

- (1) பத்திரிகையின் எண்ணிக்கை 28-58
- (2) புதுக்கித் திருப்பிய நாள்
- (3) ஆதாரங் குறிப்பவர் சுருக்கெழுத்து

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

சென்னை துறை

அரசாணை எண். 67	அச்சகம்
மு. கோப்புத் தாள் எண். 23-1-1386	பலவகை
நாள் :	199

மடிக்கவோ துண்டியடி கையாளவோ கூடாது.

11/19.

ORDINARY, MS.

Public DEPARTMENT.
G.O., DATED 23-1-89
No. 67

When given for copying

[Despatch Abstract.]

Information re Secretariat
Establishments in Madras
for the Punjab Govt.

Punjab (Civil) Secretariat.

NOMINAL LIST DATED 1ST SEPTEMBER 1888.

Officers of the Department.

Secretary.

C. M. RIVAZ, Esq., *Officiating Commissioner, Lahore Division.*

C. L. Tupper, Esq., *Officiating.*

Junior Secretary.

C. L. TUPPER, Esq., *Officiating Secretary.*

H. C. Fanshawe, Esq., *Officiating.*

Under-Secretaries.

R. E. YOUNGHUSBAND, Esq.

M. W. FENTON, Esq.

Assistant Secretary, Financial Department.

L. LAVILLE, Esq.

Assistant Secretary, General.

F. LEIGH, Esq.

Mir Munshi.

KAZI MUHAMMAD ASLAM, C.M.G., *on Deputation.*

MIAN NIZAM-UD-DIN, *Officiating.*

CLERICAL ESTABLISHMENT.

NAMES.	How employed.	Date of birth.	Date of commencement of service. *	Date of promotion to present grade.	Present salary.	ANNUAL INCREMENT.	
						Amount.	From what date.
DEPUTY SUPER-INTENDENT.—Rs. 320—400.						Rs.	Rs.
1. Mr. A. T. Raynor...	Deputy Superintendent.	20th June '54	22nd Augt. '72	8th May '83	400	...	...
CLASS II.—Rs. 220—300.							
1. Mr. W. Permien ...	Head Assistant, Record.	18th Septr. '43	11th March '61	5th July '70	300	...	...
2. " R. W. Rumsby	Head Assistant, Foreign (Simla).	1st April '52	16th July '70	1st Novr. '80	300	...	...
" J. Brabson ...	Offg. in P. W. Sect. from 28th February 1888.	25th May '57	12th June '75	10th Novr. '82	300	...	...
3. " W. H. E. Fellows.	Head Assistant, Finl.	4th Octr. '58	16th Septr. '78	15th Octr. '83	284	16	1st Novr. '83
4. " A. G. Whitaker.	Head Assistant, Rev. (Simla).	25th April '53	27th Octr. '72	25th July '87	252	16	1st Feby. '89
*5. " T. W. Payne	Head Assistant, General—Offg. (Privilege leave for 2 months from 22nd August 1888.)	...	...	28th Feby. '88	192 + 28 A. A.	...	...
1. Mr. W. Bryan ...	Short-hand Writer...	13th Novr. '60	15th May '79	1st Octr. '82	250	...	...
CLASS III.—Rs. 160—200.							
1. Lāla Dīwān Chand...	Record-keeper ...	5th April '40	1st June '59	5th July '70	200	...	...
2. Lāla Rūp Chand	Record-keeper, Financial Department.	1st May '42	1st Jany. '65	1st April '78	200	...	...
3. Mr. J. A. Salt ...	Assistant Record-keeper.	7th July '43	1st Jany. '63	1st Jany. '80	200	...	...
Mīān Nizām-ud-dīn	Appointed Offg. Mīr Munshi from 11th April 1888.	1st April '44	19th Decr. '70	1st Novr. '82	200	...	...

* Officiating in arrangements vice Mr. Brabson.

CLERICAL ESTABLISHMENT—CONTINUED.

