

(1) பக்கங்களின் எண்ணிக்கை 13-22

(2) புதுக்கித் திருப்பிய நாள்

(3) ஆதாரக் குறிப்பவர் கருக்கொழிபம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

அரசாணை எண். <u>59</u> மு. தோப்புத் தாள் எண்.	அச்சம் பலகை
நாள் : <u>30.1-1890</u>	<u>1990</u>

மதுக்களை துண்டியடி கையாளலோ கூடாது.

ஆவண. கா. 1-18,006-69-90.

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Public DEPARTMENT

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Annual Reports & Returns.

Communicating to depts.
concerned letter from the
Govt. of India regarding
the dates for submission
of _____

I 30/1 19.7.10
27

27-5-13 11/11

21/11/14

4.9.16

31-7-17 13/11

27-9-20

23/1/21 R.I.
6/3/26

READ AGAIN ORDER OF GOVERNMENT, DATED
188 5/10.

BACK PAPER, No.

FORWARD PAPER, No.

ENCLOSURE.

ORDER No.

ORDER No. 100

ORDER No. 100

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GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following paper:—

From A. P. MACDONNELL, Esq., C.S.I., Secretary to the Government of India, Home Department (Public), to the Chief Secretary to the Government of Madras, dated Calcutta, 13th January 1890, No. 1—42.

In Home Department Resolution (Public) No. 28—1579-95, dated 15th July 1887, the Governor-General in Council issued orders regarding the preparation of annual reports and notes on branches of administration under the control of the Home Department, and expressed his earnest hope that Local Governments and Administrations would insist on the curtailment of reports and reviews to the utmost extent consistent with a proper examination of the facts and figures presented in them.

2. His Excellency in Council has noticed with much satisfaction that since the issue of these orders the size of reports has been substantially reduced, while the character of their contents has been sensibly improved. But there is still room for improvement in both respects, and there is no doubt that if punctuality in the submission of reports were more rigidly insisted upon, it would be possible to still further improve and at the same time condense them. There is a tendency on the part of officers engaged in preparing reports to search for explanations of trifling variations between the statistics of different years, while one of the chief uses of the tabulated statistics, viz., to correct or justify the impressions which the reporting officer has formed in the course of his observation during the year of the work of the department on which he is reporting, is too often lost sight of. His Excellency in Council is satisfied that the proper remedy to apply is to insist on the preparation of reports or notes, as the case may be, at the time when the impressions of the work of the year are still fresh in the minds of the writers, and when they can readily record the facts which have arrested their attention during the year instead of casting about for problematical explanations of the differences between the statistics of different years.

3. The Governor-General in Council has, with the object of effecting an improvement in this respect, had two lists prepared, copies of which are appended to this letter, showing (1) the dates already fixed for some reports and returns received in this Department and the actual dates on which they have been received from the Madras Presidency during the past three years, and (2) the reports and returns, for the submission of which no dates have as yet been fixed, the dates on which they also have actually been received in the last three years and the dates on which it seems reasonable to the Government of India to expect their punctual submission. His Excellency in Council is anxious that these lists should, under the orders of His Excellency the Governor in Council, be carefully scrutinised, and that any additions or corrections necessary should be made in them, and any suggestions for the alteration of dates already fixed or now proposed should be communicated for the information and consideration of the Governor-General in Council. His Excellency in Council will also be obliged if particular attention is paid to the possibility of fixing substantially earlier dates for the submission of the commentaries in the shape of notes which have, under the orders in the Resolution of 15th July 1887, taken the place of annual reports in two out of every three years in certain cases. As at present advised he thinks that such notes can be submitted two months earlier than the triennial Reports on the same subjects, but upon this point he will await your reply before issuing final orders.

ENCLOSURES.

No. I.

MADRAS.

List showing Miscellaneous reports and returns for the submission of which dates have been already fixed, and the actual dates of which they have been received during the past three years.

