M.R.O. 14—18,000—27-6-24.

MADRAS RECORD OFFICE.

Government of Madras.

Revenue **DEPARTMENT.**

G.O. No. 524 Press ~~Mis.~~

22.23

Dated 1-4- ~~19~~ 1864

Not to be folded or roughly handled

No. 22. Read the following letter from R. A. DALYELL, Esq., Sub-Secretary to the Board of Revenue, to J. D. SIM, Esq., Secretary to Government, Revenue Department, dated Madras, 17th March 1864, No. 1,653 :—

SIR,

1. In accordance with the Order of Government, No. 1,514, dated 17th August 1863, I am directed by the Board of Revenue to submit for the approval of Government, a draft of Revised Rules for the grant of copies of official papers to private parties.

2. Government will perceive that, the modifications sanctioned by them from time to time as occasion required, to the original Rules sanctioned in Government Order, No. 2,118, dated 30th September 1862, are all embodied in the draft now submitted.

REVISED RULES.

I. The following Rules relating to the furnishing of copies of official documents to private persons, shall not be held to apply to sentences, orders, and proceedings in Magisterial and Revenue cases, copies of which it may be necessary to grant free of charge, in accordance with any existing Law or Regulation, to parties entitled to receive them.

NEW RULE.
Vide Government Order, 2nd December 1862, No. 2,526.
Do. 12th ,, 2,595.
Do. 24th January 1863, ,, 155.

II. The Public Officers who are authorized to furnish authenticated copies of documents subject to these Rules, are Collectors or Magistrates, Sub-Collectors, Head Assistant Collectors, Deputy or Assistant Collectors in special charge and Tahsildars ; but in the case of those Officers who are subordinate to the Collector it is necessary that, the Collector's permission should be first obtained, before any further steps are taken for granting a copy.

NEW RULE.
Vide Government Order, 17th August 1863, No. 1,524.

III. Persons requiring authenticated copies of public documents subject to these rules should, in the first instance, make an application in writing to that officer in whose office the record is deposited, who will either forward the application to the Collector with his remarks ; or will reject the same by Endorsement. When the record is in the Collector's own office, they should apply for the same to the Collector or Magistrate in writing *through the post or otherwise, either directly or through any of his Assistants or Tahsildars.*

The words in Italics in these rules are newly added.
Vide paragraph 3, Government Order, No. 155, dated 24th January 1863.

IV. The Collector or Magistrate is solely responsible for the grant of copies of documents on his District records, so that it remains with him to determine, in the case of every application for a copy, whether the document is of such a nature that a copy of it may be granted without injury to the public interests or breach of confidence.

V. If the Collector or Magistrate is satisfied that no objection exists to the granting of a copy, he shall, *in the event of the document being only a District Record,* endorse the application to the effect that the Deputy Collector in charge of his Treasury *or any of the other officers specified in Rule II above, as the case may require,* will furnish the required copy on the applicants, producing the necessary stamped paper ; *but should the document in question be a communication from the Board, or from Government, the Collector or Magistrate shall, in the first instance, obtain its permission to comply with the application.*

Vide Government Order, No. 6, dated 6th January 1863.
Standing Circular, 13th January 1863.

VI. If the Collector or Magistrate considers the granting of a copy objectionable, he shall reject the application by endorsement, stating briefly his reasons for the same. The applicant may, if so disposed, appeal to the Board of Revenue submitting with his appeal the Endorsement of the Collector.

VII. The Deputy Collector in charge of the Treasury is responsible for the accuracy and legibility of the copies granted *directly from the Collector's Office*, and for their being speedily furnished; and shall *countersign* every *such* copy save those *of them which he may be specially authorized by the Collector to attest by his own signature.*

Vide paragraph 2 Government Order No. 155, dated 26th January 1863.

VIII. All copies *of documents subject to these Rules* required by private parties are not to be made by the Regular establishments, but by duly qualified and trustworthy registered Copyists, who are to be selected from among passed candidates when such may offer themselves, and who shall be attached to the office of each of the officers who, under these rules, are authorized to grant copies of documents.

IX. The power to appoint or remove Copyists *in the Collector's or Magistrate's office* is vested in the Deputy Collector in charge of the Treasury, and in the Head of the office in other cases, subject to the general control of the Collector.

X. All copies in *the Collector's or Magistrate's Office* are to be made under the direct superintendence of the Treasury Deputy Collector.

XI. The Sub-Collector and other subordinate officers mentioned in Rule II above, are permitted to give authenticated copies of documents on their records, only where the documents relate to that portion of the District which is under their immediate charge, and the permission of the Collector to grant a copy of the document in question has been first obtained.

NEW RULE.
Vide Miscellaneous Circular, No. LXXIV, dated 28th August 1863.

XII. The subordinate offices from which copies may be issued under these rules shall be governed by the same rules for securing correct and well executed copies as the Collector's office. In the Sub-Collector's and the Tahsildar's offices, the duties and responsibilities assigned under these rules to the Treasury Deputy Collector shall be performed and assumed by the Sub-division and the Talook Sheristadars respectively. In the Head Assistant and the Deputy Collector's offices, the Head of the Department shall himself undertake these duties and responsibilities, except that in the case of Vernacular documents the Head Assistant shall be at liberty to require his Head Clerk to certify to the correctness of the copy.

