

[^G/₁₁]

9.5.03

ORDINARY, MS.

Public DEPARTMENT.
G.O., DATED 16-12-93
No. 1006

INDEXED.

~~When given for copying.~~

[Despatch Abstract.]

Recording letter
from the Super-ful
Records submitting
with remarks. copy
of report regarding
the rearrangement
of the Revenue Board
records -

[G.
74.]

Asst.

NOTE FOR THE CHIEF SECRETARY.

I am sorry to hear
of the death of
the late
Mr. [unclear]
[unclear]

Yours
[unclear]

Thanks
to
3 Nov.

DOCUMENT NO



To The Honble J. F. Price, C.S.I.,
Chief Secretary to Government.
Ootacamund.

Sir,

Copy submitted.

I have submitted today through the Secretary to the Board of Revenue the report called for in G.O. 23rd Aug. 1934 No. 3113^{Rev} Revenue, recorded in Public G.O. 29th idem No. 645, regarding the rearrangement of the Revenue Board's records. In doing so, I beg to tender you my grateful thanks for your kindness in recommending me for this special work & much more for your intention to place my services at the disposal of the Board for the more important work of rearranging its records. Should you be pleased after perusal of my report to give effect to this intention, nothing will be wanting on my part to discharge to the utmost of my powers my new duties. I only beg to observe that the Establishment allowed to the Superintendent, strong as it is in the subordinate posts, is not adequate to afford him that direct & intelligent assistance

Which

which in my humble opinion is absolutely necessary in order to bring the work to a speedy & successful conclusion. I have endeavored to show in the report in how many ~~ways~~ directions the Superintendent will have to keep his eye open & it will be next to impossible for him to check single-handed the work done day after day by each of about 2 dozen clerks &c. Perhaps it is necessary for me to add that the Board's records are very loosely arranged, much more so than the old Records of Govt., and the necessity of welding into one series the present fourfold arrangement of weekly & daily Consultations, Disputations & chronologically arranged papers, makes it difficult to apply to those records the comparatively simple apparatus described in my previous office note.

In this consideration I beg to add that the special character of the work in the Board's office is likely to tell rapidly on the Superintendent's health, particularly as it has to be carried on ~~in~~ ⁱⁿ closely packed & ill-ventilated record rooms or vaults. I have no fault to find with the lighting & construction of the record rooms which are perfect, but the rooms, I need hardly

add were not designed to be occupied by any person during the whole of a working day, much less for years together, but only to be visited by reference occasionally. If it is necessary to confirm these statements, I have only to refer to Mr. Brodie who is perfectly acquainted with the nature of the work involved in the rearrangement of such a mass of records.

While respectfully pointing out the necessity for intelligent assistance, I do not wish this request to be the cause of any increased outlay to Government, should the scale proposed in my official report be considered too expensive. Given such assistance I think the Superintendent's salary could be reduced in amount so as to make it a local allowance to be drawn in addition to any other pay. If you should be pleased to depute me for the appointment I shall be glad to devote half the day to the work in the Board's records for an allowance of Rs. 100/ per mensem to cover additional trouble & expense & to continue to superintend the Govt. records where about $\frac{1}{3}$ more of the work

has yet to be completed. The balance of the pay of the ^{three} Supts already sanctioned by Govt would be ample for an Asst Supt, specially qualified in this line of work, who would give the Supt all the aid that I have above referred to as necessary. I may add that the necessity for superior clerks was recognized by the Board in its first proposals which included a provision for 3 clerks on Rs 70 each. I think that one clerk on Rs 140 will do better than 3 costing on the whole Rs 210.

I have submitted these proposals solely in view to avoid extra expenditure & to keep the Estimate within the limits set out by Government. I understood from the last para of the Govt order that I was to have some liberty in framing a fresh distribution of the charges sanctioned by Govt, if not in proposing any additions to the Establishment, which, in the light of the experience gained in the course of my preliminary examination

Examination I might consider necessary.

I beg, in conclusion, to point out that under the alternative proposal herein made, the total expenditure for establishment will exactly tally with that suggested by Government.

<u>Estab^t suggested by Govt</u>	<u>Estab^t now proposed</u>
Supt ————— 250	————— 100
Asst Supt ————— 140	Asst Supt ————— 140
7 Indispens on 50 Rs — 350	7 Indispens on 50 Rs — 350
6 clerks on 15 Rs — 90	2 clerks on Rs 20 — 40
15 Attenders on 8 Rs — 120	4 — do on Rs 15 — 60
15 Attenders on 8 Rs — 120	15 Attenders on Rs 8 — 120
<u>Rs 810</u>	<u>Rs 810</u>

With these observations & with a re-assurance of my gratitude for your kindness

I beg to remain,

Sir,

Your most obedient servant.

