

(1) Number of pages 8

(2) Date of repair 28-4-62

(3) Initials of the Referencer _____

MADRAS RECORD OFFICE.

Government of Madras.

Revenue DEPARTMENT.

G.O. No. 149

Press.
~~Mis.~~

Dated 23-1-1871

Not to be folded or roughly handled

No. 307. Read the following Proceedings of the Board of Revenue, dated 15th December 1870, No. 7,141 :—

Read the following letter from J. HUNTER BLAIR, Esq., Collector of Madras, to the Acting Secretary to the Board of Revenue, dated 22nd October 1870, No. 50.

I HAVE the honour to bring to the notice of the Board that a large number of old and important records in the Office of the Deputy-Collector of Madras are in a state of great confusion, and have suffered much damage from neglect. The circumstances under which the records came into their present state are explained in the accompanying copy of the letter from the Deputy-Collector of Madras, dated 10th October 1870, No. 634. Among the papers are mixed up certificates, grants, and other important documents presented by parties for which they hold receipts and which cannot now be returned to them, and great inconvenience is occasioned in the office by the impossibility of finding among the records papers required for reference.

2. In order to arrange and index the records, the Deputy-Collector applies for a temporary establishment, consisting of six Clerks, on Rs. 20 each, and two Attenders, on Rs. 10 per mensem, and requests that one of the experienced Assistants in the Board's Record Office may be deputed to supervise the arrangement and indexing. It is absolutely necessary that the records should be arranged, and the Deputy-Collector has gone into the subject very carefully. I therefore request that Board will obtain the sanction of Government for the immediate entertainment of the temporary establishment, which will be dispensed with as soon as the work is brought to a close. I beg also that the Board will arrange for transferring one of the Record Assistants of their office for this special duty, for without proper supervision, the work will be prolonged.

3. For the proper custody of these above referred to records, and the arrangement of the records now daily accumulating, the Deputy-Collector requests sanction for a permanent addition to his establishment of a Record-keeper on Rs. 25, and an Attender on Rs. 10 per mensem. There is no Record-keeper in the scale of establishment allowed to him, and unless the records are placed in charge of a Clerk whose special duty is to look after them, I fear that they will again get into confusion. I beg therefore to recommend this proposal of the Deputy-Collector's also, and to request the necessary sanction may be obtained by the Board.

ENCLOSURE No. 1.

From the Deputy-Collector, to the Collector of Madras, dated 10th October 1870, No. 634.

I HAVE the honour to bring to your notice the state of the records in my office, and to propose what measures I think best to arrange them.

2. Previous to the amalgamation of the two districts of Chingleput and Madras into the late Madras District in May 1859, there was an English Record-keeper on a pay of 100 Rs. per mensem, who, in addition to the taking care of English records, had charge of English correspondence, and a Vernacular Record-keeper with an Attender, whose exclusive business was the preservation and proper arrangement of Vernacular records.

3. Subsequent to the amalgamation, the Record-keeper of the late Madras Collector's Office being far removed from the Mount Road Office, and perhaps not bound to look after these

*Proceedings of the Madras Government, Revenue Department,
23rd January 1871.*

records, and probably having much to do with the arrangement of the records at Sydapet, did not attend to the preservation of the former.

4. During the ten years of the amalgamation, these records suffered a great deal. The Taluq Establishment reduced to the lowest possible scale could not attend to them. Bundles of records became intermingled, valuable records and rubbish were thrown together, and white ants destroyed most part of them. In fact, when I took charge of the office, the subordinates in the office were afraid to go to the record-room for fear of cobras and other reptiles. Continual references have to be made to the records, and then I regret to say that whatever time was spent to get the necessary information, was spent in vain. From time to time parties had presented their certificates, grants, and other important vouchers into this office, and were furnished with receipts for the same. These receipts are now produced, and the parties claim back their documents, and I have not been able to comply with their requests.

5. To remedy this confused state of things as far as practicable, I have made a commencement. A Gumasta in addition to his legitimate duties, with the assistance of two volunteers under the efficient superintendence of the Tahsildar, is preparing a rough Index, but the progress made is so slow that before any perceptible result is produced, a great length of time must elapse. The records are voluminous, and as far as could be ascertained, they have accumulated from 1790, and I am not sure if records of earlier date are not in the record-room.

