

- (1) பக்கங்களின் எண்ணிக்கை _____
 (2) புதிக்கித் திருப்பிய நாள் _____
 (3) ஆதாரக் குறிப்பவர் கருக்கெய்யம் _____

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

128 கை

B. No	128	அச்சகம்
அரசாணை எண்.		பலவகை
மு. கோப்புத் தாள் எண்.		
நாள்	16 / 1860	199

மத்திய அரசு தலைப்படி கையாள்வோர் கட்டுரை.

ஆவண. கா. 1-18,006-69-90.

பாதுகாப்பு பிரிவு-1

செப்பனிடெவர்பெயர்

08.06.2020

செப்பனிடெவதற்காக எடுத்துக்
கொள்ளப்பட்ட நாள் 7/01

செப்பனிடெவதற்காக எடுத்துக்
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செப்பனிடெவதற்காக எடுத்துக்
கொள்ளப்பட்ட நாள் 7/01

செப்பனிடெவதற்காக எடுத்துக்
கொள்ளப்பட்ட நாள் 7/01

12/1

SUGGESTIONS WITH A VIEW

DIMINISHING CLERICAL WORK.

IN THE
VERNACULAR OFFICES OF THE DISTRICT.

I.—In every office there should be an "Order book." No petition should ever be presented from any Suddur official:—if application for leave, appointments, stationery, repairs &c., have to be made, they should be entered in the Order book. When the Deputy Commissioner wishes to give any general or administrative order, it should be entered in the Order book: this will save twenty or thirty little misuls being formed every week.

II.—The roznamchah is only meant for change papers, not for periodical returns, evidence &c. All such papers should be handed at once to the departmental mohurrir; if they are not, they should be sent out.

III.—No robekarees should ever be sent to other than judicial officers. If occasion arises to address the District Officer, Executive Engineer, Canal Officer, Commanding Officer, the proper course is to write a Serampore half-margin letter. Whenever robekarees are received from that quarter, the reply should be endorsed on the same paper, and sent back. No Assistants should write miscellaneous robekarees.

IV.—When occasion arises to make an inquiry of a judicial officer, or summon a party, send half-margin robekaree, which will come back with the reply: if robekarees in the old fashion come, endorse the reply, and return in original. The roznamchah will preserve the trace of the proceeding.

V.—In the case of all administrative returns, received, or despatched by district officer, let one copy only be made; for instance, the tihseeldar and thannadar send in monthly returns of answered perwanahs, (do not require detail of perwanahs, which have been answered;) endorse with remarks and return. Similarly the Commissioner, and back to the district the source, and any other Vernacular return, should be received any.

VI.—Lithographed forms of summons, subpoenas, and other processes should be used, and of them, as well as of all perwanahs, no copy should be kept, the purport being entered in a register.

VII.—All perwanahs and robekarees should be on the eighth of a sheet: no title or names should be inserted, the order should be conveyed as briefly as possible,—“Thannadar or Tuhseeldar of such a place.”

VIII.—The petition writers should be compelled to write briefly. No petition, extending beyond one sheet, to be received; no flattery, or Oriental metaphor, to be allowed. Any party offending to be ejected from his post.

IX.—Judicial robekarees to be written briefly; no title or flattery to be introduced, any absurdities to be punished, if mohurirs draw up inflated robekarees, all the extra words to be struck out, and a fair copy made by the offending party, who should be fined. No title beyond “Junab-alee” to be allowed; the present practice is foreign to the simplicity of the English character.

X.—Tuhseeldars and Thanadars to write autograph replies briefly and tersely: if inflated language be used, the paper to be sent back: no wind-up of flattery, or prayer for well-being, to be allowed: the subscription to be “fidwee” only. To receive grovelling expressions of devotion is unworthy of the English character.

XI.—All leave to be written on a separate sheet, and to be filed in a book, in the last column thereof, to be sent back to the officer who has granted it, and a report of return will be endorsed on the original, and to be sent together on the monthly or yearly file.

XII.—No copies to be required from Tuhseeldars of following papers:—

I.—Diary of watch and ward.

II.—Waz kham.

III.—Nerikh-namah.

IV.—Dakhilah buhie.

XIII.—When the collections are nearly completed, the Tuhseeldar will send a brief touzee only of the villages in balance. All the extra items, road, putwarie's fees, school, chowkeedar's pay, to be entered in one touzee and only sent when there is a balance.

XIV.—I.—Vernacular papers are either

I.—Serial, or II.—Occasional.

Of the latter, some are

I.—Important.

II.—Formal.

II.—Serial papers are those submitted daily, bi-monthly, monthly, half-yearly, yearly. On none of these need any signature be affixed, but that of the Ahl-mud, or departmental mohurir.

III.—The Occasional important papers are

I.—Deposits.

II.—Proceedings of any kind.

III.—Perwanahs and processes.

IV.—Proclamations.

V.—Initiatory orders, interlocutory orders, final orders, affecting persons, and property, processes during the conduct of a case, and which are the result of a judicial mind, as opposed to mere formalities of office.

VI.—Attestation of receipts, powers of attorney and other documents.

All such papers require the signature of the officer presiding, as it is the signature alone, that gives the paper validity. Classes I. and II. should be signed by the officer, Class II should be signed in full, with officer's designation.

IV.—Occasional formal papers are—

I.—Lists of contents of files.

II.—Attestation of true copies.

III.—Copies of Vernacular papers.

IV.—Formal orders, as shamil-misil, dakhil dufter, takeed.

As opposed to those, which are the result of a Judicial mind.

Classes I. and IV. might be signed by the reader of the officer, who disposes of the case; and classes II. and III. by the head clerk.

XV.—Every officer should oppose, to the utmost of his ability, verbosity of writing, and multiplicity of forms—it is quite humiliating to witness a district officer signing heaps of papers like an automaton: a vast deal may be reduced.

XXI.—In appeal cases the Appellate Office usually records a robe-karee to the Court of first instance, describing in detail the origin of the claim, the subject of plaint, the defence, reasons for the order of the lower Court, the points urged in appeal, and finally the decision in appeal. In cases of up-holding orders a simple order on the back of the petition would suffice. In communication need be made to the lower Court. A memo: in the printed form given in Circular of Financial Commissioner, No. 103-104 of 17th December 1839, should be handed to appellant in every case, showing how it has been disposed of. Either party can take copies of final order. In cases of reversal or revision, all that need be given in the robe-karee is a brief statement of the reasons of appeal, the views of the appellate authority, and lastly, the decision.

16th January, 1860.

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TO THE COMMISSIONER AND SUPERINTENDENT,
UMRITSAR DIVISION.
Dated LAHORE, 13th January, 1860.

In reply to your letter No. 11, of the 16th instant, I am directed to inform you that, the Hon. the Lieutenant Governor of the Punjab, has approved of your suggestion, and has directed that the same be carried out in district offices, and that copies of the same, as proposed.

I have, &c.,

(Signed,) R. H. DAVIES,
Secy. to Govt., Punjab.

(True copy.) R. N. CUST,
Commissioner.

his

See also above

Robertson
Robertson, Henry
Robertson, John
Robertson, James

Robertson, J. 1884

Robertson

Robertson, James
Robertson, John
Robertson, James
Robertson, John

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Robertson

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