Name of report or return.	Date fixed for submission.	Dates on which actually received.		
		1886.	1887.	1888.
Administration	15th December next after the close of the year covered by the report.	21st Dec. 1887 ..	21st Dec. 1888 ..	20th Dec. 1889.
Destruction of wild beasts and snakes.	Close of calendar year to which the report relates.*	7th Sept. " ..	16th June " ..	22nd May " ..
Report on Vernacular Newspapers.	1st April next after the close of the calendar year to which the report relates.	3rd Jan. 1888 ..	7th May 1889 ..	4th July " ..
Civil Servants eligible for seat in the High Court.	Commencement of each calendar year next after the close of the calendar year to which the return relates.	15th Feb. 1887 ..	21st Feb. 1888 ..	14th Feb. " ..
Recoveries of costs in appeals to the Privy Council.	Not later than 1st February next after the close of the calendar year to which the return relates.	1st " " ..	30th Jan. " ..	31st Jan. " ..
Education	The report to be forwarded by the 15th November next after the close of the year to which it relates; the review being forwarded by the 1st December.	8th Dec. " ..	15th Dec. " ..	11th Dec. " ..
Jails	1st June next after the close of the year covered by the report.	5th July " ..	18th June " ..	20th July " ..
Chemical Examiner ..	Not later than 15th May next after the close of the calendar year to which the report relates.	25th May " ..	13th " " ..	22nd June " ..
Sanitary	Not later than 1st June next after the close of the calendar year to which the report relates.	7th July " ..	16th Aug. " ..	2nd July " ..

* Note.—This report should be submitted at latest a month or two after the close of the calendar year.

No. II.

MADRAS.

List of Miscellaneous reports and returns for the submission of which to the Government of India no dates have been fixed, and the actual dates on which they have been received during the past three years.

Name of report or return.	Dates of receipt.			Suggested date for submission of the report.
	1886.	1887.	1888.	
European Vagrancy Returns.	11th Aug. 1887 ..	9th Aug. 1888 ..	12th July 1889 ..	1st April next after the close of the calendar year for which the report is prepared.
Registration Report ..	15th Sept. " ..	7th Sept. " ..	22nd Nov. " ..	1st July next after the close of the official year for which the report is prepared.
Municipal Report ..	24th Mar. 1888 ..	1st May 1889 ..	Not yet received ..	1st October next after the close of the official year for which the report is prepared.
Madras Municipality ..	29th May " ..	16th Apr. " ..	Do. " ..	15th February next after the close of the calendar year for which the report is prepared.
Local Boards Report ..	24th Mar. " ..	8th May " ..	Do. " ..	
San II Cause Court Returns.	26th May 1887 ..	1st Mar. 1888 ..	5th Mar. 1889 ..	

List of Miscellaneous reports and returns, &c.—cont.

Name of report or return.	Dates of receipt.			Suggested date for submission of the report.
	1886.	1887.	1888.	
Suits in which Government is a party.	27th May 1887 ..	19th Apr. 1888 ..	8th April 1889 ..	1st May next after the close of the official year for which the report is prepared.
Escheats	16th Nov. " ..	28th Sept. " ..	1st Oct. " ..	1st June next after the close of the official year for which the report is prepared.
Police Report	12th Dec. " ..	10th Oct. " ..	25th " " ..	1st July next after the close of the calendar year for which the report is prepared.
Civil Justice Report ..	6th " " ..	27th " " ..	4th " " ..	1st July next after the close of the calendar year for which the report is prepared.
Criminal Justice Report ..	20th Feb. 1888 ..	20th Nov. " ..	3rd Dec. 1889 ..	1st July next after the close of the calendar year for which the report is prepared.
Hospital and Dispensary Report.	2nd " " ..	21st Jan. 1889 ..		1st July next after the close of the official year for which the report is prepared.
Vaccination Report ..	7th July 1887 ..	11th Mar. " ..	9th " " ..	1st July next after the close of the official year for which the report is prepared.
Lunatic Asylum Report ..	27th Jan. 1888 ..	16th Jan. " ..	23rd Nov. " ..	15th May next after the close of the calendar year for which the report is prepared.
Madras Medical College Report.	13th Feb. " ..			1st June next after the close of the official year for which the report is prepared.
Report on Publications registered under Act XXV of 1867.	12th July 1887 ..	2nd July 1888 ..	10th July 1889 ..	15th March next after the close of the calendar year for which the report is prepared.

