

6.11.33 B.M. J.

Public Works (1898) Department.

G.O., No. 2016 W

DATED 10th August 98

[Despatch Abstract.]

Sub Registrar's office. From: J. C. Dept. Registrar
the P.W.D. to prepare Standard plans for
on the lines suggested by the J.C. Registrar
communicated to the Comdg. Architect
for necessary action.

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

SUBJECT:
Requesting the P. W. D. to prepare standard plans for sub-Registration offices upon certain lines suggested by the I. G. of Registration; approving the proposal of Refn. the I. G. of Refn. to substitute racks for almirahs in the record rooms, requesting the Encl. Supt. to consider the question of providing the additional allotment reqd. for the purpose.

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BACK PAPERS.

FURTHER PAPERS.

No. Date.

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No.

Date.

Copy of letter from the Inspector-General of Registration, Madras, G.No.5322, dated 10th June 1898:-

I have the honour to submit the following reply to Government Order, No.985, Judicial, dated 10th July 1897, regarding alterations in the standard design sanctioned for Sub-registry offices. I delayed replying to the reference with a view to inspect as many of the existing offices as possible, and find out personally how far the existing accommodation in each was sufficient or insufficient to meet present & future requirements. Owing, however, to pressure of work connected with the Famine Charitable Relief Fund operations, I was unable to go out on inspection until about the end of December 1897. Since then, I have inspected nearly seventy offices & have also had an opportunity of consulting many of the District Registrars and the Government Architect on the subject. I have also worked out details of the scheme suggested in Appendix B, item 2, to my letter, G.No.5307, dated 10th September 1897, for providing certain offices with record racks on the model of those constructed in the Board's office so as to economise space in the record room and thus reduce the cost of the buildings.

2. There are three designs approved for Subregistry offices which are shown in the accompanying pencil sketches I, II and III. The first one sanctioned in 1882 has now been practically abandoned. It consisted of two rooms, one measuring 24x12 feet and the other 24x9 feet. In 1888, a revised design was sanctioned in G.O.No.2250 W, dated 21st July 1888 which is now adopted for smaller offices having not more than three clerks. This comprises two rooms, each measuring 12x12 feet, giving a total of 612 square feet. For larger offices having more than three clerks, another design was sanctioned in 1891 in which three rooms are provided, one for the clerks measuring 22x12 feet; one for the records measuring 22x12 feet plus 12x8½ feet; and another for the Subregistrar measuring 15½x12 feet, giving a total of 814 square feet, excluding the verandah between the wings. There are several Subregistry offices built on designs altogether different

different, but it is unnecessary to notice them. Those constructed within the past ten years have generally been built on one or the other of the two later designs referred to above.

3. It seems to me that the design for larger offices sanctioned in 1891 is a somewhat cumbrous and expensive one, and this, I believe, is also the opinion of Mr. G.S.T. Harris, the present Consulting Architect to Government. The design sanctioned in 1888 is a simple one and might be adopted for all subregistry offices with some modifications in the length or width of the rooms to suit the requirements in each case. Increased accommodation might also be made available by providing two doorways instead of one in the centre and by altering the position of the wooden railing which divides off the portion occupied by the clerks. The width of the verandah should be increased in every case so as to afford sufficient accommodation for the parties resorting to the office and obviate the necessity for erecting separate sheds for their use. The modifications are indicated in the accompanying sketches marked A, B and C.

4. For small offices having only one or two clerks and registering not more than 1500 documents, the design of 1888 seems to be unnecessarily large. I think it would be sufficient to provide two rooms each measuring 12×18 feet, giving a total superficial area of 432 square feet as against 612 square feet allowed in the standard design of 1888 now in force, and against 504 square feet provided in the old design of 1882 now no longer adopted. For offices having three or four clerks and registering from 1500 to 3000 documents, the dimensions of the room might be fixed at (a) 24×12 and (b) $24 \times 13\frac{1}{2}$ respectively; and for larger offices, the rooms might be (a) 50×12 feet and (b) 50×14 feet respectively, or 20×18 feet each. In many of the Subregistry offices attached to Taluk offices, the Subregistrar's room measures 20×18 feet and affords ample accommodation for five or six clerks and for parties resorting to the office for registration.

5. The office room might be tiled or terraced as may be found most convenient by the Public Works Department, but the record room should invariably be terraced and should not be less than 12 feet in width and in height, and should be provided with windows on each side (each $3\frac{1}{2} \times 6$ feet) and with two or three ventilators

ventilators placed in the back wall six or seven feet above the floor. A row of almirahs can be placed near this wall leaving sufficient space for constructing record racks on the plans suggested in Appendix B to my letter of the 10th September 1897. A rough plan of this record rack is given in the sketch D. The rack will run up to the roof, and about ten feet of it will be fitted up like almirahs on the model of that adopted in the Board's office, while the remaining two feet at the top will be left open for placing miscellaneous records. The almirah portion will be five feet deep and will contain four rows of the registers and indexes, two on each side. By this arrangement, every inch of space will be utilized, and the cost of constructing additional record rooms for which applications are constantly being received saved. The cost of constructing the racks will also be small as compared with that of making almirahs on the existing designs, which are all ^{tin} ~~thin~~-lined and cost from Rs. 70 to Rs. 80 each. From calculations made by me, I find that a record rack, 15 feet long, 12 feet high and 5 feet deep will cost about Rs. 500, without the tin-lining, and will provide space for records equal to that of 22 almirahs of the present design the cost of which, at only Rs. 50 each, without the tin-lining, will be not less than Rs. 1100. Further a room measuring 12×18 feet will contain only 11 of these almirahs whereas the same ^{room} will easily hold a rack of the dimensions mentioned above and also provide space for 3 almirahs to be placed at near the back wall. I do not think that tin-lining is of much use as it ~~offers~~ affords no protection against fire or white ants, but, on the contrary, tends to spoil the register of books by excluding the air from the almirahs though the books are frequently taken out and allowed to dry in the open air, the paper gets damp and the writing fades away at the end of 20 or 25 years so that in many of the offices ^{the} old volumes have to be recopied. The rack might be painted with some preparation containing a solution of arsenic, and the doors of the almirah portion might be fitted up with perforated zinc sheets. These are, however,

however, matters of detail which might be settled later on after the designs of the offices are approved.

