M.R.O. 14—13,000—27-9-24.

MADRAS RECORD OFFICE.

Government of Madras.

Revenue DEPARTMENT.

G.O. No. 293 Press Mis.

Rep Mcy

Dated 10 - 2 - 19 1863

Not to be folded or roughly handled

apart. The diminution in the number and simplification of the books and forms of account to be kept in Post Offices in future (as indicated in the Circular letter marginally noted) coupled with the small quantity and inexpensive quality of furniture required for small Post Offices, renders it unnecessary to have a better description of building for small Post Offices in the interior of Districts (where the agency of the Public Works Department is not available for construction or repair) than is available in any town or village, provided the objects pointed out in Circular No. 3 of the 6th May 1862, be kept in view and secured as far as possible.

No. 59A of the 15th August 1862.

21. I am now engaged in drafting rules for the guidance of Inspecting Post Masters, Post Masters, Sub-Inspectors, Sub-Deputy Post Masters and Clerks or Peons in charge of Receiving Houses in connection with the amalgamation of the District with the General Post. They will be full and clear so that there will be no chance of misapprehension or confusion in carrying the plan that I have sketched into effect with ease and success.

22. I do not apprehend that much extra correspondence or work will devolve on the Post Master General by the proposed amalgamation, provided the plan or arrangements be carefully and judiciously carried out by the Inspectors, Sub-Inspectors and Post Masters under the directions of the Post Master General. The addition of two Clerks to the Post Master General's Office as indicated in my letter No. 478 of the 22nd March 1862, will, I think, be sufficient to meet the extra work that will result.

Circular No. 1,870.

Copy forwarded to the Secretary to the Government of Madras for information.

Camp Nyne Tal,
The 30th September 1862.

(Signed.) G. PATON,
Director General of the Post Office of India.

No. 144.

ORDER THEREON, 10th February 1863, No. 293.

Ordered to be recorded.

(Signed.) C. G. MASTER,
Deputy Secretary to Government.

my letter No. 478 of the 22nd March 1862 will, I think, be sufficient to meet the extra work that will result.—

I am &c.

A. J. G. Balon

Director General of the Post

Office of India

Simla 1870

Copy forwarded to the Secretary to the Govt

Madras for information.—

Camp Mysore }
the 30 September } 1862

G. Patton

Director General of the

Post

be necessary for the Inspecting Post Master to inspect any of the Offices or road Establishments of the District Post.

11. The Post Office at the head quarters of each District will, on the amalgamation taking effect, become a disbursing Office, and in future all disbursing Offices will be styled "Head Offices" and all other Offices, "Sub-Offices." You have already been informed that in order to mark the superior position of the officials in charge of disbursing Offices they are styled Post Masters, and the officials who have to submit their accounts to them in view to be embodied in the cash accounts of their offices, are styled Deputy Post Masters.

12. As the Sub-Inspectors will have charge of the small Offices in the interior of the Districts it will become necessary to make a distinction between the officials in charge of them, and those in charge of small Offices of the General Post. The highest salary drawn by any of the former will probably not exceed 15 Rupees per mensem. It will therefore be ruled that the officials in charge of Post Offices drawing a salary under Rupees 20 will be styled Sub-Depu Post Masters, and those in charge of Offices (not head or disbursing Offices) the salary of is Rupees 20 or upwards will be styled Deputy Post Masters. It may therefore be conve to place some of the small Offices of the General Post in the interior of districts, the sal the official in charge of which is under Rupees 20 under the Sub-Inspector.

13. You will thus observe that the duty devolving upon the Sub-Inspector will n such as to require a man of high attainments for its performance. The records of the D Offices will generally be kept in the vernacular. The Chelans however must be kept in E in all Offices. The Sub-Inspectors must have sufficient knowledge of English to be a check the Chelans kept in English. All his correspondence will be in vernacular.

14. Under these circumstances it seems to me that there can be no difficulty in obta the services of trustworthy and intelligent Natives possessing the above qualifications Rupees 40 or 50 per mensem. In the event of there being any special circumstances w indicate the necessity for a higher rate of salary for the Sub-Inspector, they will of co have to be specially considered.

15. As the Post Office at the head quarters of each District will become ar account it will, in order to ensure efficiency on the part of the Post Masters, be raise the salary to Rupees 75, and in consideration of the work connected with the D to have a Clerk on Rupees 15 or 20 where there may now be only a Deputy Post Mast

16. By the recent re-organization of the Police throughout India it seems no lon cable to obtain the assistance of that agency in managing the District Post with any degre satisfaction. The Inspector General of Police in the North-Western Provinces has reported Government that the work of the District Post is incompatible with the duty of his Police, a earnestly begged that they may be speedily relieved of any connection with the Post Offi I observe that it is very difficult now to have letters delivered through the District Post, a that letters bearing postage are in consequence increasing in number. It is therefore obvio that amalgamation should not be delayed longer than possible.

17. The working of the Post Office has been much simplified by the late arrangements f sorting letters, and the great increase in the number of sorting offices together with the reducti in the number and simplification of books in use, so that the same degree of intelligence a acquirement, especially as regards English, is not now as formerly, so essentially necessary small offices. Without the realization of the above improvements in the working of the Po Office throughout India it would, I apprehend, be difficult to effect the amalgamation of th District with the General Post without great increase of expense and the risk of confusion. seems to me that the measure will now be a matter of easy accomplishment.

