

ORDINARY, PRINTED.

*Public* DEPARTMENT.  
G.O., DATED 23-7-90  
No. 530.

First copy sent to Press.

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Despatched in print. 7/8

28/7

[Despatch Abstract.]

Payet Abstracts

Communicating letter  
from the Act General  
re the advisability of the  
retention of copies of  
\_\_\_\_\_ in office for 25  
years for the verification  
of pensionable service.

READ AGAIN ORDER OF GOVERNMENT, DATED  
188 , No.

FURTHER PAPER, No.

OF 188

ENCLOSURES.

CURRENT No. 1631-a

Ref. 89/696-a

CN. 2088-a

MENTION WITH DFTO.

ORDERS, Etc., OF GOVERNMENT-A.

PAPERS KEPT OUT OF FILE FOR DESPATCH IN ORIGINAL  
(not paged).

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N.B.-

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- B = Not to be printed.
- P = Print abstract only.
- H = Print heading only.
- R = Print, but not for monthly volume.

*Despatcher*

*Give copy to Cash.*

*= Keeper.*

No. 5112.

PROCEEDINGS OF THE DIRECTOR OF PUBLIC INSTRUCTION, dated 19th June 1889.

**Destruction of Records.**

Read again Proceedings No. 2189, dated 11th March 1889.  
Read also the following letters from the--

- Inspector of Schools, Central Circle, dated 25th March 1889, No. 1326.
- " " Southern " " 27th " " 1843.
- " " Western " " 4th May " " 819-M.
- Inspectress of Girls' Schools, N. and S. Circles, dated 28th March 1889, No. 705.
- " " S. and W. " " 3rd April " No. 976.

The letters above read contain the opinions of the Inspectors of Schools and the Inspectresses of Girls' Schools regarding the suggestion of Mr. Nagojee Row as to the destruction of certain records that are not needed after a given time. The accumulation of records that are of no use for purposes of reference besides causing a great deal of inconvenience interferes seriously with the proper arrangement of the papers that are to be kept as permanent records. The Director therefore resolves, after a due consideration of the opinions of the Inspecting officers, to issue the following standing order in supersession of the instructions in Proceedings No. 4191-P, dated 13th October 1879:—

- (1) The following papers should be kept as permanent records in the offices:—
  - (a) All Government orders.
  - (b) All important letters received including those that may be of use in the verification of service registers and pension applications.
  - (c) All Proceedings of the Director, Presidents of District Boards and Chairmen of Municipalities (Proceedings relating to each year should be bound together after a lapse of two years).
  - (d) All annual Inspection reports submitted by Inspectors to Director and Assistant Inspectors to Inspectors with reviews thereon.
  - (e) Inspection reports on Colleges, High and Middle schools with Director's reviews.
  - (f) All registers referred to in para. 1 of Proceedings No. 320, dated 16th January 1889, except registers Nos. (3), (4) and (5).
  - (g) All the Fort St. George Gazettes and such portions of the District Gazettes as contain Local Fund and Municipal sheets and important Proceedings of the Boards concerned. District Gazettes should be kept complete for 5 years.
- (2) The following papers may be destroyed after a lapse of two years:—
  - (a) Monthly numerical returns of schools.
  - (b) Monthly returns of attendance of masters.
  - (c) Registers of contingent accounts.

(3) The following papers may be destroyed after a lapse of three years:—

- (a) Quarterly financial returns of schools.
- (b) Annual numerical and financial returns.
- (c) E form applications.
- (d) Sub-Assistants' diaries.
- (e) Travelling bills of Assistant Inspectors and Sub-Assistants.
- (f) Inspecting schoolmasters' diaries and travelling bills.
- (g) Salary grants applications.
- (h) Register numbers (4) and (5) mentioned in para. 1 of Proceedings No. 320, dated 16th January 1889.
- (i) Copies of all other returns and accounts, except pay abstracts and acquittance rolls.

(A true Extract.)

(Signed) H. B. GRIGG,  
Director of Public Instruction.

To Inspectors of Schools.  
 „ Inspectresses of Girls' Schools, } with spare copies for Sub-Assistants.  
 „ Assistant Inspectors of Schools, }  
 „ the Editor, *Madras Journal of Education*.

(True Copy.)

*H. B. Grigg*

~~Asst. to the~~ Director of Public Instruction.

1889.  
JUNE.  
PUBLIC INSTRUCTION,  
MADRAS.

To INSPECTORS OF SCHOOLS,  
AND OTHERS.

Dated June, 19th.

Despatched

Received

19TH JUNE 1889, No. 5112.

