

- (1) பக்கங்களின் எண்ணிக்கை 2
 (2) புதுக்கித் திருப்பிய நாள் _____
 (3) ஆதாரக் குறிப்பவர் சுருக்கொப்பம் _____

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

10.2.20 தலை

அரசாணை எண். மு. கோப்புத் தாள் எண்.	181 936	அச்சகம் பலவகை
நாள் :	1 6 / 1860	199

மடிக்கவேண்டாம். கையாளவேண்டாம்.

ஆவணக் கா. 1-18,006-69-90.

(Handwritten signatures and stamps)

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Statistical Memorandum of the Secretariat in the Military Department, Fort Saint George.

UNDER the above head it is proposed to exhibit the state of this Department, its Establishment and cost; mode of conducting the duties, and general working of the various branches attached for the year 1859.

In addition to the Military Secretary and Deputy Secretary, the Establishment consists of the heads enumerated in Appendix A, arranged according to their several ranks. The salaries of the Office Establishment, exclusive of the Pay and Allowances of the Secretary and Deputy Secretary, amount to Rupees 3,343-0-0 monthly; this is also exclusive of the amount paid to Pensioners* of the Department, who number twenty-eight, at a monthly cost to Government of Rupees 589-2-3. The allotment of Stationery for the Office is shown in Appendix B, together with the mode of distribution of the same; the cost is stated in the margin.

Stationery...	Value	Stationery...	Value
Note—Foolscap 1000	770 10 0	Yellow 2500	897 9 10
Post 900	264 10 0	Parliament 104	74 4 1
Supplied to the Press for Current Work alone	1016 7	For Commissioners War	
		rents, &c. &c.	
		Stationery	
		Balance expended in the Office	2864 3 10

of the Subordinates leave. Business however continues according to the work in hand, very frequently till past 7 o'clock.

The Office opens for business at 10-45 A. M., and nominally closes at 5 P. M., at which latter hour the Press is shut, and the principal portion

A table is attached in the margin, in which is shown the average attendance—the number of Holidays—the number of Absentees on leave, &c. during the year.

Absentees...	17
Holidays...	27
Sundays...	52
Average attendance...	269
	365

Memo.

From the memo. in the margin will be seen at a glance the extent of ordinary work transacted in the Department during the year, averaging according to the working days over sixty-six entries per diem; this however does not include certain periodical documents received and

Letters, Telegrams, Minutes, Reports, References, Circulars, Memoranda, Estimates, &c. despatched...	7,612
Do. do. received...	4,964
Despatches, } Home...	510
Packets, &c. }	
Estate Department...	4,824
Total...	17,910

despatched, or those connected with the daily routine work—such as lists of papers in circulation, lists of papers passed in Council, the books of the Department, Index of Proceedings of Government, and of correspondence from and to the Home Government, and other current work and minor matters, of which they are scriptory, which consume much time and labor in preparation, such as docketing, sorting, and entering; nor does the memo. include the papers prepared and arranged for the Press or the Collection of Proceedings for transmission to the Government of India and Home. It is also irrespective of any emergent work occurring, which may be said to be performed twice over; such matters being in the first instance sent out for communication to those concerned for immediate action, and subsequently brought on the Proceedings, printed and issued as a fresh receipt.

The Estate Department is under the Military Secretary, and in itself comprises a heavy amount of work, generally, as regards the Secretary's portion of it, performed after the usual Office hours—involving also much responsibility and correspondence, as the number of letters received and despatched sufficiently exhibit. The aggregate Savings' Bank accounts in the Estate Department on account of children of deceased Non-Commissioned Officers and Privates, who are Wards of this Department, amount to about Rupees 18,000; it is however difficult to fix the actual money responsibility incurred on account of

Estates pending adjustment, but it is unquestionably very considerable, and the labor in this Department alone is great.

The Prize Department is under the Deputy Secretary at present, the business is dormant, and the writer attached is made available for the general duties of the Office.

By a comparison of the number of pages of the Volumes of Proceedings compiled in this Department since the introduction of Printing these Records was established, the increase in correspondence and in the number of papers recorded, together with the additional labor thrown on the Department in disposing of the same, is clearly exhibited and easy of calculation.

1855.	410
1 Volume for Novr. and Decr. pages	
1856.	3,255
4 Volumes...	
1857.	3,714
4 Volumes...	
1858.	4,314
4 Volumes...	
1859.	4,143
4 Volumes...	

Under late rules, however, it may be expected that general correspondence will now be considerably curtailed, and the mass of papers condensed, whereby greater facility in disposing of them will be secured, and the bulk of these volumes proportionably reduced—the effect is already perceptible.

Proceeding of Government No. 861, dated 21st May 1859.

APPENDIX A.
List of Office Establishment of the Secretary to Government, Military Department.

