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M.R.O. 14—10,000—21-4-22.

MADRAS RECORD OFFICE.

Government of Madras.

Revenue DEPARTMENT.

G.O. No. 944 Press ~~Mis.~~

81.82

Dated 8 - 6 - 1860.

Not to be folded or roughly handled

Proceedings of the Madras Government, Revenue Department, 8th June 1860.

No. 81. Read the following Proceedings of the Madras Government in the Military Department, dated 1st June 1860, No. 2,011 :—

Communicating with observations a Memorandum by the Military Secretary exhibiting the state of his Department, its establishment and cost; mode of conducting the duties, and general working of the various branches attached, for the year 1859.

(Vide Military Proceedings from 1st June 1860, Nos. 39-40.)

No. 82. ORDER THEREON, 8th June 1860, No. 914.

Ordered to be recorded.

(Signed) J. D. BOURDILLON,
Secretary to Government.

Statistical Memorandum of the Secretariat in the Military Department, Fort Saint George.

UNDER the above head it is proposed to exhibit the state of this Department, its Establishment and cost ; mode of conducting the duties, and general working of the various branches attached for the year 1859.

In addition to the Military Secretary and Deputy Secretary, the Establishment consists of the branches enumerated in Appendix A, arranged according to their several duties. The salaries of the Office Establishment, exclusive of the Pay and Allowances of the Secretary and Deputy Secretary, amount to Rupees 3,343-0-0 monthly ; this is also exclusive of the amount paid to Pensioners* of the Department, who number twenty-eight, at a monthly cost to Government of Rupees 589-2-8. The allotment of Stationery for the Office is shown in Appendix B, together with the mode of distribution of the same ; the cost is stated in the margin.†

Monthly cost of Establishment Rupees 3,343-0-0.

*Pensioners 28... Rupees 589-2-8.

	Value R.	A.	P.	R.	A.	P.	R.	A.	P.
†Stationery...							2864	6	10
Quires									
Note—Foolscap... 1600	770	13	4						
Post... ... 920	284	10	0						
supplied to the Press for Current Work alone.				1055	7	4			
Skins									
Vellum...... 250	807	9	10						
Parchment...104	74	4	1						
For Commissions, Warrants, &c., for European and Native Officers, &c.				881	13	11			
				1937	5	3			
Balance expended in the Office	......	...	...	927	1	7			
							2864	6	10

The Office opens for business at 10-45 A. M., and nominally closes at 5 P. M., at which latter hour the Press is shut, and the principal portion of the Subordinates leave. Business however continues according to the work in hand, very frequently till past 7 o'clock.

Absentees..	...	17
Holidays...	...	27
Sundays...	...	52
Average attendance...		269
		365

A table is attached in the margin, in which is shown the average attendance—the number of Holidays—the number of Absentees on leave, &c. during the year.

Memo.

Letters, Telegrams, Minutes, Reports, References, Circulars, Memoranda, Estimates, &c. despatched...	7,612
Do. do. received.. ...	4,964
Despatches, Packets, &c. Home...	510
Estate Department...	4,824
Total.....	17,910

From the memo. in the margin will be seen at a glance the extent of ordinary work transacted in the Department during the year, averaging according to the working days over sixty-six entries per diem; this however does not include certain periodical documents received and despatched, or those connected with the daily routine work—such as lists of papers in circulation, list of papers passed in Council, the books of the Department, Indexes of Proceedings of Government, and of correspondence from and to the Home Government, and other current work and minor matters, all of them scriptory, which consume much time and labor in preparation, such as docketing, sorting, and entering; nor does the memo. include the papers prepared and arranged for the Press or the Collections and Proceedings for transmission to the Government of India and Home. It is also irrespective of any *emergent* work occurring, which may be said to be performed twice over; such matters being in the first instance sent out for communication to those concerned for immediate action, and subsequently brought on the Proceedings, printed and issued as a fresh receipt.

The Estate Department is under the Military Secretary, and in itself compries a heavy amount of work, generally, as regards the Secretary's portion of it, performed *after* the usual Office hours—involving also much responsibility and correspondence, as the number of letters received and despatched sufficiently exhibit. The aggregate Savings' Bank accounts in the Estate Department on account of children of deceased Non-Commissioned Officers and Privates, who are Wards of this Department, amount to about Rupees 18,000; it is however difficult to fix the actual money responsibility incurred on account of

Estates pending adjustment, but it is unquestionably very considerable, and the labor in this Department alone is great.

