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MADRAS RECORD OFFICE.

Government of Madras.

Political **DEPARTMENT.**

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Not to be folded or roughly handled

No. 7. From W. A. MOREHEAD, Esq., President of the Commission for Investigating Public Establishments; to the Chief Secretary to Government, Fort Saint George, dated 6th August 1858.

SIR,

I have the honor to enclose the Proceedings of the Commission with regard to the Establishment of the Government Agent at Chepauk and Paymaster of Carnatic Stipends, with 25 spare Copies.

Proceedings of the Commission for Investigating Public Establishments, 30th July 1858.

Read the following Extract from the Minutes of Consultation in the Political Department, No. 437.

Referring to the Commission, for consideration and report, a letter from the Government Agent Chepauk and Paymaster of Carnatic Stipends, recommending increase of pay to the Agent and his Establishment. } Here enter 18th July 1858.

Read letters from the Government Agent at Chepauk and Paymaster of Carnatic Stipends, addressed to the Commissioners for Investigating Public Establishments, No. 53 of G. A., dated 4th March 1858, and No. 996 of G. A., dated 4th June 1858.

Read also the following Returns rendered by the Government Agent Chepauk and Paymaster of Carnatic Stipends, to the Commissioners, numbered 1, 2, 3, 4, 5, 6, 7*a*, 7*b*, and 7*c*.

1. The Government Agency, with the duties of which are incorporated those of the Paymaster of Carnatic Stipends, is at present, without doubt, very much more pressed with work, than has either been the case until of late, or than will be hereafter, that is, after the lapse of a year or two. This is entirely owing to the additional duties which have devolved upon the Agency in pursuance of the policy of, and the course followed by Government, since the demise of the late Nabob of the Carnatic, from which date, it appears, that the various duties of the Agency proper have been largely increased, and the business of the Durbar as far as they related to the Stipends of the late Nabob superadded.

2. The following facts may, in some degree, serve as guides whereby the extent of the increase may be estimated; it will be seen that the number of petitions has increased sevenfold, and the amount of the Stipends doubled.

There were in	1856	and in	1857
Petitions	559		3934
Stipends	2,99,394		6,56,000

It is expected that the Petitions for the year 1858 will be very numerous, and that the Stipends will ultimately amount to 8,50,000 per annum.

3. The Government Agent expects that this pressure upon the Department will continue for the next two years, *i. e.*, the work will be greater during that period than ultimately "when all matters become settled in their proper places," but thinks it impossible for him to mention exactly what the ultimate increase of the regular Establishment should be. In this view the Commission agrees with him, and is of opinion that, for the work performed in the Agency, the Establishment is inadequate; whether all the work done is really necessary is another question, the Commission cannot see that it is, and hopes to shew further on, the measures by which considerable reductions may be effected in the work. The large number of papers and the amount of investigation and other treatment they require, is far more than can be got through and properly superintended, without taking up nearly the whole time of the Government Agent and his Assistant, in overlooking details many of them of purely routine character. This is a serious evil, experience having proved that it is most desirable that both these officers should have at least sufficient leisure to allow of their investigating affairs and claims, and prosecuting enquiries, which are now necessarily, if not neglected, dealt with more summarily, than would be the case did time permit.

4. It is believed that there are many cases of personation and concealment of deaths of Stipendiaries, to the direct injury of Government,—instances are on record where Stipends have been drawn for 14 and 21 years after the deaths of the supposed recipients. As a rule people think it no sin to cheat the Government, even at home many systematically defraud the Government in the item of Income Tax, Postage of Newspapers, &c., and it is not reasonable to suppose that these Stipendiaries, many of whom are very poor, will be more conscientious; bearing these facts in mind, and taking with them the circumstance that all enquiries of this nature can only be conducted by the Agent and his Assistant, it will appear to be bad policy so fully to occupy the time of these two officers as to preclude them from directing their attention to measures for the prevention of these practices.

5. In the month of November 1857, 2250 Stipend receipts were issued, these receipts are in effect warrants for the payment of stipend,—these documents, made out in Persian and English, are entered in and compared with the Stipend book in the Agency, are then delivered to the Stipendiaries who attach their seals to the receipt, at the same time accrediting their Vakeel, if they have one, by seal; the documents are then returned to the Agency, where they are re-examined and signed by the Agent; after this they are issued, the Agent recording the issue in the Stipend book, the Munshi marking each off in the acquittance book, the Stipendiary, or Vakeel, touching the pen in the usual manner, and the receipt being handed out by the Assistant Agent; they are thus issued in the presence of the two chief officers who each see the receipt at least twice.