Departments.	Names.	Clerks.		Copyists.		Pay of each per mensem.	Total of each Department.	Grand Total.	
		Classes.		Classes.					
		1st.	2nd.	1st.	2nd.				
<i>Assistant's Department.</i>									
1 First Assistant.....	Mr. J. G. Ferrand.....					400 0 0			
1 Second do.....						300 0 0			
1 First Assistant.....						100 0 0			
1 Second Assistant.....						70 0 0			
						970 0 0			
<i>Register's Department.</i>									
1 Registrar.....	Mr. P. DeMonte.....					300 0 0			
1 Deputy Registrar.....						150 0 0			
1 Assistant to do.....						50 0 0			
1 Diary Keeper of Letters received.....						50 0 0			
1 Do. of the despatch.....						50 0 0			
1 Commission Writer.....						40 0 0			
1 Cash and Stationery Keeper.....						40 0 0			
						500 0 0			
						1360 0 0			

<i>Reference Department.</i>										
1 First Class Clerk...	T. Sathachellum...	1	...	...	...	...	...	40 0 0	...	...
1 Do. do...	C. V. Sathuputhren...	1	...	...	...	...	...	50 0 0	...	...
1 Second do...	Mr. E. Paim...	...	1	...	...	...	...	40 0 0	...	...
1 Do. do...	T. Ponniah...	...	1	...	...	...	...	40 0 0	...	...
1 Do. do...	Mr. J. Edla...	...	1	...	...	...	...	35 0 0	...	...
1 First Class Copyist...	C. Chittambalum...	...	1	...	...	...	...	20 0 0	275 0 0	...
1 Do. do...	M. Saravanam...	...	1	...	...	...	...	1 0 0	...	...
1 First Class Copyist, in charge of Books Nos. 1 and 2—List of unanswered References to Government of India, and Prize Records...	R. Anrokasawmy	...	1	...	...	...	...	25 0 0	...	...
1 Third Class Copyist, Record Keeper	P. Narainsawmy	...	1	...	...	...	...	20 0 0	...	...
<i>Index's Department.</i>										
1 First Indexer...	Mr. J. S. E. Hung...	...	1	...	...	...	...	40 0 0	...	...
1 Second do...	V. Chengulveroy...	...	1	...	...	...	...	35 0 0	...	...
1 First Class Copyist...	M. V. Nansacomony	...	1	...	...	...	...	25 0 0	810 0 0	...
1 Second do...	...	...	1	...	...	...	...	25 0 0	...	...
<i>Current Department.</i>										
1 First Examiner and Superintendent	Mr. J. Davis...	...	1	...	...	...	...	150 0 0	...	...
1 First Class Copyist, Reader...	P. Parthasarathy...	...	1	...	...	...	...	35 0 0	...	...
1 Second do...	P. Ranganathan...	...	1	...	...	...	...	25 0 0	...	...
1 Second do...	Mr. T. Stubbs...	...	1	...	...	...	...	25 0 0	...	...
1 Third do...	T. W. Johnson...	...	1	...	...	...	...	20 0 0	280 0 0	...

List of Office Establishment—(Continued.)

Departments.	Names.	Clarks.			Copyists.			Pay of each per mensem.			Total of each Department.			Grand Total.
		Classes.			Classes.			R. A. P.			R. A. P.			
		1st.	2nd.	3rd.	1st.	2nd.	3rd.	R.	A.	P.	R.	A.	P.	
1 First Class Copyist, doing duty in the Press Office...	C. Kiatnasaomy...	...	...	...	1	...	...	35	0	0	...	...	...	
1 Third Class Copyist, Docketing papers.	Ruza Hoosain...	...	...	...	...	...	1	20	0	0	55	0	0	
<i>Revenue Department.</i>														
1 Asst. Examiner and Superintendent.	Mr. A. A. DeMonte...	...	...	...	...	...	...	35	0	0	...	...	...	
1 First Class Copyist, Reader...	" J. Borgonha...	...	...	...	1	...	...	35	0	0	...	...	...	
1 Second Class Clerk...	C. Ramasawmy...	...	...	...	1	...	...	40	0	0	...	...	...	
1 First Class Copyist.	T. Narainaswamy...	...	...	...	1	...	...	35	0	0	195	0	0	
<i>Proceedings Department.</i>														
1 Second Examiner and Superintendent.	Mr. J. E. Cashart...	...	...	...	...	...	...	100	0	0	...	...	...	
1 First Class Clerk to assist the Examiner.	" G. Rodrigues (transferred temporarily to the Honorable the Governor's Private Office) " W. D'Araby. (temporary)	1	...	...	...	...	...	...	...	...	55	0	0	
1 Second Class Copyist, Reader...	T. Namasawmy...	...	...	...	...	...	1	...	...	...	25	0	0	
1 Second Class Copyist, Reader...	T. Namasawmy...	...	...	...	...	...	1	...	...	...	25	0	0	

<i>Estate Department.</i>														
1 Head Clerk in charge.	S. Viswagavooloo.	...	...	...	...	...	...	70	0	0	...	...	...	
1 First Class Clerk.	Mr. W. Hegel.	1	...	...	...	...	...	...	...	...	...	...	...	
1 Second do.	C. Rungaswamy.	...	...	...	1	...	...	40	0	0	160	0	0	
2 Mochies.	...	...	...	...	...	...	...	...	...	...	...	...	...	
14 Peons.	...	...	...	...	...	...	...	...	...	...	138	0	0	
Total Rs.											...	...	...	3343 0 0

* Extra to the establishment.

