

MADRAS RECORD OFFICE.

Government of Madras.

Revenue DEPARTMENT.

G.O. No. 2807	Press MIS
27s. 276	
Dated	16 11 - 18 6s.

Not to be folded or roughly handled

*Proceedings of the Madras Government, Revenue Department,
16th November 1865.*

No. 275. Read the following letter from the Officiating Conservator of Forests, to the Acting Secretary to Government, Revenue Department, Fort Saint George, dated Camp, Ootacamund, 26th October 1865, No. 1,487 :—

1. Adverting to the Orders of Government, dated 18th instant, No. 2,535, paragraph 2, requiring me to explain whether out of the twenty-six Returns furnished by each of the Range Officers of this Department, nine of the thirteen Returns proposed by me to be preserved, could not also be destroyed after the close of every official year; I have the honor to state that whilst it appears to me, on further consideration, that Nos. X., XI., and XII. may without inconvenience be so disposed of, I think it absolutely necessary that three of the remainder should with Nos. XIII. and XXI. be retained for two years at least, and one for five years. The grounds on which I rest this opinion are follows :—

III. Detailed account particulars of the Contingent Bills submitted for audit.

The retention of this for a period of two years is indispensably requisite for comparing the rates and quantity of articles charged for in the Bills of one year with those of the preceding, and checking any increased or unusual charges.

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

A similar comparison in respect of these Returns is also essential to a proper comprehension of the causes of a falling off in the revenue or in the collection of timber, and to the prevention of unnecessarily large advances for forest operations with reference to the season and other circumstances.

VIII. Monthly Statement of wood sold in the forests.

XIV. An indent for Stationery required for each of the Assistant Conservators.

The preservation of this Return for five years is desirable on account of certain articles not being supplied by the Superintendent of Stationery till after the expiration of that period from the date of the first supply, and the consequent necessity of having the means of checking any irregularities that may occur in the indents.

2. The Monthly Pay Abstracts are not worth keeping, as the annual list of establishments furnished to the Accountant General on the 1st May of each year, contains the particulars required in applications for pensions.

3. As regards the classification of the correspondence of the Office, referred to in paragraph 4 of the Proceedings under reply, I beg to report that the vast accumulations of letters from, and replies to, several authorities at the Presidency, Collectors, Range Officers, the Department Public Works, and Railway Departments, have been classified according to each of the forests and Districts to which they relate. I intend, however, preserving only the past five years' correspondence, and destroying that of the five preceding years', retaining at the same time all the proceedings of Government and the Board of Revenue.

*Proceedings of the Madras Government, Revenue Department,
16th November 1865.*

4. In conclusion, I beg again to point out that the want of a Record-keeper is much felt, as independent of the extensive correspondence above alluded to, the

* Monthly Returns	...	...	...	2,460
Quarterly do.	...	...	...	80
Half-yearly do.	...	...	...	40
Yearly do.	...	...	...	156
Annual total	...	...	...	3,916

several Returns* received from each of the twenty Ranges during the year, and amounting altogether to 3,916 in number, require to be carefully registered and arranged to facilitate reference and to expedite the preparation in the Central Office of the Returns which have to be submitted periodically therefrom. At present Returns from Range Officers are frequently mislaid, rendering applications to them for duplicate copies necessary, and occasioning delay. The few hands now on the establishment are always so much occupied with daily current work as to leave them no leisure for attending to the due arrangement of the Office records and library. Under these circumstances I feel called on again to request that you will be good enough to obtain sanction to the permanent entertainment of a Record-keeper from the 1st instant, with reference to my letter dated 18th September 1865, No. 1,424, recorded in G. O. dated 2nd instant, No. 2,376.

No. 276. ORDER THEREON, 16th November 1865, No. 2,807.

Forests, No. 3.

1. Under the explanation, afforded in the above letter, the Government sanction the revision of the Central

Office establishment of the Conservator of Forests at an additional cost of Rs. (20) twenty per mensem as shewn below; to have effect from the 1st October last, as proposed by Captain Beddome:—

<i>Present Establishment.</i>				<i>Proposed Establishment.</i>			
	RS.	A.	P.		RS.	A.	P.
1 Clerk	20	0	0	{ 1 Clerk	10	0	0
				{ 1 Do.	10	0	0
				1 Record-keeper	20	0	0
	20	0	0		40	0	0
Establishment not interfered with...	2,310	1	0		2,310	1	0
Total cost	2,330	1	0		2,350	1	0

2. As the Accountant General has reported that the increase of Rupees 20 per month can be met from the savings in the Budget grant for the current year under "5 Forests," the sanction now granted will be reported to the Government of India in the usual monthly statement of fresh charges.

3. Captain Beddome will take immediate steps for the efficient arrangement of the records, and for the periodical destruction of such portion of them as it is not necessary to retain.

4. The proposed retention of the Stationery indent may be obviated by noting on the one yearly indent to be retained, what are the "five years'" articles supplied, with the date of supply.

*Proceedings of the Madras Government, Revenue Department,
16th November 1865.*

5. Articles of this class are very few, and the note would consequently be so brief as to entail little or no trouble in transcribing.

(True Extract.)

(Signed) W. HUDLESTON,

Acting Secretary to Government.

To the Conservator of Forests.
the Accountant General.

W. H. Beddome

Ed. S. T. Augustin.

N^o 2807-

Proceedings of the Madras Government
Under date the 16th Nov^r 1865

Read the following
letter from the Off^{ce} Conserv^r
of Forests.

Reporting on the number
of records to be preserved in the
Central Office, and soliciting
sanction for the permanent
employment of a Record Keeper
from the 1st Inst^{nt}.

(Here enter 28th Oct^r 1865)
N^o 1487.

Under the expression
now afforded in the
letter, the Gov^t sanction
the revision of the Central
Office establishment of
the Conservator of
Forests at an additional
cost of Rs (20) twenty per
mensem as shown below;
to have effect from the 1st
Inst^{nt} as proposed.

by

by Captain Beddome

Present Establishment	Proposed Establishment
1 Clerk 20	1 Clerk 10
1 Do 10	1 Do 10
	1 Record Keeper 20
20	40
Establishment not interfered with 2310 - 1 -	2310 - 1 -
Total cost 2330 - 1 -	2350 - 1 -

2. As the Accountant General has reported that the increase of Rs. 20 per month can be met from the savings in the Budget grant for the current year under "Forests" the sanction now granted will be reported to the Govt of India in the usual monthly statement of fresh charges.

Captain

3. Captain Beddome will take steps for the efficient arrangement of the records punctual and for the destruction of them when no longer required.

The proposed scheme if the statement is being submitted by the Government in the year 1901-02 the statement should be the "5 years" articles supplied - with the date of supply.

Articles of this class are very few & the total cost consequently be very little or no cost in transcribing.

As to the statement the statement is for the year 1901-02. It will be easy enough to get rid of this, if the statement is not retained, what are the five year articles supplied with the date of supply the articles of this class are very few - the statement will be consequently be very little or no cost in transcribing.

To the Conservator of Forests, Dindigul
 & the Assistant Conservator of Forests, Dindigul
 & the District Officer, Dindigul

27 Avenue 1805 St. Louis
Mo. of Southern Farm

Ms. A. 9.2.10.7.

Ph: of the above Capt.
of 16th Dec 1860

Sanctifying Rearran-
ment of the Central Office
establishment of the Con-
secration of Streets and
reorganizing Capital and Bodily
to take steps for further office
and arrangement of the
Records.

Ex. No. $\frac{332-333}{18-10-65}$

Ms 275427