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MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Rev DEPARTMENT

G.O. No. / B.P. No.	660	Press ~~Mis.~~
Dated	29-5-	1874 ~~196~~.

Not to be folded or roughly handled

Proceedings of the Madras Government, Revenue Department,
29th May 1874.

No. 289. Read the following Proceedings of the Board of Revenue, dated 15th September 1870, No. 5,746 :—

Read the following :—

Proceedings of the Madras Government, dated 11th May 1870, No. 687, Revenue Department.

Abstract.—*Periodical Reports and Returns submitted by Heads of Departments.*—Proceedings Public Department relating to the reduction in their number and size, with orders thereon.

Proceedings of the Madras Government, dated 8th June 1870, No. 49, Revenue Department.

Abstract.—Requesting to expedite the report called for in G. O. of 22nd April 1870 in regard to reducing the number and size of periodical returns.

In this order the Board are requested to submit their views as to the extent to which the reduction both in number and size of reports, returns, and periodical statements prepared in their Office and in those of their subordinates can be carried out.

2. A complete and descriptive list of the reports and returns at present received from each district at the Board's Office has been drawn up, and is appended to these Proceedings as required. Those which are submitted to Government are distinguished from those which are retained at the Board's Office. The authority under which each report and return is called for is also quoted in each case.

3. The Board observe that very little room is left for curtailment or improvement in the number or size of the existing reports and returns, which are all absolutely required for purposes of administration.

4. The Government are aware that in this Presidency the subject has received attention from time to time. A general revision of accounts and returns took place in 1850 and another embracing all departments of Government took place in 1860. Owing to these periodical revisions very little scope is now left for reduction or improvement.

Extract Minutes of Consultation, Revenue Department, dated 30th November 1850, No. 1,125.
Government Order, dated 19th November 1860, No. 1,674.
Do. do., 11th Dec. 1861, No. 1,625.
Do. do., 17th March 1862, ,, 591.

5. A collection of forms of the returns on the list is forwarded as required by Government.

Proceedings of the Madras Government, Revenue Department, 29*th May* 1874.

List of Periodical Reports and Returns received by the Board of Revenue.

Names of Reports and Returns.	Nature of the Reports, etc.	Under what Authority.	Whether now necessary or not.
Annual, for Official year.			
1. Revenue Administration Report. To Government.	A brief and comprehensive report of the results and leading events of the Revenue Administration of the year, accompanied by tabular statements.	E. M. C., dated 24th Nov. 1855, P. D., No. 1,497.	
2. District Press Report. To Government.	The operations of the various District Presses in charge of Collectors are reviewed in this report.	E. M. C., dated 12th April 1856, R. D., No. 375, paragraph 8.	
3. Local Fund Report. To Government.	This is a comprehensive résumé of the operations of the several Local Funds, *viz.*, the District Road Fund, the Cattle Pound Fund, the Village Service Fund, the Chuttrums and Public Bungalow Fund, and several others.	E. M. C., dated 11th April 1856, R. D., No. 371.	
4. Public Works Report. To Government.	This is a report made by Collectors on the expenditure on Public Works (including irrigation works, roads, and buildings) executed in their districts during the year.	E. M. C., dated 13th May 1856, No. 486, paragraph 7.	
5. Report on the expenditure on Public Works by Revenue-officers from Local Fund. To Government.	This report is intended to show the part taken by Collectors in the expenditure of the Local Funds raised in their districts.	G. O., dated 30th May 1866, No. 1,274, R. D.	
6. Report on the examination of Securities of public servants.	This is a report made by Collectors on the competency of securities tendered by public servants. Such a report is necessary in the interests of Government.	Board's Circular, 11th Aug. 1859, No. 3,108.	
7. Report on the District Records.	The object of this report is to ensure the records being inspected and arranged annually and prevent their unnecessary accumulation on the one hand and their falling into confusion on the other.	E. M. C., dated 6th January 1854, No. 28, R. D.	
8. Report on the progress made in improving Salt Roads. To Government.	The condition of the roads leading to the pans bears so intimately on the salt revenues that a special report on them is of much importance.	G. O., dated 2nd October 1865, No. 2,379, paragraph 53.	
9. Budget-estimate of Revenue Receipts and Charges. To Government.	This is the annual financial return of the estimate of receipts and charges connected with the various branches of revenue under the control of the Board.	G. O., dated 15th April 1862, No. 289, F. D.	
10. Regular Estimate of Revenue Receipts and Charges.	This is a return similar to the above, but submitted later in the year (October), containing corrections of the Budget-estimate with reference to the actual results of the previous five months.	......	These two returns will, under the order of the Government of India, be dispensed with for the future.
11. Material alterations in the estimate of Receipts and Charges.	Same as above, but submitted in August reporting material changes with reference to the season and other considerations.		

Proceedings of the Madras Government, Revenue Department, 29*th May* 1874.

List of Periodical Reports and Returns received by the Board of Revenue.