NAMES.	How employed.	Date of birth.	Date of commencement of service.	Date of promotion to present grade.	Present salary.	ANNUAL INCREMENT.	
						Amount.	From what date.
CLASS III.—Rs. 160—200—(conclud.)						Rs.	Rs.
Mr. T. W. Payno ...	Offg. in Class II ...	30th Decr. '59	8th Feby. '82	16th Jany. '84	192	8	1st Feby. '89
Mian Iltm-ud-din ...	Posted to the Karnal District as Offg. Extra Asst. Commr. from 28th March 1888.	1st March '46	18th Feby. '69	2nd Jany. '85	192	8	Ditto.
4. Mr. E. P. Ross ...	Examiner ...	18th Aug. '58	1st Feby. '76	25th July '87	184	...	1st April '89
*5. Mr. G. Matthews	Gazette Clerk—Offg.	...	...	28th Feby. '88	142+18 A. A.	...	...
6. Mr. J. Benjamin ...	Statistical Clerk—Offg.	5th Decr. '55	29th April '78	8th May '88	100+32 A. A.	...	...
†7. Mr. P. Williams ...	Head Assistant, Issue Branch—Offg.	...	...	11th May '88	75+32 A. A.	...	...
CLASS IV.—Rs. 110—150.							
Mr. G. Matthews ...	Offg. in Class III ...	23rd April '57	10th Feby. '79	1st June '83	142	...	...
1. „ H. Wood ...	Ditto ...	8th March '59	1st Septr. '79	1st June '83	150	...	...
2. „ C. Thorpe ...	Recorder ...	31st Decr. '46	1st Novr. '82	1st Jany. '84	142	8	1st Jany. '89
3. „ G. W. Marshall	Head Assistant, General—Offg.	24th March '67	8th Augt. '83	1st Septr. '85	134	8	1st Septr. '89
4. „ R. A. Matthews	Recorder ...	20th March '64	19th Jany. '82	15th Novr. '86	120	...	1st Decr. '88
5. „ W. N. Hoffstadt	Examiner (Simla) ...	22nd Novr. '59	5th Octr. '80	2nd Augt. '88	110	...	1st Septr. '88
6. „ R. Vvall ...	Examiner ...	14th Octr. '57	10th Aug. '79	25th Octr. '87	110	8	1st Novr. '88
*7. Lala Har Kishen Dās	Assistant, Issue Branch—Offg.	...	...	28th Feby. '88	100+25-3-2 A. A.	...	...
CLASS V.—UN-GRADED APPOINTMENTS.							
1. Lala Har Kishen Dās	Offg. in Class IV. ...	9th Feby. '46	1st May '68	1st June '83	100	...	...
*Sheikh Ghulam Rasūl	Assistant Record-keeper—Offg.	...	...	28th Feby. '88	80+20 A. A.	...	...
2. Mr. G. L. Davis ...	Diarist ...	16th Augt. '48	1st May '75	1st Jany. '84	80	...	...
3. Sheikh Ghulam Rasūl	Asst. Record-keeper...	3rd Septr. '53	12th July '75	1st Septr. '85	80	...	...
*Pandit Kāshi Nāth...	Asst. Record-keeper...	...	...	2nd July '88	65+15 A. A.	...	...
4. Mr. F. Hopkins ...	Diarist (Simla) ...	25th April '62	15th May '83	1st Jany. '88	80	...	...
†5. Mr. P. Williams ...	Diarist—vide No. 7 in Class III.	27th Augt. '43	19th April '77	25th Octr. '87	75	...	...
Pandit Omaid Chand	Asst. Record-keeper (Simla).	...	...	2nd July '88	65+10 A. A.	...	...
6. Lala Narsingh Dās	Librarian ...	September '41	11th Jany. '84	11th Jany. '84	70	...	...
7. Pandit Kāshi Nāth	Assistant Record-keeper, Financial Department—vide No. 3.	1st Jany. '48	26th Feby. '69	16th Jany. '84	65	...	...
*Mr. Caston ...	...	...	...	2nd July '88	50+13 A. A.	...	...

* Officiating in arrangements vice Mr. Brabson.
† Ditto ditto vice Mian Nizam-ud-din.

CLERICAL ESTABLISHMENT—CONTINUED.

NAMES.	How employed.	Date of birth.	Date of commencement of service.	Date of appointment to present pay.	Present salary.	REMARKS.
CLASS V.—UN-GRADED APPOINTMENTS—(concluded.)					Rs.	
8. Pandit Omaid Chand	Assistant Record-keeper—vide No. 5.	15th June '54	28th Jany. '69	25th Octr. '87	65	
†Mr. P. Chatterji ...	Copyist—Offg. ...	...	...	2nd July '88	50+13 A. A.	
9. Munshi Mahmūd Ali Khān.	Mapper ...	6th Octr. '44	16th March '85	16th Mar. '85	50	
10. Mr. J. Caston ...	Diarist—vide No. 7	1st July '63	1st June '82	12th Augt. '85	50	
* Sardār Khān ...	Asst. Record-keeper—Offg.	...	...	...	25	
11. P. Chatterji ...	Copyist—vide No. 8	30th Septr. '57	1st April '80	27th Mar. '88	50	
†Mr. Rose ...	Acting ...	...	...	...	25 A. A.	
12. Lala Wasdeo ...	Asst. Statistical Clerk	25th March '63	1st Decr. '85	1st July '88	50	
13. Wahāb-ud-din ...	Assistant Record-keeper, Financial Department.	6th May '60	1st April '78	1st July '88	45	
14. Mr. Rodrigues ...	Copyist ...	15th Augt. '59	15th Novr. '82	1st July '88	35	
15. Bāwa Mihan Singh	Asst. Record-keeper (transferred to the office of Settlement Officer, Siālkot, from 26th June 1888).	Feby. '65	27th April '85	1st April '88	30	
16. Mr. D. Pestonji ...	Reader ...	6th Octr. '55	1st Novr. '82	1st Septr. '88	30	
17. Sheikh Ali Bakhsh	Copyist ...	6th Decr. '50	28th April '79	1st Novr. '88	25	
18. Lala Tek Chand ...	Assistant Record-keeper.	4th Septr. '57	1st Decr. '85	1st July '88	25	
19. Vacant ...	...	...	...	...	20	
TEMPORARY ESTABLISHMENT.						
1. Mr. M. Barnes ...	Diarist ...	4th Septr. '67	17th Augt. '85	17th Augt. '85	75	
2. Bābu P. K. Biswas	Copyist (Leave without pay for 6 months from 10th August 1888).	...	8th July '86	8th July '86	25	
Mr. Sircar ...	Acting ...	...	...	10th Augt. '88	25	
3. Pandit Jowāla Nāth	Asst. Record-keeper...	...	22nd Novr. '86	21st Jany. '88	25	
4. „ Nobo Gopāl Mitter.	Copyist ...	21st June '64	13th Augt. '85	13th Augt. '85	20	

* Officiating in arrangements vice Mr. Brabson.
† Ditto ditto vice Mian Nizam-ud-din.

