M.R.O. 1—32 400—29-11-90

MADRAS RECORD OFFICE.

Government of Madras.

Revenue **DEPARTMENT.**

G.O. No. 591 Press Mis.

Bundle 279 - 281.

Dated 17 — 3 — 1862.

Not to be folded or roughly handled

Proceedings of the Madras Go
17th Ma

Read the follow

No. 279. Proceedings of the Madras Gove
December 186

Forwarding copy of a report submitted by the Committee for simplifying routine business, and abbreviating correspondence with Lists A and B, and their annexures.

No. 280. Proceedings of the Madras Gove
January 186

Requesting Civil Paymaster to state whether certain returns herein mentioned need any longer be furnished and are of any practical value.

No. 281. ORDER THEREON, 17th

1. Ordered that copies of these Proceeding with the original lists of returns to be retaine ment, prepared by the late Committee for correspondence.

2. The Government deem it necessary t these lists.

List of Retur

FROM BOARD TO GOVERNMENT.

No. 1. Statement of Salt available for exportation.

I. T may be di instructed

and to transmit a copy direct to the Superinten in the "Fort Saint George Gazette."

No 9. Report on the management of Golcondah and Hunjeram estates in Vizagapatam.

II. T ment of th on the sett

No. 17. Statement of estimates of extra charges not exceeding 100 Rupees.

III. Judicial st Governme

1862, No. 23, and if so, it may for the reasons

FROM COLLECTORS TO BOARD.

No. 67. Statement of Salt exported to Calcutta, &c.

IV. Board onc bably be

No 73. Return of Shrótriums and Mittahs attached.

V. half-yearly

No. 81. Return of Travellers' Bungalows' receipts and expenditure.

No. 82. Report on the condition, &c., of the Travellers' Bungalows.

VI. ordered in ment by the No. 2,163.

No. 83. Report on the management of the Golcondah and Hunjeram estates.

VII. This may be included in the Collector's Jamabandy report as ordered in the case of the Board's report in Colum II.

List of Returns to be dispensed with.

FROM BOARD TO GOVERNMENT.

No. 1. Statement of demand, collection and balance.

VIII. The Government presume that the Committee allude to the monthly statement furnished to them for transmission to the Secretary of State; this should not be discontinued.

No. 3. Report on the progress of the Village Register A.

IX. This is only a temporary return furnished to Government to enable them to see what progress is being made in the work; it should not be discontinued till the Registers of all the Districts have been completed.

ernment, Revenue Department,
rch 1862.

ng papers :—

nment in the Public Department, dated 11th
, No. 1,625 :—

(Vide Public Proceedings, 11th December 1861, Nos. 37, 38.)

rnment in the Judicial Department, dated 8th
2, No. 23 :—

(Vide Judicial Proceedings, 8th ~~March~~ June 1862, Nos. 26, 27.)

March 1862, No. 591.

s be furnished to the Board of Revenue together
d and dispensed with in the Revenue Depart-
simplifying routine business and abbreviating

o notice some of the returns entered in both

s to be retained.

e submission of this statement to Government
continued. The Collectors should, however, be
o publish it fortnightly in their District Gazettes,
dent of the Government Press for publication in

his special report is unnecessary. The manage-
e Lessees may be noticed in the annual report
ement.

This statement appears to be similar to the
tement noticed in paragraph 4 of the Order of
t in the Judicial Department, dated 8th January
herein stated be discontinued.

This return appears to be now furnished to the
in two months. A quarterly return will pro-
ufficient.

his return can be rendered annually instead of
as at present.

These returns may be united into one as recently
the case of the reports submitted to Govern-
Board—*Vide* Order, dated 13th November 1861,

Proceedings of the Madras Government, Revenue Department, 17th March 1862.

FROM THE COLLECTOR TO THE ACCOUNTANT GENERAL.	
No. 4. Certificate of the examination of the Treasury.	X. This is an important certificate, and should continue to be furnished to the Accountant General in such a manner as will bring it or an omission to furnish it under the particular notice of that Officer. This is not a public matter and need not be published in the District Gazette.
No. 5. Prospective estimate of receipts and disbursements.	XI. The Committee propose to discontinue these returns as they are included in the Budget estimates. The Accountant General will be requested to report to the Financial Department if this can be done.
No. 6. Regular do. of do. do.	
No. 7. Comparative do. of do. do.	
No. 8. Anticipation do. of do do.	
FROM COLLECTOR TO BOARD OF REVENUE.	
No. 12. Statement of demand, collection and balance.	XII. This must continue to be furnished to the Board of Revenue.
No. 14. Comparative Statement.	XIII. It is not clear to what Comparative statement the Committee allude to. The Board will ascertain and inform Government.
No. 15. Salt account current.	XIV. These need not be published in the Gazette,
No. 16. Cash certificate.	but should continue to be submitted to the Board.

