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21/16/78
2/2/8**MADRAS RECORD OFFICE****GOVERNMENT OF MADRAS***Revenue* DEPARTMENT

G.O. No.

B.P. No.

Press

Mis.

Dated

26/5/82 196

Not to be folded or roughly handled

*Proceedings of the Madras Government, Revenue Department,
26th May 1875.*

No. 302. Read the following Proceedings of the Board of Revenue, dated 15th May 1875, No. 1,316.—

Read the following letter from J. HUNTER-BLAIR, Esq, Collector of Madras, to H. E. STOKES, Esq, Acting Secretary to the Board of Revenue, dated 10th May 1875, No 111.—

WHEN I wrote to the Board for an addition of two clerks to my office on Rs 25 and 20 respectively in my letter, dated 26th August 1874, No. 198, I pointed out in paragraph 14 that the work of calling in and stamping quit-rent certificates under Government Order, dated 1st May 1874, No. 522, would be heavy at the end of this fash, as many holders will wait to the last to get their certificates stamped.

2. This is now being realised. There are about 3,719 of these certificates, and up to date only 408 certificates have been presented for being stamped. During the last few days, however, the numbers received have increased, and they are likely to increase very heavily up to the termination of the period allowed for stamping, viz., 30th June 1875, after which a penalty will be incurred by the parties.

3. The work to be done on receipt of a certificate is briefly this. It has to be entered in a register with the name of the person presenting it. The endorsement as to payment of duty is then written out on it, and the same copied for office record into a separate "D" book as it is called with the names of the parties just as is done in the case of unstamped and insufficiently-stamped documents presented for endorsement. Finally, when the endorsement is ready, the despatch of the house certificate to any address given, or its delivery to the party calling for it, has to be noted, and in the latter case the signature of the party taken.

4. All this involves an amount of detail work; and, as there are yet about 3,311 certificates to be so dealt with, it is impossible for my small establishment to do the work unaided.

5. Since the addition of one clerk on Rupees 25 was sanctioned by Government in their Order, dated 9th November 1874, No. 1,420, the distribution of work in the office has stood as noted in the margin.

Paragraph 3, Board's Proceedings, dated 17th October 1874, No 3,015.

1 Clerk on Rupees 50	for account work.
1 do on " 25	"
1 do. on " 25	for records
1 do. on " 25	for copyist
1 do on " 30	keeps receive and sent registers, dockets letters, attends to despatching work, numbering letters, marking off disposals of letters in various registers
1 Head Clerk on Rs 50	has charge of stationery, prepares arrear lists, examines applications for refund of stamps, applications for endorsements as to payment of duty on unstamped, &c., documents, attends to routine correspondence, and assists in disposal of petitions, prepares abstracts thereof, &c.

6. Owing to increase of correspondence the copying work has become so heavy that I have had repeatedly to lend assistance from the Sea Customs establishment, which cannot be done always. The Board will observe from the distribution of work above detailed that the department can hardly afford to suffer absence, for even a day, on the part of any one of the clerks.

*Proceedings of the Madras Government, Revenue Department,
26th May 1875.*

7. The copyist, a very hard-working officer, has fallen ill; and, though he is deservedly entitled to privilege leave on *full pay*, I have found it impracticable to grant him the indulgence. The orders of Government, dated 25th October 1873, No. 1,171, prohibit incurring extra cost for substitutes when servants on less than 100 Rupees pay take privilege leave. The orders require that the work should be got on with the rest of the establishment. This is *utterly impracticable* in my office, and a substitute being necessary for the copyist, I am obliged to withhold half his pay, which is most unfair to him.

8. The same hardship will occur when any other servant entitled to it asks for privilege leave.

9. If my original proposal to be allowed two clerks had been sanctioned, there would have been less complaint on this score. But the Board repeatedly refused to recognise that a case for the addition sought was made out.

Board's Proceedings, dated 7th December 1874, No 3 535
Board's Proceedings, dated 15th February 1875, No 347.

10. In consideration of the additional work entailed by the stamping of house-certificates, I request that the Board will be pleased to sanction the temporary entertainment, up to end of July 1875, of a clerk on Rupees 20 at least.

11. If an extra clerk is not sanctioned, either the stamping of certificates—a good deal of which is now done by the Head Clerk—must be put on one side, or other regular work which is more important must be delayed.

UNDER the special circumstances of the case, the sanction of Government is requested for the entertainment of a temporary clerk on Rupees 20 till the end of July 1875, and the Collector is authorized to entertain the clerk at once in anticipation of the sanction of Government.

(A true Copy and Extract.)

(Signed) H. E. STOKES,
Acting Secretary.