CLERICAL ESTABLISHMENT—CONCLUDED.

NAMES.	How employed.	Date of birth.	Date of commencement of service.	Date of appointment to present pay.	Present salary.	ANNUAL INCREMENT.	
						Amount.	From what date.
					Rs.	Rs.	
TEMPORARY ESTABLISHMENT—(concluded).							
5. Sheikh Muhammad Din.	Copyist (one year's leave without pay from 3rd Jany. 1888).	25th Feby. '66	6th Sept. '85	6th Sept. '85	20	...	...
Ghulam Muhammad	Sub. <i>pro tem.</i>	...	14th July '87	14th July '87	20	...	...
6. Duni Chand	Assistant in Record Department.	...	22nd Novr. '82	1st Dec. '85	20	...	...
7. Asa Nand	Copyist	...	15th Novr. '86	15th Novr. '86	20	...	...
8. Mr. Rose	Do. (Acting in Permanent Establishment).	...	...	...	20	...	...
PERSIAN OFFICE.							
1. Lala Bhagat Ram	Head Assistant	8th Novr. '50	1st March '71	1st Jany. '87	118	8	1st Jany. '89
2. „ Narayan Das	Reader	20th Novr. '87	1st July '59	1st July '86	100	...	...
3. Gul Muhammad	Translator	...	...	7th April '88	100	...	...
4. Taj-ud-din	Ditto	...	...	25th April '88	75	...	...
5. Munshi Bishen Das	Second Translator	1st May '61	26th Feby. '84	23rd April '85	55	...	...
6. Munshi Kanhya Lal	Record-keeper	9th Feby. '49	27th Novr. '77	27th Feby. '85	*50	...	...
7. Missar Kesho Das	Darbar Record-keeper	22nd Octr. '65	27th Feby. '85	27th Feby. '85	30	...	...
8. Abdul Aziz	Confidential Clerk	...	12th Feby. '87	12th Feby. '87	30	...	...
TREASURY BRANCH.							
1. Lala Balak Ram	Treasurer	...	26th April '85	1st May '85	60	...	...
2. Missar Tara Chand	Assistant Treasurer	1st Augt. '55	1st May '80	1st May '80	30	...	...
3. Har Narain	Fotehdar	16th March '54	1st May '80	1st May '80	15	...	...
URDU GAZETTE ESTABLISHMENT.							
1. Lala Sain Das	Translator	16th June '39	1st Augt. '65	2nd Jany. '74	130	...	...
2. Shib Narain	Assistant Translator	4th Decr. '48	16th Sept. '72	17th Octr. '82	35	...	...
3. Pir Bakhs	Lithographic Writer	December '35	1st April '70	1st Jany. '74	25	...	...
4. Kari Maksud	Ditto	24th July '33	24th April '73	1st May '81	20	...	...
5. Pandit Dina Nath	Ditto	...	18th Novr. '85	18th Novr. '85	20	...	...
6. Kashmiri Mal	Gazette Moharrir	31st March '55	12th March '80	18th Octr. '82	10	...	...

* Pay of appointment is Rs. 55. Rupees 5 are credited to savings.

Statement showing the Secretarial Staff in the Madras Presidency.

Name of Presidency

Name of appointment

Pay

Madras

Chief Secretary — 3,750

Under Secy. to Govt. in the Dept. under the Chief Secy. 1,050

First Asst. Chief Secy's Dept. 500

Second — Do — 350

Asst. Local and Municipal Dept. Chief Secy — 500

Secy. Revenue Dept. 3,125

Under Secy. — Do — 1,000

First Asst. Rev. Dept. 600

Registrar — Do — 350

Asst. Secy. to Govt. Judl. and Legislative Departments 800

Secretary, Mil. Dept. 2,500

First Asst. Mil. Secy's Dept. 500

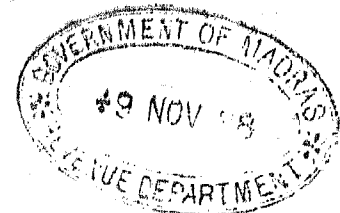
Total — 6 Covenanted Officers
6 Uncovenanted —

L. P. 3877/88

Statistics of Work Done in the Punjab Secretariat from 1882 to 1886

Year	Number of Receipt Letters	Year	Number of Letters Despatched
1882	15,019	1882	16,940
1883	18,335	1883	18,469
1884	21,047	1884	19,611
1885	24,657	1885	18,819
1886	25,284	1886	19,126

Punjab Secretariat
 Lahore 3rd October 1888.



My dear Sir,

The work in the Punjab Secretariat has increased very much of late and we are thinking of going up for some revision of our establishment.

To enable us to do this with effect I am desired by the Lieutenant Governor to ask whether, with the permission of His Excellency the Governor of Madras, we may be supplied with certain particulars regarding
 your

your staff.

I enclose herewith

(1) A nominal list of the Punjab Secretariat excluding the menial establishment of Daffris, Book binders, Janadars, Chaprasis, Bearers etc. - 43 persons in all.

(2) A statement showing your staff of officers so far as I have been able to ascertain what it is.

(3) A statement of the number of our receipts and issues for the five years 1882-86 inclusive.

As to (1) can you kindly give me a similar return for your office showing the number

number of clerks with their grades and rates of pay?

As to (2) may I ask you to have my return verified and corrected if necessary.