Enclosures.

Issuing instructions as to the records that may be  
destroyed after a given time.

OFFICE OF THE DIRECTOR OF  
PUBLIC INSTRUCTION,  
Madras, 26<sup>th</sup> June, 1890.  
1631

No. 5,347.

From

H. B. GRIGG, Esq., M.A., C.I.E.,  
DIRECTOR OF PUBLIC INSTRUCTION,  
Madras,

To  
*The Honble the Chief Secretary  
to Government  
Fort St. George.*  
SIR,

*With reference to G.O.  
No. 442 of 20<sup>th</sup> May 189, Public,  
I have the honor to report that  
Attendance Rolls are reported  
to have been regularly  
maintained in all the Govern-  
ment Colleges & Schools as  
well as in the Offices of the  
Inspecting Officers with two  
exceptions, but that no  
copies of the Pay Abstract,  
appear to have been kept*

in the cases noted  
in the margin,  
because the officers  
concerned seemed to  
have been under the  
impression that  
Admittance Rolls  
contained the necessary  
information. In this  
Office Proceedings  
No. 5112 of 19<sup>th</sup> June 1889,  
copy enclosed, may  
Abstracts & Admittance  
Rolls have been issued

Government Girls'  
School Karantatanpur.  
Do. Kannathur.  
Do. Trikkaran.  
Do. Valiyapattam.  
Mappila Do. Malabar.  
Agricultural College.  
Kumbhakom College.  
Presidency Training  
School Janki thep.  
Madrasa-i-Azma.  
Office of the Assistant  
Inspector, C. P. & the  
Sub-Inspectors (North  
& South Arcot).  
Do Sub-Inspectors, 4<sup>th</sup> D.  
Do Mappila Sub-Inspector.  
Do Sub-Inspector Bellary.  
Do Do Do Trichinopoly.

to be preserved as permanent  
records, and the Inspecting  
Officers were subsequently  
required, during their periodical  
tours, to inspect the records &  
maintained by their subordinates  
report on them.

I have the honor to be  
Yours faithfully  
J. B. S. S. S.

H. B. S. S.

Director of Public Instruction.

20/5/89 No 442 No Pub.  
20/5/89 No 542 - "

Educational

1631

188/0.

Educational Department.

From

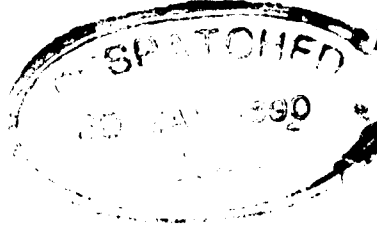
THE DIRECTOR OF PUBLIC INSTRUCTION,

To

The Hon'ble C. Madras,

THE CHIEF SECRETARY TO GOVERNMENT,

Fort St. George.



No.

Dated 29<sup>th</sup>

Despatched 30<sup>th</sup>

Received

29 May 1890

No. 5347.

ENCLOSURES. One.

Subject.

Referring to the reference  
to the maintenance  
of the Pay & Allowance  
of the Pay & Allowance  
of the Pay & Allowance  
of the Pay & Allowance

Ref 7/5 June 1890

Referred to the Acct<sup>g</sup>  
General for remarks, as to  
which of the 2 forms -  
acquittance rolls or pay  
abstracts - should in his  
opinion be retained in  
public offices

Submissions

Chief Secretary.

To  
The Acct<sup>g</sup> Genl.

Book DEPARTMENT.

FORT ST. GEORGE,

Accountant-General's Office,

14 July 1890.

No. 2231

From

J. M. Rawlinson Esq

ACCOUNTANT-GENERAL TO THE

GOVERNMENT OF MADRAS,

To

THE Chief Secretary to Government

SIR,

\* (Received with  
reference to)

With reference to your "Endorsement"  
dated the 9<sup>th</sup> of June 1890, in the Director of  
Public Instruction's letter No. 5347 dated  
29<sup>th</sup> May 1890, enquiring whether the Pay  
Abstract or the Acquittance Roll should  
be retained in public Offices, I have the  
honour to state that for the verification  
of pensionable service it is not advisable  
to keep the copies of pay abstracts in Offices  
for 25 years.

W. C. P. 1890

I have the honour to be  
Dear Sir,  
Yours Most Obedt Servt.

Dr. Accountant-General.

ndd

46/6

C. N. 2088-

23/7

Public (1890) DEPARTMENT.

