

(1) Number of pages 28

(2) Date of repair 8. 2. 55

(3) Initials of the Referencer _____

MADRAS RECORD OFFICE

Government of Madras

Public

DEPARTMENT

G.O. No.	<u>1134</u>	Press
~~B.P. No.~~		Mis.
Dated	<u>11th October</u>	<u>105</u> <u>1876</u>

Not to be folded or roughly handled

From

The ~~Under~~ Under-Secretary to the Government of Bengal,
Appointment Department,

To

The Chief Secretary to the Government of Madras,

Dated Calcutta, the 8th August 1876,

Appointment

Sir,

I am directed to acknowledge the receipt of your letter dated the 24th ultimo, and in reply to say that it has been decided by the Government of India, that the Secretariat Establishment of this Government is intended to be employed among other things on the preparation of the Bengal Administration Report, that the officers of the Secretariat are not allowed any extra remuneration for that work.

2. It has however been further ruled, that should the preparation of the report take up the time of an officer exclusively so as to interfere with the due performance of his current duties, the Government of India will, on application authorize this Government to appoint an Officer of the grade of Assistant Magistrate and Collector for a period not exceeding three months, to assist in carrying on the current duties of the office, and to pay him a deputation allowance of Rs. 2000 plus the pay of his substantive appointment.

I have the honor to
be,
Your Most Obedt. Servt.

J. Greenfield
Under Secy to Govt

No

1342 1896

Wm. H. Hunt
S. H. Hunt

The Secretary to the Govt
of Canada

Noted since the 1st of June 1896.

General Hunt
S. H. Hunt

Sir,
In reply to your letter of 28th June 1896, I am
directed to state for the information of His Excellency the
Governor in Council, that the Annual Report on the
Administration of the N. W. T. is completed in the
Secretariat, and that an official notice is being issued
in its preparation.

Yours faithfully,
Sir,
C. H. Hunt

Wm. H. Hunt
The Secretary to the Govt
of the N. W. T.

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Secretariat, and that an official notice is being issued
in its preparation.
Yours faithfully,
Sir,
C. H. Hunt
Wm. H. Hunt
The Secretary to the Govt
of the N. W. T.

No. 2367 of 1876.

General Department
Bombay Castle, August 1876.

From,

The Honble E. W. Ravenscroft C. S. I.
Acting Chief Secretary to the Government
of Bombay

To,

The Chief Secretary to the Government
of Fort St. George,
Pootacamund.

Sir,

I am directed to acknowledge the receipt of your letter No. 813 dated 24th ultimo. and in reply to inform you that on a representation from this Government, the Government of India were pleased in March 1875 to sanction the employment in the Secretariat here for three months annually of a Junior member of the Bombay Civil Service for the purpose of compiling and editing the general annual report on the administration of this Presidency with a remuneration during the period of his employment on this work limited to his ordinary pay and a deputation allowance of Rupees 200 per mensem.

I have the honor to be,

Sir,

Your most obedient servant.

D. M. Kemp

Chief Secy.

Public 1876/1877
(Administration Report)

From
Residence of Mr. W. H. P. P. P.
Dated 3rd August 1876.
No. 1042.

No. 1042

Report that the
General Administration
is completed in the
Secretariat.

Public Department.

Note

Letter from the Govt. of Bombay of - August
1876, No. 2367.

57 — do. L. H. Provinces 27 9th August.
 1876, L. 1342.

— 50 — do — Bengal — 27th 8th August.
1876, 20 1964. C. S.

The appointment of
a Junior Civilian on Rs
800 a month for 3 months,
as appears to have been
sanctioned by the Govt
of India for Bengal
and Bombay, would be a
considerable relief to the
Secretariat for the 3 months
preceding the issue of the
General Administration Re-
-port

Mr. certain Sanchez the
- a within Mr. Maclean the
no share of returns to con-
plete his labours - he might
tell the Secy of S. that he are anxious
favor delays now inevitable
(this arrangement)

1870

Handwritten signature: *Handwritten signature*

King's Cross

Delivered to the
Receiver - 8 1/2

1

۱۳۵۳

I believe that a
 general app- the en-
 dorsement of the
 country for a more
 accurate of a more
 civil service, and
 to find the confidence
 the general admin-
 istration of the service
 and certain others

21
have not yet sufficiently
effected. It is submit-
ted that a special offi-
cer, if appointed to super-
sede the Secretariat
staff, might either under-
take the final operations
required for preparing the
General Administration
Report, or might, as in
Bengal, assist in carry-
ing out current duties.
In either case the ap-
pointment would seem
to be desirable.

28/11

29 August 1896

Notes

The first point for
the issue of the Quadra
Administration Report,
and is subject to the next
reference from the J.
of the J., was 2nd.

President of the year
It is not intended to
issue the Report for
1875-76 before December
31st. next.