As to (3) I note that by present practice our return of receipts excludes cholera reports; the newsletters of correspondents in Native States and on the frontier; the red and blue Police Abstracts and Abstract Translations of Vernacular newspapers and a certain amount of Demi-official correspondence which is either not passed into office or recorded in files as
Heaps

Keep With. Some of the Demi-
Official correspondence is numbered
and treated like other receipts.

Can you without much
trouble give me a return
of receipts and issues for
your Secretariat similar to
the one I have enclosed? If
so, would you kindly have
noted on it what documents
dealt with in the Secretariat
are not included in the return?
I may mention that Gazette
notifications of all kinds
are with us included in the
number of issues.

J

I should be much obliged
if I may have an early reply
as we are anxious to take
up this subject before the
end of the present calendar
year.

Yours Truly
C. J. L. S. S.

H.

The Secretary
to Government,
Madras.

C. J. L. S. S.

3
In Public No 3877/88

From

The Government of Punjab
Lahore

No.

Dated 3rd Nov }

Received 10th do }

Enclosures 3.

SUBJECT.

Regarding

Establishment - Secretariat -

Under Secy to Govt
Lahore

27/11/1888

Office note

The undersigned, having received a letter from the Punjab Government requesting information, such as is contained in the annexed statements, but brought up to a more recent date, has the honor to request that the statements may be written up and returned as early as possible.

Information is also required on the points touched upon in the annexed slip of questions.

13/11/88

To, The Secy to Govt. Rev. Dept }
do. Mil. Dept. }

27/11/88

do. P.W. D.

2 Lt. in Dept.

27/11/88

27/11/88

27/11/88

P.T.O.

Questions raised by the Punjab Govt.

Strength & work of
Secretariat establs.
office here

1. Are routine and loop papers } numbered? }
2. Are demi-officials numbered?
3. Are Gazette notif^{ns} which are } separately numbered included } also in the Proceedings?
4. Are books, pamphlets &c } received into the library numbered? }
5. Are replies, acknowledgements &c } sent out of the library numbered? }
6. Which of these are included } and which omitted in the statement } of receipts and issues? }

27/11 - Nov 700

57

Answers to questions put by the Punjab Government.

Query I. - Yes.

" II. - Yes; but they go into a separate register.

" III. - Gazette notifications are serially numbered by the Press. They are not separately numbered in the Secretariat but are embodied in the G.O.'s directing their publication.

" IV. - Yes; but they are shown in a separate Register kept by the Librarian.

" V. Letters and other ordinary correspondence connected with the receipt and dispatch of books &c are shown in the General Registers and go into the Proceedings volume; but slips advising dispatch of books &c have a separate serial number of their own. When acknowledgments of the receipt of books are not numbered being simply signed and returned.

" VI. - I and a portion of V are included.

included in, while 2, 4 and a portion of V are included from, the statement of receipts and issues.

Statement showing the No of letters received in and issued from the Revenue Secretariat, Madras.

Particulars.	No of letters received (A)			No of letters issued. (B)		
	1886	1887	Up to 31 Oct/88.	1886	1887	Up to 31 Oct/88.
Letters, G.O's and						
Petitions	10,624	10,468	7,512	8,957	9,132	7,292
Official Memoranda				549	436	250
Telegrams				239	186	163
Despatches to Secy						
of State						
& Under Secretary of						
State				121	97	95
Total	10,624	10,468	7,512	9,866	9,851	7,800

A. Enclusive of D.O. letters, Office Notes and Acknowledgments of books.

B. Enclusive of D.O. letters and Office Notes.

Statements

Statement showing the establishment of the Revenue Secretariat.

No	Office	Salary
		Rs. As P.
1	First Assistant	600 " "
2	Registrar	350 " "
3	Head Clerk	175 " "
4	Clerk	150 " "
5	"	135 " "
6	"	100 " "
7	"	80 " "
8	"	80 " "
9	"	80 " "
10	"	70 " "
11	"	70 " "
12	"	60 " "
13	"	50 " "
14	"	50 " "
15	"	50 " "
16	"	50 " "
17	"	40 " "
18	"	40 " "
19	"	40 " "
20	"	40 " "
21	"	35 " "
22	"	25 " "
23	"	20 " "
24	"	17 8 "
Total		2,407 8 "

AR

Secretary to Govt.

Pension Department

Statement shewing the number of letters &c received and issued from this Dept. of the Rev. Secretariat, Madras.

Particulars	No of letters received			No of letters &c issued		
	1886	1887	Up to 31.10.88.	1886	1887	Up to 31.10.88.
Letters, G.Os & Petitions	1867	1592	1533	1553	1550	1366
Official Memo - randa -	"	"	"	88	99	92
	1867	1592	1533	1641	1649	1458.

Statement shewing the Establishment of this Department of the Rev. Secretariat.

No.	Office	Salary.			Remarks.
		Rs.	As.	P.	
1	Head Clerk.	140	"	"	
2	Clerk.	30	"	"	
3	- do -	20	8	"	

No 127.



OFFICE NOTE.

Station *Fort St. George* date *26 Nov.* 1888.

From

The Secretary to Govt. R.D.

To

The Chief Secretary.

*The undersigned
has the honor to forward
herewith the informa-
tion called for in
the Chief Secretary's Office
Note of the 14th instanc.*

G. C. S. S.
Secretary to Govt.

387/88

CURRENT No.

[9]

DEPARTMENT.

office note.

From

The Secretary to Govt

Revenue Dept

No 127.

No.