6. If these records are at all to be kept, it is absolutely necessary to procure sanction for the entertainment permanently of a Record-keeper on 25 Rs. per mensem, with an Attender on 10 Rs., and for an additional establishment of six hands on 20 Rs. each per mensem, with two Attenders on 10 Rs. each for a year. The additional establishment must, I think, be headed by a well practised hand now employed in the Record-room of the Revenue Board Office, to collate and arrange the records consistently with the orders conveyed in the Board's Standing Circular No. 320.

In this letter, the Collector solicits sanction, 1st, for a temporary establish-

	RS.
6 Clerks, at 20	= 120
2 Attenders, at 10	= 20

140 × 12 = 1,680

* Record-keeper, at 25	= 300
Attender, at 10	= 120

Total... 420

ment of the strength noted in the margin at a cost of Rs. 1,680 for the arrangement of the records of the Madras Deputy-Collector's Office; 2nd, for the entertainment of a permanent Record-keeper and an Attender at a cost of Rs. 420* per annum, to have charge of the records after their arrangement.

2. From the account given of the present condition of the records, the Board are satisfied that their proper arrangement is absolutely necessary for the despatch of business and for the discovery and return to the owners concerned of many valuable Title-deeds which are now stated to be practically inaccessible, owing to their being mixed up in confusion with papers of no value.

3. No idea is given either in the Collector's letter, or in that of the Deputy-Collector, of the extent of labour involved in the arrangement. The records are secured in almirahs, shelves, and boxes, and a portion lie in a heap on the bare floor. A considerable portion in bound volumes, a portion in bundles and packets, and another portion consists of loose papers and cadjan documents. A portion consists also of maps and plans, relating to house-property. The sifting, arranging, and cataloguing or indexing a mass of heterogeneous materials like this relating

*Proceedings of the Madras Government, Revenue Department,
23rd January 1871.*

not to one but to several distinct departments, viz., the Registration, the Quit-rent, and the Abkarry, must, the Board feel, give a good deal of work.

4. They are, however, inclined to recommend a somewhat reduced establishment as particularized in the margin.

	RS.
1 Clerk, at 25	... = 25
4 Do., at 20	... = 80
2 Attenders, at 10	... = 20
	125 × 12 = 1,500

This will enable operations to be commenced from December, and a portion of the charge to be met from savings in the current year's Budget. The bulk of the work will be done during 1871-72,

in the Budget for which year a provision of Rs. 1,000 has been already made for the purpose.

5. The Board are not now prepared to recommend the second of Mr. Blair's propositions, viz., the entertainment of a permanent Record-keeper and an Attender. They believe that much of what now forms the bulk of the records will be found to be of little permanent value, and therefore undeserving of preservation; and that what remains will be in such small compass and form that by a slight re-distribution of work among the Clerks of the several departments, means will be found for their proper custody.

6. The Collector will report on the 1st March the progress made in the work, and also submit for the orders of the Board a list of papers proposed to be retained and of those to be destroyed.

It does not appear that the instructions contained in the Standing Circular Order No. 321 have been ever attended to in the Madras Deputy-Collector's Office. If so, all current papers as they are received and disposed of should be dealt with under those rules.

8. There does not appear to the Board to be any necessity for deputing an Assistant from their Record Office to superintend the work.

No. 308.

ORDER THEREON, 23rd January 1871, No. 149.

Miscellaneous.

The employment of the temporary establishment proposed by the Board at paragraph 4 of their Proceedings is sanctioned for six months. Towards the end of which term the subject of its continuance, if found necessary, can be brought under consideration.

2. It is, of course, understood that some trustworthy member of the Deputy-Collector's regular establishment will be in responsible charge of the work.

(True Extract.)

(Signed)

W. HUDLESTON,
Secretary to Government.

To the Board of Revenue.
,, the Accountant-General.

Exd. F. R. Bantleman.

*Recd No 3614 from
the Rev. Secy*

*Records of the Madras Deputy Collector's
Office.—Employment of a temporary establish-
ment for arranging them sanctioned for six months.*

JANUARY.
No. 307-308.

G. O. 23rd January 1871, No. 144.

Dated January 23rd.
Recd.