The Prize Department is under the Deputy Secretary at present, the business is dormant, and the writer attached is made available for the general duties of the Office.

		1855.		
1 Volume for Novr. and Decr.			pages	410
		1856.		
4 Volumes...	...	...	,,	3255
		1857.		
4 Volumes...	...	...	,,	3714
		1858.		
4 Volumes...	...	...	,,	4314
		1859.		
4 Volumes ...	...	...	,,	4143

By a comparison of the number of pages of the Volumes of Proceedings compiled in this Department since the introduction of Printing these Records was established, the increase in correspondence and in the number of papers recorded, together with the additional labor thrown on the Department in disposing of the same, is clearly exhibited and easy of calculation.

Proceeding of Government No. 801, dated 21st May 1859.

Under late rules, however, it may be expected that general correspondence will now be considerably curtailed, and the mass of papers condensed, whereby greater facility in disposing of them will be secured, and the bulk of these volumes proportionably reduced—the effect is already perceptible.

APPENDIX A.

List of Office Establishment of the Secretary to Government, Military Department.

Departments.	Names.	Clerks. Classes. 1st.	Clerks. Classes. 2nd	Copyists. Classes. 1st.	Copyists. Classes. 2nd.	Copyists. Classes. 3rd.	Pay of each per mensem. R.	A.	P.	Total of each Department. R.	A.	P.	Grand Total. R.	A.	P.
Assistants' Department.															
1 First Assistant.....	Mr. J. G. Ferrand...	...	...	...	...	...	500	0	0						
1 Second do.	,, G. A. La Fontaine.	...	...	...	...	...	300	0	0						
1 First Assistant's Clerk...	,, J. H. Burns...	...	...	...	...	...	100	0	0						
1 Second Assistant's do.	,, R. Stephenson. ...	...	...	...	...	...	70	0	0						
										970	0	0			
Registrars' Department.															
1 Registrar...	Mr. P. DeMonte. ...	...	...	...	...	...	300	0	0						
1 Deputy Registrar	,, J. L. Fonceca. ...	...	...	..	...	...	150	0	0						
1 Assistant to do.	N. Canacasaby ...	1	...	...	...	...	50	0	0						
										500	0	0			
1 Diary Keeper of Letters received ...	V. S. Vyapoory... ...	1	...	...	...	...	50	0	0						
1 Do. of do. despatched .	P. Manicum... ..	1	...	...	...	...	50	0	0						
1 Commission Writer...	S. Vencatachellum. ...	...	1	..	...	...	40	0	0						
1 Cash and Stationery Keeper... ...	M. Jaganathen. ...	...	1	...	...	...	40	0	0						
										180	0	0			

Reference Department.															
1 First Class Clerk.	T. Sashachellum... ...	1	..	...	...	...	50	0	0						
1 Do. do....	C. Veerabuthren... ...	1	...	...	...	...	50	0	0						
1 Second do....	Mr. E. Prim.	..	1	...	...	..	40	0	0						
1 Do. do....	T. Ponniah...	...	1	...	...	...	40	0	0						
1 Do. do.	Mr. J. Edles.... ...	..	1	...	...	...	40	0	0						
1 First Class Copyist...	C. Chittambalum... ...	...	...	1	...	...	35	0	0						
1 Third Do.	M. Saravanum... ...	...	..	...	...	1	20	0	0						
1 First Class Copyist, in charge of Books Nos. 1 and 2—List of unanswered References to Government of India, and Prize Records...	R. Aurokeasawmy ...	...	...	1	...	...	35	0	0						
1 Third Class Copyist, Record Keeper.	P. Narrainsawmy ...	...	...	...	...	1	20	0	0						
										275	0	0			
Indexer's Department.															
1 First Indexer...	Mr. T. Sullivan... ...	...	..	...	...	...	150	0	0						
1 Second do....	,, J. S. E. Huntly.	...	...	...	...	...	100	0	0						
1 First Class Copyist...	V. Chengulvaroy. ..	...	...	1	...	...	35	0	0						
1 Second do....	M. V. Nanasecomony ...	...	..	...	1	...	25	0	0						
										310	0	0			
Current Department.															
1 First Examiner and Superintendent	Mr. J. Davis... ...	...	...	...	..	...	150	0	0						
1 First Class Copyist, Reader.... ...	R. Parthasarathy... ...	..	...	1	...	..	35	0	0						
1 Second do.	P. Runganathen. ...	...	...	...	1	...	25	0	0						
1 Second do. } Copying Current Papers.	Mr. T. Stubbs... ...	...	...	...	1	...	25	0	0						
1 Second do. }	,, T. W. Johnson...	...	...	...	1	...	25	0	0						
1 Third do. }	C. Singaravaloo... ...	...	...	...	...	1	20	0	0						
										280	0	0			

List of Office Establishment—(Continued.)