The report

C

Handwritten signature or initials

marked with a blue
cross in column 7 of
the statement part of
the letter has already
been received from
Departments.

The reports marked
in the same column with
red pencil are those
which usually come
without delay.

The operations
involved in preparing
the Ministry Administration

Report as follows. Heads
of departments must
subsequently to the
close of the period on
which they report
collect reports from
their subordinates;
in some cases the
subordinates must
effect information
again from minor
subordinates, e.g.
Divisional Revenue Officers
from Tahsil-dars. With
despatches the heads of
large departments may
effect their own

material within 6 weeks.

To write their reports

will occupy them another

6 weeks, & to print

them a further month.

Thus reports from

Departments cannot be

expected complete in

the first of the before

4 months has elapsed.

Before their reports can

be introduced in the General

Report they must be

reviewed & circulated;

say a further month

for this. To write the

General Report will
not occupy less than
2 months, & the
printing will not take
less than a month.

This is assuming that
the work is done in
instalments, without

which it could not

possibly be done much

by that time. This

gives 8 months for

the compilation of

a properly digested

Administration Report

of a long Presidency

like Madras. This
would bring the date
of issue down to 30th
November of each year.
Under very favourable
circumstances, & when
the departmental
reports are well in
hand, this may be
achieved. Efforts are
being made by committees
& by orders on reports
as they come in, to
accelerate their
future submission, ~~the~~
for this. No work is

measures are also being
taken for diminishing
their bulk.

It is admitted
that generally, if
accuracy is required,
time must be given.

C.D.M.

19 August. 1896

Special

Forwarded for the
Comptroller of the
Genl. & the Estimates
of the Chief Sec. as the
State is specially bound
to the Office. L.D.

D.D. G. 12 Sept 76.
 No. 1016. para 3. Series
 2 under for the orders
 at present unexecuted
 J.K.

From the ~~above~~ statement
 it appears that the
 following reports were not
 received until the dates appended
 Rooms. Insp. Gen. of Police. 4 Decemr/75
 Madras Municipality not yet.
 Agriculture Sup. Insp. 22 Dec. /75
 Forest. Office & charge of. 27 Decr /76
 Public Works 11 May /76
 Irrigation (Engineering) 19 May /76
 Sup. of Telegraphs (India) 20 Jan. /76
 Civil Dispensaries - not yet.
 Education. Insp. P. Insp. 7 Dec. /75

It is not creditable to the
 Department concerned that
 these reports should be sent in
 within a reasonable time say 3
 months after the close of the year
 under report.
 It is impossible that the former
 Administration report can be
 prepared when the materials
 are thus delayed.
 The Govt. is waiting desiring the
 advantages which these reports come
 otherwise afford the by presenting
 speedily after the close of the year. A
 general view of the operations of
 a department.

Public DEPARTMENT.

No.

To

THE SECRETARY TO THE GOVERNMENT
OF INDIA.

Home DEPARTMENT.

SIR,

I am directed to
bring to the notice of the
Government of India a
that considerable and
increasing difficulty
is experienced by this
Government in arranging
for the preparation of the
Annual Prison and
Administration Reports
by the ordinary Secretaries
Staff without serious
hindrance to other busi-
ness. On the present oc-
casion of preparing
the report for 1875-76 the
difficulty has been
found to be more than
usual.

~~But~~
All departments will be
warned that their reports
are required within 3 months
from close of year under review and
that Govt. cannot consider a
department is efficiently
controlled & worked. The report
of which is sent rendered
within that period —

The Government rely upon
the exertions of Heads of Departments
and that their serious attention
is called to the great delays
which have occurred — ^{taking}
effective steps to prevent its
recurrence —

~~a return statement to be~~

Box 24/9

of measures having
been adopted to
carry out more the
roughly the wishes
of the Government of
India in connection
with this subject. Under
these circumstances,
and with a view to
the final editing and
preparation of the
report for 1875-76. the
interim arrangements
for which have
already been made,
the Government propose
to adopt the plan which
it has been ascertained
has been sanctioned for
Bombay & Bengal
Presidencies of specially
appointing a ~~junior~~
member for
3 months - on Rs. 800

monthly to visit the re-
port.

2. I am directed
to request the early con-
firmation by the Government
of the necessary
arrangements.

Obtained
[Signature]

[Signature]

Sub - 247-76: 188 miles

10 3 8 1

Notice

House (1876) DEPARTMENT.

No. 1134

No

The Secretary to the
Government of A. S. S. A.
House Department.

Dated 11 October 1876.

No 43

Administration Report.

Confirmation sought by
the arrangements to
outlet a seven outlet
Sanctuary for 500
on 800 Hudson mouth
to call the general
Administration Report
of the Secretary.

8-2-55 11

221,21570