Head Assistant Collector.	Can be written in MS.
70. Lodged	
71. Lie over	
72. Filed	
73. Forwarded to the Tahsildar for disposal Sub-Collector.	
74. Forwarded to the Tahsildar for report Sub-Collector.	
75. Referred to for	
76. To be returned with reply	Can be written in MS. or slips printed in red ink used.
77. Enclosure to letter No. Dated	Can be written in MS.
78. Enclosure to Arzi No.	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
79. On the personal register of	Unnecessary. A pencil note can be made on the back of current to show to which clerk the paper was given.
80. A paper taken as B for emergency ..	Unnecessary.
81. Anantapur Collector's office Date Record-room	
82. Record-room Taluk office Madakasira	
83. Record-room Dharmavaram.	Not necessary.
84. 	
85. Search fees	
86. with floral border .. .. .. 	
87. Retain for years	
88. Destroy	
89. To be destroyed in or Destroyed at the end of	Unnecessary, or will only be required for the few offices into which the Disposal Number system has not been introduced, or in which there are old unsorted records.
90. Retain	
91. Destroy on the	
92. R.	
93. D.	
94. Retain for years	
95. Destroy at the end of	
96. To be retained	
97. To be destroyed	
98. Despatching clerk	To be replaced by "Despatching clerk office"—*vide* item 10 in list A.

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
99. Clerk Bellary Collector's office or	
100. Clerk Tanjore Collector's office (&c.)	
101. Gumastah Nannilam taluk.	
102. Taluk office Bhadráchalam.	
103. Taluk office	
104. Tahsildar's office	
105. Kalyandrug Taluk office	
106. Madras Income-tax office	
107. Collector's office with the name of the district prefixed.	*Vide* note against 98, also item 10 in list A.
108. Governor's Agent's office, Vizagapatam.	
109. Trivellore Taluk office	
110. Deputy Tahsildar's office	
111. Deputy Tahsildar's office with name of the division.	
112. Stationary Sub-Magistrate's office (with name of the station).	
113. Collector	
114. District Magistrate	
115. Gódávari Head Assistant Collector's office.	
116. Northern Division Deputy Collector's office.	
117. Nellore Head Assistant Collector's office.	
118. Service Bearing	Can be written in MS., or covers can be printed at the District Press with the necessary entries including the franking entries as shown below:— " On Her Majesty's Service only. By $\frac{\text{Letter}}{\text{Packet}}$ post To The Despatching clerk office. "
119. Packet post	
120. To The Tahsildar of	
121. To The Accountant-General, Madras.	
122. To The Secretary Commissioner of	
123. To The	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
124. Received 18 ..	Unnecessary. The required entries might be printed on the disposal docket sheet as follows:— "Given for copying 18 Copied by Compared by ."
Copied 18 ..	
Examined 18 ..	
Signed 18 ..	
Given for despatch 18 ..	
125. Received for fair copy Copied by Compared by	
126. Emergent	Can be written in MS.
127. Confidential	
128. Special reminder	
129. Famine	Used only in Cuddapah district.
130. Rent Act	Unnecessary.

Order—Mis. No. 3443, Revenue, dated 7th July 1897.

Recorded.

(True Extract.)

(Signed) G. STOKES,
Ag. Secretary to Government.

Order—No. 673, Financial, dated 25th August 1897.

Recorded.

2. An enquiry similar to that undertaken by the Land Revenue Department should be instituted by the other departments of the Board of Revenue and by the following departments of the Secretariat:—

Judicial, as regards Magisterial Courts and the Police, Prisons and Registration departments.

Public, as regards the Medical department.
Educational, as regards the Educational department.
Marine, as regards the Port department.

The results of these enquiries should be communicated in due course to the Financial Department in view to the decisions as regards rubber-stamps being embodied in the Stationery Rules.

3. The Superintendent of Stationery will be requested to issue the necessary addendum to the Stationery Rules in regard to the Proceedings of the Board of Revenue read in this order.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Board of Revenue (all Departments).
" Judicial Department.
" Public Department.
" Educational Department.
" Marine Department.
" Superintendent of Stationery.
" Accountant-General.

Copy to the Local and Municipal Department.
" " Public Works Department.
" " Revenue Department.

Ed. W. D'Moss.

Government {1897} of Madras.

FINANCIAL.

Reed. / *Regd.* } 1897. *Enclosures* / *Spare copies*

G.O., No. 673, 25th August 1897.

AUGUST.

Rubber-stamps.