6. The following books are kept in the Agency in connection with these Stipends.

The report book of Stipends lapsed.	The General Lapse List.
The General list of Carnatic Stipendiaries.	The Stipend book.
The Continuous do. do.	The Acquittance book, &c. &c. &c.

There are also the annual lists, two in number, besides the continual advices and "repeated sheets" which are prepared and forwarded to the Civil Auditor, and the Estimates and "Actual" returns supplied to the Accountant General and Civil Auditor; in short there is a very large amount of work.

7. The letters and petitions received in the same month, 640 in number (nearly 600 of which were in Persian) are equal to 789 pages of foolscap MS. The replies to letters alone, *i., e.,* not including petitions, are equal to 788 pages of foolscap MS., and the Registry of petitions and letters are equal to 340 pages Medium; in addition there is the usual business of every office, doketing, filing and putting away papers, &c.

Exclusive of the Agent's Salary the cost of the Establishment is Rs 447-8-0, temporary assistance, Rs. 140-0-0, together Rs. 587-8-0 including the Agent, Rs. 1,112-8-0, *i. e.*

	Permanent.	Temporary.	
Moonshee	100 0 0		
English Writer	70 0 0		
do.	50 0 0		
do.		25 0 0	
do.		20 0 0	
do.		15 0 0	
do.	14 0 0		
do.		12 0 0	
do.		11 0 0	
do.		10 0 0	
do.		10 0 0	
do.		10 0 0	
do.		10 0 0	
do.		9 0 0	
do.	8 12 0		* Sanctioned for 2nd Hircarrah.
do.		8 0 0	
Chobdar	10 0 0		
Hircarrah	8 12 0		
Peon	7 0 0		
Sweeper	3 0 0		
	272 8 0	140 0 0	

In other words the		
Permanent Clerkage, &c. costs		272 8 0
Temporary do.		140 0 0
		412 8 0
Superintendence.		
Agent	525 0 0	
Assistant	175 0 0	
		700 0 0
		1,112 8 0

8. The salaries of the 2 permanent and 8 temporary writers marked thus (o) are considered too low—a smaller number of better hands would prove more useful—As without doubt increase of superintendence is necessitated by the employment of additional clerks, so would the inconveniences alluded to in Paras: 4 and 5 herein be in a measure obviated by securing more intelligent hands, and the Agent and Assistant enabled to husband their time better, and employ it more advantageously than at present.

9. So far as the Commission can judge all are diligent and spare no pains to get through their work; many of them come at very early hours, and in no office under Government are fewer holidays enjoyed. Until December 1857, the Christmas holidays were not observed at all, and even then some of the Establishment attended at the office on account of the large amount of work which now devolves upon it. The letters alone which are despatched from the Office, to say nothing of the drafts and fair copies could fully occupy more than two good hands at the standard adopted in the Government Secretariat, *viz.*, 14 pages foolscap per diem; and there is a very large amount of copying, in the shape of returns, lists and tabular statements, and much registering.

10. At present, retrenchment appears to be out of the question, the Office is undermanned—Economical arrangements may still be effected, and much of the unnecessary work now done abridged, without in any way sacrificing the efficiency of the Establishment,—on the contrary the work may be improved as regards usefulness, as well as curtailed in extent, by the following alterations.

11. *Payment of Stipends.* Great saving and at the same time great improvement may be effected by re-arranging the present system. In lieu of making out each month the receipt described in para: 7, the preparation of which takes up the time of the four senior subordinates, and trenches very considerably on the time of the Agent and his Assistant, a Stipend Certificate might be issued with Coupons attached, to last for a period of one, two or three years. These Coupons might be printed in two languages, as at present, with full instructions and conditions on the face of them, and the dates (as is usual with debentures at home) printed on them, (of course the date in every Coupon will vary,) and for additional security these Certificates might be printed on water marked paper specially prepared, on the back might be given a declaration that the Stipendiary interested is living, certified by the seals of two other Stipendiaries of equal or larger amount. It perhaps would be advisable also to make them available only for the month in respect of which they are issued, and not negotiable under pain of forfeiture. These Coupons might then be cut off when due by the Stipendiaries and sent to the Agency for countersignature (in the same way that bills are sent for acceptance,) and made payable at the Treasury in the usual manner.

12. The Commission is aware that the Civil Auditor has expressed an opinion that the Stipends should be paid in Rupees at the Agency, and that this arrangement would considerably relieve both the Sub-Treasurer and the Civil Auditor, but is not able to concur in the opinion given by the latter officer for these reasons, 1st. The established "good old rule" that the sanctioning should never be the disbursing officer. 2ndly, the remote situation and the consequent insecurity of the Agency as a depositary for current coin under existing circumstances; and 3rdly, because there are no peculiar circumstances as far as the Commission can learn which should take these transactions out of the usual rule of practice. That the payments could be made more quickly, and more conveniently perhaps at the Agency is admitted, but there are other considerations besides the mere convenience,—perhaps even the payment could be made at less cost at the Agency than at the Treasury.