The Government will be glad to receive from the Board of Revenue any further suggestions they may desire to offer on either of the lists. They will in the meanwhile carry out such of the changes as they deem unobjectionable.

3. The Board's attention will be called to Paragraphs 9 and 10 of the Order in the Public Department, dated 11th December 1861, No. 1,625.

4. The remarks of the Committee in paragraphs 18 to 20, regarding the preparation of a manual for each District, will receive the Board's careful consideration. The utility of such a manual cannot be questioned, and, in fact, the preparation of such a work for each District has been contemplated for some years. The difficulty, however, has been to find in each of twenty Districts an Officer who possessing the requisite qualifications has also the necessary leisure. It would be undesirable to entrust a work of this nature to inexperienced Assistants, though such Officers might with advantage to themselves be employed in preparing the materials. In order to make a beginning at once, the Government resolve to adopt the suggestion of the Committee to have one manual prepared in the first instance as a model. The Board will ascertain whether any Revenue Officer, Covenanted or Uncovenanted, under the grade of Collector, is disposed to undertake the compilation of the model manual, and will submit the names of those who are willing to do so to Government. The Board will draw up a skeleton form of the subjects to be treated and prescribe the Tabular statements to be appended to it. The Officer to whom this special duty will be entrusted will not be relieved of his regular duties, but the Government will be prepared to remunerate him for devoting his leisure time to this work. The Board will suggest what would be a fair remuneration and the detailed arrangements for giving effect to this resolution.

5. The Civil Finance Commission remark in paragraph 11 of their letter to the Government of India, dated 10th September 1860, No. 63, that they see no possible object in the Government publishing their Civil lists at considerable expense when printers may be found, who would willingly do the work at their own cost, and furnish the Government with a certain number of copies, gratis, for the privilege of having their proofs corrected by their servants. The lists of the Revenue Establishments of this Presidency are now printed for Government by a private Press under contract for three years, and on the expiration of that period, the Government will consider if arrangements can be made for printing them without any cost to the State.

G. O. 16th July 1860, No. 1,522.

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

PUBLIC DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following letter from the Committee for simplifying Routine business and abbreviating correspondence; to T. PYCROFT, Esq., Chief Secretary to Government, Fort Saint George, dated 11th October 1861.

1. In accordance with the Order of Government, dated the 19th November 1860, No. 1,674, the undersigned have the honor to report upon such simplifications of routine business, as appear to them feasible in the Revenue and Judicial Offices of this Presidency.

2. The Committee have carefully examined the Report (of which a copy has been furnished to them) of the Panjaub Committee, for the reduction of the number of Returns and Forms in district and superior Offices.

3. They fully appreciate the importance of the work performed by the Panjaub Committee, and the economy of official labor which will have resulted from their labors.

4. But, with every desire to imitate the example given to them, the Madras Committee have found, that, in the Madras Presidency, much room has not been left for great reductions in the number of forms at present in use. The work of reform, as regards the reduction of multiplied Returns and Forms, has for some years been quietly carried on in this Presidency, and both the Revenue Board and the Sudder Court have, it appears to the Committee, long since, fully recognized the importance of simplifying official routine, and reducing, to a minimum, the number of Returns required by these superior authorities, to enable them effectually to supervise the work of the Subordinate authorities, Revenue and Judicial.

5. The alterations and simplifications which appear desirable to the Committee are few in number, and present no important results in the Judicial Departments. The annexures they are set forth in Appendices A and B. Appendix A those which the Committee think unnecessary, necessary in the Revenue, and B those required. A 1, and B 1 are lists of those Forms and Returns.

6. In preparing the amended list of those Forms which the Committee think necessary, they have had before them the importance of reducing the number of copies, of rendering the period of submission less frequent and of abolishing every Return not absolutely indispensable.