Departments.	Names.	Clerks. Classes 1st.	Clerks. Classes 2nd.	Copyists. Classes 1st.	Copyists. Classes 2nd.	Copyists. Classes 3rd.	Pay of each per mensem. R.	A.	P.	Total of each Department. R.	A.	P.	Grand Total. R.	A.	P.
1 First Class Copyist, doing duty in the Press Office...	C. Kistnasawmy. ...	..	...	1	...	...	35	0	0						
1 Third Class Copyist, Docketing papers.	Ruzza Hoossain... ...	...	...	...	...	1	20	0	0						
										55	0	0			
Home Department.															
1 Asst. Examiner and Superintendent.	Mr. A. A. DeMonte.	...	...	...	...	...	85	0	0						
1 First Class Copyist, Reader... ...	,, J. Borgonha.. ...	...	..	1	...	...	35	0	0						
1 Second Class Clerk...	C. Ramasawmy... ...	...	1	...	...	...	40	0	0						
1 First Class Copyist.	T. Narrainsawmy...	...	...	1	...	...	35	0	0						
										195	0	0			
Proceedings Department.															
1 Second Examiner and Superintendent	Mr. J. E. Cashart. ..	...	...	...	...	...	100	0	0						
1 First Class Clerk to assist the Examiner...	,, G. Rodrigues (transferred temporarily to the Honorable the Governor's Private Office) ...	1	...	...	...	...	50	0	0						
	,, W. D'Arachy.* (temporary)	...	...	..	...	...	* 50	0	0						
1 Second Class Copyist, Reader... ..	T. Namasevoyen.	...	...	...	1	...	25	0	0						
										225	0	0			
Estate Department.															
1 Head Clerk in charge	S. Viziaragavoolloo.	..	...	...	...	...	70	0	0						
1 First Class Clerk...	Mr. W. Regel.	1	...	...	...	...	50	0	0						
1 Second do.	C. Rungasawmy ...	...	1	...	..	...	40	0	0						
										160	0	0			
2 Moochies..... ...Rupees... 24-0-0															
14 Peons... ... ... „ ...114-0-0										138	0	0			
		7	7	7	5	4	Total Rs.			....	...	...	3343	0	0

*Extra to the fixed Establishment.

Statement of Work done in the Military Estate Department of the Government Office from 1st January to 31st December 1859.

There are three Clerks employed in this Department on monthly salaries of Rupees 70, 50, and 40, respectively.

Hours of attendance from 10-45 A. M., to 7 P. M., and often later in the evenings.

Number of letters received..	2,101
Do. do. disposed..	2,723
Total Letters...	4,824
Net amount of Estates paid to claimants in this country, *above* Rupees..	50,000
Do. do. remitted to England for payment to claimants there, *about* Rupees... ...	50,000
Total approximate Rupees disposed of..... ..	100,000

Books in use.

Alphabetical Diary...	1
General do.	1
Memo. of Estates containing every information connected with each Estate...	1
Individual Register of Savings' Bank Deposits...	1
General Register of do. showing a balance, now in deposit, to the credit of the Orphan children of the deceased individuals, on this date, of Rupees 17,421-0-8...	1
Post Book..	1
Total Books...	6

Two Monthly Statements of Estates are prepared in the Department, one showing the amounts paid in this country under the orders of the Military Secretary in each month, and the other, which is forwarded to the India Office, the sums to be remitted to the Home Government.

APPENDIX B.

Statement of the value of Stationery expended in the Military Department of Government for 1859.

