M.R.O. 14—13,000—27-9-24.

MADRAS RECORD OFFICE.

Government of Madras.

Revenue **DEPARTMENT.**

G.O. No. 1564 Press ~~Mis.~~

263. 264

Dated 25-8-~~19~~ 1862

Not to be folded or roughly handled

Proceedings of the Madras Government, Revenue Department, 25th August 1863.

No. 263. Read the following Proceedings of the Board of Revenue, dated 30th July 1863, No. 4,772:—

Read the following letter from P. GRANT, Esq., Collector of Coimbatore, to W. HUDLESTON, Esq., Secretary to the Board of Revenue, dated 11th July 1863, No. 128.

SIR,

I beg to place before the Board of Revenue the following letter from my Acting Head Assistant Mr. Walker. The suggestions made by him are to my mind so simple in themselves, and at the same time so obviously useful, that I trust they may meet with the approval of those who have the power to order their adoption.

ENCLOSURE-No. 1.

From C. G. WALKER, Esq., Acting Head Assistant Collector of Coimbatore, to P. GRANT, Esq., Collector of Coimbatore, dated 26th June 1863, No. 67.

SIR,

1. I have now been in charge of the District Press for upwards of a year, and have had opportunities of observing points in which I think alterations might be made with advantage to all the District Presses throughout the Presidency, by centralizing the printing of various forms, &c., and to other Departments in the matter of printing as substituted for writing.

2. There occurs to me in the first place the work done for the Account Department. Changes in the form of accounts are constantly being made by the Accountant General, and these have to be produced in the District accounts, which have to be printed, and, in consequence of these alterations, to be re-printed at least yearly.

3. To take a case, the Account Current consists of 72 demi pages. Two copies of this are needed monthly, or 24 copies in the year. To put this in type and print it occupies a very long time, and this operation identical in every respect, has to be performed in every District Press in the Presidency, or 21 times!

4. But before this, the operation is gone through in the Accountant General's Office, who sends down the printed specimen form; hence at 22 Presses the same matter is printed and only 21 copies at each.

5. If the Accountant General printed 24 times 21, instead of 21 copies, and sent 24 to each District, the labour of many weeks would be re-placed by the labour of an hour (less at a Machine Press). I would therefore beg to suggest your proposing that, whenever the Accountant General makes an alteration in an account, instead of sending merely a specimen form, he send the whole number required for the current year for the District. The expense might, if necessarily to be charged District by District, be easily adjusted.

6. Again, the High Court frequently send to the Sessions Judge *one* copy of Proceedings to be communicated to the Magistracy; the Judge copies and sends one written copy to the Magistrate, who writes nine copies and sends round to his subordinates. Why should not the High Court print eleven copies for each District, and thus save hours of copying work?

7. Again Government send down an order to a Collector on a matter of direct interest to all the subordinate Officers in special charge, one original and two spare copies being sent. If these are to be communicated, they are re-copied in the Collector's Office and forwarded. Why should not ten copies be sent in place of three of all orders of general interest, which will necessarily have to be communicated, and thus save the copying by hand of six copies.

8. In the last two instances it may be noted, how much more convenient for use is a printed than a written copy.

9. A large number of instances, to which the same remarks apply, will occur to an Officer of larger experience than my own, and I cannot think that, though in appearance a trifling matter, it is one unworthy of attention in these days when retrenchment is so urgently called for.

Proceedings of the Madras Government, Revenue Department, 25th August 1863.

10. I have the honor, having directed your attention to the matter, to leave it to you for such further action as you may judge advisable.

(True Copy.)

(Signed) P. GRANT, *Collector.*

The Board resolve to communicate the above papers to the Revenue Secretary to Government, the Acting Accountant General, and the Acting Registrar of the High Court on the Appellate side, with the request that the District Presses may be relieved in the manner proposed when the advantage thus gained, will not be more than counterbalanced by the additional burden thrown on the post.

No. 264. ORDER THEREON, 25th August 1863, No. 1,561.

1. The Government observe that the foregoing Proceedings have been communicated by the Board direct to the High Court and the Accountant General. The alterations suggested as to the printing of certain papers in those Departments are certainly very desirable.

2. Paragraph 7 of Mr. Walker's letter will be communicated to the several Departments of the Secretariat, and measures taken to carry into effect the proposal therein made whenever orders are transmitted direct to the Districts.

(True Extract.)

Deputy Secretary to Government.

To the Board of Revenue.
" Public Department.
" Judicial do.
" Marine do.
" Financial do.
" Financial Railway Department.
" Military Department.
" Public Works do.
" Registrar of the High Court Appellate side,
" Accountant General,
} for information.