W. D. S. D. S.

Fabst. George }
5th October 1893 }

Fort St George
5 October 1893.

To
The Secretary to the
Board of Revenue
(Land Revenue)

Sir, With reference to G. O. dated 23rd August 1893, No 3113 Mis. Revenue, I beg to submit the following report in regard to the records of the Board of Revenue. In that G. O. I am directed to ascertain what has to be done to reduce the records to order, and to state what staff would be required for the purpose, and what time it would take to complete the work.

2 The subjoined statements shew at a glance the different classes of papers constituting the records of the Board for the hundred years ending with the year 1881. In the latter year the system of arrangement and classification of official records proposed by Dr Maclean, which is still acted upon, was first introduced. That being the present approved system, it is now proposed to deal with the old records of the Board prior to the introduction of Dr Maclean's system in 1881.

Statement

Statement I.

List of old Records in the Office of the Board of Revenue (up to 1881 May.)

Records	From what year or what year	No of Volumes		No of Bundles	No of Receipts Registers	No of Court Registers	No of Indices	
		U. S.	English	U. S.	English	English	U. S.	English
Board Proceedings (Proper)	1786 to 1801	2600	2000	7000	3399	402	150	160.
do do (Miscellaneous)	1791 to 1818	4151	"	"	"	1848 1/2	"	"
Customs Proceedings	1806 to 1853	125	"	divided into Bundles & Papers	"	"	5	"
Jamabandi Reports	1852 to 1881	"	340	divided into Bundles & Papers	"	"	"	"
Baranatti Records	1792 to 1798	32	"	"	"	"	"	"
Jaghira Records	1782 to 1785	8	"	6	"	"	"	"
N. Circars Commissioners Proceedings	1849 to 1856	104	"	divided into Bundles & Papers	"	"	"	"
Special Commissioners Records	1852 to 1803	14	"	20	"	"	"	"
Assigned Revenue Records	1781 to 1785	24	"	20	"	"	"	"
Assigned Revenue Records	1790 to 1794	17	"	20	"	"	"	"
Tanjore Records	1791 to 1792	3	"	3	"	"	"	"
Audit Proceedings of the Board	1790 to 1800	6	"	10	"	"	"	"
Conquered Countries Proceedings	1790 to 1792	5	"	8	"	"	"	"
Court of Wards Proceedings	1805 to 1806	3	"	2	"	"	"	"
Cowle Books	1784 to 1826	28	"	"	"	"	"	"
General Reports of Board sent to the Court of Directors	1786 to 1836	84	900	"	"	"	"	"
General Returns from Court of Directors	1785 to 1855	38	"	divided into Bundles & Papers	"	"	"	"
L. M. Co. Files	1856 to 1867	"	200	do	"	"	"	"
Mr. Pelly's Records relating to revision of Village Establishments	1871 to 1873	"	"	15	"	"	"	"
Muzungabillah	1859 to 1865	"	"	"	"	"	"	"
M. S. Books on Miscellaneous Subjects	1813 to 1818	29	"	"	"	"	"	"
Printed copies of Government Orders	1784 to 1856	307	"	"	"	"	"	"
	1856 to 1881	"	"	2013	"	"	"	"
Total		3448	3440	7104	5412	4918	155	160

(1) Includes 36 registers of letters sent to Government from 1819 to 1854.

(2) Includes 153 Petition registers from the year 1821 to 1881.

(3) The original papers corresponding to these volumes were destroyed by Mr. H. S. Escher.

Statement II

List of Almanacs and Gazetteers up to 1881.

	From what year to what year	Number of Volumes
Madras Almanacs	1813-4-1881	113
Fort St. George Gazette	1832-4-1881	229
Gazette of India	1864-4-1881	190
District Gazetteers	Incomplete	500.
Total		1032.