No. 303.

ORDER THFLEON, 26th May 1875, No. 821.

Miscellaneous

SANCTIONED.

(True Extract)

(Signed) D F. CARMICHAEL,
Officiating Chief Secretary.

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

Exd. J. W. Fischer.

Govt. of 1875 & 1876.

REVENUE.

To

THE BOARD OF REVENUE,

Ac. Ac. Ac.

Dist. May, 26th

Ref

Encl

713780 30 1875/76
Persecution

G O, 26th May 1875, No 821.

MAY.

Nos. 302-303.

Temporary Clerk for the Assistant Collector's
Office—Sanctioning the enforcement of a—on
the 30 per centum till the end of July 1875

No. 347.

PROCEEDINGS OF THE BOARD OF REVENUE, dated 15th February 1875.

Read the following letter from J. HUNTER-BLAIR, Esq., Collector of Madras, to J. GROSE, Esq., Secretary to the Board of Revenue, dated 22nd January 1875, No. 17 :—

I HAVE the honor to acknowledge the receipt of the Board's Proceedings, No. 3,535 of 7th ultimo, informing me that the Board are not prepared to re-open the question of a further increase to my establishment.

2. Reluctant as I am to press the matter again on the attention of the Board, I consider it my duty to submit that the office of the Collector of Madras, where much *emergent* business is transacted, ought not to be allowed to remain short-handed. I see the Clerks working beyond office hours almost every day, notwithstanding the addition of a Clerk sanctioned in G. O., 9th November 1874, No. 1,420, and this is due to no other cause than the establishment having too much to do. I have also taken a Clerk from one of the Custom House Departments, where the work is not so heavy, to assist in the Madras Office, where work is in arrears.

3. I annex below a statement comparing the number of papers received and sent in 1874, with those received in 1873, and the Board will observe that in 1874, the increase under "papers received" has been 1,187, or 41 per cent. (excluding applications received in connection with the Stamp Act, which are registered only from August last), and that under "papers sent" 655, or 26 per cent.

from August last), and that under papers sent				1873.	1874.	
<i>Received.</i>						
From Deputy-Collector	...	..	...	512	1,012	Papers sent and received in 1873 in the Chingleput Collector's Office, as reported in paragraph 15 of my letter, No 198 of 26th August 1874
From Board and Government	..	.	...	885	1,006	
From Accountant-General	..	...	...	96	115	
Miscellaneous	...	...	...	580	674	
Petition, Miscellaneous	...	...	...	183	354	
Do from Board and Government				10	35	
Applications for unstamped and insufficiently Stamped Deeds	...	...	...	292	445	4,968
Applications for refund on spoiled Stamps	...		...	323	427	
Total...				2,881	4,068	
<i>Sent.</i>						
To Deputy-Collector	...	...	...	750	1,144	Papers sent and received in 1873 in the Chingleput Collector's Office, as reported in paragraph 15 of my letter, No 198 of 26th August 1874
" Board and Government	...	...	...	275	306	
" Accountant-General	...	...	...	52	52	
" Miscellaneous	...	...	...	812	785	
Certificates endorsed on unstamped and insufficiently Stamped Deeds	...		...	292	445	
Refund orders endorsed on applications	...		...	323	427	
Total...				2,504	3,159	3,390

— 4 Making a proper distribution of the work in the office, it is found that only one Clerk is available for the copying work, while experience shows that two are absolutely necessary. The present distribution of work in the office is shown in a separate memorandum herewith sent.

5. The number of papers entered as sent during last year is 3,159, or about twelve papers per diem striking the average on the 270 working days in the year, and it might be said that one Clerk ought to be able to copy these twelve papers a day. On this point, I would beg to remark that the office work is not uniform but irregular, and the letters to be copied include not unfrequently very long enclosures. The copying Clerk has to act as a Reader when the fair copies are compared, and also to copy fair docket on the letters. Much inconvenience is, therefore, experienced when the amount of copying work exceeds what he can perform, as is often the case. The extra work is distributed to other Clerks, but this leads to their work falling into arrears. When any Clerk is absent on casual leave from illness or other cause, all these difficulties are considerably increased. No index to important papers can be kept. At present the papers connected with each subject are merely filed in separate books, but this is by no means sufficient.

6. Under these circumstances, I trust the Board will excuse me again for urging on them to reconsider the question of providing an additional Clerk for my office.

Enclosure No. 1.—Memorandum showing distribution of work

The Board are not satisfied that the necessity of any increase beyond that recently sanctioned by Government has been made out, and regret that they cannot comply with the Collector's wishes.

