M.R.O. 14—13,000—27-9-24.

MADRAS RECORD OFFICE.

Government of Madras.

Revenue DEPARTMENT.

G.O. No. 2369-2320 Press ~~Mis.~~

309. 3/0

Dated 17—12—~~19~~ 1863

Not to be folded or roughly handled

309. Read the following Proceedings of the Board of Revenue, dated 27th November 1863:—

ad the following letter from R. W. NORFOR, Esq., Superintendent of Stamps, to W. HUDLESTON, Esq., Secretary to the Board of Revenue, dated Madras, 14th November 1863, No. 751 of Fusly 1273.

SIR,

1. I have the honor in compliance with the Orders of the Board of Revenue, dated 28th ober 1863, to state the precautions observed in this Office for the security of the water-marked tionery, its stamping, and the care of it when stamped, until its final issue, also the measures en for the security of the dies.

Care of the Water-marked Paper.

2. In consequence of the very limited accommodation in the General Stamp Office, the safe position of the building, and the necessity for stowing any cases that are brought in in e working rooms, the cased water-marked Stationery is only received at the Office in small antities. It has been kept at the Arsenal, but as no space is now available there, the last voice is therefore stowed in a room that has been lent in the Commissariat Timber Yard, where has the security of a Guard at the Yard Gate, adjoining which the room is. The Superin-ndent's lock is on the door of the room. This arrangement is temporary, pending the erection the building for a New Stamp Office, for which a site has been selected.

3. On receipt of Invoice, the cased Stationery is entered in the Stock Account subject to duction or addition after examination of cases. No case is opened except upon the authority of e Superintendent, and immediately it is so, its contents in reams are verified, and the contents each ream are ascertained sheet by sheet, the sheets are folded into three on the water lines, d re-packed in ream bundles ready for stamping. This is done in the presence of a Deputy ccountant, a man of known good character, who has been detached for this purpose; he keeps e Stationery Stock Book, and an Account of the out-turn of each ream, writing into the tock Account at intervals, under the orders of the Superintendent, the excess or deficiency und in counting.

4. The folded paper passes into the Stationery Store room for opened paper, which is nder the key of the Superintendent, who receives and re-issues the paper in person. It is from nce issued to the Mint that it may receive the value stamp, which is there impressed; a Stamp ffice Counter accompanies the paper and counts it in at the Mint. The paper is conveyed in a cked Tumbril, one key of the Padlock of which is at the Mint, and the other at the Stamp Office charge of the Assistant. The issue of the paper from the Stationery Room, is at once entered the Stationery Stock Account, to which the initials of the Superintendent are affixed.

5. From the Mint the paper which has received the value Stamp and has now become ngle stamped paper is returned in a locked Tumbril to the Stamp Office, accompanied by a Mint ounter who delivers the bundles into the Single Stamped Store, where they are at once locked to almirahs by the Assistant, and, he supervising, are counted by the Single Stamp Store-keeper, ade up in bundles of 1,000 rolls, and afterwards again secured in the almirahs which have locks, d outer Iron Cross bars with Padlocks; the quantities being entered in the Single Stamp tock Book after the correctness has been verified, and the Indents counter-signed by the uperintendent as a receipt to the Mint Master. This book receives the initials of the Superin-ndent to each entry. The keys of the almirahs are kept by the Assistant.

6. When Indents from the Districts are received the issue of the Single Stamps is made in e presence of the Assistant, by the Store-keeper, agreeably to the system laid down in e Honorable Mr. Ellis' report, dated 16th May 1862, No. 1,180, an extract of which is closed. The issue is entered in the Single Stamp Stock Book, and the balance of this book from time to time verified by counting the Stock by the Assistant or Superintendent.

7. When the Single Stamps have passed into the Stamping room they are entered by the lerk in charge in the Stamping Register, and receive the Stamp Office Counter Stamp, which ves them currency: every care is given to remove the complete Stamps from the Stamping room ickly, and immediately a bundle is stamped and counted, it is transferred to the Double Stamp om which adjoins. Each entry in the Stamping Register receives the initials of the Superin-ndent after examination.

