

(1) Number of Pages 42
(2) Date of repair 13-9-66
(3) Initials of the Referencer [Signature]

MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Rev DEPARTMENT

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

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660

*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. 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 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

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

scope is now left for reduction or improvement.

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

*Proceedings of the Madras Government, Revenue Department,
29th 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.
<i>Annual, for Official year.</i>			
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. 3,103.	
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. 259, P. 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.		
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.		

These two returns will, under the order of the Government of India, be dispensed with for the future.

*Proceedings of the Madras Government, Revenue Department,
20th 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. 391.	
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.	
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 12th Feb. 1858, No. 185, R. D. 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.	

*Proceedings of the Madras Government, Revenue Department,
29th 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.
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 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.	
<i>Fiscal Year.</i>			
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 1869, No. 1,034. G. O., dated 14th July 1870, No. 670.	
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. 252.	

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29th 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.
<i>Quarterly.</i>			
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. 1849 (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.	
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.	Circular Memorandum, dated 1st Nov. 1866, No. 1,095.	
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. 1869, No. 2,705.	
<i>Monthly.</i>			
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. 1868; G. O., dated 29th November 1859, No. 1,616.	
2. Progress Statement of collection 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.	

Proceedings of the Madras Government, Revenue Department,
29th 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.
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 Yeomias.	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. G. O., dated 4th March 1862, No. 392. Standing Circular, dated 30th June 1865, No. 3,671. 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. Circular Memorandum from the Board's Office, dated 17th May 1865, No. 462.	
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.		
7. Statement of Deaths and Births.	These returns are for statistical and sanitary purposes.		
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.		
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. Do.	
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. Board's Circular, dated 13th July 1826, old edition, page 49.	
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.		

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

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

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

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

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29th May 1874.*

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.

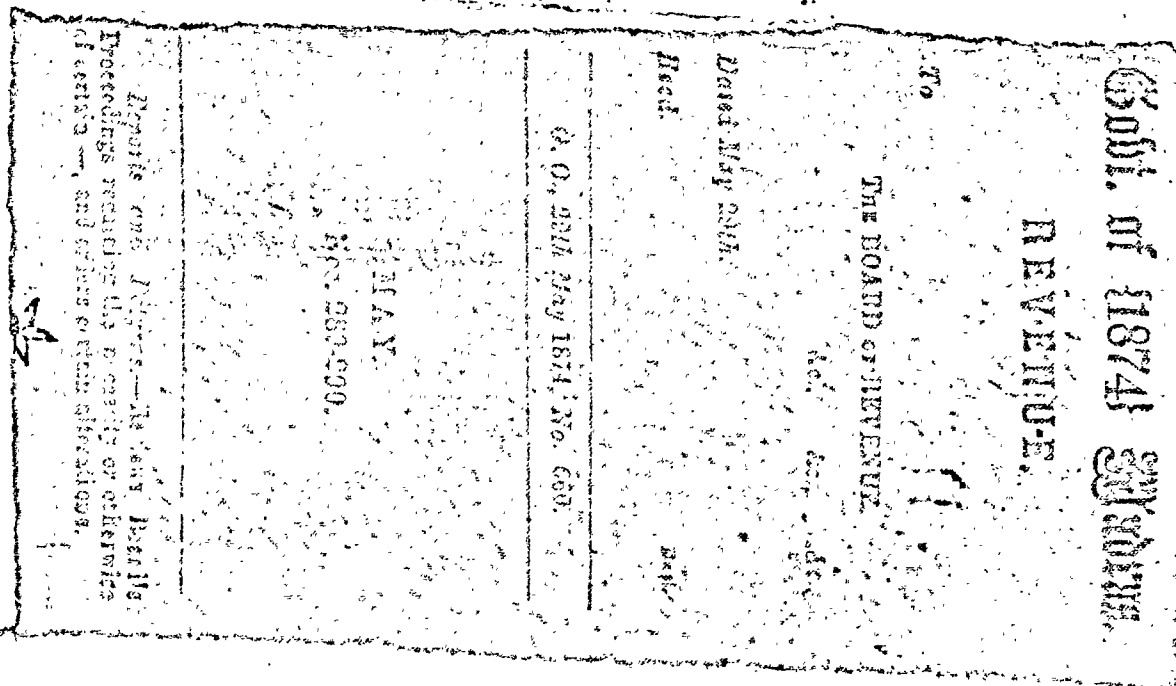
10. *Statement of Bullion and Specie.*—The submission of this return to Government has been discontinued by the order in the Financial Department, dated 12th December 1870, No. 502.