7. The Committee have also directed their attention to the Departments of accounts and audit, and they are of opinion that there are but few alterations in these departments which are desirable. These few alterations are not detailed in this report; both because the Committee are aware that every effort possible, is being made by the Departments of account and audit to render as few and simple the Returns required as is compatible with effectual control, and also because these Departments are under the immediate direction of the centralized authority of the Supreme Government, and, owing to the recent introduction of the Budget system, it will be difficult to draw up at present a complete list of Returns and Forms, which could be authoritatively laid down, at this transition period, for the observance of the Government Officials.

8. The Committee think that the Inspector of Jails should be called upon to simplify and condense the Returns required by him in his department which are numerous (15) and complicated. The Committee believe that it will be better to leave these alterations to that officer as the subject is one which requires a more special knowledge of the objects which the Inspector has in view than is possessed by the Committee.

9. The reform, advocated in paragraph 10 of the Panjaub Committee's Report, on the subject of substituting a fixed allowance for Country Stationery, instead of sending Contingent Bills to be passed by the Calcutta Stationery Officer has been introduced into the District Revenue Offices of the Madras Presidency, with advantage, as affording a much more effectual check upon expenditure.

10. One of the most valuable suggestions made by the Panjaub Committee is the proposal that the submission of Contingent Bills should be quarterly instead of monthly, and the Madras Committee strongly advocate this important reform. Concurring entirely with the Panjaub Com-

mittee in thinking this change will secure "a
effective check of superior authority." The
change are shewn in detail in their report, and
consider these reasons conclusive on the subje

11. The Committee further would subm
copying letters dispatched and received, into
therefore suggest its discontinuance. The draf
and arranged in bundles with the answers rec
ject to which the correspondence refers. A
when the correspondence is voluminous, shoul
and would make every such record available

12. The Committee would also recomm
inconvenience, original reports involving mu
authority, with the necessary remarks noted
son to make any such observations.

13. To avoid an accumulation of Form
with advantage prohibit the introduction of
received the sanction of the highest controllin

14. This would prevent any individual
inaugurating, within his jurisdiction, some
predecessors, and which are not found of any

15. On certain occasions, and for purp
Government which necessitates the preparati
Office in the Presidency; but the Forms for
the Central controlling authorities, and need
of the Government to the deficiency of any system for the collection, in an easily available form, of statistical information regarding the population, resources and peculiarities of the districts of this Presidency. This want renders hurried references to the District Officers so often necessary.

16. The absence of a systematic digest of the Historical and Statistical Records of each district, imposes occasionally very inconvenient pressure of work on the district authorities, and their subordinates, to the serious interruption of the current work of the district.

17. When any question, bearing on the resources of the Provinces arises, instead of the Government having easy access to the information which has been accumulated in every district, during more than a half century of administration, a list of questions has to be circulated to the district Officers who are themselves obliged to refer to their Tahsildars, with the injunction that the information is emergently required. This at once suspends the current work of the Tahsildar's Office, and the information required is given in a very hurried and imperfect shape. Upon these most inaccurate data, questions of vast importance are decided.

18. The Committee are of opinion that this serious inconvenience should be remedied without further delay, by the preparation, in each district, of a Report embodying a brief but complete history of all the more important facts connected with its administration since it came under British control and administration. The dates and nature of the settlements of Revenue, made in the different districts, their effect on the prosperity of the district, the increase and decrease of the cultivated area, the recurrence of seasons of scarcity, the works of irrigation, and intercommunication, and their dates of construction would all find a place in these Reports. Tabular statements of easy reference corrected up to the latest date would be appendices to these Reports and would form a manual of easy reference on any matter connected with the districts of the Presidency. It would of course be necessary that any changes occurring, or any statistical corrections necessary, should be recorded—at the close of each year—and that fresh editions of the manual be printed at the close of fixed periods which would embody all these additions and corrections, but the manual once composed, there would be no difficulty in writing it up to "date." The materials for these reports exist in every district and the knowledge contained in

considerable saving of work, and an increase in the
easons given by the Panjaub Committee for this
the Madras Committee need only record that they
t.

nit that the practice observed in some Offices, of
books, is useless and inconvenient, and they would
ts of letters dispatched should be carefully docketted
eived, so as to form a complete record of the sub-
fly leaf containing the contents of these bundles,
d be attached, and it would thus complete the record
for easy reference at a considerable saving of labor.
end that whenever it is possible to do so, without
h labor in copying should be sent up to superior
arginally where the transmitting Officer sees rea-

s and Returns in districts, the Government might
any new form of periodical Return which had not
g authorities Revenue or Judicial.