ORDER—dated 30th January 1890, No. 59, Public.

Communicated to departments concerned for very early remarks with reference to paragraph 3 of the letter from the Government of India.

(True Extract.)

Ag. Chief Secretary.

To the Revenue Department.

" Judicial "

" Educational "

" Local and Municipal Department.

Exd. P. L. Pereira.

Sobt. of (1890) Madras.
PUBLIC.

Issued

Recd.

Encl.

G.O., 30th January 1890, No. 59.

JANUARY.

Annual Reports and Returns.

Communicating to departments concerned letter
from the Government of India regarding the
dates for submission of —.

Pub. C. 1. 209

2/8/87 No 108 Pub. C.

From
The Government of India
Home Department

48
Order. 30th January 90. No. 59.
Recd 29 Jan
Comm? to departments
and officers concerned
for very early remarks
with reference to para: 3
of the letter from the
Govt of India.

No 12

Dated 13th Jan: 90
Recd 10th Jan: 90
Enc: 7 S.C.

Subject
Regarding the sub-
mission of miscellaneous
Reports & Returns.

*
note.
A report will be prepared
showing the dates of receipt in
issue from the Secretariat of
each of the reports as relate to
the Public Dept for the past three
years. If there has been no delay
in the Secretariat officers any-
where will these be asked to
submit their reports earlier.
F.D.B.
24/1/90.

To The Revenue Dept. 7
" Judicial - 1
" Educational - 1
" L. & C. - 1
} Dep.
6/2/90.

cc
at present the
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the

MADRAS.

List of Miscellaneous Reports and Returns for the submission of which to the Government of India no dates have been fixed, and the actual dates on which they have been received during the past three years.

Name of Report or Return.	DATES OF RECEIPT.			Suggested date for submission of the Report.
	1886.	1887.	1888.	
European Vagrancy Returns.	11th Aug. 1887.	9th Aug. 1888.	12th July 1889.	1st April next after the close of the calendar year for which the report is prepared.
Registration Report . . .	15th Sept. 1887.	7th Sept. 1888.	22nd Nov. 1889.	1st July next after the close of the official year for which the report is prepared.
Municipal Report . . .	24th Mar. 1888.	1st May 1889.	Not yet received.	
Madras Municipality . . .	29th May 1888.	16th April 1889.	Ditto.	1st October next after the close of the official year for which the report is prepared.
Local Boards Report . . .	24th Mar. 1888.	8th May 1889.	Ditto.	
Small Cause Court Returns.	25th May 1887.	1st Mar. 1888.	5th Mar. 1889.	15th February next after the close of the calendar year for which the report is prepared.
Suits in which Government is a party.	27th May 1887.	19th April 1888.	8th April 1889.	1st May next after the close of the official year for which the report is prepared.
Escheats . . .	18th Nov. 1887.	28th Sept. 1888.	1st Oct. 1889.	1st June next after the close of the official year for which the report is prepared.
Police Report . . .	12th Dec. 1887.	10th Oct. 1888.	25th Oct. 1889.	
Civil Justice Report . . .	6th Dec. 1887.	27th Oct. 1888.	4th Oct. 1889.	1st July next after the close of the calendar year for which the report is prepared.
Criminal Justice Report . . .	20th Feb. 1888.	20th Nov. 1888.	...	
Hospital and Dispensary Report.	2nd Feb. 1888.	21st Jan. 1889.	3rd Dec. 1889.	1st July next after the close of the calendar year for which the report is prepared.
Vaccination Report . . .	7th July 1887.	11th Mar. 1889.	9th Dec. 1889.	1st July next after the close of the official year for which the report is prepared.
Lunatic Asylum Report . . .	27th Jan. 1888.	16th Jan. 1889.	23rd Nov. 1889.	15th May next after the close of the calendar year for which the report is prepared.
Madras Medical College Report.	13th Feb. 1888.	...	...	1st June next after the close of the official year for which the report is prepared.
Report on Publications registered under Act XXV of 1867.	12th July 1887.	2nd July 1888.	10th July 1889.	15th March next after the close of the calendar year for which the report is prepared.

Lab. 30-1-90:57 and

No. I.