8. The perfect paper, having been received into the Double Stamp Store room is at once unted and entered by the Double Stamp Store-keeper in the Double Stamp Stock Book, values 5 Rupees and upwards being counted by the Assistant, and the Stamps made up in parcels of

1,000 rolls, papered, tied with tape, and sealed with the Superintendent's Seal. As a quantity sufficient to fill a box or bale, as the case may be, has been made into parcels, it is packed with every precaution for security, and is ready for issue. When the Indent is complete the issue is entered in the Double Stamp Stock Book, and the packages despatched. No Stock of Double Stamps is kept except those stamped and packing for immediate despach. Any Double Stamps in the Office unpacked are locked up under the key of the Superintendent. The Double Stamp Stock Book receives at every entry the initials of the Superintendent.

9. The above details apply to the Judicial papers; the water-marked Bill Paper up to the time of issue to the Stamp Office Stamping room, remains in the immediate care of the Superintendent, it passes afterwards through the usual routine of Stamping and despatch.

10. In the details given the visits of the Superintendent and Assistant to the different Departments of work have not been adverted to, but all are visited and strictly over-looked. A new building, to be constructed as a Stamp Office, will in its arrangement give increased facilities for this supervision.

Responsibility of the Officers of the General Stamp Office.

11. The Superintendent is held responsible to Government for the General Office Stock, and for the correct working of the Department in every branch.

12. The Assistant is responsible for the custody and issue of Single Stamps, for the counting of Double Stamps from 5 Rupees and upwards, also for the despatch of Adhesive Stamps, Bills of Exchange, and Postage Stamps, all of which are counted and packed in his presence, likewise for the correctness of the Stock Books, Registers, and other accounts kept in, and furnished by the Office. Also for the correct sealing and examination of Stamps impressed on private documents for legal, commercial, and other purposes.

13. The Stamping Clerk is responsible for the correct impressing of the Stamp Office Counter-stamp and for the correct delivery of double Stamps, in accordance with the single Stamp Warrant for issue; no Double Stamps are retained in the Stamping room.

14. The Double Stamp Store-keeper is responsible for the perfect Stamps as they come to him from the Stamping room, until despatched or delivered to the Superintendent.

Means of enforcing the responsibilities.

15. The Superintendent has lodged with Government a sum of Rupees 20,000* as his security fixed by Government on his assuming charge of his Office.

* Government Promissory Notes.

16. The Assistant has given security amounting to Rupees 3,000; he has above twenty five years' service under Government with an uniform good character.

17. The Single Stamp Store-keeper has not been required to lodge any security; his pay is 60 Rupees.

18. The Stamper has not been required to lodge any security; his pay is 45 Rupees; he has twenty-eight years' service with a uniform good character.

19. The Double Stamp Store-keeper has lodged a Government Promissory Note for Rupees 1,000; he has ten years' service with an uniform good character.

20. The Clerk, who supervises the counting, and who is the Stationery Store-keeper, is not provided for in the Establishment; but the duty has been assigned him by the Superintendent, for the security of the water-marked stock. It is a very necessary duty, and when the Office has its full stock, will be particularly necessary; the man's pay is 25 Rupees, and is inadequate to the importance of his services.

21. It will be observed that the two most responsible Officers in the Department, under the Superintendent are the Assistant, and the Double Stamp Store-keeper.

22. The Assistant receives 200 Rupees monthly. This salary is manifestly inadequate to the responsible duties entrusted to him in the various Departments of the Office; he occupies a position of much trust, and has also duties in the Postal Department which involve responsibility; considering also his good service of twenty-five years, I would respectfully suggest that 300 Rupees would be a moderate pay for his post.

23. The Double Stamp Store-keeper receives the small salary of 30 Rupees; he is a very deserving trustworthy man, and considering the confidence that to a great extent is reposed in him, an increase of 20 Rupees to his salary would be well bestowed.

Proceedings of the Madras Government, Revenue Department,
17th December 1863.

Custody of the Dies.

24. The Stamp Office Counter-stamp Dies for Judicial papers and Bills of Exchange are, as respects those in use, in the custody of the Assistant: the spare dies are under the key of the Superintendent.

25. In the stamping of mercantile, legal, and other private documents, the value Stamp, as in the case of Judicial papers, is given at the Mint. The documents on return from the Mint, with the exception of Bills of Exchange, Promissory notes, Cheques or other orders for money, after examination by the Assistant, receive the office seal with the date of year, month, and day; this seal is in the custody of the Assistant, and is used only in his presence.