From

THE ACCOUNTANT-GENERAL,  
MADRAS,

To

THE *Chief Secy. Govt.*  
*Public Department*

*order 23 July/90 No 530.*

*Communicated to*  
*depts of the Secretariat,*  
*& all heads of depts under*  
*the Chief Secy for*  
*information & guidance.*

No. 2231

Dated

Received

*July 90*

No.

Suppor.

*Shaking that for the verification*  
*of penamable service it would*  
*be advisable to keep the copies*  
*of pay abstracts in office*  
*for 25 years.*

*In reply to the*  
*order of the*  
*23/7/90*  
*10/8/90*  
*20/7*

C.O.

[ 37 ]

DEPARTMENT.

List showing the distribution of the Proceedings of Government,  
dated 23<sup>rd</sup> July 1890 No. 530

|                 |                                                       |    |    |    |    |
|-----------------|-------------------------------------------------------|----|----|----|----|
|                 | Revenue Department                                    | .. | .. | .. | 21 |
|                 | Public Works Department                               | .. | .. | .. | 21 |
|                 | Military Department                                   | .. | .. | .. | 21 |
|                 | Local and Municipal Department                        | .. | .. | .. | 21 |
| JUDICIAL.       | Honorable the Chief Justice with C. L.                | .. | .. | .. | 21 |
|                 | Inspector-General of Police                           | .. | .. | .. | 21 |
|                 | Do. of Jails                                          | .. | .. | .. | 21 |
|                 | Do. of Registration                                   | .. | .. | .. | 21 |
|                 | Chief Presidency Magistrate                           | .. | .. | .. | 21 |
|                 | Commissioner of Police                                | .. | .. | .. | 21 |
|                 | Judges of the Madras Court of Small Causes            | .. | .. | .. | 21 |
|                 | Advocate-General                                      | .. | .. | .. | 21 |
|                 | Government Solicitor                                  | .. | .. | .. | 21 |
|                 | Administrator-General                                 | .. | .. | .. | 21 |
| PUBLIC.         | Sheriff of Madras                                     | .. | .. | .. | 21 |
|                 | Government Pleader                                    | .. | .. | .. | 21 |
|                 | Registrar of Joint Stock Companies                    | .. | .. | .. | 21 |
|                 | Surgeon-General with the Government of Madras         | .. | .. | .. | 21 |
|                 | Sanitary Commissioner                                 | .. | .. | .. | 21 |
|                 | Meteorological Reporter                               | .. | .. | .. | 21 |
|                 | President, Board of Examiners                         | .. | .. | .. | 21 |
|                 | Private Secretary to the Right Honorable the Governor | .. | .. | .. | 21 |
|                 | Government Astronomer                                 | .. | .. | .. | 21 |
|                 | Superintendent, Government Central Museum             | .. | .. | .. | 21 |
| POLITICAL.      | Chemical Examiner                                     | .. | .. | .. | 21 |
|                 | Superintendent of Stationery                          | .. | .. | .. | 21 |
|                 | Protector of Emigrants                                | .. | .. | .. | 21 |
|                 | Superintendent, Government Press                      | .. | .. | .. | 21 |
|                 | Tamil Translator to Government                        | .. | .. | .. | 21 |
|                 | Telugu do. to do.                                     | .. | .. | .. | 21 |
|                 | Malayalam do. to do.                                  | .. | .. | .. | 21 |
|                 | Canarese do. to do.                                   | .. | .. | .. | 21 |
|                 | Hindustani do. to do.                                 | .. | .. | .. | 21 |
|                 | British Consular Agent, Pondicherry                   | .. | .. | .. | 21 |
| ECCLESIASTICAL. | Resident in Travancore and Cochin                     | .. | .. | .. | 21 |
|                 | Paymaster, Carnatic Stipends                          | .. | .. | .. | 21 |
|                 | Government Agent at Tanjore                           | .. | .. | .. | 21 |
|                 | Political Agent at Pudukota                           | .. | .. | .. | 21 |
|                 | Special Agent, South Arcot                            | .. | .. | .. | 21 |
| MARINE.         | Political Officer, Vellore                            | .. | .. | .. | 21 |
|                 | The Right Reverend the Bishop of Madras               | .. | .. | .. | 21 |
|                 | Venerable Archdeacon of Madras                        | .. | .. | .. | 21 |
|                 | Senior Chaplain of the Church of Scotland             | .. | .. | .. | 21 |
| MARINE.         | Presidency Port Officer                               | .. | .. | .. | 20 |
|                 | Chairman, Harbour Trust Board                         | .. | .. | .. | 20 |

*Desp*  
*7/8/90*

23RD JULY 1890, No. 530, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following papers:—

From H. B. GRIGG, Esq., M.A., C.I.E., Director of Public Instruction, Madras, to the Chief Secretary to Government, dated Madras, 29th May 1890, No. 5347.

