

MADRAS RECORD OFFICE.

Government of Madras.

Revenue DEPARTMENT.

G.O. No.	2535	Press
		Mis.
332 - 333		
Dated	18. 10. 1865.	

Not to be folded or roughly handled

*Proceedings of the Madras Government, Revenue Department,
18th October 1865.*

No. 332. Read again letter from the Officiating Conservator of Forests, dated 18th September 1865, No. 1,424, and recorded in Proceedings of Government, 2nd October 1865, No. 2,376.

Read also the following letter from the Accountant General to the Government of Madras, to the Acting Secretary to Government, Revenue Department, dated Fort Saint George, 6th October 1865, No. 116 :—

1. With reference to the Proceedings of Government in the Revenue Department, No. 2,376, dated the 2nd instant, I have the honor to state that the proposed increase of Rupees 20 per month, to the Establishment of the Conservator of Forests, may be met from General Savings in the Budget grant for the current year under "5 Forests," subject to the confirmation of the Government of India, to be obtained in the usual Monthly Statement of Fresh charges.

2. The three enclosures, which accompanied the above Proceedings, are herewith returned.

No. 333. ORDER THEREON, 18th October 1865, No. 2,535.

Forests, No. 11.

1. The first of the letters above recorded is in reply to the Order of Government, dated 18th September 1865, No. 2,142, requesting the Acting Conservator of Forests to submit the usual Tabular Statement for the Record-keeper required for his Office, and to report what records it has been the practice of his Department hitherto to preserve, and what he considers it really necessary to retain.

2. Captain Beddome furnishes a list of twenty-six Returns, of which he considers thirteen should be preserved. Four are sent to the Board of Revenue, one is returned to the Range Officers, and the remaining eight, he adds, can be destroyed after a time. This distribution does not appear to Government to have been correctly made, and that Officer will be called upon to explain if the following nine of the thirteen Returns proposed to be preserved cannot also be destroyed :—

III. Detailed Account Particulars of the Contingent Bills submitted for audit. } There can be no practical use for this return after the accounts of the year have been finally passed by the Board of Revenue.

VII. Monthly Statement of timber felled in the forests and the stock in hand.

VIII. Monthly Statement of wood sold in the forests.

X. Monthly Progress Report of work carried on in the forests.

XI. List of cheques drawn by each Officer (apparently on the Revenue treasuries).

XII. Quarterly estimate of funds required for carrying on the forest operations.

XIII. Half-yearly return of implements in store.

Cannot be required after the annual accounts of each forest are settled.

This is certainly useless after the official year.

May be destroyed after two years.

for audit.

the accounts of the year have been

Proceedings of the Madras Government, Revenue Department,
18th October 1865.

XIV. An Indent for stationery required for each of the Assistant Conservators. } This will also not be required after the year to which it relates.

XXI. Annual Budget estimate of Receipts and of Fixed and contingent charges. } This can be destroyed after two years.

* Nos. XX, XXII, XXIV, and XXVI. Only four* of the thirteen Returns need be kept.

3. The monthly Pay Abstracts, which Captain Beddome proposes to destroy, should, the Government think, be preserved, unless the annual list of Establishments furnished to the Accountant General, and copies of which should be kept, contains the particulars to be given in applications for pensions.

4. Captain Beddome's letter does not shew what arrangements have been made to classify the correspondence of the Office, and to preserve only the really useful portion of it. He will now be requested to report on the subject.

(True Extract.)

(Signed) W. HUDLESTON,
Acting Secretary to Government.

To the Officiating Conservator of Forests.
,, the Accountant General.
,, the Board of Revenue.

Exd. S. T. Augustin.

C 2818 2652

Memorandum:-

On Captain Beddome's first application for the Record-keepers dated 24th August 1865, No. 1381, the Honorable Mr. Phillips remarked that "Before allowing the permanent employment of the Moochi and Record-keepers" he would require that officer to ascertain and report what records are preserved and what he considers it absolutely necessary to preserve:-

Captain Beddome furnished a list of 26 Returns of which he considers 13 should be preserved. - Four are sent to the Board of Revenue, one is returned to the Range officers and the remaining 8, he adds, can be destroyed after a time. - This distribution does not appear to have been correctly made. - The following nine of the 13 proposed to be preserved can also be destroyed:-

III. Detailed Account of Particulars of the contingent bills submitted for audit. } There can be no practical use for this return after the accounts of the year have been passed by the Board of Revenue.

VII. Monthly statement of
timber felled in the
forests and the stock
in hand.

VIII. Monthly statement of
wood sold in the forests.

X. Monthly Progress Report
of work carried on in the
forests.

XI. List of cheques drawn
by each officer (appa-
rently on the Revenue
Treasury).

XII. Quarterly estimate of
funds required for
carrying on the forest
operations.

XIII. Half yearly return of
implements in store.

XIV. An indent for station-
ery required for each
of the Assistant Con-
servators.

XXI. Annual Budget esti-
mate of Receipts and
of fixed and contin-
gent charges.

Cannot be
required
after the
annual ac-
counts of
each forest
are settled.