Dated 26/11/88

Received 28/11/88

Enclosures /

SUBJECT.

Forwarding

the information required by
the Punjab Government
re Secretariat Establishment

Second set of questions.

Note - This information was furnished to the Finance Committee
in 1886.

MADRAS.

CIVIL DEPARTMENTS (excepting JAILS and EDUCATION.)

[These questions are to be read with the printed volume of Civil Estimates. Figures printed thus —44— without designation mean thousands of rupees.]

GENERAL ADMINISTRATION.

QUESTION 295.—Secretariat—Please give a statement of the several departments of the Secretariats, showing for each the number and pay of clerks and the number of letters issued and received.

ANSWER.—Statement of the several departments of the Secretariat showing for each the number and pay of clerks.

Designation.	Chief Secretariat.	Municipal and Local Fund departments.	Revenue Secretariat.	Military Secretariat.	Public Works Secretariat.
	RS.	RS.	RS.	RS.	RS.
First Assistant	600	500	600	600	600
Second Assistant or Registrar	350	..	350	300	300
Head Clerk	225	200	175	200	* 200—250
Clerk	200	..	..	..	200—250
Do.	* 200—250	..	..	..	200—250
Do.	200	..	..	175	160—200
Do.	150	150	150	150	120—160
Do.	140	..	..	..	..
Do.	140	..	135	135	..
Do.	140	..	..	..	..
Do.	120	125	..	125	100—120
Do.	115	..	100	100	..
Do.	110	..	80	90	..
Do.	90	85	80	85	..
Do.	80	80	80	80	..
Do.	75	..	..	..	..
Do.	70	70	70	70	60—80
Do.	70	..	70	..	60—80
Do.	70	..	..	..	60—80
Do.	70	..	..	..	60—80
Do.	70	..	..	..	..
Do.	60	..	..	..	50—70
Do.	60	..	..	..	..
Do.	60	..	..	..	..
Do.	60	..	60	60	50—60
Do.	60	60	50	..	50—60
Do.	55	..	50	..	50—60
Do.	50	50	50	50	50—60
Do.	50	..	50	50	50—60
Do.	45	..	40	45	40—50
Do.	45	40	40	..	40—50
Do.	40	40	40	..	40—50
Do.	33½	35	40	..	30—40
Do.	30	35	35	..	30—40
Do.	30	30	..	30	30—40
Do.	30	..	..	..	..
Do.	25	25	25	..	20—30
Do.	25	25	..	..	20—30
Do.	25	25	..	..	20—30
Do.	22	..	20	..	..
Do.	20½	..	17½	..	..
Total Cost ..	4,130½	1,575	2,407½	2,345.	* 2,935
Number of Clerks ..	41	17	24	17	27

* Mean pay of the grades.

B.—Statement showing the number of letters received and issued in each department of the Secretariats from 1879 to 1885.

Departments.	Number of letters received.						Number of letters issued.						Average of last three years.		
	1879.	1880.	1881.	1882.	1883.	1884.	1885.	Average of last three years.	1879.	1880.	1881.	1882.		1883.	1884.
(i) Chief Secretariat.															
Financial .. { General .. 3,919	3,424	3,712	3,883	4,253	4,200	4,697	2,253	4,697	2,322	2,393	2,526	2,456	2,955	3,020	1,651
.. { Municipal .. 3,991	4,318	3,816	4,338	4,959	6,068	4,816	1,848	4,917	3,334	3,016	2,677	2,937	3,413	3,372	952
.. { Local .. 2,743	2,987	2,821	3,623	3,856	4,719	5,007	5,007	4,604	1,810	1,892	1,753	2,120	2,433	2,780	1,256
Judicial .. 568	670	567	707	1,048	965	979	923	800	481	432	432	541	561	800	3,515
Educational .. 448	400	285	361	366	368	361	361	365	279	255	191	244	258	246	3,515
Ecclesiastical .. 678	650	651	1,021	1,203	1,380	1,286	1,286	1,290	627	639	601	659	926	832	884
Political .. 886	891	814	949	1,037	1,037	978	978	950	675	639	613	634	634	568	980
Marine .. 96	97	85	129	201	221	127	127	183	137	103	89	163	248	261	896
Legislative .. 1,179	2,781	1,980	1,584	1,489	1,864	1,750	1,750	1,701	860	1,251	1,396	1,281	1,149	1,550	590
Pension .. 2,376	2,375	2,900	1,835	..	..	..	..	..	..	..	1,326	1,326	..	..	1,410
Official memoranda .. 5	1	2	14	13	10	9	9	..	2,703	2,688	2,495	1,889	2,593	2,940	2,806
Secretary of State's despatches ..	..	..	..	..	..	..	..	..	177	142	87	82	56	78	57
Total ..	16,887	18,594	17,633	18,444	19,822	21,394	21,394	19,816	13,594	13,394	12,890	14,332	15,326	16,447	17,581
Demi-officials ..	..	..	..	246	437	649	649	542	..	..	..	195	541	500	694
Telegrams ..	..	..	..	..	..	..	..	..	705	457	509	264	506	681	642
Grand Total ..	16,887	18,594	17,633	18,690	20,269	22,043	22,043	20,858	14,299	13,851	13,389	14,791	16,573	17,628	18,917
Revenue Department.															
Letters and Government Orders ..	9,189	7,772	7,283	8,466	9,967	10,602	10,700	10,423	6,833	6,036	5,731	6,853	8,347	8,635	9,327
Official memoranda ..	..	..	..	..	..	..	..	..	500	389	479	591	560	580	813
Telegrams ..	..	..	..	..	..	..	..	..	261	192	173	237	205	260	263
Despatches to Secretary of State and Under-Secretary ..	..	..	..	..	..	..	..	..	111	101	82	114	99	115	115
Total ..	9,189	7,772	7,283	8,466	9,967	10,602	10,700	10,423	7,705	6,718	6,465	7,795	9,151	9,590	10,518
Military Department.															
Letters ..	8,132	8,750	7,380	7,510	7,450	6,708	7,890	7,349	7,259	8,134	6,840	6,980	6,340	6,440	7,370
Military Estate Department ..	686	567	342	306	339	283	383	335	951	785	483	449	482	364	575
General Orders issued ..	..	..	..	..	..	..	..	..	918	918	874	749	710	616	676
Despatches to England ..	..	..	..	..	..	..	..	..	156	162	129	137	113	89	101
Total ..	8,818	9,317	7,722	7,816	7,789	6,991	8,273	7,684	9,288	9,999	8,326	8,315	8,245	7,509	8,747
Public Works Department.															
Buildings and General ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Irrigation ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Railway ..	..	..	..	..	..	..	..	11,168	..	..	..	..	..	..	11,444