Recording Proceedings, Board of Revenue (Land Revenue), passing orders on the question of the supply of — to Revenue officers; and requesting the other departments of the Board and certain departments of the Secretariat to make the necessary enquiries on the subject and communicate the decisions to the Financial Department with a view to their being embodied in the Stationery Rules.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

Read—again the following papers:—

G.O., No. 611, Financial, dated 24th August 1895.

* * * * *

7. Excluding sales, the issue of rubber-stamps compared as follows with the two previous years:—

	1892-93.	1893-94.	1894-95.
Number of stamps	919	747	1,107
Value of stamps and ink	Rs. 8,200	4,825	7,216

The number of indents from several Collectorates were very high and it appears necessary that some check should be devised to prevent these articles being needlessly ordered. The Board of Revenue will be requested to consider how this can best be effected. A scale of supply specifying the various kinds of stamps for use in district offices would probably answer the purpose. The attention of the Hon'ble the Judges of the High Court will also be drawn to the matter in view to the institution of some such check in District, Subordinate and Munsifs' Courts.

* * * * *

G.O., No. 750, Financial, dated 1st October 1895.

Abstract.—Passing orders on letter from the Superintendent of Stationery regarding the rubber-stamps required for the offices of the Public Works Department.

G.O., No. 516, Financial, dated 26th August 1896.

* * * * *

9. Rubber-stamps and inks and other accessories for the same were issued to the value of Rs. 6,730 against Rs. 7,216 in 1894–95, the number of stamps being 1,016 against 1,107. The report should have contained some explanation of the large number (147) of stamps shown in form H as issued to the Inspector-General of Police. The attention of the Lieutenant-General Commanding the Forces, Madras, will be drawn, through the Deputy Adjutant-General, to the heavy indents appearing in some cases under *46. Military* in the same form, and he will be requested to be so good as to impress upon officers the necessity for careful scrutiny of demands for these articles.

* * * * *

Read—also the following paper:—

G.O., Mis. No. 3443, Revenue, dated 7th July 1897.

Read—the following paper:—

Proceedings of the Board of Revenue (Land Revenue), No. 198, dated 12th June 1897.

Read—again Proceedings of the Board of Revenue (Land Revenue), No. 365, dated 7th October 1895.

Abstract.—Communicating to all Collectors and Conservators of Forests Government Order reviewing the report on the working of the Stationery Department for 1894–95.

Read—also replies of Collectors to the foregoing.

Resolution—No. 198, dated 12th June 1897.

In paragraph 7 of Government Order, No. 611, Financial, dated 24th August 1895,* passed on the administration report of the Stationery Department for 1894–95, Government desired the Board to consider how the supply of rubber-stamps to officers under its control could best be checked so as to prevent their being indented for unnecessarily.

* Board's Proceedings, No. 365, dated 7th October 1895.

2. Accordingly in the Board's Proceedings read again above, Collectors were directed to submit complete lists, with diagrams, of the stamps at present in use in Huzur, Divisional and Taluk offices, and to state whether any of them could be dispensed with. The papers read above are the Collectors' replies to the reference made. Rubber-stamps are in use in all districts except South Canara, where the climate prevents their use.

3. The Board has examined the lists of rubber-stamps furnished by Collectors and finds that there is very little uniformity in the use of rubber-stamps among the various districts, or even among the divisions and taluks of the same district. Most of the stamps used are also, in the Board's opinion, unnecessary.

4. Two lists are appended to these Proceedings—one showing the rubber-stamps which, in the Board's opinion, are necessary and might be supplied to all districts, and the other showing the stamps at present in use which are considered unnecessary. The Superintendent of Stationery is requested to supply Collectors on their indents with stamps according to list A. The stamps shown in list B need not be withdrawn from use, but when they happen to be worn out, they should not be renewed. Stamps required for special offices like the Madras Deputy Collector's office are not affected by these Proceedings.

5. There is also a large number of stamps used in the Treasury and Account branches of Collectors' offices, a good many of these being used in Gódávari only. A list of them with the corresponding diagrams is herewith forwarded to the Accountant-General, with the request that he will favour the Board with his opinion as to which of the stamps are indispensable for supply to all district treasuries.

(True Extract.)

(Signed) N. S. BRODIE,
Acting Secretary.

To all Collectors, &c.
" the Superintendent of Stationery.
" the Accountant-General, with list and diagrams.
Copy to the Secretary to Government, Revenue Department.

[Appendix.

A.—List of Rubber-stamps which it is proposed to retain.