Officer increasing the work of his subordinates, by
eriodical Returns which were not required by his
real value by his successors.

ses of legislation, information is required by the
n of Returns from every Court or every Revenue
hese Returns can with advantage be prescribed by
not be left to individual invention. While upon
Committee think it their duty to call the attention

them would be available not only to the Government and its servants, but would also be of the utmost service to those, and it may be hoped that they will, before long, form a numerous class, who are willing to invest capital in the development of the resources of India. No special machinery is required in the preparation of these valuable manuals. The records of every district contain all the materials that are required. In every district there is a well educated Assistant who is acquiring the practical knowledge of his future official duties. Aided by the experience of the Collector, he could prepare the digest suggested. This work, carefully examined and corrected by the Collector, should be submitted to the Board of Revenue for review and approval, and might then be published with the sanction of Government, as the official manual of the district. This plan has, it is believed, been more than once suggested, but it has never been carried into effect; and the most valuable information, and the experience of some of the most talented servants of the State remain lost for all practical purposes in the record rooms of the up country Collectorates.

19. It seems a favorable opportunity, now that the Madras Government is systematically examining the records preserved in Madras, and with the sanction of the Home Government, preserving and rendering all those most valuable records accessible, to suggest the extension of this useful measure to the districts of the Presidency.

20. In order to ensure method and uniformity in the preparation of these manuals of the records of the districts, it might be advisable that the Government should order the preparation of a manual of a single district, by some competent Revenue Official, and that this manual should be circulated to the several Collectors as the model which they should set before them in the preparation of their district manual.

(Signed) H. D. PHILLIPS,
(,,) T. CLARK,
(,,) R. S. ELLIS,

Committee for simplifying Routine business, &c.

ORDER THEREON, 11th December 1861, No. 1,625.

Extract from the Proceedings of the Government of India, Financial Department, dated 4th October 1860, No. 10,300.

The Committee appointed on the 19th November 1860, under instructions from the Government of India, for the purposes mentioned in the first paragraph of the letter from the Civil Finance Commission, dated 10th September of the same year, submit their report on the periodical Returns and Forms rendered by Public Offices, and on the simplification of routine business by the abolition of such as are useless. They justly observe that the work of reform in this respect was commenced some time ago, and has been carried on quietly, and that much room has not been left for great reductions in the amount of clerical labor. They submit the results of their investigation in two Statements A and B, with annexures, exhibiting the Returns and Forms in the Revenue and Judicial Departments which are unnecessary and may be discontinued, and those to be retained, of which the number of copies may be reduced, or which may be less frequently rendered.

Extract Minutes Consultation, Revenue Department, 30th November 1850, No. 1,125

2. The Government observe that so far back as November 1850 or eleven years ago the Board of Revenue, the Accountant General and Civil Auditor were directed in communication with the Collectors, to give their attention to the simplification of the various Accounts and Returns furnished to them, as well as to the Post Office, Marine and other Departments, and to the abolition of all such as could be dispensed with without detriment to the Public Service. The Judges of the Sudder and Foujdaree Udalut were instructed to do the same in communication with the Civil and Session Judges, Magistrates and other Officers subordinate to them.

3. Subsequently in September 1851, the Members of the Public Works Commission and the Deputy Accountant General were constituted a Commission for enquiring into and reporting upon the Department of Accounts, with a view to curtail and reduce as far as might be compatible with perfect efficiency, as well with respect to size and weight as to number, all the periodical Returns furnished to the different Departments at the Presidency, as also those rendered by the Presidency Offices to Government. Though this enquiry was not prosecuted in consequence of the proceedings of the Public Works Commission having been brought to a close by the Orders of the 24th June 1853, No. 237, Public Works Department, yet the Government have reason to know that much has been done towards the attainment of the above object, and that many beneficial changes and amendments have been introduced for the rapid and efficient transaction of busines in the Public Offices both at the Presidency and in the interior. These improvements have extended to the Village, Talook and Salt Accounts which have been completely revised, having been greatly simplified and rendered uniform as far as circumstances would admit. The work of the establishments has thereby been rendered comparatively light, and the periodical Accounts are furnished with punctuality.

Extract Minutes Consultation, Public Department, dated 13th September 1851, No. 858.