- Replies by Public Works Secretariat, Madras.
- Questions raised by the Punjab Government.
- (1) Yes.
 - (2) No.
 - (3) No.
 - (4) Not numbered in the Receipt Registers, but are separately catalogued.
 - (5) No.
 - (6) No. 1 included. Nos. 2 to 5 not included.
- Are Routine and lodged papers numbered?
 - Are demi-officials numbered.
 - Are Gazette notifications which are separately numbered included also in the Proceedings
 - Are books, pamphlets &c received into the library numbered?
 - Are replies, acknowledgments &c sent out of the Library numbered?
 - Which of these are included and which omitted in the Statement of Receipts and issues?

Colonel Rb.
Surgeon-General. Madras.

Cr
7.12.41

X. J. A.

Statement showing the number and pay of clerks
of the Public Works Secretariat, Madras.

Designation.	Pay.	
First Assistant _____	600.	
Second Assistant _____	300	
Head Clerk. _____	200 - 250	
Clerk. _____	200 - 250	
- do _____	160 - 200	
- do _____	120 - 160	
- do _____	100 - 120	
- do _____	60 - 80	
- do _____	60 - 80	
- do _____	60 - 80	
- do _____	60 - 80	
- do _____	50 - 60	
- do _____	50 - 60	
- do _____	50 - 60	
- do _____	50 - 60	
- do _____	50 - 60	
- do _____	40 - 50	
- do _____	40 - 50	
- do _____	40 - 50	
- do _____	30 - 40	
- do _____	30 - 40	
- do _____	30 - 40	

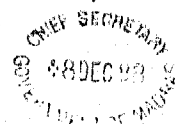
the number and date

No. 4920C47 Decr 1888

To The Chief Secretary

The statements are
returned herewith, with
two fresh statements
showing the strength &
pay of the office establishment
& the average number of
letters received & issued
for three years -

The paper of
questions is returned
with replies



M. M. Cronin,
Secretary

CHIEF SECRETARIAT,
Madras, 5 December 1886

OFFICE NOTE.

From

THE CHIEF SECRETARY,

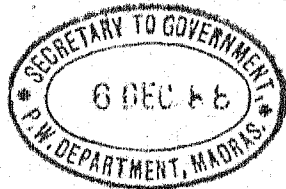
To

The Secretary to Govt.
Public Works Department.

The undersigned having received
letter from the Punjab Government
requesting information, such as is
contained in the annexed statements,
but brought up to a more recent
date, has the honor to request that
the statements may be written up
and returned as early as possible.

Information is also required
on the points touched upon in the
annexed list of questions.

Reddish
Chief Secretary.



70

Sup. Public Works 4245/86.

21.5

Statement showing the number and pay of
Clerks of the Military Department.

Designation.	Military Secretariat
	Rs.
Chief Assistant	500
Second do	250
Superintendent, Home Branch	200
Head clerk	175
clerk	120
do	100
do	90
do	80
do	50
do	30
do	30
do	25
do	20
do	20
do	20
do	20
do	15
Total Cost	1745
Number of Clerks	17

W. Kenne Herbert Brigr. General
Secretary to Government,
Mily. Department

248

Statement showing the number of letters received in the Military Department for 1886 and 1887

	number of letters received.		number of letters issued
	1886	1887	1887
Letters - - - - -	8716	9203	8241
Military Estate Department - - - - -	405	471	669
General Orders issued - - - - -	...	...	778
Despatches to England - - - - -	...	...	76
	9121	9674	9764

Almoner Herbert
Brigadier-General
Secretary to Government.
Mil. Department

Questions raised by the Punjab Government.

1. Are Routine and Lodged papers numbered ?
2. Are demi-officials numbered ?
3. Are Gazetted notifications which are separately numbered included also in the Proceedings ?
4. Are books, pamphlets, &c, received into the library numbered ?
5. Are replies, acknowledgments, &c, sent out of the library numbered ?
6. Which of these are included, and which omitted in the statement of Receipts and issues ?

Only disposals on Routine papers are numbered.

No

No

No

No

Routine papers and papers connected with Gazette notifications are included in the statements of Receipts and issues. Lodged papers are included in the statement of Receipts only.