3. It will be seen from the figures appearing in the above statements that there are at present on the whole 3603 Manuscript and 3600 printed volumes of Proceedings, 615 Registers of letters received and despatched, 7104 bundles of original papers and 5412 bundles of spare copies of proceedings, all of which may be said to constitute the old Records. In the proposed arrangement of the Records, possibly some of the volumes may be got rid of while the number of bundles may have to be increased. For instance there are 24 Moynuzabillah volumes between 1813 and 1818, which contain merely enclosures belonging to certain Consultations. It has been found

found that the corresponding enclosures pertaining to the years prior and those subsequent to that period are filed with the Consultations themselves and are not maintained separately. There is therefore no reason why the same procedure should not be adopted even in respect of the papers incorporated in these volumes. In the case of the Customs and the Northern Circars Commissioners Proceedings the volumes embodying them are kept distinct, while the original papers corresponding to them are found mixed up with the Board's Records Proper. It is thought desirable that these should be kept in distinct bundles whereby the number of bundles will be increased to some extent.

4. It may be stated generally that the records of the Government Secretariat as well as those of the Board prior to 1855 are filed on the same principle. The method of recording the receipt and disposal of papers and the system of denoting them by the date of Consultation and the date of order are almost identical. In the case of the Government old records there is however this additional facility for reference that the papers received and the orders passed

passed thereon have all back numbers" so that each consultation contains a known number of papers and each paper can be determined at once in regard to its particular place in the bundle. Whatever be the difficulty in tracing correspondence from the old indexes it may be stated that very little is generally felt in picking up papers from the bundles in the old record offices of government which to a great extent is attributable to the entry of back numbers. This method is in effect one of the suggestions of Mr Brodie. Moreover, the introduction of back numbers will enable the indexes to specify papers by those numbers also, instead of by the pages of the volumes alone. It therefore appears to me that the first step towards reducing the records to order is to give a serial number to the several papers of each year received as well as despatches. At the outset the volumes 2937 in number should be examined, each paper therein being given a number which should also be noted on the original paper in the bundles.

5. In attempting to reduce the records,

* Numbers in order entered on the back of the papers and indicating the number of papers in one consultation.

* Back N.

records to order, I think it would be more feasible, less troublesome and less costly to improve on the existing system of maintaining them than to introduce a new system of arrangement. The Proceedings volumes constitute the standing and most important portions of the records prior to the introduction of printing (i.e. previous to 1859). The original documents, consisting sometimes of a number of enclosures may either be found mutilated or become so hereafter, or even be lost, when the only books of reference are the M.S.S. volumes and it is from them that the papers required are extracted. For this reason the arrangement of papers in the volumes has to be regarded as the natural and the safest guide to the arrangement of papers in the bundles. This principle was indeed adopted and acted on from the beginning down to the year 1855 from which year to 1881 the records are arranged distinctively in the bundles. When the additional safeguard of back numbers or serial numbers, referred to in the preceding para: is provided, it is submitted that there should be no difficulty in the old records

records being traced by attenders possessing some amount of familiarity therewith. It may be asked what harm there is in extending Dr. Maclean's disposal system even to the old records. The chief objections to be urged against the proposal are: -

Firstly. It would require an enormous amount of labor and time. The process involving a lot of references to former and further papers in the volumes and bundles, and constant sorting and resorting.

Secondly. Though any particular proceedings may be easily traceable yet all the advantages which the referencers at present possess of tracing the former and further papers by means of certain conventional entries on the back and face of the records will have been thrown away, for in 75 out of 100 cases, referencing is done by attenders alone with great facility by means of these entries which denote some consultation previous or subsequent, and these will be perfectly meaningless under the disposal system of rearrangement whereby the

work

work in the Reference Department will have been increased three-fold and the usefulness of attenders minimized.

Thirdly. In the event of any of the old papers being lost there will be no ready means of tracing them as copies are not available and the volumes would be of little help as the arrangement of papers therein would be entirely under a different system.

Fourthly. As a rule in the old correspondence, the Government, the Board and the Collectors referred to records by giving Consultation dates, and when such dates are not shown on the records themselves or in the indexes, probably a new set of referencers and attenders will find it difficult to identify the records so quoted.

In proceeding to the arrangement of the original records tied up in bundles, it is considered expedient for the reasons above set forth, to strictly follow the arrangement of papers obtaining in the volumes themselves except in the case of a few years which will be adverted to in the next paragraph.