This is cer-
tainly useless
after the off-
year.

May be destroy-
ed after 2 years.

This will
also not
be required
after the year.

This can
be destroy-
ed after
2 years.

Of the 13 returns proposed
by Captain Beddome to be preserved
the following four only need be kept.
Annual

XX. Annual Account of Forest
Receipts and Expenditure during the officin-
year. A copy of the general account current
furnished to the Board of Revenue should
also be kept.

XXII. Stock account of quantity and
value of timber, &c. on hand at the com-
mencement and close of the year.

XXIV. Abstract showing the sales
of Timber and Forest produce during the
year, and the outstanding balances of pre-
vious years.

XXVI. Annual abstract account of
cash transactions during the year.

3. The monthly pay abstracts
which Captain Beddome proposes to
destroy, should be preserved, unless the an-
nual list of establishments furnished to
the Accountant General, and copies of which
should be kept, contain the particulars to be
given in applications for pensions.

4. Captain Beddome's letter does
not show what arrangements have been made
to classify the correspondence of the office, and
to

to preserve only the really useful portion of it.
There is no doubt that a large portion of the
correspondence can be periodically destroyed.

Orders are requested as to
whether the permanent employment of the
records-keeper can be sanctioned.

Calcutta
on the 10th inst
1904

PROCEEDINGS of the MADRAS GOVERNMENT.

Under date the 18th October 1865.

Read again letter
from the Off^r Com^r of Forests,
of 18th Sept^r 1865 N^o 24
and recorded in Pro. off^r
2nd Oct^r 1865 N^o 2376.

Read also the follow-
ing letter from the Sect^y
Genl.

States that the pro-
mises can be met from
savings under "5 Forests". (Here enter 6th Oct^r 1865 N^o 116)

The first of the
letters above recorded is
in reply to the order of
Govt^y of 18th Sept^r 1865,
N^o 2143 requesting the
Acting Com^r of Forests
to submit the menab
tabular statement for
the record. Keeper re-
quired for his office
and to report what
records

See in

records it has been the practice of his Dept. hitherto to preserve, and what he considers it really necessary to preserve.

2. Capt. A. B. Beddome furnishes a list of 26 Returns of which he considers 13 should be preserved.

Four are sent to the Bd. of Revs., one is returned to the Range officers and the remaining 8, he adds, can be destroyed after a time. This distinction does not appear to Govt. to have been correctly made and that officer will be called upon to explain if the following nine of the 13 returns proposed to be preserved cannot also be destroyed. - Detailed

III. Detailed Account of the Particulars of the contingent bills submitted for audit. - There can be no fixed business for this & after the accounts of the year have been finally passed by the Bd. of Revs.

VII. Monthly Statement of Timber felled in the forests and the stock in hand.

VIII. Monthly Statement of wood sold in the forests. - Cannot be required after

IX. Monthly Progress Report of work carried on in the forests. - the annual account of each

XI. List of cheques drawn by each officer (settlers) on the Revenue Surveys. - Forest are settled

XII. Quarterly Estimate of funds required for carrying on the forest operations. - This is certain by the balance sheet of the year

XIII. Half yearly return of implements in store. - may be obtained after 2 years

XIV. An Estimate for stationery required for each of the Asst. Conservators. - This will also not be required after the year to which it relates

Annual

XXI. Annual Budget (This can
estimated of Receipts (be destroy-
ed of Lined & Contin - ed with
gent charges - 2 years -

Only four of the 13 returns
need be kept -

* No. XX, XXII, XXIV, &
XXVI -

The monthly pay ab-
stracts which Captain Red-
dome proposes to destroy
should, the Govt think, be
preserved, unless the an-
nual list of Establs fur-
nished to the Acct Lib, &
copies of which should be
kept, contains the particu-
lars to be given in appli-
cations for pensions -

4. Captain Reddome's
letter does not show what
arrangements have been
made to classify the cor-
respondence of the office,
and to preserve only the es-
sentially useful portion of it -
He will now be requested
to report on the subject -

LR

4. To the Secy of the Board of Forestry Dec 19/00
6. To the Secy of the Board of General
11. To the Board of Pensions Dec 20/00

Revenue 1865-Sept 1st
No. of Gov for Del.

21-25335

of the Indian's Point
17th October 1865.

He off Gov. of
to the 17th Oct 65.
No 3065.

2-10-65
No. 19-20

Waiting orders on the
turns of the records
the presence and those into
the (1865).

No 332 4333.