

Public Works (1898) Department.

G.O., No. 973 W

DATED 14 April 1898

[Despatch Abstract.]

District Registrar's Office, Coimbatore. Pro S;
Judicial Dept approving the proposal of the
Inspector General of Registration for providing in
certain accommodation for the - Court to
S.E. IV Circle for submission of the requisite
plans & estimates.

14-4-98

Indexed. 16/4

Approving the proposal of the
J. & of Registration for increased
accommodation to the District
Registrar's Office, Coimbatore
and stating that the necessary
orders for the preparation
of plans and estimates will
be issued in the P.W.D.

To

The Supt. Ingr. IV binle.
with 1 envelope.

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B. 7. 10.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Copy of letter from the Inspector-General of Registration, Madras, G.No. 7559, dated 30th November 1897:-

I have the honour to submit the following proposal for the consideration of Government.

2. The District Registrar's Office at Coimbatore consists of two rooms, each measuring 20 feet X 30 feet. The accommodation afforded is altogether insufficient for his establishment which consists of 9 clerks, 2 apprentice clerks and one Probationary Subregistrar and for the records contained in 20 almirahs and 4 racks. When I inspected the office in March last, it struck me that the cheapest way of providing increased accommodation would be to build an upper story, and ^{reports that the foundation and the walls are sufficiently strong} the Executive Engineer, who was consulted on the subject, to support an upper story with a light roof, and that the present terrace can be allowed to stand as it is. In the event of an upper story being built, the Ganapathy Subregistry office which is now held in a private rented building not far from the Registrar's office, can very well be located on the ground floor and the rent saved. Probably an additional room would be required for the Subregistrar. In these circumstances, I have the honour to request that orders may be issued to the Public Works Department for preparing plan and estimates for giving effect to the above proposal.

Copy of letter from the same officer G.No. 1327, dated 10th March 1898:-

I have the honour to submit herewith a plan showing the arrangement of the furniture and record almirahs in the Registrar's office, Coimbatore, called for in Memorandum, No. 2750, dated 14th December 1897. The plan was received by me about ten days ago when I was touring in the north of the Malabar District.

2. The Registrar's Office comprises two rooms, each measuring 20 X 30 feet. Excluding the passage, the space available for the clerks, within the railed enclosure, is 20 X 12 feet, and in it the tables and chairs are arranged for nine clerks as shown in the plan. On my way back to Madras,

I proceeded to Coimbatore and satisfied myself that it would not be possible, even by a rearrangement of the tables, the dimensions of which are now given in the plan, to provide room for more clerks within the enclosure. The Registrar informed me that even as it was the clerks found it ~~see~~ inconvenient to move about freely with the big volumes of registers in which registered documents are transcribed. These volumes are 18 X 13 inches, each containing 500 pages of Royal hand made paper. In large offices, four or five volumes of the kind are in daily use, to facilitate the transcription of documents. As each document is copied, the volume has to be passed on to the reader and examiner for comparison and back to the copyist; it has then to be taken to the Registrar for check and attestation. This process goes on constantly, as the documents have to be promptly returned to the parties as they are ready. It is ~~eeessary~~ necessary therefore that the clerks should have ample space for moving about freely with their big volumes. The required space could be secured by substituting two doorways in place of the windows at E and F, and converting the present doorway at G into a window, or closing it with iron bars, and thus utilising the passage (6 X 20 feet) for the clerks. If in addition to these alterations, the provision of record almirah-racks, running up to the roof, is sanctioned as recommended in my letter G.No.5307, dated 10th September 1897 (appendix B), there will be no necessity to extend the Registrar's office; but my object in proposing the construction of an upstairs room was to obviate the necessity for building a separate office for the Ganapati Sub-Registrar, who now holds his office in a small rented building, which is situated within a furlong from the Registrar's office and is quite unsuited for a registration office. The rent paid is Rs.12 a month. Instead of building a separate office for this Sub-registrar, at a cost of some Rs.3500 or Rs.4000, it seemed to me that by adding a tiled upstairs room (20 X 30 feet) to the Registrar's office with a verandah attached and ample accommodation could be secured for both the officers at probably less than half the amount specified above.

3. If the proposal is approved, the room now occupied by the Registrar could, with very slight alterations, be made available for the Ganapati Sub-registrar, and the Registrar's office located in the upstairs room to be newly added. The present record room of the Registrar

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Registrar would, if racks running up to the roof are constructed, suffice for several years. It could easily hold four racks each 12 feet long, 12 feet high and 5 feet deep, the lower ten feet being fitted up like almirahs. A double row of registers and indexes can be placed on each side, so that the four racks excluding the upper two feet which would be reserved for blank books &c, would provide space for records sufficient to fill about 80 almirahs of the present type which cost from Rs.70 to Rs.80 each. The cost of the four racks, including painting &c, will not exceed Rs.1800, which is considerably less than one third of the cost of the almirahs which would be required to hold the same amount of records. For the present one rack 12 feet long and 12 feet high will be sufficient to meet the Registrar's requirements.

C.A.
21.2.98.



PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following papers—

Copies
attached G.Nos.7559 and 1327, dated 30th November 1897 and 10th March
1898 respectively.

Order No.544, dated 31st March 1898.

The Inspector-General's proposal is approved. The
necessary orders for the preparation of plans and estimates
will be issued in the Public Works Department.

(True Extract)

H. H. H.

for Chief Secretary.

C.S.
31.3.98.

To

The Inspector-General of Registration.

,, Public Works Department. *With plan.*

31.3.98

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PROCEEDINGS OF THE MADRAS GOVERNMENT.

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G. Nos. 1558 and 1337, dated 30th November 1897 and 10th March
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(True Extract)

[Signature]
For Chief Secretary.

To
The Inspector-General of Registration,
Public Works Department.

[Handwritten mark]