6. From July 1786 to July 1855 the papers are entered in the volumes in the order in which they were laid

before

before the Board at each Consultation which was generally held by the Members twice a week, a letter presented appearing sometimes in one Consultation and the reply thereto in another at which it may have been passed. From the year 1855 these Periodical Consultations ceased, and from that time up to the year 1863 there were daily disposals by the Board, though their Proceedings still continued to be called Consultations. But since the year 1863 the name Consultation entirely disappears. Though the Board's Periodical Consultations were discontinued from 1855 the usual method of recording papers in the volumes was adhered to down to 1858. In that year the Board's papers began to be put in print and with the introduction of printing, a new method was introduced of recording Proceedings in the volumes. The papers received were printed in a collected series and those despatched in another series. But before three years had elapsed, the method of first printing the letters received and then the Proceedings thereon was reverted to, which is in essence the present disposal system, unmodified as it then was. Since the introduction

the printed volumes from 1859 to Sept. 1861.

introduction of printing, no scarcity in regard to copies is felt, the tracing of papers has been much facilitated, missing papers are easily found and the references are relieved of the necessity of patiently wading through cumbersome volumes - a matter otherwise of almost hourly occurrence. In these circumstances, there is no necessity to adhere to the arrangements of papers obtaining in these printed volumes - and Dr Maclean's disposal system may with some little labor on the part of the Special Record Establishment be extended to the records commencing from the year 1859. This of course involves the reclassification and sorting, at the outset, of records from 1856 to 1881 between which years they are kept distinct. Mr Brodie has explained why these records should be resorted and arranged in chronological order in accordance with the disposal system and there is therefore no necessity for me to comment on the disadvantages of the distinct system.

As regards the indexing of papers it is proposed to introduce the method adopted in the Government office where the indexers do their work from

from the volumes. The papers in the bundles are all recorded in the volumes and with the system of back numbers proposed in para 1, the volumes will serve as a sufficient basis for the indexes to go upon.

If the indexes would only endeavour to bring out fully in the indexes all the subjects referred to in a paper they deal with and would freely cross-reference the headings, then indexes prepared from the volumes themselves would answer well all practical purposes. We have good indexes of the modern type for the past 35 years which would more often be consulted than the older ones.

8. In case the above suggestions are approved, the following special work will have to be undertaken in respect of the old records of the Board.

(1) The papers in the volumes received as well as sent should be given numbers. These numbers being what have been referred to as back numbers.

(2) The papers in the volumes should be checked with those kept in bundles, and the latter also numbered alike.

(3) The papers found missing should be got re-copied from the volumes; possibly there may be some enclosures which it may be unnecessary to re-copy - (e.g. a long cumbersome statement which will hardly be required for reference now a days).

(4) The Customs Proceedings should be separated from the Board's records proper with which they are mixed up.

(5) The same should be done in the case of the Northern Circars Commissioners Proceedings.

(6) The Moyenzabillah volumes should be broken up and the papers therein restored to their proper places.

(7) The District War Papers from 1856 to 1881 should be arranged in chronological order.

(8) The papers numbered should be put under dummy covering sheets, a large number of which have already been printed and is in stock. These covering sheets would moreover afford protection to the old papers filed in them. The papers should then be stitched and the same numbers and dates as in the volumes should be entered

entered on the covering sheet. The date of order, the date of consultation and the back numbers should all be clearly entered.

(9) The papers subsequent to 1859 up to 1881 should be filed under the disposal system (vide para 6). The papers prior to 1859 will be arranged in the order obtaining in the volumes themselves.

(10) The original records, which are found loose should be secured with tissue paper.

(11) The records should be put away in bundles between boards with proper printed labels showing the months and years to which they pertain with other particulars.

(12) Volumes should be repaired with tissue paper where this can be done, but where, as in the case of about 150 volumes, they are practically useless owing to the ravages of white ants or decayed from age, the volumes should be restored by copies of the required papers being made from the originals in the

the bundles and where any of these are found missing copies should be obtained from the Government or Collectors Office.

(13) All the Manuscript and printed volumes together with the almanacs and the Media, Fort St George, and District Gazette, should be labelled and general numbers given them, the labels being varnished to protect them from insects.

(14) The indexes for proceedings prior to the year 1859 should be prepared from the volumes.

(15) The existing monthly indexes from the years 1859 to 1861 should be thrown into annual indexes.

(16) Fifteen bundles of records from 1859 to 1865 relating to Mr. Peel's revision of village establishments, should be indexed from the papers themselves, there being no volumes.