MADRAS.

List showing Miscellaneous Reports and Returns for the submission of which dates have been already fixed, and the actual dates on which they have been received during the past three years.

Name of Report or Return.	Date fixed for submission.	DATES ON WHICH ACTUALLY RECEIVED.		
		1886.	1887.	1888.
Administration . . .	15th Dec. next after the close of the year covered by the report.	21st Dec. 1887	21st Dec. 1888	20th Dec. 1889. <i>11. 1202</i> <i>13-12-89</i>
Destruction of wild beasts and snakes.	Close of calendar year to which the report relates.*	7th Sept. 1887	16th June 1888	29th May 1889. <i>Res</i>
Report on Vernacular Newspapers.	1st April next after the close of the calendar year to which the report relates.	3rd Jan. 1888	7th May 1889	4th July 1889. - <i>Pa</i> <i>508-20/89</i>
Civil Servants eligible for seat in the High Court.	Commencement of each calendar year next after the close of the calendar year to which the return relates.	15th Feb. 1887	21st Feb. 1888	14th Feb. 1889. <i>Ins</i> <i>Ans. 4/89</i>
Recoveries of costs in appeals to the Privy Council.	Not later than 1st Feb. next after the close of the calendar year to which the return relates.	1st Feb. 1887	30th Jan. 1888	31st Jan. 1889. <i>Indic</i> <i>Regulation No. 4</i>
Education . . .	The report to be forwarded by the 15th November next after the close of the year to which it relates; the review being forwarded by the 1st December.	8th Dec. 1887	15th Dec. 1888	11th Dec. 1889. <i>Director</i>
Jails . . .	1st June next after the close of the year covered by the report.	5th July 1887	18th June 1888	20th July 1889. <i>Ins</i>
Chemical Examiner . . .	Not later than 15th May next after the close of the calendar year to which the report relates.	25th May 1887	13th June 1888	22nd June 1889. <i>Pa</i> <i>5188-9</i> <i>11-6-89</i>
Sanitary . . .	Not later than 1st June next after the close of the calendar year to which the report relates.	7th July 1887	16th Aug. 1888	2nd July 1889. <i>Pa</i> <i>570. 71</i> <i>3-8-89</i>

* NOTE.—This report should be submitted at latest a month or two after the close of the calendar year.

will also be obliged if particular attention is paid to the possibility of fixing substantially earlier dates for the submission of the commentaries in the shape of notes which have, under the orders in the Resolution of 15th July 1887, taken the place of annual reports in two out of every three years in certain cases. As at present advised he thinks that such notes can be submitted two months earlier than the triennial Reports on the same subjects, but upon this point he will await your reply before issuing final orders.

I have the honour to be,

SIR,

Your most obedient Servant,

A. P. Macdonnell

Secretary to the Government of India.

C. N. 209
18
1
No. 42

FROM

A. P. MACDONNELL, Esq., C.S.I.,

Secretary to the Government of India.

TO

The Chief Secretary to the Government
of Madras

Home Department.

Public.

Calcutta, the 13 January 1890.

SIR,

IN Home Department Resolution (Public) No. 28—1579-95, dated 15th July 1887, the Governor General in Council issued orders regarding the preparation of annual reports and notes on branches of administration under the control of the Home Department, and expressed his earnest hope that Local Governments and Administrations would insist on the curtailment of reports and reviews to the utmost extent consistent with a proper examination of the facts and figures presented in them.

2. His Excellency in Council has noticed with much satisfaction that since the issue of these orders the size of reports has been substantially reduced, while the character of their contents has been sensibly improved. But there is still room for improvement in both respects, and there is no doubt that if punctuality in the submission of reports were more rigidly insisted upon, it would be possible to still further improve and at the same time condense them. There is a tendency on the part of officers engaged in preparing reports to search for explanations of trifling variations between the statistics of different years, while one of the chief uses of the tabulated statistics, viz., to correct or justify the impressions which the reporting officer has formed in the course of his observation during the year of the work of the department on which he is reporting, is too often lost sight of. His Excellency in Council is satisfied that the proper remedy to apply is to insist on the preparation of reports or notes, as the case may be, at the time when the impressions of the work of the year are still fresh in the minds of the writers, and when they can readily record the facts which have arrested their attention during the year instead of casting about for problematical explanations of the differences between the statistics of different years.

