

MADRAS RECORD OFFICE.

Government of Madras.

Revenue DEPARTMENT.

G.O. No.	88 /	Press Mis.
185-86. Dated	16-6-1870	12

Not to be folded or roughly handled

*Proceedings of the Madras Government, Revenue Department,
16th June 1870.*

No. 185. Read the following Proceedings of the Board of Revenue, dated 17th May 1870, No. 3,341:—

Read the following letter from the Acting Collector of South Canara, to the Acting Secretary to the Board of Revenue, dated Mangalore, 9th March 1870, No. 277.

With reference to paragraph 2 of the marginally noted Order of Government, calling for an explanation as to why a portion of the records of this district, consisting of 119 dafters, appertaining to the year 1868 was not arranged in accordance with the Orders of Government of 29th July 1858, I have the honour to state that the greater portion of these dafters do not appertain to the year 1868, but are of a much earlier date. The arrears belong chiefly to the several talook offices as shown in the margin, the largest number being in the Mangalore Talook.

	Dafters.
Mangalore Talook	75
Kundapur do.	16
Kassergode do.	4
Uppinangadi do.	4
Deputy-Tahsildar, Nileshwar. ...	4
Do. Karkal	2
Huzur	12
Head Assistant Collector's office ...	1
Salt Deputy-Collector's office ...	1
Total	119

2. In this talook alone there were 75 dafters unarranged at the end of the year. It might perhaps be supposed that all these dafters had newly accumulated in the course of the year, for which the Return was submitted to the Board, but such is not the case. There were in all 84 dafters in this talook for the year 1868, of which the number really appertaining to that year was only 9 dafters, all of which were duly arranged and indexed during the year. The remaining 75 dafters, though included for the first time in the Return, had, I find, accumulated in former years. Twenty-nine of these consist of Village Accounts, Remittance Lists, and other papers which had been received from the Magany Shanbhogs since 1866, but which had not been duly filed. The rest, 46 dafters, belong to a much earlier period, dating as far back as 1820 and subsequent years, and consist of ordinary correspondence and accounts relating to the old Village Establishment of Monigars, Stamp Vendors, and District Post Goomastahs, and Revenue and Police Takeeds issued to the first-mentioned officials. Through a very culpable omission on the part of the former Tahsildars, (all of whom are either dead or pensioned, and the last* one is now out of office,) as well as

*Since employed as Huzur Sheristadar; and resigned.

of the Talook Clerks employed from time to time in charge of the records,

these dafters were not shown and accounted for in the annual returns until they were detected and brought to account in the course of the year by the present Tahsildar, Balkrishtappa. The Clerks formerly in charge of the records in the talook are also dead, and there have been so frequent changes among their successors since 1862 that the above irregularity cannot be charged to any one of them in

*Proceedings of the Madras Government, Revenue Department,
16th June 1870.*

particular; and I have not therefore taken any notice of it, beyond giving a warning to the servants concerned to be more careful in the discharge of their duties in future.

3. The 16 dafters which remained unarranged in the Talook Cutcherry of Kundapur likewise consist of Village Accounts, etc., received about the close of 1868, which consequently could not be arranged and indexed in that year. These have, however, since disappeared from the unarranged list.

4. In my own office all current records were duly arranged during the year 1868, with the exception of 12 dafters which had come in about the close of the year from the office of the Assistant Collector. The work of arranging and indexing the records of such offices devolves on the Huzur Record-keeper, as the single Clerk allowed to them cannot be expected to do the work in addition to his own ordinary daily duties, which keep him in constant attendance on, and movement with his superiors. The 12 dafters were since duly arranged and indexed by the Huzur Record-keeper, and similarly the small arrears in the Head Assistant's and Salt Deputy-Collector's offices and in the Talook Cutcheries of Kassergode and Uppinangadi and the Deputy-Tahsildars' offices of Nileshwar and Karkal have also been fully cleared off.

5. The temporary establishment, sanctioned by Government for the arrangement of the old records, was entertained in July 1869, and was kept up till the 31st of October, when the servants employed were abruptly discharged in pursuance of the instructions conveyed in Board's Proceedings, dated the 15th October 1869, No. 7,865. Some Clerks of the Sea Customs Department were also employed for a short time during the monsoon, but were sent back to their respective stations on the re-opening of the trading season.

6. Following precisely the Board's instructions for simplifying and expediting the work of arrangement and classification of the records and its occasional inspection by covenanted officers and Deputy-Collectors, the establishment was set to work under strict supervision, weekly reports being called for from the inspecting officers of the amount of work done in each office during the week;

* Enclosure I.

and I beg to enclose, for the Board's information, a memorandum* of the progress made in arranging the records during the three and-a-half months for which the establishment was kept up. It will be seen from this that of the 7,893 dafters that had to be arranged, the establishment was able to accomplish only 1,316 dafters, the average amount of work performed by each Clerk, being at the rate of 1½ dafter in a day.

7. In paragraph 7 of his report, embodied in the Order of Government, Mr. Boswell anticipated that as many as 4 dafters could be disposed of by each Clerk in a day. From the actual experience of the amount of work turned out, however, I find that the above estimate was too high, and that no more than 1½ dafter can be completed by a Clerk in a day upon an average. The contents of each dafter, especially of those in the Huzur records, are varied and numerous.

