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Revenue Department

Minutes of Consultations

14th July 1857

Back Numbers 38

Order No. 704 dated 14th July 1857

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Examined

பாதுகாப்பு பிரிவு-1

செப்பனிடுபவர் பெயர்

செப்பனிடுவதற்காக எடுத்துக் கொள்ளப்பட்ட நாள்

செப்பனிட்டு முடித்த நாள் 7/1/07

சரிபார்க்கும் முதல் மு. தி. பா. எ. கையொப்பம்

தி. பா. எ. கையொப்பம்

உதவியாளர் கையொப்பம்

Fort Saint George, Revenue Consultation of 14th July 1857.

No. 704.

No. 38. Extract from the Minutes of Consultation under date the 14th July 1857.

The Government observe that the "Instructions for keeping an Official Register of the conduct of Subordinate employés in the Uncovenanted branch of the Civil Service" received from the Board of Examiners have been inadvertently published instead of those revised by Government as stated in para. 13 of Extract Minutes Consultation dated 30th January 1857, No. 113. Ordered therefore that the annexed rules and form be published in the Fort Saint George Gazette in suppersession of those which appeared under date 22d May 1857.

The annexed Rules and Form are published in supersession of those which appeared in the Fort St. George Gazette under date the 22d May 1857, in regard to keeping a Register of the conduct of subordinate Employés in the Uncovenanted Branch of the Civil Service.

Rules for keeping an Official Register of Subordinate Officers in the Uncovenanted branch of the Civil Service.

1. With a view of establishing an authoritative record of the merits and characters of all Public Servants as a means of fairly regulating their claims to promotion, and so of improving the efficiency of the Public Service, and with the further view of enabling Heads of Offices on first taking charge to become readily acquainted with the past conduct and qualifications of their subordinates, an Official Register of every subordinate officer employed in the Uncovenanted branch of the Civil Service above the grade of Peon, shall be kept in every office in the annexed form from 1st January 1858. On the first opening of the book, the past official history of each servant then on the Establishment shall be filled up in the Register, so far as may be easily practicable from the office records and from papers in the possession of the parties.

2. The Register shall be neatly kept in every respect by some person on the Establishment, whose duty it shall be to enter in it from time to time all appointments, removals, casualties, &c., as they occur, and obtain the initials of the Head of the office to each entry. The remarks of reprimand or commendation in regard to any public servant shall be legibly written by the Head of the office himself. The Register should be kept in as many books of foolscap size as may be necessary; one folio being assigned to each individual of the Establishment. Each book should contain two quires, and the headings throughout the Book should be in print according to the form herewith furnished.

3. This Register is to be kept by the following Officers.
   Heads of Public offices at the Presidency in the Civil Department.
   Civil and Session Judges.
   Sub and Assistant Judges and Principal Sudr Ameens.
   Collectors.
   Sub-Collectors.
   District Engineers.

4. The Collector's Register shall embrace the servants on his Establishment and those under the Head Assistants, Assistants, and Tahsildars. It shall be open to those subordinate Officers to submit to the Collector any remarks, which they may wish to record in the Register respecting any of the servants under them, but it will be entirely at the discretion of the Collector to admit such remarks or not. The same rule is applicable in the case of Civil and Session

Judges in regard to the Establishments under their subordinate Officers, as well as in the case of District Engineers in regard to the Establishments of the Executive Engineers and those of all others subordinate to them.

5. In the column of remarks, only such incidents as may in the opinion of the Head of the office appear really worthy of permanent record shall be entered. Petty fines and trivial instances of neglect need not be recorded. The remarks entered should be short and clear.

6. The Head of the office, when he leaves it, may record the opinion he may entertain, favorable or otherwise, in regard to any of the public servants.

7. To ensure the keeping of this Register correctly in all respects, the Boards or Courts at the Presidency, to whose control the several Establishments may be subject, shall call up the Registers of the subordinate authorities occasionally, and shall notice all defects and deviations from the instructions conveyed in these rules. The Registers of the Heads of offices over whom there is no other authority will be similarly called up by Government from time to time. Registers so called up should be detained as short a time as possible; and any entries to be made during that time will be noted in a separate sheet of paper, and be entered in the Register when received back.