4. Thus, the suggestions of the Civil Finance Commission have in a great measure been anticipated; and as remarked by the Committee, there remains little room for improvement in the way of simplification of routine business by the abolition of useless Returns.

5. The lists A and B, and their annexures submitted by the Committee, detailing the Revenue and Judicial Forms and Returns to be retained and those to be discontinued, will be forwarded *in original*, with a copy of the report, to those Departments respectively, where the Committee's suggestions will be considered both in regard to the abolition of such Returns as are not absolutely necessary, and the reduction of the number of copies fur[illegible], as well as rendering the period of submission less frequent.

6. The attention of the Deputy Auditor and Accountant General and the Civil Paymaster will be drawn to paragraph 7 of the report; and they will be requested to take every opportunity of dispensing with Returns that may appear to them to be of little or no utility.

7. The Inspector General of Jails will be called upon, through the Judicial Department, to simplify and condense the Returns required by him, which the Committee remark (in paragraph 8) are numerous and complicated.

8. The submission of Contingent Bills quarterly instead of monthly would, it appears to Government, be a great improvement, but before passing final orders upon this proposal the Government will take the opinion of the Accountant General and Civil Paymaster upon it, as it respects Civil Offices, and of the Controller of Military Finance as regards Military Offices.

9. The suggestions submitted in paragraphs 11 and 12 of the report will be communicated to all Offices at the Presidency and the heads of Departments will make the necessary communication to the Officers subordinate to them. The copying of such letters as are *important* and the transmission of *original* reports should however, the Government think, be left to the discretion of the head of the Office. When too the papers so transmitted are of importance and they have to be retained in the Office to which they are sent, copies of them may have to be kept in the despatching Office; and in such case it would be better rather to follow the course already prescribed in the Proceedings of Government, 21st May 1859, No. 801, paragraph 8, viz., to send up a *copy* of the paper with notes at foot or in the margin, and file the original in the Office where it was received.

10. The Judges of the Sudr Court and the Board of Revenue will be directed to issue the necessary instructions for giving effect to the suggestion of the Committee contained in paragraps 13 and 14, with respect to the introduction of new forms of periodical Returns.

11. The suggestions submitted in paragraphs 15 to the end of the report, in regard to the preparation of a digest of the Historical and Statistical records of each district, will be considered in the Revenue Department. It is remarked that Memoirs of some of the districts of the North-West Provinces have been published by the Government of that Presidency.

12. The Committee are dissolved and the Government thank them for their services. It is understood that they have a large collection of forms of Returns received from various Offices for the information of their Committee. These can now be of no further use and may be sent to the Stationery Office as waste paper under the Order of Government. Such other reports and papers connected with the inquiry as in the Committee's opinion should be preserved may be forwarded as part of the records of the Committee to the Government Office.

Proceedings of Government, 18th February 1861, No. 236.

(True Extract.)

Chief Secretary.

To the Committee for simplifying Routine business, &c.,

" Revenue Department. with Statt & A & annexure

" Judicial do.

" Military do.

" ~~Heads of Departments and all Offices at the Presidency~~.

" Accountant General.

" Civil Paymaster,

" Controller of Military Finance.

JUDICIAL DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following Proceedings of Government, in the Public Department.

Communicating the report of the Committee appointed for simplifying Routine business and abbreviating correspondence in the Revenue and Judicial Offices of this Presidency. (Here enter 11th December 1861, No. 1,625)

ORDER THEREON, 8th January 1862, No. 23.

A copy of the Report of the Committee for simplifying Routine business and abbreviating correspondence, and of the Order passed thereon in the Public Department, will be furnished to the Sudder Court and to the Inspector General of Jails.

2. Mr. Rohde will take steps to diminish and simplify the Returns at present required in the Jail Department, reporting his proceedings in that behalf to Government.

3. The Government desire that the Statement of unanswered references furnished by the Sudder Court, may be submitted half yearly instead of quarterly—and the Return of dismissed servants annually instead of half-yearly. The Sudder Court are requested to make the same alteration in respect to the same Returns sent in from the several Zillahs.

4. The annual Statement of petty charges under Rupees 100 sanctioned by the Sudder Court is submitted in accordance with the Order of the 26th January 1858, No. 46, Financial. The object intended was to exhibit the working of the rule under which the controlling authorities in the Civil Departments sanctioned new articles or works not exceeding that value. From recent correspondence, it has appeared that no evil has resulted from the introduction of the rule. The Return in question may, therefore, be discontinued.