Names of Reports and Returns.	Nature of the Reports, etc.	Under what Authority.	Whether now necessary or not.
12. Local Fund Budget. To Government.	This, like the Revenue Budget, is a statement of estimated receipts and proposed expenditure under all heads of Local Funds during the ensuing year.	G. O., dated 4th March 1864, No. 392.	
13. Statement of Irrigation Works requiring repairs. To Government.	This statement is made out to show the wants of the various districts in the matter of irrigation works. It is chiefly intended for the information of Government in the Department of Public Works.	G. O., dated 6th February 1864, No. 381.	
14. Estimate of extra charges.	These estimates containing the details of charges proposed to be incurred for furniture, for peons' belts, for binding books, *etc.*, are sent up for the sanction of the Board.	G. O., dated 9th December 1861, No. 1,509, J. D. G. O., dated 26th Jan. 1858, No. 46, J. D. G. O., dated 12th Feb. 1858. No. 185, R. D.	
15. Indent for Press Materials.	These are sent up for the sanction of the Board, and are passed and forwarded for supply to the Superintendent of Government Gazette Press.	G. O., dated 23rd September 1862, No. 2,067. Standing Circular, dated 16th March 1865, No. 1,498.	
16. General Indent of Stationery. To the Superintendent of Stationery.	A general indent embodying the requirements of all the districts forwarded by the Board to the Superintendent of Stationery for supply.	Board's Circular, 13th July 1826, paragraph 27. *Vide* also Stationery Rules, Gazette 1841, page 407.	
17. Supplemental Indent of Stationery.	This return, as a periodical one, has been discontinued by recent orders.	......	Has been discontinued.
18. List of Yeomiah allowances.	This return is for purposes of reference and for keeping up the important register of these pensioners, corrected up to date.	G. O., dated 8th August 1864, No. 1,424.	
19. Comparative Statement of Salt Sales. To Government.	This statement is compiled and submitted for the information of the Government of India. It shows the revenue from salt of the year compared with the two preceding years.	E. M. C., dated 2nd July 1852, No. 639.	
20. Receipt and Expenditure of Stationery articles.	This was a monthly return formerly, and is now an annual statement submitted by Collector for the information of the Board. As the expenditure of each article is given in the annual indent, this may be discontinued.	Board's Proceedings, dated 25th Feb. 1867, No. 1,147, paragraph 20.	May be discontinued.
21. Receipt and Charges for stamping Weights and Measures. To Government.	An annual return compiled from those received from each district is submitted to Government for their sanction. It is an account of fees realized and spent on stamping weights and measures throughout the country.	G. O., dated 1st Oct. 1867, No. 2,289.	

List of Periodical Reports and Returns received by the Board of Revenue.

Names of Reports and Returns.	Nature of the Reports, etc.	Under what Authority.	Whether now necessary or not.
22. Statement of land taken for public purpose for which compensation has not been paid. To Government.	This return is to enable the Board to see that no unnecessary delay is allowed to take place in settling and paying for claims to compensation.	G. O., dated 23rd Feb. 1864, No. 325.	
23. Annual Statement showing progress made in the formation of Village Topes.	The formation of village topes being deemed to be of much importance in this country, certain rules were made and concessions granted for the encouragement of their planting. This statement is a report of progress made every year.	G. O., dated 20th July 1866, No. 1,832.	
24. List showing the establishments down to the grade of Taluq Sheristadar as stood on the 1st April.	As the information contained in these lists is now given in the annual list of revenue establishments published by Government, these may be discontinued.	G. O, dated 6th April 1865, No. 769. Board's Mis. Circular, dated 10th June 1865, No. 3,137.	May be discontinued.
25. Estimate of Expenditure under Petty Construction and Repairs. To Government.	This is a part of the system of Budget estimates, and relates to expenditure which is directly under the supervision of Collectors in connection with all branches of revenue.	G. O., dated 29th Nov 1865, No. 548, Financial Department, dated 12th Dec. 1865, No. 3,012, R. D.	
26. Statement showing the quantity and value of articles exported from Land Customs House.	These returns are received from a few districts wherein frontier duties still exist in connection with foreign settlements. They show the exports to, and imports from, the Foreign Settlements.	G. O., dated 6th Feb. 1863, No. 274. Board's letter to certain Collectors, dated 20th Feb. 1863, No. 1,016.	
Fasli Year.			
1. Settlement Report. To Government.	This is a comprehensive report of the results of the management of the various branches of revenue under the control of the Board.	E. M. C., dated 11th March 1854, No. 292	
2. Report on Minor Estates. To Government.	This is also a brief report of the management of the various estates of young and disqualified proprietors which are under the control of the Board of Revenue in their capacity of Court of Wards.	E. M. C, dated 11th March 1854, No. 292.	
3. Report upon the health of the district. To Government.	This is a report on the general health of each district reviewing the result shown by the returns of mortality, and discussing the prevalence of epidemics and the steps taken to arrest them.	G. O., dated 18th April 1868, No. 1,034. G. O, dated 14th July 1870, No. 870.	
4. Report from the Superintendent of Stamps on the transaction of his department. To Government.	This is a review of the transactions of the Stamp revenue.	Board's letter to the Superintendent of Stamps, dated 20th March 1815, No. 282.	

List of Periodical Reports and Returns received by the Board of Revenue.