THE BOARD OF REVENUE,
&c., &c.

REVENUE.

6061. of 118713 33/10/1

No. 7,141.

PROCEEDINGS OF THE BOARD OF REVENUE, dated 15th December 1870.

Read the following letter from J. H. BLAIR, Esq., Collector of Madras, to the Acting Secretary to the Board of Revenue, dated 22nd October 1870, No. 50:—

I HAVE the honour to bring to the notice of the Board, that a large number of old and important records in the Office of the Deputy Collector of Madras, are in a state of great confusion, and have suffered much damage from neglect. The circumstances under which the records came into their present state, are explained in the accompanying copy of the letter from the Deputy Collector of Madras, dated 10th October 1870, No. 634. Among the papers are mixed up certificates, grants, and other important documents, presented by parties for which they hold receipts and which cannot now be returned to them, and great inconvenience is occasioned in the office by the impossibility of finding among the records, papers required for reference.

2. In order to arrange and index the Records, the Deputy Collector applies for a temporary establishment, consisting of six Clerks, on Rupees 20 each, and two Attenders, on Rupees 10 per mensem, and requests that one of the experienced Assistants in the Board's Record Office may be deputed to supervise the arrangement and indexing. It is absolutely necessary that the Records should be arranged, and the Deputy Collector has gone into the subject very carefully. I, therefore, request that Board will obtain the sanction of Government for the immediate entertainment of the temporary establishment, which will be dispensed with as soon as the work is brought to a close. I beg also that the Board will arrange for transferring one of the Record Assistants of their office for this special duty, for without proper supervision, the work will be prolonged.

3. For the proper custody of these above referred to records and the arrangement of the records now daily accumulating, the Deputy Collector requests sanction for a permanent addition to his establishment of a Record-keeper on Rupees 25, and an Attender on Rupees 10 per mensem. There is no Record-keeper in the scale of establishment allowed to him, and unless the Records are placed in charge of a clerk whose special duty it is to look after them, I fear that they will again get into confusion. I beg therefore to recommend this proposal of the Deputy Collector's also and to request the necessary sanction may be obtained by the Board.

ENCLOSURE No. 1.

From R. RAGOONATHA ROW, Deputy Collector, to the Collector of Madras, dated 10th October 1870, No. 634.

I HAVE the honour to bring to your notice the state of the records in my Office, and to propose what measures I think best to arrange them.

2. Previous to the amalgamation of the two districts of Chingleput and Madras into the late Madras District, in May 1859, there was an English Record-keeper on a pay of 100 Rupees, per mensem, who, in addition to the taking care of English records, had charge of English correspondence, and a Vernacular Record-keeper with an Attender, whose exclusive business was the preservation and proper arrangement of Vernacular records.

3. Subsequent to the amalgamation, the Record-keeper of the late Madras Collector's Office, being far removed from the Mount Road Office, and perhaps not bound to look after these records, and probably having much to do with the arrangement of the records at Sydapet, did not attend to the preservation of the former.

4. During the ten years of the amalgamation, these records suffered a great deal. The Talook Establishment reduced to the lowest possible scale could not attend to them. Bundles of records became intermingled, valuable records and rubbish were thrown together, and white ants destroyed most part of them. In fact, when I took charge of the office, the subordinates in the office were afraid to go to the record-room, for fear of cobras and other reptiles. Continual references have to be made to the records, and then I regret to say that whatever time was spent to get the necessary information, was spent in vain. From time to time parties had presented

their certificates, grants and other important vouchers into this office and were furnished with receipts for the same. These receipts are now produced, and the parties claim back their documents, and I have not been able to comply with their requests.

5. To remedy this confused state of things as far as practicable, I have made a commencement. A Gumastah in addition to his legitimate duties, with the assistance of two volunteers under the efficient superintendence of the Tahsildar, is preparing a rough Index, but the progress made, is so slow, that before any perceptible result is produced, a great length of time must elapse. The records are voluminous, and as far as could be ascertained they have accumulated from 1790, and I am not sure if records of earlier date are not in the record-room.