Proceedings 16th September 1861, No. 1,163
„ 9th December „ „ 1,509.

5. The Returns described in the margin are furnished to the Civil Audit Office by the Sudder Court, the Civil and Session Judges, and by all other Departments. This Return of Uncovenanted servants in Government employ was called for by the late Court of Directors in their Despatch to the Government of India, dated 6th November 1844, which is quoted at length in the Civil Auditor's Manual, Chapter I, paragraph 38. The Civil Paymaster will be requested to state whether these Returns need longer be furnished, and are of any practical value. If they seem to him to be unnecessary he will at once under Orders from Government, direct their discontinuance and report to Government that he has done so.

A. List of Uncovenanted Europeans.
B. do. of East Indians.
C. do. of Natives.

6. The Sudder Court will consider whether any of the Civil and Criminal Returns furnished to them by the Zillah Courts can be discontinued, or simplified.

7. The Committee are of opinion that the "Abstract of the Establishment showing the probable monthly charges" furnished by the Civil Judges to the Deputy Collector in charge of the Treasury, may be replaced by a "simple Memorandum of the total sum required monthly." The Accountant General will report on this point.

(True Extract.)

Chief Secretary.

To the Sudder Court,
„ Inspector General of Jails,
„ Civil Paymaster,
(with a copy of the Report).
„ Revenue Department, in reference to paragraph 5.
„ Accountant General.

Exd. F. Cartledge.

Rec'd Dispatch

591

Proceedings of the Madras Government
Branch
Under date the 17th ~~Feby~~ 1862
Read the following
papers.

Proceedings of the Madras Govt in the Public Department—

Forwarding copy of a Report submitted by the Committee for simplifying Routine business and abbreviating correspondence with Lists A and B, and their Annexures.

Pro. of the Madras Govt in the Jud. Dept.

Requesting Civil Paymasters to state whether certain returns herein mentioned need any longer be furnished and also of any practical value—

[Here enter 11th Dec. 1861 No 1635]

[Here enter 8th Jany 1862 No 23]

Ordered that copies of these Proceedings be furnished to the Board of Revenue together with the original lists of returns to be retained and dispensed with in the Revenue Department, prepared by the late Committee for simplifying Routine business and abbreviating correspondence—

2. The Government deem it necessary to notice some of the returns entered in both these lists.

Sect

Revenue 1862 Dispatch
Rec'd from Madras
No 39

Pro: of the Madras Govt in the Jud. Dept
Dated 8th January 1862
Received 10th do
No 23

C. O. Rec. No 591 — 1862

Requesting Civil Paymasters to state whether certain returns herein mentioned need any longer be furnished and also of any practical value.

Letter sent to the Board of Revenue
Dispatch
Dated 17th Feb 1862
No 591

List of Returns to be dispensed.

The submission of this Statement to Government may be discontinued. The Collectors should however be instructed to publish it fortnightly in their District Gazettes, and to transmit a copy direct to the Superintendent of the Government Press for publication in the Fort St. George Gazette.

II This special report is unnecessary. The management of the Lessees may be noticed in the Annual report on the settlement.

III This statement appears to be similar to the Judicial Statement noticed in para 6 of the Order of Government in the Judicial Department dated 8th January 1862, No. 23 and for the reasons therein stated if so, it may be discontinued.

IV. This return appears to be now furnished to the Board once in two months. They will consider if a quarterly return will be sufficient.

From B. to Govt.

No. 1. Statement of Salt available for exportation.

No. 9. Report on the management of Golcondah & Hungerum Estates in Vizagapatam.

No. 17. Statement of estimates of extra charges not exceeding 10 Rs.

From Collr. to B.

No. 67. Statement of Salt exported to Calcutta &c.

No. 73. Return of Sholavums and Mittahs attached.

No. 81. Return of Travellers' Bungalows' receipts and expenditure.

No. 82. Report on the condition &c. of the Travellers' Bungalows.

No. 80. Report on the management of the Golcondah and Hungerum Estates.

From B. to Govt.

No. 1. Statement of Demand Collection & Balance.

V This return can be rendered annually instead of Halfyearly as at present.

VI These returns may be united into one as proposed ordered in the case of the reports submitted to Govt. by the Board Vide Order of 13th Novr. 1861, No. 2163.