*Proceedings of the Madras Government, Revenue Department,
16th June 1870*

there being as many as about 500 papers in each bundle, consisting chiefly of long reports and their enclosures as well as of accounts; and, except to a Clerk previously acquainted with and familiar to their contents, the work of reading, sorting, arranging, and indexing the papers is a tedious one, and occupies almost the whole of the day. No more than 1½ dafter can therefore be assumed as the average work of a Clerk in a day.

8. In paragraph 6 of their Proceedings the Board requested me to report what savings can be expected in the cost of the temporary establishment, sanctioned by Government, by the employment of Sea Customs servants to aid the above establishment. I regret to have to state that at the rate at which the establishment has been already working, no savings whatever can be anticipated

Offices.	TEMPORARY ESTABLISHMENT SANCTIONED BY GOVERNMENT.			Sanc- tioned amount.	Deduct amount expended.	Balance.
	No. of Clerks.	Date of appoint- ment.	Date of discharge.			
Huzur	3	1869. July 12th...	1869. Oct. 31st...	Rs. 540	Rs. 164 0 6	Rs. 375 15 6
Mangalore Talook...	2	Do. Do.	Do. ...	270	107 14 5	162 1 7
Uppinangadi do. ...	1	Do. 20th...	Do. ...	90	50 12 10	39 3 2
Udipi do. ...	1	Do. 28th...	Do. ...	135	46 15 0	88 1 0
Total...	7			1,035	369 10 9	665 5 3

Rs. 369-10-9 have already been disbursed to the servants employed, leaving an unexpended balance of Rupees 665-5-3. This has been surrendered as savings in the current year to relieve the financial pressure. I find, however, that in order to clear off the remaining work, a fresh and renewed grant of at least Rupees 2,700 will be unavoidably necessary, even taking into account the assistance to be derived from the Sea Customs servants during the monsoon as directed by Government.

* Enclosure II.

I accordingly beg to submit herewith a statement* showing the amount of work remaining to be performed in each office, the extra establishment required for a further period of one year, and its estimated cost, amounting to Rupees 2,700. It is of great importance that the arrangement of the old records once taken in hand should not be indefinitely postponed, and I request that the Board of Revenue will be pleased to obtain the sanction of Government for the above expenditure, so as to enable me to re-entertain the establishment from the beginning of the ensuing official year 1870-71. It will be seen from the above statement that even after the employment of the proposed establishment, it is expected that there will still be a balance of 677 dafters to be arranged at the end of 1870-71. Endeavours will be made to clear off this number also, if possible, with the aid of the extra establishment; but should any portion remain at the end of the year, I hope it can be gradually arranged by the ordinary Clerks aided by the Sea Customs servants.

9. The establishment for which sanction is now requested may appear rather extravagant, as I have allowed that each man disposes of only 1½ dafter each day.

*Proceedings of the Madras Government, Revenue Department,
16th June 1870.*

Practical experience shows that more cannot be expected, and I have assumed this minimum limit in preference to anticipating more and doing less; but this limit will not be allowed to be idly adhered to, and every exertion will be made to raise it, if possible, to 2 dafters daily, in which case the additional dafters remaining at the end of 1870-71 will also be got rid of by the same establishment in the course of the year.

10. In paragraph 3 of their Proceedings the Board have desired that a general descriptive list of the records to be retained and destroyed should first be prepared, and the papers to be destroyed kept separately, and the Board's orders obtained for their destruction. I beg to state that such a list is not necessary as regards the old records in my own office, as I find that descriptive lists were already submitted to the Board, and their orders† obtained in 1865 and 1867 as to the particular records to be retained and destroyed in the Huzur. The Board's orders will, however, be duly attended to as regards the old records in the talooks.

† Proceedings, 11th May 1866, No. 3,357.
" 25th April 1867, " 2,523.

Enclosure No. 1.

Memorandum showing the progress made in arranging and indexing the old Records in the district of South Canara from 12th July to 31st October 1869, under Government Order, No. 487, dated 20th May 1869.

Names of Offices.	Number of extra Clerks employed in each office.		Number of Sea Customs servants employed.		Total number of servants employed.		Total number of old dafters remaining unarranged as shown in the Government Order.	Accumulated arrangements.	Reduced by arrangement or destroyed.	Balance.	Number of dafters arranged and indexed.			Average number of dafters arranged and indexed by each Clerk in a day.	Number of dafters remaining to be arranged.	Remarks.
	Number.	For what period.	Number.	For what period.	Number.	Period.					To be retained.	To be destroyed.	Total.			
1. Huzur	3	3 20	3	3 11	6	3 15	3,824	...	100*	3,724	58	298	350	4	3,368	* Destroyed previous to the receipt of the Government Order.
2. Mangalore Talook ...	2	3 20	2	2 28	4	3 9	2,253	37	...	2,290	222½	378½	601	1½	1,689	
3. Uppinangadi do. ...	1	3 11	...	...	1	3 11	733	39	...	772	44	160	204	2	568	
4. Udipi do. ...	1	3 4	2	2 1	3	2 12	1,033	74	...	1,107	141	14	155	4	952	
Total ...	7	3 16	7	2 26	14	3 6	7,843	150	100	7,893	465½	850½	1,316	1½	6,577	

MANGALORE,
9th March 1870.