Names of Reports and Returns.	Nature of the Reports, etc.	Under what Authority.	Whether now necessary or not.
Quarterly.			
1. Return of Revenue Defaulters confined in Jail.	This is a return for the information of the Board, in view to the Board exercising their discretion as to the period of confinement.	Board's Circular, dated 13th July 1826 (old edition).	
2. Return of Fines imposed and Stoppages made from the pay of public Servants.	This return is also for information and for purposes of check and control over the proceedings of subordinate officers.	Do.	
3. Return of public Servants suspended and dismissed.	Do. do. do.	Do.	
4. List of letters received from the Board remaining unanswered.	The object of this return is to prevent unnecessary delay in the disposal of correspondence.	Board's Circular, dated 30th Sept. 1848 (old edition).	
5. List of letters sent to the Board do.	Do. do. do.	Do.	
6. Statement of Advances Recoverable.	This return shows the progress made in the realization of advances recoverable and explain why certain items remain uncollected.	Board's Miscellaneous Circular, dated 28th April 1865, No. 2,141. Circular Memorandum, dated 1st Nov. 1866, No. 1,095.	
7. Statement of Deposits.	The object of this return is to place before the Board all cases of moneys held in deposit, and the Board call attention of, and issue instructions to, Collectors when sums are retained without due cause.		
8. Return of absence of Collectors, etc., from their head-quarters.	This return shows the movements of Revenue-officers within their districts, and enables the Board to see that they visit the tracts of country placed under their charge.	G. O., dated 4th August 1866, No. 1,968.	
9. Statement of refunds sanctioned by Collectors.	This return is for purposes of check.	G. O., dated 4th Oct. 1868, No. 2,705.	
Monthly.			
1. Demand, Collection, and Balance Statement together with Statement of prices, rainfall, cultivation, and Season Report. To Government.	This is a report of the progress of revenue collections, accompanied by a statement of the prices, the season, and the progress of cultivation and harvest.	Board's Circular, dated 15th Sept. 1808; G.O., dated 29th November 1859, No. 1,616.	
2. Progress Statement of collections and charges compared with Budget-estimates. To Government, quarterly.	This return enables the Board to watch the expenditure in comparison with the Budget grants.	G. O., dated 20th October 1862, No. 2,237.	

LIST of Periodical Reports and Returns received by the Board of Revenue.

Names of Reports and Returns.	Nature of the Reports, etc.	Under what Authority.	Whether now necessary or not.
3. Statement of lands sold for arrears of Revenue under Act II. of 1864. To Government.	This return is for information, and its contents indicate the degree to which coercive process is employed in the realization of revenue.	Under Act II. of 1864, Section 38. Board's Standing Circular, dated 30th Aug. 1864, No. 5,613, paragraph 12.	
4. Lapsed Inams and Yeomiahs.	This is a report of the deaths among the holders of Inam lands and money-allowances. Every case is considered and submitted for the final orders of Government		
5. Lands taken up for Railway purposes.	This is a return of lands taken up for Railway purposes, but not paid for. The object of this return is to enable the Board to exercise some check on too great delay in the disposal of claims.	G. O., dated 1st June 1865, No. 1,174. G. O., dated 6th July 1865, No. 1,895. G. O., dated 1st August 1865, No. 2,201, P. W. D.	
6. Receipts and Charges of Local Funds. To Government.	This return contains the transactions of the various Local Funds under the control of the Board.	G. O., dated 4th March 1862, No. 392. Standing Circular, dated 30th June 1865, No. 3,671.	
7. Statement of Deaths and Births.	These returns are for statistical and sanitary purposes.	G. O., dated 22nd March 1865, No. 304, P. D. G. O., dated 1st June 1865, No. 591, P. D. Board's Standing Circular, dated 17th June 1865, No. 3,294. G. O., dated 28th June 1868, No. 115, paragraph 5.	
8. Plus and Minus Memorandum.	This is a useful return showing the total transactions during the month under every head of Deposits, Recoverable Advances, Local Funds, Salt Receipts, Stamp Receipts, and sales under those heads.	Circular Memorandum from the Board's Office, dated 17th May 1865, No. 462.	
9. Persons charged under Regulation IX. of 1822.	This return is for the information of the Board who are the appellate authority under this Regulation.	Board's Circular, dated 13th July 1826, old edition, page 49.	
10. Persons confined under do.	Do. do.	Do.	
11. Village-officers suspended under Regulation VI. of 1831.	Do. do.	Board's Circular, dated 25th Aug. 1831, page 123.	
12. Register of Petitions referred by the Board.	This return enables the Board and the local authorities who send them to prevent delay in the disposal of petitions.	Board's Circular, dated 13th July 1826, old edition, page 49.	
13. Salt Account Current...	This return gives information to the Board of Salt sold, received into store, and the stock on hand.	E. M. C., dated 20th October 1855, No. 1,173.	
14. Trade Returns. To Government.	General Abstracts are compiled from these District Returns and submitted to the Government of India.	E. M. C., dated 14th March 1854, No. 309. G. O., dated 1st March 1866, No. 534.	
15. Statement of Bullion and Specie. To Government.	Also submitted to the Government of India for information. It exhibits import and export of silver and gold in bullion and coin.	Government of India, dated 28th September 1843, No. 1,342, G. O., dated 14th Oct. 1843, No. 526.	
16. Bills for Contingent charges. To Accountant-General.	These bills are received for audit by the Account Department of the Board and embrace a variety of charges, such as travelling allowance, batta, carriage of records, furniture, etc.	G. O., dated 5th November 1860, No. 2,047.	
17. Statement of Expenditure under Petty Construction and Repairs.	Also received for audit and information of the Board.	Board's Standing Circular, dated 29th September 1868, No. 6,910.	
18. Reward to informers of smuggled goods.	These statements are sent to the Board for sanction, and embrace rewards proposed to be given to informers of smuggled goods, etc., in the Customs, Salt, and Abkari Departments.	Board's Standing Circular, dated 5th July 1864, No. 4,183A. under Sec. 229 of Act. VI. of 1863.	
19. D. C. B. of Income-tax.	This return furnishes particulars of the collections of Income-tax which is under the control of the Board of Revenue.	G. O., dated 3rd May 1870, No. 635.	

No. 290. ORDER THEREON, 29th May 1874, No. 660.

Miscellaneous.

Order, dated 11th May 1870, No. 687.

THE Government of India, in their Proceedings, dated 17th March 1870, No. 1,428, requested this Government to consider the possibility of reducing the number of reports, returns, and periodical statements, and simplifying and condensing those retained in all departments of the Administration, and Heads of Departments were requested to report on the subject.