NEW RULE.
Vide paragraph 4, Miscellaneous Circular, No. LXXIV, dated 28th August 1863.

XIII. The copies will be so written as to contain about two hundred and forty words in a page, and will be charged for according to that average; but care must be taken that the copies are well and legibly written.

XIV. All applications for copies will be registered by the Treasury Deputy Collector, or other Superintending officer, and will be attended to strictly according to their order of presentation.

XV. No copy is to be delivered to the party applying for it until the regulated charge shall have been paid.

XVI. The charge for authenticated copies will be 2½ Annas for every page if in English, and 2 Annas if in the Vernacular, over and above the value of the Stamp. Of this charge half an Anna per page will be the Examiner's fee; the remainder will go to the Copyist.

XVII. Parties applying for copies of papers will not be allowed to hold any communication with the Copyists, who will be required to do their business in the office and be strictly prohibited from removing any record therefrom.

XVIII. All copies before being attested will be examined by such officers as the Collectors *and their subordinates mentioned in Rule II above*, may appoint *in their offices respectively*, and if found correct, will be signed by the Examiners in one corner in token of having so examined the paper. The Copyist also will sign his name immediately below the signature of the Examiner.

XIX. If it be discovered that any Copyist has been guilty of negligence in making inaccurate copies, he will be liable to be punished by having such copies re-written at his expense by another Copyist, and by having to re-place the stampt paper spoilt.

Proceedings of the Madras Government, Revenue Department,
1st April 1864.

XX. Payments are to be received by the Deputy Collector in charge of the Treasury, *or other Superintending officer*, who will enter the same in a Register to be kept by him in the following form:—

Applicant's name.	Description of the record.	Date of application.	Date of delivery.	Number of pages.	Fee charged.	(Copyist's and Examiner's receipts.
					Rs. A. P.	

XXI. A Memorandum shall be transmitted, for the information of the Collector, every month, from each subordinate office to the Deputy Collector in charge of the Treasury, showing the number of applications for copies received; the number complied with; the number refused; the number given; the amount of fees collected; and the sums paid to Copyists and Examiners; the names of Copyists and Examiners employed; and whether they are passed candidates.

NEW RULE.
Vide paragraph 4 Miscellaneous Circular, No. LXXIV, dated 28th August 1863.

XXII. No separate account will be kept; but every sum immediately on its receipt is to be then and there paid by the Deputy Collector to the Copyist and Examiner, whose signatures will be taken in the Register as an acknowledgment that they have been paid. The Register will be submitted to the Collector for examination at the close of each week.

XXIII. Each Copyist will provide his own ink and pens; and no deduction will therefore be made from the earnings of the Copyist for that or any other purpose whatsoever.

XXIV. The copies forwarded to parties by post, in compliance with applications received through the same channel, shall not be franked as on the Public service. They shall be forwarded bearing postage, unless the applicants have made arrangements to avoid the charge.

NEW RULE.
Vide paragraph 3, Government Order, No. 155, dated 26th January 1863.

XXV. In the event of a Collector or Magistrate being directed by any Court to grant a copy of a document, and seeing objections to such grant, he will depute a proper officer to attend the Court with the document, and to state the Collector's or Magistrate's reasons for objecting to grant an authenticated copy thereof; and it will be for the Judge to determine whether an authenticated copy shall or shall not be furnished.

Circular Order of the Sudder Udalut, dated 17th June 1824, and Sections 21, 23, Act II of 1858.

No. 23. ORDER THEREON, 1st April 1864, No. 544.

The revised rules are approved. They will supersede all previous rules on the same subject.

(True Extract.)

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

To the Board of Revenue.

Exd. S. T. Augustin.

No. 1,653.

From B. A. DALYELL, Esq., Sub-Secretary to the Board of Revenue;
To J. D. SIM, Esq., Secretary to Government, Revenue Department.

Sir,

In accordance with the Order of Government, No. 1,514, dated 17th August 1863, I am directed by the Board of Revenue to submit for the approval of Government, a draft of Revised Rules for the grant of copies of official papers to private parties.

2. Government will perceive that, the modifications sanctioned by them from time to time as occasion required, to the original Rules sanctioned in Government Order, No. 2,118, dated 30th September 1862, are all embodied in the draft now submitted.

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

B. A. Dalyell
Sub-Secretary.

Revenue Board Office,
Madras,
17th March 1864.

Exd. R. H. Lee.

Rec'd 17th Augt 63 P 162-163
30 Letters 62-539-540

20-7-757
8-4-711

Rev. 1864. Department.
Rec'd of Rev. for April

No. 747.

From the Sub-Secretary to the Board of Rev.
To the Secretary to Government, R. D.

Dated 17th March 1864.

Desp 2 Encs
Rec'd 22nd —

Entd. 6 Encs 88 folios
2 Encs copied
Stamped papers

No. 1,653.

Ch. 524 - 14th April

Submitting for approval a draft of Revised Rules for the grant of copies of official papers to private parties.

William Arden

No. 5 Letter.

The revised rules are approved — They will supersede all previous rules on the same subject. —

I. D. L.

Fort St. George
1st April 1864

16 Copies Letter Rec'd of Revd Depart. 2 April.

Editor's Table

No. 22 & 28.

C 23 Grant 54 Rec