Description of stamps.	Offices for which required.
1. Office date stamp	For all offices.
2. General Current Register No. of 3. Board and Government Register No. of	For Collectors' offices.
4. General Current Register (superior officers) No. of 5. General Current Register (subordinate officers) No. of	For Divisional, Taluk, &c., offices.
6. Periodical Register No. of 7. Petition Register No. of	For Collectors, Divisional, Taluk and other offices.
8. Despatched Date	For all offices.
9. On Her Majesty's Service	Do.
10. Despatching Clerk . . . . . Office	Do.
11. Stamp for copies granted (usual particulars).	Do.
12. Court of Wards . . . . . (now in use in Ganjám only).	For Collectors' offices, &c., in districts where there are Court of Wards' estates.
13. Reference on No. of 14. Disposal No. of	For all offices.

B.—List of Rubber-stamps which it is proposed to discontinue.

Description of stamps.	Remarks.
1. Anantapur Collector's office. Received on Register No. . 2. Date stamp, with the word "Received." 3. Date stamp as follows :— Tahsildar, 3rd March Trichinopoly. 4. Received Date Current No. . 5. Forest Office Seal.	Nos. 1 to 5 may be dispensed with, and a simple stamp with the name of the office and date only substituted.

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
6. Current No. of 7. Current No.———of Eng., Ver., Etc. 8. Current No. of 18 Dated 9. Current No.———of Rev., Accts. 10. Current No.———of Dept. 11. Current No. or Vernacular Current No.———of Collector's office, Vizagapatam. 12. Register No. of	Nos. 2 to 5 in list A would take the place of Nos. 6 to 12.
13. Bill Register No. of 14. Extra Current No. of 15. Collector's Extra Current No. of	Not necessary.
16. Darkhast Current No. 17. Copy application Register No.	The Petition Register stamp could be used in these cases with denominator "Darkhast" or "Copy application" in MS.
18. Nellore Sub-Collector's office Received No. 18 Answered No. 18	Not necessary.
19. Periodical No.——— ———of 18 Acct., Eng., Eca. 20. Periodical Register No. of Collector's office, Vizagapatam. 21. Periodical No.——of Ag. Dated	To be replaced by a stamp "Periodical Register No. of "—*vide* item 6 in list A.
22. Magisterial Petition No. 23. Magisterial Petition Register No. 24. Magisterial Current No. 25. Magisterial No. 26. Magisterial Register No. 27. Magisterial Periodical Register No.	The Petition or Current Register stamp could be used with Magisterial prefixed in MS.
28. Petition No. of 29. Current Petition No. of 30. Petition Register No. of Collector's office, Vizagapatam. 31. Petition Current No. of 32. Nellore Sub-Collector's office. Petition No. of	To be replaced by "Petition Register No. of "—*vide* item 7 in list A.

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
33. Reference on Current No. of Dated 18 . In replying the above should be quoted.	Intended for fair copy. Printed forms could be used.
34. Reference on Current No.	To be replaced by No. 13 in list A.
35. Reference on Register No. of English Department, Collector's office or Vernacular Department, Collector's office.	
36. Reference on Register No.——of B.-A. or B.-L., or B.-S., or Eng.	
37. Reference on Register No. of General Duty Deputy Collector's office.	
38. Reference half square.	
39. Reference No.—— Eng., Ver., Abk., or For.	
40. Reference No. Magisterial.	
41. Reference No. Revenue.	
42. Magisterial Reference on Current No.	
43. Reference on Petition No.	
44. Reference on Periodical Register No.	
45. Magisterial Reference on Petition Register No.	
46. Reply to Periodical Register No.	Not necessary, or the register stamp could be used, the words "Reply to" being prefixed in MS.
47. Reply to Reference on No.	*Vide* note against 46.
48. Reply to Reference on Petition Register No.	
49. Disposal square with back and forward Nos.	Unnecessary, as printed docket sheets have to be used under paragraph 7 (12) of Board's Proceedings, No. 407, dated 11th November 1895.
50. Disposed of No. Dated	To be replaced by No. 14 in list A.
51. Disposal No. Dated	
52. Disposal No. Branch	
53. Disposed of	
54. Disposed of—— Magl.	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
55. Entered in the calendar register ..	Not necessary.
56. Disposal No.——of Genl. or Indexed.	*Vide* note against Nos. 50 to 54.
57. Reference/Disposal No. despatched on	
58. Disposal No. of Collector's office, Vizagapatam.	
59. Disposal No. of —— Acc. Dated	
60. Magisterial Disposal No. of	
61. Disposal/Reference on No.	
62. Current register closed	
63. Dated Despatched	To be replaced by "Despatched Date"—*vide* item 8 in list A.
64. Despatched	
65. Despatched on	
66. Former papers	Unnecessary—*vide* note against 49.
67. Recorded	Can be written in MS.
68. No. of 18 Recorded .. .. .. Collector.	
69. Sanctioned Acting Head Assistant Collector.	Can be written in MS.
70. Lodged	
71. Lie over	
72. Filed	
73. Forwarded to the Tahsildar for disposal Sub-Collector.	
74. Forwarded to the Tahsildar for report Sub-Collector.	
75. Referred to for	
76. To be returned with reply	Can be written in MS. or slips printed in red ink used.
77. Enclosure to letter No. Dated	Can be written in MS.
78. Enclosure to Arzi No.	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
79. On the personal register of	Unnecessary. A pencil note can be made on the back of current to show to which clerk the paper was given.
80. A paper taken as B for emergency ..	Unnecessary.
81. Anantapur Collector's office Date Record-room	Not necessary.
82. Record-room Taluk office Madakasira	
83. Record-room Dharmavaram.	
84. Office Subject Index No.	
85. Search fees	
86. with floral border	
R.	
87. Retain for years	
88. Destroy	
89. To be destroyed in or Destroyed at the end of	Unnecessary, or will only be required for the few offices into which the Disposal Number system has not been introduced, or in which there are old unsorted records.
90. Retain	
91. Destroy on the	
92. R.	
93. D.	
94. Retain for years	
95. Destroy at the end of	
96. To be retained	
97. To be destroyed	
98. Despatching clerk	To be replaced by "Despatching clerk office"—*vide* item 10 in list A.