18. I have to point out to you that so soon as the amalgamation is effected it will practicable to reduce the scale of pay now given to a large number of officials in charge of sma Post Offices. It will also I think be practicable to effect reductions in not a few of the roa establishments, and thus a considerable amount of the increase of expense attending the amal gamation may be met. I rely on your carefully considering the reductions that may be practi cable so that there may be no delay in giving effect to them.

19. I have to point out that it will be necessary to have a substantial and commodious building for the Post Office, combining a residence for the Post Master, at the head quarters of each District, and as the important records of the small Offices in the interior will be deposited there, it should be constructed of materials not liable to be destroyed by fire.

20. At paragraph 12 of the Circular letter marginally* noted I requested you to estimate the cost of building District Post Office, but on reconsideration I am of opinion that it will be better as a rule, to rent accommodation including a residence for the Sub-Deputy Post Master, otherwise much trouble and correspondence would devolve on the Post Master General in connection with estimates, repairs, &c. For the Office a room measuring about 9×9 should be set

* No. 478 of 22nd March 1862.

Proceedings of the Madras Government, Revenue Department,
10th February 1863.

No. 143. Read the following Endorsement of the Director General of the Post Office of India, dated Camp Nyne Tal, 30th September 1862, Circular, No. 1,870:—

Read the following letter from G. PATON, Esq., Director General of the Post Office of India, to the Post Master General, Madras, dated Camp Nyne Tal, 29th September 1862, No. 1,860:—

SIR,

1. I have the honor to acknowledge the receipt of your letter No. 125 of the 6th instant, and in reply to state as follows.

2. To enable me to ascertain the particulars of the scheme proposed by the Madras Government for the re-organization of the District Post, I shall feel obliged by your obtaining a copy of the Tabular Statement that may be drawn up and submitting it with your remarks thereon.

3. With regard to your proposal for the appointment of Sub-Inspectors on a higher rate alary than I have indicated, I have to observe that you appear to have misunderstood the ire and extent of the duty that will devolve on them. It is not intended that they should cise any control over the subordinate Offices of the *General* Post Office, their sphere of action be confined to the District in which they are employed, that is to say they will distribute pay of the District Office and road Establishment, and in conjunction with the Post Master he head quarters of the District will manage the above establishment under the general rvision and control of the Inspecting Post Master of the Division.

4. The accounts ~~and~~ returns of the District Post Offices, and also the acquittance rolls of establishments, drawn up by the Sub-Inspector, will be rendered to and checked by the t Master at the head quarters of the District, so that if the several officials be properly ned or qualified for the duty entrusted to them, and the supervision exercised by the pecting Post Master be sufficiently vigorous, there will be no reasonable grounds for appre- sion of irregularities without the certainty of their being instantly detected and recurrence

Moreover, as almost all the correspondence to and from, the District Post Offices will gh the Office at the head quarters of the District, the Post Master in charge thereof mple means of checking any irregularities that might creep into the working of small he interior, more especially as the important portion of the records will be deposited ~~once monthly,~~ and undergo a close scrutiny by the Inspecting Post Master of the Division.

6. The Inspecting Post Master will have it in his power to communicate with the District ffices not only at the head quarters, but also in the interior of each District, in order to certain whether the arrangements give satisfaction, and that the Sub-Inspector as well as the veral officials in charge of Post Offices command the confidence of the public.

7. If the Inspecting Post Masters fail to select properly qualified officials for the manage- ent of the District Post arrangements, and to have them thoroughly trained before placing em in charge, or neglect to exercise proper supervision or control, not only over them, but also er the Post Master at the head quarters of the District, there will of course be irregularities.

8. The successful working of the plan proposed by me for amalgamating the District with he General Post will chiefly depend on the efficiency of the Post Masters at the head quarters f Districts, inasmuch as, if not qualified not only to manage their own Offices satisfactorily, but lso to assist the Inspecting Post Masters in supervising and controlling the Offices and road Establishments in the interior of the District, there would be risk of the Inspecting Post Master eing overwhelmed with endless references or correspondences. I am satisfied that, if the Post laster at the head quarters of the District be thoroughly efficient, it will be an easy matter r him in conjunction with the Sub-Inspector to exercise such supervision as will prevent regularities in the road or office Establishment in the interior, so that it would seldom be ecessary for him to make a reference to the Inspecting Post Master of the Division or to the Post Master General.

9. It will therefore obviously be the duty of the Inspecting Post Master to satisfy himself of the qualifications of the several Post Masters in charge of Offices at the head quarters of Districts, and to bring to the notice of the Post Master General those who may be inefficient so that they may be superseded so soon as convenient or transferred to the charge of offices of inferior responsibility or emolument. Care should be taken that trained officials are retained in the Department, and that they are placed in charge of duty for which they are qualified. The defect of the Department, heretofore, has been the laxity of administration and absence of vigorous supervision and control, not only by Inspecting Post Masters, but also generally by Post Masters General, whereby officials have been permitted to hold charge of Offices who by education, training, habits, conduct or otherwise, are disqualified.

10. The Inspecting Post Masters will continue to inspect all Offices and road Establishments as heretofore, but if the Post Master in charge of the Post Offices at the head quarters of each District, and also the Sub-Inspector be thoroughly efficient, it will seldom happen that it will