Almoner Herbert
Brigadier-General
Secretary to Government.
Mil. Dept.

No. 8270

Government of Madras.

MILITARY DEPARTMENT,

Fort Saint George, the 7th December 1888.



Statement showing the number and
pay of Clerks of the Military
Department. & one enclosure

Forwarded to the Chief
Secretary, with reference
to his office note dated 5th
December 1888.

(By Order)

A. Kennedy Herbert.

Brig. Genl.
Secretary to Government

S.

The Chief Secretary.

257

From,

The Secretary to Gov^t
Military Dept^t
No 8270.

Dated 7/12/88

Recd 8/12/88

Forwarding a
statement showing the number &
pay of clerks of the Military Sec^t.
with replies to questions put by
the Punjab Gov^t.

Years	Number of letters received			Number of letters issued				
	Local	Municipal	Total	Gos and letters (Local)	Gos and letters Municipal	Memos (Local and Municipal)	Total	
1885	1848	1536	3384	1256	982	537	2775	For the nine months ending 31 st Decr 1885
1886	2590	2092	4682	1763	1277	775	3815	
1887	3572	2414	5986	2560	1361	970	4891	
* 1888	4243	2664	6907	2323	1399	1064	4786	* Up to 5 th December 1888.

- Foot notes
- 1 Routine and lodged papers are numbered on receipt but lodged papers bear no disposal number
 - 2 Demi official letters are not numbered in this Department. Office notes received are numbered but not notes sent out.
 - 3 Gazette notifications are not numbered in this Department separately from the Proceedings and are therefore not included in the latter. The notifications are separately numbered for the Gazette by the Superintendent Government Press.
 - 4 Books received into the library are not numbered except in cases in which they are received with covering letters.
 - 5 Replies, acknowledgments &c sent out of the library are not numbered except in cases in which covering letters are sent with them.
 - 6 Routine papers, lodged papers, office notes, and books received with covering letters are included in the receive numbers, but Demi official letters are excluded. Routine papers, and replies (accompanied with covering letters) acknowledging the receipt of books &c are included in the disposal numbers. The others are not.
 - 7 There has been no change in the office establishment since 1886 and the entries in column 3 of the Finance Committee's statement showing the several departments of the Secretariat represent correctly the strength and cost of the establishment as at present existing. From 1st January 1889, two more clerks one on Rs 20 and another on Rs 25 will be entertained.

No 1079.
 Forwarded to the Chief Secretary with reference to
 Office Note dated 5th December 1888.

Madras }
 13 December 1888 }
 W. Meyer
 Asst Secretary

*Statement showing the strength and cost of the Secretariat Establishments
in this Presidency on the 1st December 1888*

<i>Designation</i>	<i>Chief Secretariat</i>	<i>Municipal and Local Fund Depts</i>	<i>Pension and other Establish- ments</i>	<i>Revenue Secretariat</i>	<i>Military Secretariat</i>	<i>Public Works Secretariat</i>
<u><i>Officers</i></u>						
Secretary	R. 3,750	"	"	3,125	2,500	{ 2,744 2,202 2,202
Under Secretary	1,050	"	"	1,000	"	{ " 32 984 700
Assistant Secretary	800	"	"	"	"	"
Total	5,600	.	"	4,125	2,500	9,914
<u><i>Establishment</i></u>						
First Assistant	6,00 ✓	5,00 ✓		6,00 ✓	500 ✓	600 ✓
Second Assistant or Registrar	3,50 ✓			3,50 ✓	250 ✓	300 ✓
Head Clerk	2,25 ✓				200 ✓	200-250 ✓
Clerk	2,00 ✓	2,00 ✓	2,00 X	175 ✓	175 ✓	200-250 ✓
Do.	200-250 ✓					200-250 ✓
Do.	150 ✓	150 ✓	140 X	150 ✓		160-200 ✓
Do.	120 ✓		140 X	135 ✓	120 ✓	120-160 ✓
Do.	115 ✓					100-120 ✓
Do.	110 ✓	125 ✓				80-100 ✓
Do.	100 ✓					60-80 ✓
Do.	90 ✓			100 ✓	100 ✓	60-80 ✓
Do.	90 ✓	85 ✓		80 ✓	70 ✓	60-80 ✓
Do.	85 ✓	80 ✓	75 X	80 ✓	80 ✓	60-80 ✓
Do.	70 ✓	70 ✓	70 X	70 ✓	70 ✓	50-60 ✓
Do.	65 ✓		70 X	70 ✓	70 ✓	50-60 ✓
Do.	60 ✓		60 X	70 ✓	70 ✓	50-60 ✓
Do.	60 ✓	60 ✓	60 X	60 ✓	60 ✓	50-60 ✓
Do.	55 ✓		60 X	50 ✓		50-60 ✓
Do.	50 ✓	50 ✓	50 X	50 ✓	50 ✓	40-50 ✓
Do.	45 ✓		50 X	50 ✓		40-50 ✓
Do.	45 ✓	40 ✓		50 ✓		40-50 ✓
Do.	40 ✓	40 ✓	40 X	40 ✓	30 ✓	30-40 ✓
Do.	30 ✓	35 ✓		40 ✓	25 ✓	30-40 ✓
Do.	30 ✓	35 ✓		40 ✓	20 ✓	30-40 ✓
Do.	30 ✓	30 ✓		40 ✓	20 ✓	20-30 ✓
Do.	25 ✓	25 ✓	25 X	35 ✓	20 ✓	20-30 ✓
Do.	25 ✓	25 ✓	25 X	25 ✓	20 ✓	20-30 ✓
Do.	22 ✓	25 ✓	20 1/2 X	20 ✓	20 ✓	20-30 ✓
Cost of establishment.	2,997	1,875	1,155 1/2	2,407 1/2	1,745 ✓	2,965 ✓
Number of clerks.	25	17	16	24	17 ✓	27 ✓

*Principal Secretary
Secretary to Government
Drafting Room
etc.*

B.—Statement showing the number of letters received and issued in each department of the Secretariats from 1879 to 1885.