Exd. S. T. Augustin.

No. 4,772.

PROCEEDINGS OF THE BOARD OF REVENUE, dated 30th July 1863.

Read the following letter from P. GRANT, Esq., Collector of Coimbatore, to W. HUDLESTON, Esq., Secretary to the Board of Revenue, dated 11th July 1863, No. 123:—

I beg to place before the Board of Revenue the following letter from my Acting Head Assistant Mr. Walker. The suggestions made by him are to my mind so simple in themselves, and at the same time so obviously useful, that I trust they may meet with the approval of those who have the power to order their adoption.

ENCLOSURE No. 1.

From C. G. WALKER, Esq., Acting Head Assistant Collector of Coimbatore, to P. GRANT, Esq., Collector of Coimbatore, dated 26th June 1863, No. 67.

1. I have now been in charge of the District Press for upwards of a year, and have had opportunities of observing points in which I think alterations might be made with advantage to all the District Presses throughout the Presidency, by centralizing the printing of various forms, &c., and to other Departments in the matter of printing as substituted for writing.

2. There occurs to me in the first place the work done for the Account Department. Changes in the form of accounts are constantly being made by the Accountant General, and these have to be produced in the District accounts, which have to be printed, and, in consequence of these alterations, to be re-printed at least yearly.

3. To take a case, the Account Current consists of 72 demi pages. Two copies of this are needed monthly, or 24 copies in the year. To put this in type and print it occupies a very long time, and this operation identical in every respect, has to be performed in every District Press in the Presidency, or 21 times!

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6. Again, the High Court frequently send to the Sessions Judge *one* copy of Proceedings to be communicated to the Magistracy; the Judge copies and sends one written copy to the Magistrate, who writes nine copies and sends round to his subordinates. Why should not the High Court print eleven copies for each District, and thus save hours of copying work?

7. Again Government send down an order to a Collector on a matter of direct interest to all the subordinate Officers in special charge, one original and two spare copies being sent. If these are to be communicated, they are re-copied in the Collector's Office and forwarded. Why should not 10 copies be sent in place of three of all orders of general interest, which will necessarily have to be communicated, and thus save the copying by hand of six copies.

8. In the last two instances it may be noted, how much more convenient for use is a printed than a written copy.

9. A large number of instances, to which the same remarks apply, will occur to an Officer of larger experience than my own, and I cannot think that, though in appearance a trifling matter, it is one unworthy of attention in these days when retrenchment is so urgently called for.

10. I have the honor, having directed your attention to the matter, to leave it to you for such further action as you may judge advisable.

(True Copy.)

(Signed) P. GRANT, Collector.

The Board resolve to communicate the above papers to the Revenue Secretary to Government, the Acting Accountant General, and the Acting Registrar of the High Court on the Appellate side, with the request that the District Presses may be relieved in the manner proposed when the advantage thus gained, will not be more than counterbalanced by the additional burden thrown on the post.

(True Copies and Extract.)

W. Dalyell

Sub-Secretary.

To J. D. Sim, Esq., Secretary to Government, R. D.
" to R. W. Lodwick, Esq., Acting Accountant General.
" G. R. Sharpe, Esq., Acting Registrar High Court, Appellate side.
" P. Grant, Esq., Collector of Coimbatore.

Rxd J. Wright.

Dr-1564.

The Govt observe that the foregoing Proceedings have been communicated by the Board direct to the High Court and the Accountant General.

The alterations suggested as to the printing of certain papers in those Departments are certainly very desirable.

Para 7 of Mr. Walker's letter will be communicated to the several Departments of the Secretariat and measures taken to carry into effect the proposal therein made whenever orders are transmitted direct to the Districts.

Fort St. George
25th August 1863

14 Copies Letter Bd of Rev dated 26 Augt
5 Public Cepts
5 Jud. Cepts
5 Marine Do
5 Fin. Do
5 Fin. Railway Do
7 Military Do
21 Public Works Cepts
1 Registrar of the High Court Appellate side
3 Board Cepts

For information

No. 1564-

PROCEEDINGS OF THE BOARD OF REVENUE

Dated 30th July 1863.
Despatched 4th Augt
Received 5th Augt

From Court for Cpts

No. 4,772.

Communicating letter from the Collector of Coimbatore, suggesting certain alterations in the working of the District Presses throughout the Presidency, and requesting that those Presses be relieved in the manner proposed.

Dr-1564-23rd Augt

Write an order

22nd Augt 1863 Rnd