2. The Board submit a descriptive list of the reports and returns, and remark that a general revision of accounts and returns having taken place in 1850, and another embracing all departments of Government in 1860, very little scope is now left for reduction or improvement. The Government of India are very

earnest on the subject. They remark that they feel convinced that "if a thorough and searching inquiry be instituted into the work of every department, the resulting advantages will more than re-pay the trouble which such inquiry may entail," and request the Governor in Council "to take this important matter into his serious consideration, with a view to effect a saving of expense in establishment, stationery, and printing." The Government have, therefore, carefully considered the necessity or otherwise of each report, but can only make a few changes which are noted below.

3. *Revenue Administration Report.*—This document submitted by the Board of Revenue is accompanied by the reports of the Collectors printed at length. It does not appear practicable to curtail the reports in any way, but the Board might consider whether the arrangement which is adopted in the General Administration Report of the Presidency could not be more nearly followed, so that it should be published with as little alteration as possible. The report itself and accompanying statements might be forwarded in *MS.*, as it is necessary to print this paper in royal octavo size for transmission to the Government of India, and for compilation with the reports of other departments in a convenient form. The Collectors' reports should appear in the Board's regular Proceedings, but they will not be re-printed in the Government Office. The printed volume finally issued by Government will, of course, be available for the Board as well as for Collectors.

4. *Local Funds Report. Local Funds Budgets.*—The work connected with Local Funds has been transferred to the Financial Department, and these reports need not, therefore, be considered in this department.

5. *Report on the Expenditure on Public Works by Revenue-officers from Local Funds.*—This is required for a general report submitted to the Government of India from the Public Works Department. It need not be sent to the Revenue Department.

6. *Statement of Land taken up for public purposes for which Compensation has not been paid.*—This report is not required by Government. It is incorrectly entered in the Board's list as being submitted to Government.

7. *Estimate of Expenditure under Petty Construction and Repairs.*—The allotments for the several departments are settled when the Budget of Charges is reviewed, and the Board of Revenue distribute them among the several districts. The Board afterwards submit a bulky list of the numerous works with a review, and this list is, in the usual course, passed by Government. This procedure seems unnecessary. The Board have the power of sanctioning estimates for Local Fund works up to Rupees 5,000. The same power may be given to them for petty revenue works, requiring the submission of estimates for sums exceeding Rupees 5,000 for the sanction of Government. Before, however, introducing the change, the Government desire to have the opinion of the Board.

8. *Report on Minor Estates.*—The continuance of this report is essential. The Board may, however, avoid repeating in the body of their Proceedings the statements of Demand, Collection, and Balance, of each estate, and of the financial position of the several estates, which are given in the Appendix, adding two columns, "Debts due to the estate" and "Debts due by the estate," to Statement No. 5.

9. *Report upon the Health of the Districts.*—The discontinuance of the separate report of the Board on the sanitary condition of the districts has already been ordered.

10. *Statement of Bullion and Specie.*—The submission of this return to Government has been discontinued by the order in the Financial Department, dated 12th December 1870, No. 502.

(True Extract.)

(Signed) C. G. MASTER,
Acting Secretary to Government.

To the Board of Revenue.
,, the Public Department.
,, the Financial Department.
,, the Public Works Department.

Exd. F. R. Bantleman.

Govt. of 1874 Madras.

REVENUE.

To

The BOARD OF REVENUE
&c. &c. &c.

Dated May 29th.

Recd.

G. O., 29th May 1874, No. 660.

MAY
Nos. 289-290.

Reports and Returns.—Reviews Board's Proceedings regarding the necessity or otherwise of certain —, and orders certain alterations.

7

6

List of Periodical Reports and Returns received by the Board of Revenue.

Names of Reports and Returns.	Nature of the Reports, etc.	Under what authority.	Whether now necessary or not.
Annual, for Official year.			
1 1. Revenue Administration Report. To Government.	A brief and comprehensive report of the results and leading events of the Revenue Administration of the year, accompanied by tabular statements.	E. M. C., dated 24th Nov. 1855, P. D., No. 1,497.	
2 2. District Press Report. To Government.	The operations of the various District Presses in charge of Collectors are reviewed in this report.	E. M. C., dated 12th April 1856, R. D., No 375, paragraph 8.	
3 3. Local Fund Report. To Government.	This is a comprehensive resumé of the operations of the several Local Funds, viz., the District Road Fund, the Cattle Pound Fund, the Village Service Fund, the Chuttrums and Public Bungalow Fund, and several others.	E. M. C., dated 11th April 1856, R. D., No. ~~1,014~~ 371.	
4 ✓ 4. Public Works Report. To Government.	This is a report made by Collectors on the expenditure on Public Works (including Irrigation works, roads, and buildings) executed in their districts during the year.	E. M. C., dated 13th May 1856, No. 486, paragraph 7.	
5. Report on the expenditure on Public Works by Revenue officers from Local Fu[illegible] Government.	This report is intended to show the part taken by Collectors in the expenditure of the Local Funds [illegible]	G. O., dated 30th May 1866, No. 1,2[illegible]	
6. Report on the examination of Securities of Public servants.	This is a report made by Collectors on the competency of securities tendered by public servants. Such a report is necessary in the interests of Government.	Board's Circular, 11th Aug. 1859, No. 3,108.	6
7. Report on the District Records.	The object of this report is to ensure the records being inspected and arranged annually and prevent their unnecessary accumulation on the one hand and their falling into confusion on the other.	E. M. C., dated 6th January 1854, No. 28, R. D.	
6 ✓ 8. Report on the progress made in improving Salt Roads. To Government.	The condition of the roads leading to the pans bears so intimately on the Salt Revenues that a special report on them is of much importance.	G. O., dated 2nd October 1865, No. 2,379, paragraph 53.	
7 9. Budget Estimate of Revenue Receipts and Charges. To Government.	This is the annual financial return of the estimate of receipts and charges connected with the various branches of revenue under the control of the Board.	G. O., dated 15th April 1862, No. 289, F. D.	
10. Regular Estimate of Revenue Receipts and Charges.	This is a return similar to the above, but submitted later in the year (October) containing corrections of the Budget Estimate with reference to the actual results of the previous five months.	……	These two returns will, under the Order of the Government of India, be dispensed with for the future.
11. Material alterations in the estimate of receipts and charges.	Same as above, but submitted in August reporting material changes with reference to the season and other considerations.		