13. *Petitions.* Of these there are on an average from 20 to 30 per diem the *modus operandi* is for the Agent to endorse the reply on the petition, the registrar then takes it and enters it, that is, the gist of the petition, and the reply, in the register, after which the petition is returned to the sender; no full copy of the petitions is retained in the Agency although in the month of November 170 pages of Medium paper were filled. In lieu of this it is recommended that the Register be abolished, that a copy of the endorsement be given to the petitioner, and that the original petition be filed or pasted in a guard book with an alphabet for easy reference.

14. *Correspondence.* M. S. copies are made of all letters and documents received and forwarded except petitions and the printed extracts Minutes of Consultation of Government. This is all labor in vain, in lieu of the present practice the letters received should be filed, or pasted in a guard book with an alphabet for reference, all original drafts of papers prepared in the Agency should be preserved, and as a security against confusion, a press copy should be made (as is usual in many Public offices at home,) of every document which leaves the office, on loose sheets, which should be stitched together by the Mooche when finished. By the aid of one of these Machines, not only a copy but a facsimile of every document sent forward may be retained, if well copied these press copies are easier read than MS. copies, and in addition there is the advantage arising from the certainty that the recorded press copy is a true copy, which cannot be said with certainty of many of the records either from clerical errors, or inability to read in the part of the copyist.

15. The changes recommended in the proceedings will entirely do away with the preparation of monthly stipend receipts averaging from 2,500 to 3,000 per mensem with all the examination and manipulation they involve, the saving of copying will be equal to 1011 pages of foolscap and 339 pages of medium—if carried out judiciously the character of the work will be improved, the reference more easy and the details more full and exact: it does not appear that there is any thing sacrificed by these changes.

16. With these arrangements after the Stipend Certificates with Coupons are once issued, the Agent, the Assistant, six good clerks, an intelligent record keeper, and a handy moochee may get through all the work within reasonable hours, leaving the Agent and Assistant to the prosecution of their more important duties. After a time this number might be reduced, but it would be very bad policy just now to leave the department short-handed.

17. With reference to the Mahakamah Court of the Durbar the Commission observes that it is a Court merely in name, nothing is ever done in it, a few letters have been written upon which no action appears ever to have been taken: at best it appears to be unnecessary, it is only a shield for dishonesty, and in the opinion of the Commission the sooner it is done away with the better.

18. The Commission observes with regard to the remarks on the Salary of the Government Agent Chepauk and Paymaster of Carnatic Stipends, that the amount does not appear to be sufficient to ensure the due performance of the duties of the office, which require not only a perfect acquaintance with the Persian and Hindustanee languages, but also a thorough knowledge of the character of the people and of the political relations of the Country.

(Signed) W. A. MOREHEAD,
(„) G. L. PRENDERGAST,
(„) G. BALFOUR.

No. 8. ORDER THEREON, No. 530; dated 19th August 1858.

Resolved that a copy of the Report submitted with the above letter be forwarded to the Government Agent at Chepauk, in reference to his letter under date 30th June 1858, No. 1143.

2. The Agent will carry out the several suggestions of the Commission unless there be in any case any very strong objection, in which event he may represent it to Government.

3. When a fair trial has been given to the various changes and arrangements recommended by the Commissioners, Dr. Balfour will report what Establishment should be finally entertained for the duties of the Agency, their number, designations and rates of salary.

4. With reference to para: 17 of the report, it is observed that the Chief Officers of the Mahakamah have been pensioned, that no references are now made to that Court by Government, and in fact that practically it is abolished as far as the Government are concerned.

5. In regard to the concluding para: of the report, the Government, in forwarding to the Government of India the printed Lists of the Carnatic Stipendiaries of 1855, will strongly recommend that the Salaries of the Government Agent and that of his Head Servant be placed upon a better footing.

(Signed) T. PYCROFT.
Chief Secretary.

Exd. J. A. Wilson.

Pol. Dept.

No. 530

Extract Minutes of Consultation

Dated 19th August 1858.

Read the following letter from the President of the Commission of Investigating Public Establishments

Dated 6th Aug. 1858.

Resolved that a copy of the Report submitted with the above letter be forwarded to the Government Agent at Chepauk in reference to his letter under date 30th June 1858. No. 1143.

2 The Agent will carry out the several suggestions of the Commission unless there

No 2 of 1858
Para 25

In the Com. Pleas
Hilliard 1858 Docket

(1) 5330

Circuit Court
(1) 19th March 1858.