26. It is satisfactory, in conclusion to state, that, since commencing the issue of the water-marked paper, the system observed in the counting, stamping, packing, and despatch has worked so well that no deficiency or surplus has been found in any of the considerable consignments made to the Districts.

Ordered to be submitted to Government with reference to their Proceedings dated 26th October 1863, No. 1,925, Revenue Department, paragraph 2.

No. 310. ORDER THEREON, 17th December 1863, No. 2,319.

1. These Proceedings with the letter from the Superintendent of Stamps will be forwarded to the Government of India, with reference to paragraphs 3 to 5 of their letter dated 9th September 1863, No. 4,411.

2. With reference to paragraph 24 the Government consider that the Superintendent should himself keep all the dies, giving out daily those required for use. The subject of paragraphs 22 and 23 should be separately submitted with the requisite Tabular Statement, through the Board of Revenue, who will state their opinion of the proposition.

(True Extract.)

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

To the Board of Revenue.

Exd. T. Dunn.

REVENUE DEPARTMENT.
FORT SAINT GEORGE,
17*th December* 1863.

No. 2,320.

No. 311.

From

J. D. SIM, Esq.,
Secretary to the Government of Fort Saint George,

To

The Secretary to the Government of India, Financial Department.

SIR,

1. I am directed to forward, for submission to the Government of India, the accompanying Proceedings* of the Board of Revenue, giving cover to a letter from the Superintendent of Stamps, furnishing information on the points indicated in paragraphs 3 to 5 of your letter 9th September 1863, No. 4,411.

* Dated 27th November with Proceedings of Government, 17th December 1863, No. 2,319.

2. Adverting to paragraph 2 of the Superintendent's letter, I am directed to state that arrangements have been made for the early construction of a suitable Office for the Stamp Department; and with reference to paragraph 24, I am to add that the Superintendent has been directed to keep all the dies in his own custody, giving out daily those required for use.

I have the honor to be,
Sir,
Your most obedient servant,

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

Exd. S. T. Augustin.

No. 2320

Rd.

1 copies Despd 18 Decr

To

The Secretary to the Govt of India
Financial Dept

Sir,

I am directed to forward, for submission to the Govt of India, the accompanying Proceedings of the Board of Revenue, giving cover to a letter from the Superintendent of Stamps, furnishing information on the points indicated in paras 3 to 5 of your letter of September 1863 No. 4411.

dated 27 Novr with
Pro of Govt 17 Decr 1863 No. 2319.

2. Adverting to para 2 of the Superintendent's letter, I am directed to state that arrangements have been made for the early construction of a suitable office for the Stamp Dept, and with reference to para 24, I am to add that the Superintendent has been directed to keep ~~the~~ all the dies

in

Pro 26 Octr/63 No. 2573 / 2574

Revenue
Sepr Govt Dept
No. 2891.
Proceedings of the Board of Revenue

Dated 27th Novr 1863.
Recd 30th
E.1.02

Ne

Recommendation ... No. 423

Submitting to Govt a letter from the Supdt of Stamps reporting on the precautions observed in respect to the custody of the Watermarked Paper & its stamping &c.

No. 2319, 17 Decr
With another

Copy with the Pro & the Encl. sent to the Govt of India
17 Decr/63
No. 2319 & 2320.

14 copies to the Bd. of Revenue Dept. 19 Decr with an Encl.
7 ... Govt of India

No. 2319.

These Proceedings with the letter from the Superintendent of Stamps will be forwarded to the Govt of India with reference to paras 3 to 5 of their letter dated 9th September 1863 No. 4411.

With reference to para 24 the Govt consider that the Superintt should himself keep all the dies, giving out daily those required for use. The subject of paras 22-23 should be separately submitted with the requisite Tabular Statement through the Board of Revenue who will state their opinion of the proposals

Fort St. George
17th Decr/63

S.H.

in his own custody, giving out daily those required for use.

I D S

Fort Wm. Geo. &
17th October 63

Revenue 1863 Deptt.
Proc: of Govt for Decr.

No. 2320.

To
The Secretary to the
Govt of India.
Financial Deptt.
Dt 17th Decr. 63.

Memo from Govt of Sudan
No. 4th Feby 64 No 423.

Forwarding 2 Proceedings of the Board of Revl furnishing certain information regarding Water marked paper -

No. 311.

From Govt of Sudan
13 April 64 No 1274