Rev. 2/3009

List of Periodical Reports and Returns received by the Board of Revenue.

Names of Reports and Returns.	Nature of the Reports, etc.	Under what authority.	Whether now necessary or not.
Quarterly.			
1. Return of Revenue Defaulters confined in Jail.	This is a return for the information of the Board, in view to the Board exercising their discretion as to the period of confinement.	Board's Circular, dated 13th July 1826, (old edition.)	
2. Return of fines imposed and stoppages made from the pay of Public Servants.	This return is also for information and for purposes of check and control over the proceedings of subordinate officers.	Do.	
3. Return of Public Servants suspended and dismissed.	Do. do. do.	Do.	
4. List of letters received from the Board remaining unanswered.	The object of this return is to prevent unnecessary delay in the disposal of correspondence.	Board's Circular, dated 30th Sept 1848, (old edition.)	
5. List of letters sent to the Board do.	Do. do. do.	Do.	
6. Statement of Advances Recoverable.	This return shows the progress made in the realization of advances recoverable and explain why certain items remain uncollected.	Board's Miscellaneous Circular, dated 28th April [illegible] 141. Memo. dated 1st Nov. 1866, No. 1,095.	
7. Statement of Deposits	Th[illegible] cases of monies re[illegible] and the Board call attention of, and issue instructions to, Collectors, when sums are retained without due cause.		
8. Return of absence of Collectors, etc., from their head-quarters.	This return shows the movements of Revenue Officers within their districts, and enables the Board to see that they visit the tracts of country placed under their charge.	G. O., dated 4th August 1866, No. 1,968.	To be omitted vide G O 15 Aug[illegible] No 1251.
9. Statement of refunds sanctioned by Collectors.	This return is for purposes of check.	G. O., dated 4th Oct. 1868, No. 2,705.	
Monthly.			
1. Demand, Collection, and Balance Statement together with Statement of prices, rainfall, cultivation, and Season Report. To Government.	This is a report of the progress of revenue collections, accompanied by a statement of the prices, the season, and the progress of cultivation and harvest.	Board's Circular, dated 15th Sept. 1808. G.O., dated 29th November 1859, No. 1,616.	
2. Progress Statement of collections and charges compared with Budget estimates. To Government, quarterly.	This return enables the Board to watch the expenditure in comparison with the Budget grants.	G. O., dated 20th October 1862, No. 2,237.	This should be under the head "Quarterly"

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7 8

No. 5,746.

Proceedings of the Board of Revenue, dated 15th September 1870.

Read the following:—

Proceedings of the Madras Government, dated 11th May 1870, No. 637, Revenue Department.

Abstract.—*Periodical Reports and Returns submitted by Heads of Departments.*—Proceedings Public Department relating to the reduction in their number and size, with orders thereon.

Proceedings of the Madras Government, dated 8th June 1870, No. 49, Revenue Department.

Abstract.—Requesting to expedite the report called for in Government Order of 22nd April 1870, in regard to reducing the number and size of periodical returns.

In this Order, the Board are requested to submit their views as to the extent to which the reduction both in number and size of Reports, Returns, and Periodical Statements prepared in their office and in those of their subordinates, can be carried out.

2. A complete and descriptive List of the Reports and Returns at present received from each district at the Board's office has been drawn up and is appended to these Proceedings as required. Those which are submitted to Government are distinguished from those which are retained at the Board's office. The authority under which each Report and Return is called for, is also quoted in each case.

3. The Board observe that very little room is left for curtailment or improvement in the number or size of the existing Reports and Returns, which are all absolutely required for purposes of administration.

4. The Government are aware that in this Presidency the subject has received attention from time to time. A general revision of Accounts and Returns took place in 1850, and another embracing all departments of Government took place in 1860. Owing to these periodical revisions, very little scope is now left for reduction or improvement.

Extract Minutes Consultation, Revenue Department, dated 30th November 1850, No. 1,125.
Government Order, dated 19th November 1860, No. 1,674.
Do. do. 11th December 1861, No. 1,625.
Do. do. 17th March 1862, No. 591.

5. A collection of forms of the Returns on the List is forwarded as required by Government.

(A true Extract.)

J Grose
Acting Secretary.

To the Acting Secretary to Government, Revenue Department, x
with list and forms.

Exd. T. Cartledge.

x Will follow.

289

Recd 1870. ~~Octr~~

Board of Revenue,

MADRAS. ~~[illegible]~~ 3069

PROCEEDINGS, 15TH SEPTEMBER 1870, No 5,746.

Dept 26 Octr/70

Encl. 1.

Received 1/e

SEPTEMBER.

No. 5,746.

Reports and Returns—at present received from each District at Board's Office,—A descriptive list of, submitted to Government, together a collection of forms of Returns in list.—Intimation that very little room is left for curtailment or improvement on number or size of existing Reports and Returns.

Revenue Department.

Memorandum.

From Govt. of India d/17 March/70 No. 1428.

This is one of those decennial hot fits – ~~[illegible]~~ about reports.