VII This may be included in the Collectors Jamabandy report as ordered in the case of the Board's report in Cl. II.

List of Returns to be dispensed with.

VIII The Government presume that the Committee allude to the monthly statement furnished by them for transmission to the Secretary of State; this should not be discontinued. The information contained

contained in this Statement need not be published in the District Gazette.

IX This is only a temporary return furnished to Government to enable them to see what progress is made in the work; it should not be discontinued till the Registers of all the Districts have been completed.

X This is an important certificate and should continue to be furnished to the Accountant General in such a manner as will bring it on an omission to furnish it under the particular notice of that officer. This is not a public matter and

No. 3 Report on the Progress of the Village Registers &c.

From the Collector & Dist. Accountant General

No. 4. Certificate of the examination of the Treasury.

No. 5. Prospective estimate of Receipts & Disbursements

No. 6 Regular do do do

No. 7. Comparative do do do

No. 8. Anticipation do do do

From Collectors to Bd of Revs

No. 12. Statement of Demand Collection & Balance.

No. 14. Comparative Statement

need not be published in the District Gazette.

XI The Committee propose to discontinue these returns as they are included in the Revenue Statistics. The Accountant General will be requested to report to the Finance Department if this can be done.

XII This must be continued to be furnished to the Board of Revenue.

XIII It is not clear to what comparative Statement the Committee allude. The Board will ascertain & inform you.

Fees

XIV These need not be published in the Gazette and should continue to be submitted to the Board.

The Government will be glad to receive from the Board of Revenue any further suggestions they may desire to offer on either of the heads. They will in the meanwhile carry out such of the changes as to which they deem no objection is taken.

3. The Board's attention will be called to paras 9 & 10 of the order in the Public Department of 11 Dec 1861 No 1825.

4. The remarks of the Committee in paras 18 to 20 regarding the preparation of a manual for each District, will

No 15. Salt Account Current.
No 16. Cash Certificate.

will receive the Board's careful consideration. The utility of such a manual cannot be questioned and in fact the preparation of such a work for each District has been contemplated for some years. The difficulty however has been to find in each of twenty Districts an Officer who possessing the requisite qualifications has also the necessary leisure. It would be unfair to entrust to any Officer a work of this nature without remunerating him for devoting his leisure time to this work. The Board will suggest what would be a fair remuneration on the detailed arrangement for giving effect to this proposition.

5 The Civil Finance Commission remark in para 11 of their letter to the Government of India dated 10th September 1860 No 63 that they see no possible objection in the Government publishing their Civil lists at considerable expense when printers may be found who would willingly do the work at their own cost, and furnish the Government with a certain number of copies gratis, for the privilege of

Bowen

having their proofs corrected by their servants. The Cost of the Revenue Establishments of this Presidency are now printed for Government by a private Press under contract for three years next on the expiration of that period the Govt will consider if arrangements can be made for printing them without any cost to the State.

R. S.

To Office
Board of Rev. with Rs. Tel. Staff Gaz
Financial Secy Right Circle
Comm. of Cust & Tonj. Asst. Secy
Chief Gen. Off
Supdt Govt Press
Asst Supdt

one Manual prepared in the first instance as a Model. The Board will ascertain whether any Revenue Officer Covenanted or Uncovenanted under the grade of Collector is disposed to undertake the compilation of the model Manual and will submit the names of those who are willing to do so to Government. The Board will draw up a Skeleton Form of the subjects to be treated & prescribe the Tabular statements to be appended to it. The Officer to whom this special duty will be entrusted will not be relieved of his regular duties but the Government will be prepared

44 R 70

3/12/84 ✓

29/11/12 ✓

Pub 7-11-84 ✓

On the Report of the
Committee for simplifying
routine business &c.

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Revenue 1862 Dept.
Rec: of Govt. for March.

No. 591.

Rec: of the Madras Govt.
Dy 17th March 62.

Forwarded with Govt. Order
No. 958 (transf. to Pub. Dept.)

From Bd of Revr Dy
28 Augt 65 & No 243

Furnishing Revenue
Board with copies of Proceed-
ings in Public and Judicial
Departments together with
riginal lists of Revenues to be
etained and disbursed with
in the Revenue Dept for
implifying routine bu
nd abbreviating correspo
ence -

No. 279 at 281.