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4

Statement of Work done in the Military Estate Department of the Government Office from 1st January to 31st December 1859.

There are three Clerks employed in this Department on monthly salaries of Rupees 70, 50, and 40, respectively.

Hours of attendance from 10-15 A. M., to 7 P. M., and often later in the evenings.

Number of letters received...	2,101
Do. do. disposed...	2,728

Total Letters... 4,824

Net amount of Estates paid to claimants in this country, above Rupees...	50,000
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Do. do. remitted to England for payment to claimants there, above Rupees...	50,000
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Total approximate Rupees disposed of.....	100,000
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Books in use.

Alphabetical Diary...	1
General do.	1
Memo. of Estates containing every information connected with each Estate...	1
Individual Register of Savings Bank Deposits...	1
General Register of do. showing a balance, now in deposit, to the credit of the Orphan children of the deceased individuals, on this date, of Rupees 17,421-0-6	1
Post Book.	1

Total Books... 6

Two Monthly Statements of Estates are prepared in the Department, one showing the amounts paid in this country under the orders of the Military Secretary in each month, and the other, which is forwarded to the India Office, the sums to be remitted to the Home Government.

APPENDIX B.

Statement of the value of Stationery expended in the Military Department of Government for 1859.

Description of the Articles.	Qrs.	Value.	Remarks.
Royal... ..	10	14 0 5	
Medium... ..	40	44 5 6	
Demy... ..	60	42 3 0	
Folio Post... ..	60	35 2 6	
Quarter Post... ..	1,000	309 5 0	920 Quires for Press..... 284 10 0
Foolscap... ..	2,400	1156 4 0	1,600 Quires for Press..... 770 13 4
King's Arms... ..	20	8 2 2	Total Rs 1055 7 4
Blotting Paper... ..	15	4 5 2	
Country Demy... ..	200	36 4 0	For printing Warrant and Furlough Certificates.
Country Cartridge... ..	15	4 9 6	
Chit Paper... ..	120	18 7 0	For printing European and Native Officers' Commission. Rs 881-13-11
Parohment... Skins... ..	104	74 4 1	
Vellum... ..	250	807 9 10	
Quills... .. No.	4,000	103 5 10	
Black lead Pencils.. ..	40	5 4 8	
Red do. do.	4	0 4 11	
Black Ink Powders.. ..	100	9 9 11	
Red do.	20	1 0 7	
Wafers... .. Boxes	7	1 0 4	to be discontinued.
Indian Rubber lbs.	3	3 5 0	
Bengal Twine ..	3	0 12 0	
White Tape.. .. Rolls	110	44 11 0	
Ribbon of Colors ..	26	27 12 1	
Silk Thread... .. lbs.	8	80 0 0	
Red Sealing Wax ..	8	8 8 3	
Needles... .. No.	35	0 1 0	
Wax Cloth... Cubits	120	14 7 0	
White Cloth, Yards.	60	10 12 0	
Gum... .. lbs.	10	1 18 2	
Cotton Thread twisted..	4	1 9 0	
Sponge... .. Pieces..	3	0 8 5	
Rupees... ..		2,864 10	Actual value of Stationery expended in this Department. Rs 927-1-7

Quills... ..	Twelve Quills each monthly are given to the Secretary, Deputy Secretary, Uncovenanted Assistants, Registrars, and Clerks, and eight each to Examiners—Reference pickers receive only four each.
Penknives... ..	Every two years one is given to each individual on the Establishment.
Wafers... ..	Are used by the Secretary, Deputy Secretary, Uncovenanted Assistants, and Registrars.
Pencils... ..	Are given to the Secretary, Deputy Secretary, Uncovenanted Assistants, and Registrars when required—to Clerks, one each quarter.
Indian Rubber... ..	Small pieces are given to the Secretary, Deputy Secretary, and others when required.
Erasers... ..	Are distributed once in every five years, to the Secretary, Deputy Secretary, Uncovenanted Assistants, Registrars, and to some of the Clerks.
Scissors... ..	A pair each is given to the Secretaries, Uncovenanted Assistants, and Registrars once in five years—and to the Moonshies annually.
Hone and Strops	One Hone and one Strop are used annually, they are in charge of the Moonshies.

	R.	A.	P.
From January to December.....	90	0	9
Average per month.....	7	8	1

	R.	A.	P.
From May to April 1880.....	2215	12	6
Average per month.....	184	10	4

FORT SAINT GEORGE, }
May 1860. }

H. MARSHALL, Colonel
Secretary to Government.

Marshall
Secretary to Government.

Exd. J. E. Cashart.

Highway No

141

Public road right

One end up of public
the existing road

St. 1st
7.52 } from 10th

Admission

22956.

Formation
formation of
shale, sand, limestone
of the same formation
existing, light sand

deeped

P.