Order d/11 May/70 No. 687.

Board's Pro: d/15 September/70 No. 5746.

The Governor General in Council requests this Government to consider the possibility of reducing the number of reports, returns and periodical statements and simplifying and condensing those required in all departments of the Administration, and Heads of Departments were requested to report on the subject.

2. The Board submit a descriptive list of the reports and returns, and remark that a general revision of accounts and returns having taken place in 1850 and another embracing all departments of Government in 1860, very little

Scope is now left for reduction or improvement. The Government of India are very earnest on the subject. They remark that they feel convinced that "if a "thorough and searching enquiry "be instituted into the work of "every department, the resulting "advantages will more than re-"pay the trouble which such "enquiry may entail" and request the Governor in Council "to take "this important matter into his "serious consideration, with a "view to effect a saving of expense "in establishment, stationery and "printing." It will therefore be necessary to enter into the merits of each report and return, and consider its necessity or otherwise.

Annual reports submitted to Government.

(1.) Revenue Administration Report

3. This report is furnished in order to enable the Government to submit to the Government of India a brief narrative of the facts relating to the administration of the Presidency during the previous year, for incorporation with the general Administration Report for India, and cannot therefore be discontinued. But the manner in which the Board submit their report entails unnecessary labour and cost. The report itself is brief, but they insert too many tables in the body which properly belong to the Appendix. It has therefore to be re-arranged and re-written in the Government Office. The Board might be told to put it exactly in the form in which it appears in the General Administration Report of the Presidency. The Board print their Report, the Statements in the Appendix and the Collectors' reports, extending over and above 100 pages, foolscap folio. All the Statements and the Board's Report as revised in the Government Office are again printed in

Royal Octavo size for transmission to the Government of India and for compilation with the reports of the other departments in a convenient form. Much money and time will be saved if the Board are requested to send the report and statements in manuscript accompanied by the Collectors' original reports for reference. The volumes finally issued by Government will be available for them as well as for the Collectors. In fact the original Order× of the Government of India requires that the report of Government should be submitted in manuscript to be printed in Calcutta, and printing the same papers twice in the same Presidency seems unnecessary. The Board need not include these papers in the volume of their monthly Proceedings.

The

I would ask the Bd. to adopt the Committee's - unless they see objection

× Dated 21: Sep. 1855 No. 1192

I think that the Collr.'s reports & other papers must be printed for the Bd's use, & unless reprinting this be done in Madras it cannot be done here.

Not at all. Refer to the original order & it will be seen that the Administration was intended to be a popular account of the year's Administration - so drawn up & written as to induce the public at home & here to read about India & take an intelligent interest in the progress of the Country. It never can answer as one working report - it is brought out in too great a hurry - the figures are not verified & so forth

4. The Administration report is the only one that is received within a reasonable period after the Official year, and the other separate reports come in so late that they lose all interest and usefulness. This general report may with some additional particulars supersede the separate reports, (except the annual reports on the settlement of the revenues of the Presidency and on the management of the estates of minor Zemindars) and a brief review of it by Government after the summary has been forwarded to the Government of India will be sufficient for all practical purposes. The change here suggested might be considered too radical to be accepted, and each of the separate reports will therefore be noticed below.

I concur

The

5. The submission of this report was ordered nineteen years ago when the Collectorate presses were just established in order to see whether they paid their charges &c. The fact that these establishments show a large net profit year after year is placed beyond doubt, and the annual allotments are now regulated by the Budget which is carefully examined by Government. The separate report, the dates of which for the last five years are shewn in the margin, seems unnecessary. But some periodical notice from Government is required to induce the local officers to take interest in maintaining the usefulness of the presses, and this may be supplied by the review of the Administration report proposed in the previous paragraph.

6 The work connected with Local Funds has been transferred to the Financial Department and this report need not therefore be considered in this department.

(2) District Press Re

For	Board's report dated	G
1868-69	13 Augt./69	29
1869-70	6 Sept./70	28
1870-71	30 Augt./71	13
1871-72	10 Sept./72	4
1872-73	9 Sept./73	5

Not at all – I
are working
and cannot
dispensed w

I concur
J.

I suppose

(3) Local Funds Repor

(8) Local Funds Budge

Public Works Report.

The share colony only is small – & it is desirable that the Rev. Dept. should see what is doing

L.O.S.

It is an important memo of the Collr. of one of his Dept. that it is "Cotyal" is not satisfactory – but does not justify dispensing with a valuable compilation – the only one that shows the [illegible] of the what is doing.

7. This is a report on the expenditure on Public Works in each district, submitted by the Collector to the Board and forwarded by them to the Public Works department of the Secretariat with a few remarks. A copy is furnished to the Revenue department for information and this is almost invariably lodged or recorded. This latter may be dispensed with, as orders passed in the Public Works department are always communicated to the Revenue department. The necessity for this report is doubtful but that is a point for consideration in the Public Works Department.

This

8. This is required for a general report submitted to the Government of India from the Public Works department. It need not be sent to the Revenue department.

9. This is submitted to the Public Works department, a copy being furnished to the Revenue department. This copy is almost invariably lodged, and may be dispensed with as proposed in the case of No. 4.

10. These must of course continue to be submitted, but the lengthy reviews by the Board might be dispensed with. A tabular Statement with brief explanatory remarks for the variations under each item will be sufficient. This is the plan adopted by the Accountant General. The alterations made by Government may also be similarly indicated in

(5) Report on the expenditure on Public Works by Revenue Officers from Local Funds.

(6) Report on Salt Roads.

The Revd. Deptt should have it never the less

WB IDS

(7) Budget estimates of Revenue Receipts & Charges.