Q. As regards the establishment required I think that the subordinate staff proposed by Government, viz 6 clerks on Rs 15 and 15 attendants on Rs 8 will be sufficient. But the supervision of this large establishment, as well as of the staff of

7 indexes is in my humble opinion more than a single Superintendent can efficiently undertake to perform. It is only by means of close and constant scrutiny that clerks on Rs 15 with little or no previous experience can be made to arrange and store away intricate & records in such a manner as to make future referencing easy and useful. Then if the plan above proposed for numbering the Consultations is approved of, each Consultation should have back numbers which should also be repeated in the corresponding volumes. As the entire success of referencing will depend on the proper assigning of back numbers, too much care cannot be expended on this branch of the work. Lastly comes the important duty of supervising the preparation of Indexes. The work of seven different men in this Department has to be conducted with the utmost precision, attainable, and every element of error and confusion, such as variations in headings, imperfect abstracts, &c., will have to be

Carefully

carefully guarded against. Unless the Superintendent is relieved of some of these minutiae it will be impossible for him to direct his attention to the general plan of the work before him or to arrange its details so as to cope with the increasing experience of his establishment. Besides it may be anticipated that more difficulty is likely to be found in re-arranging the Boards records than was experienced in the case of the Government old records owing to the absence in the former of back numbers and to the different systems of arrangement employed from time to time. For these reasons I think that some assistance to the Superintendent will be very necessary. The Board originally proposed 3 head clerks on Rs 70 each. As the Government has considered it unnecessary to have so many highly paid clerks, I beg to suggest instead that the pay of 2 of them, viz Rs 140, be given to one man. For this pay we ought to be able to get a thoroughly good manager who will

will not only set free the Superintendents hands for work properly appertaining to the latter, but will be able, in case the Superintendent is unavoidably absent, to take his place for a time.

10. I have said above that 6 clerks on Rs 15 will be sufficient for the purpose of helping in arranging and numbering the records. I would add that 4 of these men will have to be almost constantly engaged in restoring decayed portions of records and in supplying missing volumes by making fresh copies. The remaining two men will be employed in carrying out the instructions of the Superintendent in regard to arrangement of records and in closely watching and assisting the attenders in their work. In the case of these two men I think that in view of the hard work they will have to perform, their pay may be raised to Rs 20 each.

11. The last point upon which I am asked to furnish a report is the probable time that it will take to complete the arrangement

Boards
arrangement of the records. As some data are necessary for this calculation I have had the number of volumes and of bundles actually counted. There are 2970 of the former and 7600 of the latter. I think that in a working day about $7\frac{1}{2}$ bundles on an average can be arranged, put under dummy sheets, stitched, numbered, labelled and stored away. At this rate it will take three and a half years to complete the arrangement of all the records, but the progress of the work will probably be much speedier as the later years are reached and as the Establishment has gained experience and three years may be allotted as the minimum time for the arrangement of the whole mass of records. I say 'arrangement' as I do not think that the Indexers will keep pace with the rest of the Establishment and they or some of them will probably have to be retained some time longer.

12. I append below a comparative statement showing the establishment originally proposed by the Board, that indicated in the Government order and that now proposed by me.

By Board		G. O.	Now proposed
	No	No	
Superintendent	200	250 - " "	250 - " "
3 Clerks at 70	210		Asst. Supdt. 140
14 Indexers @ 30 each	420	70 50 350 - " "	7 Indexers } 350 at 50 }
12 Clerks @ 15	180	60 15 90 - " "	2 Clerks @ 20 40 4 - do @ 15 60
8 Attenders @ 8	64	15 @ 8 120 - " "	15 Attenders } 120 @ 8 }
3 Peons @ 6	18		
	1092	810 - " "	960 - " "

I beg to remain

Sir

Your most obedient servant

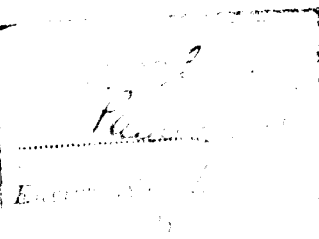
Signed C. H. Douthett.

Supdt. Government Records

True copy

C. H. Douthett

Supdt. General Records.



Pub. 60 695 8 29 8 98 ms

DEPARTMENT.

From

The Sup 6 Govt Records.

cs. 16 Dec 93 K 1006.

Recorded

3513
12/12

No.

Dated 5th October 1893

Received 7th — do —

Enclosures one.

SUBJECT.

Submitting final proposals re
the arrangement of Records in the
Board Office.

BACK PAPER, No.

OF 18

FURTHER PAPER, No.

OF 18

READ AGAIN ORDER OF GOVERNMENT, DATED
18, No. , MISCELLANEOUS.

ENCLOSURES.

CURRENT No.

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAYERS NOT FILED UP, BEING MEANT FOR DEBATOR
IN ORIGINAL (not paged).

A A

N.B.—

A = Copy in full.

B = Not to be copied.

P = Copy abstract only.

Q = Copy heading only.