With reference to G.O., No. 442, dated 20th May 1889, Public, I have the honor to report that acquittance rolls are reported to have been regularly maintained in all the Government colleges and schools, as well as in the offices of the Inspecting officers, with two exceptions, but that no copies of the pay abstract appear to have been kept in the cases noted in the margin, because the officers concerned seemed to have been under the impression that acquittance rolls contained the necessary information. In this office Proceedings, No. 5112, dated 19th June 1889 (copy enclosed), pay abstracts and acquittance rolls have been ordered to be preserved as permanent records, and the Inspecting officers were subsequently required, during their periodical tours, to inspect the records maintained by their subordinates and report on them.

Government Girls' School, Karantatangudi.  
Do. do. Kannathur.  
Do. do. Trikkavu.  
Do. do. Valiyapatam.  
Mappila Girls' School, Malabar.  
Agricultural College.  
Kumbakonam College.  
Presidency Training School for Mistresses.  
Madrissa-i-Azam.  
Offices of the Assistant Inspector, 6th Division, and the Sub-Assistants (North and South Arcot).  
Offices of the Sub-Assistants, 4th Division.  
Office of the Mappila Sub-Assistant.  
Do. Sub-Assistant, Bellary.  
Do. do. Trichinopoly.

Referred to the Accountant-General for remarks as to which of the two forms—acquittance rolls or pay abstracts—should, in his opinion, be retained in public offices.

(Signed) J. F. PRICE,  
Chief Secretary.

9th June 1890.

To the Accountant-General.

From T. W. RAWLINS, Esq., Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 14th July 1890, No. 2231.

With reference to your endorsement (herewith returned), dated the 9th of June 1890, on the Director of Public Instruction's letter, No. 5347, dated 29th May 1890, inquiring whether the pay abstract or the acquittance roll should be retained in public offices, I have the honor to state that, for the verification of pensionable service, it would be advisable to keep the copies of pay abstracts in offices for 25 years.

ORDER—dated 23rd July 1890, No. 530, Public.

Communicated to departments of the Secretariat, and all heads of departments under the Chief Secretary, for information and guidance.

(True Extract.)

Chief Secretary.

To Departments of Government.  
.. all Heads of Departments under the Chief Secretary.

Exd. P. L. Pereira.

FINANCIAL. } Accountant-General .. .. 3  
Commissioner of Paper Currency .. .. 3  
EDUCATIONAL. } Director of Public Instruction .. .. 26  
Commissioner for the Uncovenanted Civil Service Examinations .. .. 3

THE DISTRICT MAGISTRATE OF { Anantapur .. ..  
North Arcot (Chittoor) .. ..  
South Arcot (Cuddalore) .. ..  
Bellary .. ..  
South Canara (Mangalore) .. ..  
Chingleput (Saidapet) .. ..  
Coimbatore .. ..  
Cuddapah .. ..  
Ganjam (Chattrapur) .. ..  
Godavari (Coanada) .. ..  
Kistna (Masulipatam) .. ..  
Kurnool .. ..  
Madura .. ..  
Malabar (Calicut) .. ..  
Nilgiris (Ootacamund) .. ..  
Nellore .. ..  
Salem .. ..  
Tanjore .. ..  
Tinnevely .. ..  
Trichinopoly .. ..  
Vizagapatam .. ..

DISTRICT AND SESSION JUDGE OF { North Arcot (Chittoor) .. ..  
South Arcot (Cuddalore) .. ..  
Bellary .. ..  
South Canara (Mangalore) .. ..  
Chingleput .. ..  
Coimbatore .. ..  
Cuddapah .. ..  
Ganjam (Berhampore) .. ..  
Godavari (Rajahmundry) .. ..  
Kistna (Masulipatam) .. ..  
Kurnool .. ..  
Madura .. ..  
North Malabar (Tellicherry) .. ..  
South Malabar (Calicut) .. ..  
Nellore .. ..  
Nilgiris (Ootacamund) .. ..  
Salem .. ..  
Tanjore (Tanjore) .. ..  
Tinnevely (Palamecottah) .. ..  
Trichinopoly .. ..  
Vizagapatam .. ..

**Govt. of Madras.**  
**PUBLIC.**

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*Issued*

*Recd.*

*Encl.*

**G.O., 23rd July 1890, No. 530.**

**JULY.**

**Pay Abstracts.**

Communicating letter from the Accountant-General regarding the advisability of the retention of copies of — in offices for 25 years for the verification of pensionable service.