Departments.	Number of letters received.								Number of letters issued.									
	1879.	1880.	1881.	1882.	1883.	1884.	1885.	1886.	1887.	1879.	1880.	1881.	1882.	1883.	1884.	1885.	1886.	1887.
(1) Chief Secretariat.																		
Financial ..	3,919	3,421	3,712	3,883	4,253	4,200	2,253	1,586	1,824	2,522	2,393	2,526	2,456	2,955	3,020	1,651	1,574	1,510
General ..	3,991	4,318	3,816	4,338	4,659	5,008	4,816	4,816	5,571	3,334	3,016	2,677	2,937	3,413	3,372	1,256	1,256	1,256
Municipal ..	2,743	2,987	2,821	3,023	3,556	4,719	5,507	5,507	5,571	1,810	1,892	1,783	2,120	2,433	2,780	3,515	3,515	3,515
Local ..	566	670	667	707	1,048	965	928	928	5,571	470	481	432	541	561	800	800	800	800
Public ..	448	400	285	361	366	368	361	361	5,571	279	255	191	244	258	246	273	273	273
Educational ..	678	690	651	1,021	1,203	1,380	1,286	1,286	5,571	637	524	601	659	926	892	930	930	930
Religious ..	886	891	814	943	1,034	1,037	978	978	5,571	137	103	89	163	248	261	261	261	261
Political ..	96	97	85	129	201	221	197	197	5,571	860	1,251	1,336	1,281	1,145	1,556	1,556	1,556	1,556
Legislative ..	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	5,571	860	1,251	1,336	1,281	1,145	1,556	1,556	1,556	1,556
Marine ..	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	5,571	860	1,251	1,336	1,281	1,145	1,556	1,556	1,556	1,556
Post ..	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	5,571	860	1,251	1,336	1,281	1,145	1,556	1,556	1,556	1,556
Telegrams ..	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	5,571	860	1,251	1,336	1,281	1,145	1,556	1,556	1,556	1,556
Secretary of State's despatches ..	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	5,571	860	1,251	1,336	1,281	1,145	1,556	1,556	1,556	1,556
Official memoranda ..	1,175	1,175	1,175	1,175	1,175	1,175	1,175	1,175	5,571	860	1,251	1,336	1,281	1,145	1,556	1,556	1,556	1,556
Total ..	16,887	18,594	17,633	18,444	18,222	19,832	21,394	22,794	24,355	13,594	13,394	12,890	14,322	15,526	16,447	17,581	16,203	17,818
Revenue Department.																		
Letters and Government Orders ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Official memoranda ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Despatches to Secretary of State and Under-Secretary ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Secretary ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Military Department.																		
Letters ..	9,189	7,772	7,283	8,466	9,967	10,602	10,700	10,468	10,468	6,833	6,036	5,751	6,553	8,347	8,635	9,327	8,957	9,132
Military Estate Department ..	8,132	8,750	7,880	7,510	7,450	6,708	7,880	7,880	7,203	500	389	479	501	500	580	513	529	436
General Orders issued ..	686	967	342	306	339	283	383	425	471	261	192	173	237	205	260	263	239	186
Despatches to England ..	..	..	..	..	..	..	..	..	..	111	101	82	114	99	115	115	121	97
Total ..	16,887	18,594	17,633	18,444	18,222	19,832	21,394	22,794	24,355	14,299	13,851	13,399	14,791	16,573	17,628	18,917	18,109	19,818
Public Works Department.																		
Buildings and General ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Irrigation ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Railway ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Total ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..

Letter - 23-1-89. No: 67.
To the Secretary to Government
Punjab

My dear Sir,

In reply to your letter, dated 3^d November 1888, asking for information regarding the Secretariat establishment in this Presidency, I am directed to furnish you with the accompanying statements showing the strength and cost of the establishment, as well as the number of papers received and despatches during the last 8 years. A memorandum is also annexed showing what papers are and what are not included in the statement of receipts and issues.

Yours truly,
19 June. 1889
17/1

To C & L Suffer Office }
Despatched 23/1/89

Memorandum.

1. Lodged papers are included in the Public Works and Revenue Depts only.
2. Dnni. Officials go into separate Registers, and are not included in the issues.
3. Gazette Notifications are serially numbered by the Superintendent, Government Press; they are not numbered in the Secretariat, but are embodied in the G. O's directing their publication.
4. The receipts and issues in connection with the library are not included in the statement.

Reply to Punjab Government Regarding Secretariat Establishments

SN
P/

keep

*Copy to be made
from the (10/10/10)
and to be sent to
the Punjab Government
for their consideration.*

READ AGAIN ORDER OF GOVERNMENT, dated
188 , No. , MISCELLANEOUS.

ENCLOSURES.

CURRENT No.

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT

A A

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL (not paged).

N.B.—

- A = Copy in full.
- B = Not to be copied.
- P = Copy abstract only.
- Q = Copy reading only.