(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.



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.
<i>Annual, for Official year.</i>			
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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 Government.	This report is intended to show the part taken by Collectors in the expenditure of the Local Funds.	G. O., dated 30th May 1866, No. 1,374.	
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.		

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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 1841.	
7. Statement of Donations.	For the Board call attention of, and issue instructions to, Collectors, when sums are retained without due cause.	1st Nov. 1866, No. 1,095.	
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.	
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<i>Monthly.</i>			
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.	

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.

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

(A true Extract.)

J. G. G.
Acting Secretary.

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

Ed. T. Cartledge.

See follow.

Revenue Department.

Memorandum.

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 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

From Govt. of India d/17 March/70 N° 1428.
This is one of those decennial
Govt. - ~~advising~~ about
Reports.

Order d/11 May/70 N° 687.

Board's Op. d/15 September/70 N° 5746.

No. 1166/1905-1906
8 Dec 1906

Recd 1870. 11/10/70

Board of Revenue,

MADRAS. 11/3/06

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

Order 11 Oct/70

Encl 1.

Received of

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.

289

16th May/70 Recd Rs 22

40 29-9/74 Notes

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 high 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." 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.

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

(1.) Revenue Administration Report.

10
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, folio and folio. All the statements and the Board's Report as revised in the Government office are again printed in Royal

I think that the
Bill. about the
the printer & the
does not represent the
of this is done
in the the camera
was the camera?

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.

Done in Council
The

5. The submission of this report was ordered nineteen years ago when the Collectorate presses were first 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 shown 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.

(12) District Press Report

1868-69 - 13 Aug/69 - 29
 1869-70 - 8 Sept/70 - 28
 1870-71 - 30 Sept/71 - 28
 1871-72 - 10 Sept/72 - 28
 1872-73 - 9 Sept/73 - 28

Mr. P. Brand's report dated
 1868-69 - 13 Aug/69 - 29
 1869-70 - 8 Sept/70 - 28
 1870-71 - 30 Sept/71 - 28
 1871-72 - 10 Sept/72 - 28
 1872-73 - 9 Sept/73 - 28

Extracts already
 one working
 and cannot
 be taken
 from
 the
 report

6. The work connected with Local Funds has been transferred to

(13) Local Funds Report
 (14) Local Funds Budget

Public Works Report.

I have only
 a brief note
 to send - & it is
 desirable that the
 Rev. Dept. should
 see what is going
 on.

It is an important work
 the Coll. of Mr. G. H. D. is
 Dept. that it is "to be" is
 not satisfactory - but has
 not yet been completed
 & valuable compilation
 the only one that shows
 the work done in the
 Dept. of the Public Works

to the Financial Department
 and these reports need not
 therefore be considered in this
 department.
 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 Re-
 venue 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 com-
 municated to the Revenue
 department. The necessity
 for this report is doubtful
 but that is a point for con-
 sideration in the Public
 Works Department.

5. This is required for a general report submitted to the Government of India from the Public Works department. It needs to 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.

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

(6) Report on Salt Roads.

The Govt. Dept should have it never the less
W. L. S.

(7) Budget estimates of Revenue Receipts & Charges.

I prefer the list sent by them. It shows the revenue pt. less carefully the Budget has been prepared. I am sure I can do better.

~~How can it be done~~
The present system is not a success never complete & defective. I think with the cost of it.

(9) Statement of Irrigation Works requiring repairs.

No. The Govt Dept should have it
W. L. S.

(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 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.

India dated 16 September 1867
N. 2572 (Pr. of Govt. of October
1867 N. 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 5000.
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 list
left in the
present I would
as the list

MS 3074
LOS
W

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

(15) Report on Minor Estates.