I prefer the [illegible] sent by items. It shows the Revenue Dept. how carefully the Budget has been prepared - & saves much cavil & disputes

~~H[illegible]~~ The present system ~~such~~ is much more simple & satisfactory & I think worth the cost

(9) Statement of Irrigation Works requiring repairs.

No. The Revd Deptt should have it

IDS

(10) Comparative Statement of Salt sales.

(11) Receipts & Charges for Stamping Weights and Measures.

in another column with explanations to be embodied afterwards in the covering letter sent to the Government of India from the Financial department. Such a course will save much printing and time.

11. This is a Statement submitted under an order in the Public Works department and need not be noticed here. The copy submitted to the Revenue department may be dispensed with as proposed in regard to Nos. 4 and 6.

12. This ——— Statement required for the Government of India ~~and~~ should be continued.

13. This Statement is required to enable the Government to sanction the annual expenditure within the aggregate amount of receipts, pursuant to Order of the Government of

India dated 16 September 1867 No. 2572 (Pro: of Govt. d/ 1st October 1867 No. 2289) and should be continued.

14 This report is not required by Government. It is incorrectly entered in the Board's list as being submitted to Government.

15 The allotments for the several departments are settled when the Budget of Charges is reviewed and the Board of Revenue distribute them among the several districts. The Board afterwards submit a bulky list of the numerous works with a review and this list is in the usual course passed by Government. This procedure seems unnecessary. The Board have the power of sanctioning estimates for Local Fund Works up to Rs 5,000. The same power may be given to them for petty Revenue Works requiring the submission of estimates for sums exceeding

(12) Statement of land taken up for public purposes for which compensation has not been paid

(13) Estimate of expenditure under Petty Construction and Repairs.

I think the [illegible] be an infringement I would ask the Bd

JDS

(14) Report on the Settlement of the Revenues of the Presidency.

(15) Report on Minor Estates.

Let well alone 28 Jan [illegible]

Govt. It seems quite superfluous

(16) Report upon the health of the Districts.

Rs 5,000 for the sanction of Government.

16 This report must of course be continued. The Statistical tables appended to it have been frequently considered and settled by Government, and do not require any revision.

17. The continuance of this report is essential. The Board may however avoid repeating in the body of their Proceedings the Statements of Demand, Collection and Balance of each estate and of the financial position of the several estates which are given in the Appendix adding two columns "Debts due to the estate" and "Debts due by the estate" to Statement No. 5.

18. The discontinuance of the separate report of the Board on the sanitary condition of the districts is

under consideration and reference has been made to the Secretary of State on the subject.

Despatch dated 19th September 1873 No. 28.

(17) Report from the Superintendent of Stamps on the transactions of his department

19 The operations of the Stamp department in the same year come under the notice of Government in some form or other six times; (1) the Administration report, (2) the annual statements of the Stores of the department, & (3) of the receipts and disbursements on account of Stamps sent to the Government of India, (4) the report on the examination of the Stock of Stamps, (5) the general Stamp report and (6) the annual settlement report. The first, second and third which are required for the Government of India must of course be continued. The fourth which has been divested of all unnecessary details under the order of Government dated 23rd

23rd May 1873 No. 524 should also be continued. The fifth which explains with very minute details the transactions shown in the second and third may be dispensed with. This report shows the balance of stock brought forward from the preceding Fasli, the receipts and issues during the year and the balance left at the close of the year. These transactions besides being audited monthly in the Accountant General's Office are shown in the Store Statements sent to the Government of India for the Official Year. For the preparation of the separate annual report of the Superintendent, two sets of registers must be kept in his office, one for the Fasli year, and the other for the Official year. The former may be dispensed with if the separate annual report is

We cannot dispense with any of the Stamp Reports. [illegible]

LOS

is discontinued. The annual store returns should however, in order to ensure correctness, be submitted through the Accountant General verified in his office. The Superintendent's report next explains the Revenue and charges of the department. These items come again under review in the Annual Report on the Settlement of the Revenues of the Presidency.

I think a good case is here made out for dispensing with No. 5 –

Quarterly returns submitted to Government.

This return is almost invariably lodged, and is of little use to Government. A half yearly return for the months of September and March of each official year will be sufficient. The Accountant General has been ordered to send his similar Statement half yearly. G.O. dated 17 January 1873 N. 61.

1. Statement of progress of collections and charges compared with the Budget estimates.

I think we may dispense with this altogether unless it serves the Govt. [illegible]

L.D.F.

If nec[illegible] the Bd. [illegible], we may a[illegible] will have a copy as at present [illegible]

Monthly
~~Under [illegible]~~ in the Bd. – Better have a copy

[illegible]

Monthly Statements submitted to Government.

1. Demand, Collection and Balance Statement, with statement of prices rainfall, cultivation &c.

These returns should, of course, be continued to keep Government informed of the progress of collections and the state of the country.

2. Statement of Bullion & Specie.

The submission of this return to Government has been discontinued by the order in the Financial Department dated 12 December 1870 N. 502.

This Memorandum is necessarily limited to the reports and returns submitted to Government, and it will not be safe to undertake to discontinue or revise the statements and reports received by the Board from the Collectors without fuller explanation of the object and use of each. Many of the returns may, however, be made less frequent.

The writer has forgotten that the Bd.'s reports are in fact reviews of the Collr.'s reports of their several Depts. and these continue – even though not sent to Govt. Sending to Govt. ensures the work being properly done

L.D.F.

Memo 660

Simplification and reduction of the number of Periodical Reports & Statements

This is adapted to a sound & simple rule. The Precis should be circulated & a G.O. framed on the remarks of the Memorandum at first.

J.D.S.