(Signed) H. S. THOMAS,
Acting Collector.

Proceedings of the Madras Government, Revenue Department,
16th June 1870.

Memorandum showing the Extra Establishment required for arranging and indexing the remaining old Records of the district of South Canara during the official year 1870-71.

Names of Offices.	Number of daf- ters to be arranged and indexed.	TEMPORARY ESTABLISHMENT REQUIRED.						NUMBER OF SEA CUSTOMS CLERKS THAT MAY BE EMPLOYED.				Total of columns 7 and 10.	Remain- ing.	Remarks.
		Number of Clerks on 15 Rs. each per mensem.	For what period.	Cost.	Number of office- days, at 268 days a-year.	Number of daf- ters that may be arranged and indexed at 1 1/2 dafter a-day by each Clerk.	Num- ber of Clerks.	Number of days.	Number of daf- ters that may be arranged and indexed at 1 1/2 dafter a-day by each Clerk.					
1	2	3	4	5	6	7	8	9	10	11	12	13		
1. Huzur	3,368	8	12	RS. A. P. 1,440 0 0	268	2,680	6	70	525	3,205	163			
2. Mangalore Talook...	1,689	4	12	720 0 0	268	1,410	2	70	175	1,515	174			
3. Uppinangadi do ...	568	1	12	180 0 0	268	335	...	...		335	233			
4. Udipy do ...	952	2	12	360 0 0	268	670	2	70	175	845	107			
Total...	6,577	15	12	2,700 0 0	268	5,000	10	70	875	5,900	677			

(Signed) H. S. THOMAS,
Acting Collector.

MANGALORE,
9th March 1870.

Proceedings of the Madras Government, Revenue Department,
16th June 1870.

SUBMITTED to Government with reference to paragraph 2 of their Order, dated 20th May 1869, No. 1,418, in which they called for an explanation as to why South Canara records of the year 1868 had not been arranged.

2. It appears from the Acting Collector's report that the records adverted to consisted of 119 daf-ters, appertaining to the offices noted in the margin.

3. Of the 75 daf-ters in the Mangalore Talook, 29 consisting of Village Accounts were received subsequent to 1866, and the remaining 46 were of much earlier date, ranging as far back as 1820.

4. The non-observance of the Standing Orders in respect of the records of a recent date in this talook is attributed to the neglect of persons who are either dead or have retired from the service.

5. The arrears in the other offices have since been cleared off.

6. In the Order above quoted Government sanctioned a temporary establishment of ten Clerks, at a cost of Rupees 1,035, for the arrangement of the old records. This establishment was entertained in July 1869, but was discharged in October owing to the financial pressure.

7. During the four months they were employed, with the aid of the Sea Customs Clerks, they arranged and indexed 1,316 daf-ters, or about 1 1/2 dafter a-day for each Clerk.

8. Calculating at this rate of progress, and Mr. Thomas states from experience that more cannot be accomplished, he estimates that to complete the work (6,577 daf-ters) a temporary establishment of fifteen Clerks at Rupees 15 per mensem each for twelve months, at a cost of Rupees 2,700, will be required, the Sea Customs Clerks affording the usual aid.

9. The Board recommend that the establishment proposed by the Acting Collector be sanctioned next year. In the meantime as much as possible should be done.

No. 186. ORDER THEREON, 16th June 1870, No. 881.

Miscellaneous.

The application for the temporary establishment which the Board recommend should be entertained next year, should be submitted hereafter when provision has been made in the budget for that year and sanctioned.

(True Extract.)
(Signed) R. S. ELLIS,
Chief Secretary.

To the Board of Revenue.

Ed. F. R. Bantleman.

Recd Sept. - 5R

W. 881.

Proceedings of the Madras Court
under date the 16th June 1870

Recd the following Pro: of the Board of Revenue -

Submitting, with
remarks, letter from Colly
of South Canara, forwarding
Explanation as to why a por-
tion of Records of that St^y
had not been arranged, &
requesting sanction to re-
tain an ~~extra~~ ^{extra} for one
year for the purpose of
arranging them -

(H.E. 17th May 1870
No 3341)

J. D. S.

The application
for the temporary ~~extra~~
which the Board recom-
mended should be re-
tain ~~extra~~ ^{extra} next year
should be submitted
~~later~~ ^{hereafter} in the year after
when provision has been made
in the Budget for that
year

Letter Ch. 2005/10

Govt. of 1870

REVENUE.

THE BOARD OF REVENUE.

1870.

G. O. 10th June 1870, No. 331.

NOTE.

Nos. 135-136.

Temporary establishment for arranging
records in South Canara. - Application for its
extension to be submitted hereafter when pro-
vision has been made in next year's budget and
sanctioned.

Yds and sanctioned:-

15

"Bd" of Council - Dec 17/18

Sup. Bell