6. If these records are at all to be kept, it is absolutely necessary to procure sanction for the entertainment permanently of a Record-keeper on 25 Rupees per mensem, with an Attender on 10 Rupees, and for an additional establishment of six hands on 20 Rupees each per mensem, with two Attenders on 10 Rupees each for a year. The additional establishment must, I, think, be headed by a well practiced hand now employed in the Record-room of the Revenue Board Office, to collate and arrange the records consistently with the orders conveyed in the Board's Standing Circular No. 320.

(True Copy.)

(Signed) J. H. BLAIR,
Collector.

In this letter, the Collector solicits sanction 1st, for a temporary establishment of the strength noted in the margin at a cost of Rupees 1,680 for the arrangement of the Records of the Madras Deputy Collector's Office; 2nd, for the entertainment of a permanent Record-keeper and an Attender at a cost of Rupees 420* per annum, to have charge of the Records after their arrangement.

5 Clerks at 20 = 120	Rs.
2 Attenders at 10 = 20	
140 x 12 = 1,680	
• Record-keeper at 25 = 300	Rs.
Attender..... at 10 = 120	
Total... 420	

2. From the account given of the present condition of the Records, the Board are satisfied that their proper arrangement is absolutely necessary for the despatch of business and for the discovery and return to the owners concerned of many valuable Title-deeds which are now stated to be practically inaccessible owing to their being mixed up in confusion with papers of no value.

3. No idea is given either in the Collector's letter or in that of the Deputy Collector of the extent of labour involved in the arrangement. The Records are secured in almiras, shelves, and boxes, and a portion lie in a heap on the bare floor. A considerable portion in bound volumes, a portion in bundles and packets, and another portion consists of loose papers and cadjan documents. A portion consists also of Maps and Plans, relating to house property. The sifting, arranging, and cataloguing or indexing a mass of heterogenous materials like this relating not to one but to several distinct departments, viz., the Registration, the Quit-rent, and the Abkarry, must the Board feel give a good deal of work.

4. They are however inclined to recommend a somewhat reduced establishment as particularized in the margin. This will enable operations to be commenced from December and a portion of the charge to be met from savings in the current year's Budget. The bulk of the work will be done during 1871-72, in the

1 at 25 = 25	Rs.
4 at 20 = 80	
2 Attenders at 10 = 20	
125 x 12 = 1,500	

Budget for which year a provision of Rs. 1,000 has been already made for the purpose.

5. The Board are not now prepared to recommend the second of Mr. Blair's propositions, viz., the entertainment of a permanent Record-keeper and an Attender. They believe that much of what now forms the bulk of the Records will be found to be of little permanent value and therefore undeserving of preservation; and that what remains will be in such small compass and form that by a slight re-distribution of work among the Clerks of the several departments, means will be found for their proper custody.

6. The Collector will report on the 1st March the progress made in the work, and also submit for the orders of the Board a list of papers proposed to be retained and of those to be destroyed.

7. It does not appear that the instructions contained in the Standing Circular Order, No. 321, have been ever attended to in the Madras Deputy Collector's Office. If so, all current papers, as they are received and disposed of, should be dealt with under those rules.

8. There does not appear to the Board to be any necessity for deputing an Assistant from their Record Office to superintend the work.

(True Copies and Extract.)

G. A. Turton
For Acting Sub-Secretary.

To the Secretary to Government, Revenue Department.
the Collector of Madras.

Exd. G. A. Turton.

1871.
Dec = 1870. Oct 11.

Board of Revenue,
MADRAS. H-16.

PROCEEDINGS, 15TH DECEMBER 1870, No 7,141.

Received
1st Dec 1870
Encl

DECEMBER.
No. 7,141.

Temporary establishment,—at a monthly cost of
Rupees 125, for arranging records of Madras De-
puty Collector's Office.—Recommendation to Go-
vernment to sanction establishment of.—Collector
requested to report, on 1st March 1870, progress
made in work and to submit a list of papers to be
retained and of those to be destroyed.

At 11.23 pm
M.A. 1871

20149

The undersigned
The temporary establishment proposed
for the 1st of Jan 1871. if this
is in accordance with the
Board's decision. The subject of the
establishment is necessary and the
Board's decision is in accordance
with the Board's decision.
J.B. This is the same as the
Board's decision. The subject of the
establishment is necessary and the
Board's decision is in accordance
with the Board's decision.

At 11.23 pm
M.A. 1871
20149
20149
20149