Let well alone
25/11
You'll never want
superfluities
W

(16) Report upon the health of
the Districts.

Rs 5000 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
N. 5.

18 The discontinuance of
the separate report of the
Board on the sanitary con-
dition of the districts is
under

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

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 devised of all unnecessary details under the order of Government dated

Despatch dated 19 September 1873 N^o 28.

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

We cannot interfere with any of the Stamp Reports
Edw. Col

23rd May 1873 N^o 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 Jasli, 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 Jasli year, and the other for the official year. The former may be dispensed with if the separate annual report is

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 up
for inspecting
with N° 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.
S.O. dated 17 January 1873 N° 61.

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

I think it is very
difficult to see the
then with other
things - unless it
serves the purpose of
the N° 100

Monthly
Statement - The N° 100
has been
sent

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.

The writer has
found that the
reports are
in fact reviews
of the Collector's reports
of the several
Depts. and must

This Memorandum is
necessarily limited to the reports
and returns submitted to Govern-
ment, 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.

continue - even
though the last sent
was in 6 parts. Sending to
put in more the work
being probably done

and, as to the
well - copy
stuffed

*Memorandum
for the consideration of
the Board of Revenue
dated 21st June 1874*

*This is referred to a Board
of Revenue. The Board
should be circulated & a
S.O. framed on the remarks
of the Board to put
S.O.*

*[Ordered that his Memo-
randum, prepared in the
Secretary's Office be forwarded
to the Board of Revenue for
an early opinion.]*
L.E. 24/74

*R 6th May/74
R 29th April/74 P.C. 29th April/74
C 24 June/74 Oct - 11/74
R/le*

*Madras Government
No. 660
Proceedings of the Board of Revenue*

PROCEEDINGS of the MADRAS GOVERNMENT.
Under date the *29 May* 1874.
READ the following *Proceedings of the
Board of Revenue*

Submitting a descriptive list of reports, returns at present received from each District at Board's Office, together with a collection of forms of Returns in use, and intimating that very little room is left for their enlargement or improvement in number or size

Order dated 11: May 1870 N. 687

*The Government of
India in their Proceedings dated
17: March 1870 N. 1428, requested
this Board 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 in 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 improve-
ment. 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 advantage
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
and

are noted below.

3. This document sub-
mitted 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 arrange-
ment 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 accompa-
nying statements might
be forwarded in M. S. as
it is necessary to print this
paper in royal octavo
size for transmission to
the

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 reprinted in the Government office.

The printed volume finally issued by Government will of course be available for the Board as well as for Collectors.

Revenue Administration Report - 3.

Mr. W. Subordinati the Mr. report - the Under Sec is draft of the General report. I like abstract statement. The body of the report Appendix are never really referred

are noted before. 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 prints their report, the statements in the appendix, and the Collectors' reports, extending over and above 100 pages foolscap plus. 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 Board of Revenue, and for compilation with the reports of the other departments in a convenient form - which will

money

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.

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.

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

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

~~disturbance~~ solved this
suggestion - unless it be in
tender of print the Col's report
- The Govt. Office.

Local Funds Report
Local Funds Budgets

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

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

Estimate of Expenditure under Petty
Construction and Repairs.

Report on Minor Estates.

being submitted to Government.
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.

8. The continuance of
this report is essential. The
Board

Board may, however, avoid repeating, in the body of their proceedings, the statements of demand, collection, and balance of each State, and of the financial position of the several States, which are given in the appendix, adding two columns, "Debts due to the State," and "Debts due by the State," to Statement No. 5.

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

10. The submission of this Return to Govt. has been discontinued by the order in the Financial Dept. Dated 12. Dec. 1870 No. 502.

[Signature]

Report upon the Health of the Districts

Statement of Bullion and Specie

[Signature]
15/6/74

To R. Munn
Public Dept. } 18 June 74
7 and 8
W. M. Dept. }

289-290

Direct fallow of certain British
Native settlements, and the influence
of them to —

160

8021

1. The first part of the document is a letter from the President of the United States to the Secretary of the Navy, dated 18th March 1881. The letter is signed by the President and is addressed to the Secretary of the Navy.

C 15th May / 74. R 22nd