3. The Governor General in Council has, with the object of effecting an improvement in this respect, had two lists prepared, copies of which are appended to this letter, showing (1) the dates already fixed for some reports and returns received in this Department and the actual dates on which they have been received from the Madras Presidency during the past three years, and (2) the reports and returns, for the submission of which no dates have as yet been fixed, the dates on which they also have actually been received in the last three years and the dates on which it seems reasonable to the Government of India to expect their punctual submission. His Excellency in Council is anxious that these lists should under the orders of His Excellency the Governor in Council

be carefully scrutinised, and that any additions or corrections necessary should be made in them, and any suggestions for the alteration of dates already fixed or now proposed should be communicated for the information and consideration of the Governor General in Council. His Excellency in Council

CHIEF SECRETARY
18 JAN 90
GOVERNMENT OF INDIA

Public Department.

Proceedings of the Madras Government.

Read the following Paper:-

Minute by His Excellency the Right Honourable
the Governor of Madras, dated 24th January 1890.

Order, 29th January 1890. 1258

Communicated for the information of Departments
of the Secretariat concerned and for early
consideration of the points raised in His Excellency's
minute and such action as may be necessary.
(True extract)

By: asst^y Secretary

To

The Revenue Department

- Judicial — Do —
- L & M — Do —
- Educational — Do —
- Marine — Do —
- Legislative — Do —
- Public Works — Do —
- — Do — Do — (Irrigation Branch)
- — Do — Do — (Railway Branch)

with copy of
minute.

Public Department.

Proceedings of the Madras Government.

Read the following Paper:-
Minute by His Excellency the Right Honorable
the Governor of Madras, dated 24th January 1890.

Order, 29th January 1890. 4258

Communicated for the information of Departments
of the Secretariat concerned and for early
consideration of the points noted in His Excellency's
minute and such action as may be necessary.
(True Extract)

By: Asst. Secretary

To
The Revenue Department

• Judicial — do —

• L & M — do —

• Educational — do —

• Marine — do —

• Legislative — do —

• Public Works — do —

• — do — do — (Immigration Branch)

• — do — do — (Railway Branch)

with copy of
minute

Public Department

Proceedings of the Madras Government.

Read the following Paper:-
Minute by His Excellency the Right Honorable
the Governor of Madras, dated 24th January 1890.

Order, 29th January 1890 No. 58

Communicated for the information of Departments
of the Secretariat concerned and for early
consideration of the points noted in His Excellency's
minute and such action as may be necessary.
(True Extract)

By: Asst. Secretary

To

The Revenue Department

- Judicial — do —
- L & M — do —
- Educational — do —
- Marine — do —
- Legislative — do —
- Public Works — do —

- — do — do — (Immigration Branch)
- — do — do — (Railway Branch)

with copy of
Minute

Proceedings of the Madras Government.

Read the following Paper:
Minute by His Excellency the Right Honorable
the Governor of Madras, dated 24th January 1890.

Order, 29th January 1890 No. 58

Communicated for the information of Departments
of the Secretariat concerned and for early
consideration of the points noted in His Excellency's
minute and such action as may be necessary.
(True Extract)

By: asst. Secretary

The Revenue Department

Judicial — do —
L & M — do —
Educational — do —
Marine — do —
Legislative — do —
Public Works — do —

— do — do — (Immigration Branch)
— do — do — (Railway Branch)

with copy of
Minute.

Proceedings of the Madras Government.

Read the following Paper:
Minute by His Excellency the Right Honorable
the Governor of Madras, dated 24th January 1890.

Order, 29th January 1890 No. 58

Communicated for the information of Departments
of the Secretariat concerned and for early
consideration of the points noted in His Excellency's
minute and such action as may be necessary.
(True Extract)

By: asst. Secretary

The Revenue Department

Judicial — do —
L & M — do —
Educational — do —
Marine — do —
Legislative — do —
Public Works — do —

— do — do — (Immigration Branch)
— do — do — (Railway Branch)

with copy of
Minute.