

MADRAS RECORD OFFICE.

Government of Madras.

Public DEPARTMENT.

G.O. No.

488

Press
Mis.

Dated

22-4-1870

Not to be folded or roughly handled

Proceedings of the Madras Government, Public Department,
22nd April 1870.

No. 149. Read the following letter from the Secretary to the Government of India, Home Department, (Public,) to the Chief Secretary to Government, Fort Saint George, dated Fort William, 17th March 1870, No. 1428.

It has been suggested, in the Financial Department, that a considerable proportion of the large increase, which has taken place during the last few years in the cost of Civil Establishments, is due to the multiplication of reports, returns, and periodical statements. The Governor-General in Council, therefore, thinks it right to urge the Madras Government to consider the possibility of diminishing the number of such documents, and simplifying and condensing those retained in all departments of the administration.

2. It sometimes happens that a periodical report required to meet a temporary or special purpose is not discontinued when the reasons for submission have ceased to exist, and the expense involved in its preparation becomes a permanent charge to the Imperial revenues. Again, the same statistics that are rendered monthly or quarterly are sometimes embodied in half-yearly or yearly reports, or in both, without any regard to the feasibility of dispensing with them in one form or the other. Registers and other books are kept up which might either be done away with altogether, or so reduced in detail as materially to diminish the amount of writing required for their preparation.

3. This tendency to increase work, and enlarge establishments, should be strictly controlled. It cannot be too strongly impressed on Heads of Departments that they must not content themselves by simply recommending increased establishments whenever some addition to the work of their subordinates is shown to have taken place. The Government expects them to apply, and to show that they have applied, the most rigid scrutiny into the nature of that addition in reference to the whole work of the office or department concerned, and to satisfy themselves whether, by careful management and judicious distribution, it is not possible to obviate the necessity for increased machinery. They should also examine minutely the system of work followed, and see that periodical reports and returns are reduced in size and frequency, as much as possible, consistently with efficient supervision.

4. The Governor-General in Council feels convinced that, if a thorough and searching inquiry be instituted into the work of every department, the resulting advantages will more than repay the trouble which such inquiry may entail, and desires me to request that His Excellency the Governor in Council will be good enough to take this important matter into his serious consideration, with a view to effect a saving of expense in establishment, stationery, and printing.

No. 150. ORDER THEREON, 22nd April 1870, No. 488.

Copies of the foregoing letter will be furnished to the several departments of the Secretariat, to the Honourable the Judges of the High Court, and to the under-mentioned Heads of Departments, with a request that they will carefully examine whether any reduction, both in number and size, of reports, returns, and periodical statements can be made in their respective departments, and that they will inform

Proceedings of the Madras Government, Public Department,
22nd April 1870.

the Government of the result of the revision, submitting at the same time a list of such reports, &c., as are now received :—

The Revenue Department.

- „ Public Works Department.
- „ Military Department.
- „ Inspector-General of Madras Police.
- „ Inspector-General of Jails.
- „ Judges of the Madras Court of Small Causes.
- „ Registrar-General of Assurances.
- „ Committee for the Examination of Assistants.
- „ Inspector-General of the Indian Medical Department.
- „ Sanitary Commissioner.
- „ Protector of Emigrants.
- „ Government Astronomer.
- „ Superintendent of Government Central Museum.
- „ Resident of Travancore and Cochin.
- „ Government Agent at Chepauk.
- „ Political Agent at Poodoocottah.
- „ Officer in charge of the Stipend Pay Office at Vellore.
- „ Master Attendant, Madras.
- „ Assay Master.
- „ Accountant-General.
- „ Commissioner of Paper Currency.
- „ Director of Public Instruction.
- „ Commissioner for the Uncovenanted Civil Service Examinations.
- „ Commissary of the Diocese.

(True Extract.)

Chief Secretary.

Govt. of Madras.

PUBLIC.

To

Dated April, 22nd.

Recd.

End.

G. O., 22nd April 1870, No. 488.

APRIL.

Nos. 149-150.

Communicating certain instructions in view to the reduction being made both in the number and size of Reports, Returns, and Periodical Statements.

No. 1428

FROM

E. C. BAYLEY, Esq.,
Secretary to the Govt. of India,

TO

*The Secretary to the Government
of Port Saint George.*

Home Dept.