6. If my proposals are accepted, there will be three designs for Subregistry offices which, I think, will afford sufficient accommodation to meet all present and future requirements. The designs have been shown to Mr. Harris, the Government Architect and he has expressed his entire approval of those marked A, B, and C though he thinks that the number of windows might be reduced. He does not approve of design C2. The accommodation provided in each case is compared in the following statement with that allowed in the existing designs, and a glance at the figures will show that the proposed designs will not involve any increase in the ~~cause~~ cost of construction.

	Record room	Office room	Total	Voranda	Total superficial area including walls
<i>Existing designs</i>					
<i>Old design of 1882 (now abandoned)</i>	9 x 24 = 216	12 x 24 = 288	504	6 1/2 x 27 = 175 1/2	886
<i>Design of 1888</i>	12 x 25 1/2 = 306	12 x 25 1/2 = 306	612	6 1/2 x 26 = 169	1002 3/4
<i>Revised design of 1891</i>	12 x 22 = 264 12 x 8 1/2 = 102	12 x 22 = 264 12 x 5 1/2 = 66	816	7 1/2 x 22 = 159 1/2	1385 3/4
<i>Proposed design</i>					
<i>for office</i>	12 x 18 = 216	12 x 18 = 216	432	7 1/2 x 21 = 157 1/2	21 x 36 = 756
<i>in the office</i>	12 x 26 = 312	13 1/2 x 26 = 351	663	8 x 27 = 216	27 x 38 = 1026
<i>feet of office (1)</i>	12 x 30 = 360	14 x 30 = 420	780	8 x 33 = 264	33 x 38 1/2 = 1270 1/2
<i>offices (2)</i>	18 x 20 = 360	18 x 20 = 360	720	8 x 40 1/2 = 324	31 x 40 1/2 = 1255 1/2

3000 d. that this space is needlessly large even in the largest office.

24 x 1 One general complaint in regard to many of the offices

is built according to the designs of 1882 and 1888 is the want of sufficient light and ventilation in the rooms and the insufficiency of accommodation provided for records. To meet the first defect I have increased the number and size of the windows as desired by Government.

Mr. Harris considers, however, that two windows on each side of the record and office rooms are unnecessary and that one window (4 x 5 1/2 feet) on each side in each of the rooms would be quite sufficient. In other words, he would reduce the number of windows and in the side walls from 8 to 4. This might be done in the case of the office room and one window (4 x 6 feet) substituted for the

two (5 1/2 or 5 x 6 feet) proposed on each side, but in the record room it would seem better to have two windows on each side (5 or 5 1/2 x 6 feet), as the record rack, which will be 5 feet deep, will run nearly the whole length of the room and one window on each side may not give sufficient light. The matter may, however, be left to the decision of the professional officers.

8. As regards additional accommodation for records, I find that the applications for extension of the existing buildings have been received so far from sixty four offices, and more would have been received if I had not sent round a Circular calling for the opinion of the District Registrars regarding the construction of record racks suggested in my letter of the 10th September 1897 already referred to. If this proposal is approved, the cost of these extensions would be saved, while, at the same time, the record accommodation would be increased two fold at less than half the cost required for additional almirahs. In the Budget for 1898-99 I provided Rs. 10,000 for the construction of these racks, but the amount was reduced by Government to Rs. 5,000. I request that Government will be pleased to reconsider the question and sanction the construction of the record racks in all offices in which the existing accommodation is found to be insufficient. This will enable me to utilize the existing almirahs for other offices where they are urgently needed and where sufficient room is available for them. Rs. 6,000 and more is annually expended in making almirahs, but pending the disposal of the question of putting racks on the plan proposed by me, I have postponed the supply of these almirahs to several offices. I beg, therefore, that early orders may be passed on the subject. In small offices, the rack will be 15 feet long; in larger offices, it might be made in two blocks, each 10 feet long, in the case of second class offices, and 12 feet long in first class offices. The breadth will be the same in all cases, viz. 5 feet, while the height will depend upon the height of the roof.

9. I beg to suggest that the Srimushnam office may be ordered to be constructed on the design B proposed for second class offices.

Copy of Note by the Honourable Sir Henry Bliss K.C.I.E., dated 6th July 1898:-

The Public Works Department may be asked to work out these plans, to which I have no objection except that the Inspector-General's ideas of the arrangement of record rooms are elementary. He has actually provided windows in the back walls and then proceeded to block them up by putting almirahs or racks in front of them. The only windows required are at the ends of the rooms, so arranged as to throw the light down either side of the central rack. However, the Public Works Department understand at last about that and will see to it.

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12-VII-98.

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Judicial Department.



PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following paper:-

Copy attached. From the Inspector-General of Registration, Madras, G.No. 3322, dated 10th June 1898.

Order No. 1061, dated 9th July 1898.

The Public Works Department will be requested to prepare standard plans for Sub Registrars' Offices upon the lines suggested by the Inspector-General of Registration.

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(True Extract.)

A. Kinnell

for Chief Secretary.

C.O.
12-VII-98.

To

The Public Works Department, with enclosure
" Inspector-General of Registration.
" Financial Department.

12-7-98