8. The Registers shall be consecutively paged, and shall have prefixed an Alphabetical Index of the names of the servants. If the folio allotted to any individual shall be entirely filled up, his Register shall be carried forward to a blank page at the end of the book or the last volume of the Register with the following remarks "carried forward to page"—"brought forward from page" a reference being also given in the Index.

9. When a servant shall leave one office for employment in another, his Register in the former shall be closed, with an entry recording the fact. He shall then take an authenticated copy of his Register, and deliver it to the Head of his new office, and it shall be copied into the Register books of that office and be continued from time to time as occasion may arise.

10 Every public servant on leaving an office from whatever cause shall be entitled on application to an authenticated copy of his Register.

Register of Uncovenanted Servants on the Establishment of the Collector of South Arcot.

Alphabetical Index.

Names.		Remarks.
A		
Alwar Naidoo, C.	10	
Appasawmy Moodely, D.	36	
B		
Baboo Row	5	
Bema Row, L.	6	Dismissed October 2d, 1852.
C		
Colundavaloo Moodely, P.	7	
Cullyana Chetty, N.	25	
F		
Fonceca, Mr. F.	27	
Fransz, Mr. F.	9	
R		
Rungiah, Naidoo	11	
Rama, Row	1	Went to Trichinopoly, October 5th 1852.

Name, Rama Row, age when first entertained, 22 years.

Establishment.	Date.	Appointment.	Salary.		Period of service in each appointment.			Remarks regarding punishments, severe and formal reprimands, and all special commendations or marks of approbation.
					Years.	Months.	Days.	
1	2	3	4		5			6
			Rs.	A.				
Collector of Masulipatam..	1st January 1832.....	Revenue Goomastah..... ..... A. B	15	0	1	0	15	Fine 10 Rs. for neglect of duty on the 12th March 1834. A. B., Collector.
	15th January 1833.....	Revenue Head Jawabnevis..... C. D.	50	0	9	5	16	Severely reprimanded for continued absence, 7th July 1836. A. B., Collector.
	17th August 1841.....	Acting Tahsildar of Masulipatam as a substitute up to November 1842 E. F.	70	0	9	2	5	The meritorious conduct of this public servant in discovering a large extent of concealed cultivation was brought to the notice of the Board in letter dated 1st June 1843. A. B., Collector.
Do of South Arcot...	1st July 1842.....	Tahsildar of Tindevanum Talook .... G. H.	100	0				The Acting Collector on the occasion of his leaving the District has the pleasure to record his high sense of the activity, intelligence and honesty of this public Officer Rama Row. 3d March 1850. (Signed) C. D., Acting Collector.
	15th September 1851..	Acting Tahsildar of Vellapoorum Talook, confirmed on 2d January 1852, served up to 5th October 1852, on which date he resigned this situation, having obtained a better appointment in Trichinopoly. L. M.						It affords me much pleasure to bear testimony to the good conduct and faithful services of this valuable public servant who now leaves the District in consequence of a better offer from Trichinopoly. 5th October 1852. (Signed) E. F., Collector.

By order.

H. FORBES, *Acting Secretary to Government,*

R.D. 3.

No 704.

Extract from the Minutes of Consultation

Under Date the 14th July 1857.

The Government Con-
observe that the "Instructions
for the keeping an efficient Register
of the conduct of Subordinate
employes in the Uncovenanted
branch of the Civil Service"
received from the Board of
Examiners have been rendered
partly superseded instead of
those received by Government
as stated in Para 13 of Extract
Minutes Consultation dated
30th January 1857, No 113. Ordered
therefore that the annexed
rules and form be published
in the Fort St George Gazette in
supersession of those which
appeared under date 22nd May 1857.

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14 July 1857.

9 Cons: 6 Oct 1857 No 1697

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Cons 14th a July

No 7704.

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of 14th a July 1857.

From the Vice Pres: of Council
14 Jan 1858 No 02 inclos:

From the Govt of India
D/ 4 July 57 Cons 12 inclo.
8 Ext.

Observing that the "instruc-
"tions for keeping an Official Regis-
"ter of the conduct of Subordi-
"nate employs in the uncove-
"nanted branch of the Civil
"Service" received from the
Board of Examiners, have
been inadvertently publish-
ed instead of those revised
by Govt. Ordering therefore, that
the revised rules and form be
published

published in the Fort Saint George Gazette, in supersession of those which appeared under date 22nd May 1857.

No 38.

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