Public.

FORT WILLIAM, the 17 March 1870.

SIR,

It has been suggested in the Financial Department that a considerable proportion of the large increase which has taken place during the last few years in the cost of Civil establishments is due to the multiplication of reports, returns and periodical statements. The Governor General in Council therefore thinks it right to urge *the Madras Government* to consider the possibility of diminishing the number of such documents and simplifying and condensing those retained in all departments of the administration.

2. It sometimes happens that a periodical report required to meet a temporary or special purpose is not discontinued when the reasons for submission have ceased to exist, and the expense involved in its preparation becomes a permanent charge to the Imperial Revenues. Again, the same statistics that are rendered monthly or quarterly are sometimes embodied in half-yearly or yearly reports, or in both, without any regard to the feasibility of dispensing with them in one form or the other. Registers and other books are kept up which might either be done away with altogether, or so reduced in detail as materially to diminish the amount of writing required for their preparation.

3. This tendency to increase work and enlarge establishments should be strictly controlled. It cannot be too strongly impressed on Heads of Departments that they must not content themselves by simply recommending increased establishments whenever some addition to the work of their subordinates is shewn to have taken place. The Government expects them to apply, and to show that they have applied, the most rigid scrutiny into the nature of that addition in reference to the whole work of the office or department concerned, and to satisfy themselves whether, by careful management and judicious distribution, it is not possible to obviate the necessity for increased machinery. They should also examine minutely the system of work followed, and see that periodical reports and returns are reduced in size and frequency as much as possible consistently with efficient supervision.

4. The Governor General in Council feels convinced that, if a thorough and searching enquiry be instituted into the work of every department, the resulting advantages will more than repay the trouble which such enquiry may entail, and desires me to request that *His Excellency the Governor in Council* will be good enough to take this important matter into his serious

consideration, with a view to effect a saving of expense in establishment, stationery and printing.

I have the honor to be,
SIR,
Your most obedient Servant,

E. C. R. S. S.
Secy. to the Govt. of India.

Public Department.

PROCEEDINGS of the MADRAS GOVERNMENT.

Read the following letter from the
Secy. to Govt. of India H.D.
Dated 17th March 1870 No. 1428.

Order thereon No. 488. 22 April 70.

Copies of the foregoing letter will be furnished to the several Departments of the Secretariat to the Honble the Judges of the High Court and to the undermentioned Heads of Departments, with a request that they will carefully examine whether any reduction, both in number and size, of reports, returns and periodical statements can be made in their respective Departments, and that they will inform the Govt. of the result of the revision.

108

14 March 70 59-60
4 June 70 11-14
14 July 70 41-42

I am, Sir, very respectfully,
at the same time
a list of such reports &
as you may be advised to

The Revenue Dept.
Public Works Dept.
Military Dept.
Dept. of Education & Public Instruction
Dept. of Agriculture & Fisheries
Dept. of the Madras Court of Small Causes

17 April

No. 488

Wm. H. K. & Co.

Wm. B. Hunt

1844

Beckwith

decreased the number of
colony, that it

of return, before 30th Nov.

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Registrar Genl of Assurances.
 Comtee for the Examⁿ of Accts
 Super^r Genl Indian Medical Dept
 Sanitary Commissioner
 Protector of Emigrants
 Govt Astronomer.
 Supt of Govt Central Museum.
 Head of Travancore & Cochin
 Govt Agent at Chepauk
 Political Agent at Poodooretta
 Officer in Charge of the Stipend Pay
 Master Attendant Madras. Nos.
 Assay Master
 Accountant General
 Commissioners of Paper Currency
 Director of Pub. Instruction
 Com^r of the Unconv. Serv. Examⁿ
 Commissary of the Diocese.

Dated
 Recd. at
 186, No.

J. H. 57.
 Fr. Dec. 14th Dec/70 L 1631.

To

Govt. of 186 & Madras.

To

Govt. of {1870} Madras.

Public.

To.

Date April 22.

Recd.

Encl.

G. O. 22 April

1879, No. 4888

Nos. 149. 150.

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Coming. Certain instructions
in view to a reduction being
made ~~to~~ in the number
and size of reports, returns,
and periodical statements.

4. No. 14 sent 15/6/31