Description of the Articles.	Qrs.	Value. R.	A.	P.	Remarks.
Royal...	10	14	0	5	
Medium...	40	44	5	6	
Demy...	60	42	3	0	
Folio Post...	60	35	2	6	R. A. P.
Quarter Post... ...	1,000	309	6	0	920 Quires for Press..... 284 10 0
Foolscap...	2,400	1156	4	0	1,600 Quires for Press..... 770 13 4
					Total Rs. 1055 7 4
King's Arms... ...	20	8	2	2	
Blotting Paper... ...	15	4	5	2	
Country Demy. ...	200	36	4	0	
Country Cartridge...	15	4	9	6	For printing Warrant and Furlough Certificates.
Chit Paper... ...	120	18	7	0	
Parchment... Skins...	104	74	4	1	For printing European and Native Officers' Commission. Rs. 881-13-11
Vellum... ... „ ...	250	807	9	10	
Quills ... ... No.	4,000	103	5	10	
Black lead Pencils „	40	5	14	8	
Red do. do. „	4	0	4	11	
Black Ink Powders „	100	3	9	11	
Red do. „	20	1	0	7	
Wafers... ... Boxes	7	1	0	4	to be discontinued.
Indian Rubber lbs.	3	3	5	0	
Bengal Twine „	3	0	12	0	
White Tape.. Rolls.	110	44	11	0	
Ribbon of Colors „	26	27	12	1	
Silk Thread... lbs.	8	80	0	0	
Red Sealing Wax „	8	8	8	3	
Needles... ... No.	35	0	1	6	
Wax Cloth... Cubits	120	14	7	0	
White Cloth, Yards.	60	10	12	0	
Gum... ..... lbs.	10	1	13	2	
Cotton Thread twisted „	4	1	9	0	
Sponge... ...Pieces.	3	0	8	5	Actual value of Stationery expended in this Department. Rs. 927-1-7
Rupees....	.....	2,864	6	10	

Memo. showing the distribution of Stationery in the Office Establishment of the Military Secretariat of Government.

Quills...	Twelve Quills each monthly are given to the Secretary, Deputy Secretary, Uncovenanted Assistants, Registrars, and Clerks, and eight each to Examiners—Reference pickers receive only four each.
Penknives... ...	Every two years one is given to each individual on the Establishment.
Wafers...	Are used by the Secretary, Deputy Secretary, Uncovenanted Assistants, and Registrars.
Pencils...	Are given to the Secretary, Deputy Secretary, Uncovenanted Assistants, and Registrars when required—to Clerks, one each quarter.
Indian Rubber ...	Small pieces are given to the Secretary, Deputy Secretary, and others when required.
Erasers.. ...	Are distributed once in every five years, to the Secretary, Deputy Secretary, Uncovenanted Assistants, Registrars, and to some of the Clerks.
Scissors...	A pair each is given to the Secretaries, Uncovenanted Assistants, and Registrars once in five years—and to the Moochies annually.
Hone and Strops	One Hone and one Strop are used annually; they are in charge of the Moochy.

Statement of Contingent charges of the Military Department of Government for one year

	R.	A.	P.
From January to December.....	90	0	6
Average per month.....	7	8	½

Statement of charges on account of Telegraph messages in the Military Department of Government.

	R.	A.	P.
From May to April 1860.... 2215	12	6	
Average per month..... 184	10	4½	

FORT SAINT GEORGE,
May 1860.

H. MARSHALL, Colonel,
Secretary to Government.

No. 2011.

Proceedings of the Madras Government, Military Department.
1st June 1860.

The Governor in Council is much pleased with the evidence which the foregoing paper contains of a faithful pains-taking spirit on the part of the Establishment of the Military Department of the Secretariat.

2. His Honor observes that no Office is likely to be efficient in which the work is not rather in advance of the Agency employed—and the Establishment of the Military Department appear to have met the pressure upon them in a very praise-worthy manner.

3. His Honor is further of opinion that the memorandum should be communicated to all other Presidency Offices *for information*.

(True Extract.)

H. Marshall Col
Secretary to Government.

To the Public Department.
„ Revenue Department.
„ Department Public Works.
„ Adjutant General.
„ Quarter Master General.
„ Dy. Adjt. Genl., H. M.'s British Forces.
„ Dy. Qr. Mr. Genl., H. M.'s British Forces.
„ Inspector General of Ordnance.
„ Chief Engineer D. P. W.
„ Principal Inspector General Med. Dept.
„ Superintendent of Marine.
„ Commissary General.
„ Military Auditor General.
„ Accountant General.
„ Auditor Commissariat Accounts.
„ Brigade Major, Fort Saint George.
„ Clothing Department.
„ Superintendent of Pensions.
„ Civil Auditor.

Exd. J. E. Cashart.

Revenue 1860 Depart.
Proc: of Govt for June.

No. 1158

Proceedings of the Madras
Govt in the Military Dept.

Dated 1st
Rec'd 5th } June 1860.

Communicating
with observations
a Memorandum by
the Military Secretary
exhibiting the State
of his Departt, its
Establishment &
Cost; mode of con-
ducting the duties,
and general working
of the various branc-
hes attached, for
the Year 1859—

No. 81 to 82.

No. 944.

Recorded
8 June 1860.