28/4

[Ordered that this Memorandum, prepared in the Secretary's Office be furnished to the Board of Revenue for an early opinion.]

R.E. 24/1/74

R 6th May/74
R 29th April/74 R.C. 29th April/74
C 24 Jany/74.

Revenue Department.

No. 660.

PROCEEDINGS of the MADRAS GOVERNMENT.

Under date the 29th May 1874.

READ the following Proceedings of the Board of Revenue

Submg a descriptive list of reports and returns at present received from each District at Board's Office, together with a collection of forms of Returns in list, and intimating that very little room is left for their curtailment or improvement in numbers or size — H. E. 15: Sep: 1870 No. 5746.

Order dated 11: May 1870 No. 687

The Government of India in their Proceedings dated 17: March 1870 No. 1428, requested this Govt. to consider the possibility of reducing the number of reports, returns and periodical Statements, and simplifying and condensing those retained in all departments of the Administration, and Heads of Departments were requested to report on the subject.

2. The Board submit

a descriptive list of the reports and returns, and remark that a general revision of accounts and returns having taken place in 1850, and another embracing all departments of Govt. in 1860, very little scope is now left for reduction or improvement. The Govt. of India are very earnest on the subject — They remark that they feel convinced that "if a "thorough and searching enquiry be "instituted into the work of every "department, the resulting advantages "will more than repay the trouble "which such enquiry may entail," and request the Governor in Council "to take this important matter into "his serious consideration, with a "view to effect a saving of expense "in establishment, stationery, and "printing" — The Govt. have therefore carefully considered the necessity, or otherwise, of each report, but can only make a few changes which are

Administration Report

are noted below —

3. This document submitted by the Board of Revenue is accompanied by the Reports of the Collectors printed at length. It does not appear practicable to curtail the reports in any way, but the Board might consider whether the arrangement which is adopted in the General Administration Report of the Presidency could not be more nearly followed, so that it should be published with as little alteration as possible. The Report itself and accompanying statements might be forwarded in M.S. as it is necessary to print this paper in royal octavo size for transmission to

the Government of
India and for compila-
lation with the reports
f other departments in
n convenient form. The
Collectors' reports should
ppear in the Board's
egular Proceedings, but
they will not be reprinted
n the Government office.
The printed volume finally
ssued by Government
will of course be avail-
able for the Board
s well as for Collectors.

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are noted below:-

Revenue Administration Report - 3. This report, submitted by the Board of Revenue, is brief, but they insert too many tables in the body which properly belong to the appendix - It has therefore to be re-arranged and re-written in the Govt. Office - The Board might put it exactly in the form in which it appears in the General Administration Report of the Presidency - The Board print their report, the Statements in the appendix, and the Collectors' reports, extending over and above 100 pages foolscap folio - All the Statements and the Board's Report, as revised in the Govt. Office, are again printed in Royal octavo size, for transmission to the Govt. of India, and for compilation with the reports of the other departments in a convenient form - [illegible]

Mr. [illegible] Subordinate the [illegible]
report - & the Under Sec's draft of
the General report. Make abstract
Statement - : the body of the report
appendices are never really referred

money and time will be saved if the Board send their Report and Statements in manuscript, accompanied by the Collectors' original reports, for reference. The volumes finally issued by Govt. will be available for them, as well as for the Collectors. The Board will adopt the course here suggested, unless they see any objection.

~~[illegible]~~ Adopt this Suggestion - unless it be intended to print the Collrs. Report in the Gov- Office -

I suppose the [illegible] [illegible] Gov. Office -

Local Funds Report

Local Funds Budgets

4. The work connected with Local Funds has been transferred to the Financial Department, and these reports need not, therefore, be considered in this Department.

Report on the Expenditure on Public Works by Revenue Officers from Local Funds.

5 This is required for a general report submitted to the Govt. of India from the Public Works Department. It need not be sent to the Revenue Department.

Statement of land taken up for public purposes for which Compensation has not been paid

6. This report is not required by Government. It is incorrectly entered in the Board's list as being submitted to Government.

Estimate of Expenditure under Petty Construction and Repairs.

7 The allotments for the several departments are settled when the Budget of Charges is reviewed, and the Board of Revenue distribute them among the several districts. The Board afterwards submit a bulky list of the numerous works with a review, and this list is, in the usual course, passed by Govt. This procedure seems unnecessary. The Board have the power of sanctioning Estimates for Local Fund Works up to Rs 5000. The same power may be given to them for petty Revenue Works, requiring the submission of Estimates for sums exceeding Rs 5000 for the sanction of Govt. Before, however, introducing the change, the Govt. desire to have the opinion of the Board.

Report on Minor Estates.

8. The continuance of this report is essential. The

Board may, however, avoid repeating, in the body of their Proceedings, the Statements of Demand, Collection, and Balance of each Estate, and of the Financial position of the several Estates, which are given in the appendix, adding two columns, "Debts due to the Estate," and "Debts due by the Estate," to Statement No. 5.

Where the [illegible] [illegible] & Hon. Mr. [illegible] comments on page 17 of the Memorandum

9 The discontinuance of the separate report of the Board, on the sanitary condition of the districts, has already been ordered.

Report upon the health of the Districts

10. The submission of this Return to Govt. has been discontinued by the orders in the Financial Deptt. dated 12 : Dec : 1870 No. 502.

Statement of Bullion and Specie

12/6/74

To Bd. of Revenue
Public Deptt
Finl. — " —
P. W. Deptt.
} D/ 18 June /74

289-290

4-0

Directing alteration of certain Periodical Returns & Statements, and discontinuance of others &c

fbo

Despatch

Circulate with particular reference to these two paras [illegible]

C 15th May/74. R 22d