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
99. Clerk Bellary Collector's office or	*Vide* note against 98, also item 10 in list A.
100. Clerk Tanjore Collector's office (&c.)	
101. Gumastah Nannilam taluk.	
102. Taluk office Bhadráchalam.	
103. Taluk office	
104. Tahsildar's office	
105. Kalyandrug Taluk office	
106. Madras Income-tax office	
107. Collector's office with the name of the district prefixed.	
108. Governor's Agent's office, Vizagapatam.	
109. Trivellore Taluk office	
110. Deputy Tahsildar's office	
111. Deputy Tahsildar's office with name of the division.	
112. Stationary Sub-Magistrate's office (with name of the station).	
113. Collector	
114. District Magistrate	
115. Gódávari Head Assistant Collector's office.	
116. Northern Division Deputy Collector's office.	
117. Nellore Head Assistant Collector's office.	
118. Service Bearing	Can be written in MS., or covers can be printed at the District Press with the necessary entries including the franking entries as shown below :— " On Her Majesty's Service only. By $\frac{\text{Letter}}{\text{Packet}}$ post To The Despatching clerk office. "
119. Packet post	
120. To The Tahsildar of	
121. To The Accountant-General, Madras.	
122. To The Secretary Commissioner of	
123. To The	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
124. Received 18 .. Copied 18 .. Examined 18 .. Signed 18 .. Given for despatch 18 ..	Unnecessary. The required entries might be printed on the disposal docket sheet as follows:— "Given for copying 18 Copied by Compared by ."
125. Received for fair copy. Copied by Compared by	
126. Emergent	Can be written in MS.
127. Confidential	
128. Special reminder	
129. Famine	Used only in Cuddapah district.
130. Rent Act	Unnecessary.

Order—Mis. No. 3443, Revenue, dated 7th July 1897.

Recorded.

(True Extract.)

(Signed) G. STOKES,
Ag. Secretary to Government.

ORDER—No. 673, Financial, dated 25th August 1897.

Recorded.

2. An enquiry similar to that undertaken by the Land Revenue Department should be instituted by the other departments of the Board of Revenue and by the following departments of the Secretariat:—

Judicial, as regards Magisterial Courts and the Police, Prisons and Registration departments.

Public, as regards the Medical department.

Educational, as regards the Educational department.

Marine, as regards the Port department.

The results of these enquiries should be communicated in due course to the Financial Department in view to the decisions as regards rubber-stamps being embodied in the Stationery Rules.

3. The Superintendent of Stationery will be requested to issue the necessary addendum to the Stationery Rules in regard to the Proceedings of the Board of Revenue read in this order.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Board of Revenue (all Departments).
" Judicial Department.
" Public Department.
" Educational Department.
" Marine Department.
" Superintendent of Stationery.
" Accountant-General.

Copy to the Local and Municipal Department.
" " Public Works Department.
" " Revenue Department.

Exd. W. D'Moss.

Public Works (1897) Department.