(True Copy and Extract)

(Signed) H. E. STOKES,
Acting Secretary.

To the Collector of Madras.

Ed. W. H. French.

Office, Madras District—required for Collector's Office, Madras District—Board are not satisfied that the necessity of any increase beyond that recently sanctioned by Government has been made out, and regret that they cannot comply with Collector's wishes with reference to the entertainment of—

RECEIVED
No. 317.

Received

21/1/75
21/1/75
1875

Encl.

PROCEEDINGS, 15th FEBRUARY 1875, No. 317

1875.
OFFICE OF SECRETARY
MADRAS.

about 3719 of these certificates, and up to date

PROCEEDINGS OF THE BOARD OF REVENUE, dated 7th December 1874.

Read the following letter from J. HUNTER-BLAIR, Esq., Collector of Madras, to J. GROSE, Esq., Secretary to the Board of Revenue, dated 11th November 1874, No. 272:—

In acknowledging receipt of Board's Proceedings, dated 17th October 1874, No. 3,015, I have the honor respectfully again to urge that one additional Clerk is insufficient.

2. In my letters, dated 24th October 1873, No. 232, and 26th August 1874, No. 198, I spoke of the work of the office during the official year 1873, and compared it with that done during the corresponding period in the Chingleput Collector's office. I did not then bring to notice that the work of the current-year was even more heavy than that of 1873.

3. I therefore herewith send two statements showing the work done up to end of October in the years 1873 and 1874, and the Board will observe that work in the current year has increased enormously. An abstract of the figures is given in the margin. If the seven months of 1874 now sent be compared with seven months of 1873-74 in regard to increase in correspondence work, as in paragraph 11 of my letter of 26th August 1874, No. 198, the difference is as 3,367 to 2,367, or 42.2 per cent. increase.

	YEARS.	
	1873.	1874.
	No. of Papers	No. of Papers.
Received	1,929	2,923
Sent	1,475	2,112
Total ...	3,404	5,035
Net Increase ... or 47.9 per cent	...	1,631

4. I therefore request the proposals contained in my letter of the 26th August 1874 may be re-considered, and that both the clerks asked for by me may be sanctioned.

Enclosures Nos. 1 and 2.—Statements.

The Board are not prepared to re-open the question. One clerk has been sanctioned in G. O., dated 9th November 1874, No. 1,420.

(A true Copy and Extract.)

(Signed) J. GROSE,
Secretary.

To the Collector of Madras.

Ed. T. O'Connor.

1874.
Board of Revenue,
MADRAS.

PROCEEDINGS, 7TH DECEMBER 1874, No. 3,535.

Encl.

Rev-1893/75

Dec-1893/75

stated.

DECEMBER.

No 3,535.

Clerk, Additional—for Madras Collector's
Office—Collector informed that Board are not
prepared to re-open the question of entertain-
ment of — in addition to the one mentioned in
No. 3,535, dated 9th November 1874, No. 1,120.

as per certificates, and up to

Revenue Department
Proceedings of the Board of Revenue
Dated 15 May 1875. 1316.

Read the following

From J. Hunter Blair Esq.
Collector of Madras.
To W. C. Stokes Esquire
Ag Secretary to the
Board of Revenue

Sir,

When I wrote to the Board for an addition of two clerks to my office on Rs 25 and 20 respectively in my letter, dated 26 August 1874, No 198, I pointed out in para 14 that the work of calling in and stamping Quit rent certificates under Government Order, dated 1st May 1874, No 522, would be heavy at the end of this Fashi, as many holders will wait to the last to get their certificates stamped.

2. This is now being realized. There are about 3719 of these certificates, and up to date

date only 408 certificates have been presented for being stamped. During the last few days however the numbers received have increased and they are likely to increase very heavily up to the termination of the period allowed for stamping, viz 30 June 1845, after which a penalty will be incurred by the parties.

3. The work to be done on receipt of a certificate is briefly this. It has to be entered in a register with the name of the person presenting it. The endorsement as to payment of duty is then written out on it, and the same copied for office record into a separate "Penalty Book" as it is called, with the names of the parties just as is done in the case of unstamped and insufficiently stamped documents presented for endorsement. Finally when the endorsement is ready the despatch of the House

thereof. ^{one copy} ^{work by} ^{has}
accession to the proposal of solutions, prepares abstracts

house certificate to any address given or its delivery to the party calling for it has to be noted, and in the latter case the signature of the party taken.

4. All this involves an amount of detail work, and as there are yet about 3311 certificates to be so dealt with, it is impossible for my small establishment to do the work unaided.

5. Since the addition of one clerk on Rs 25 was sanctioned by Government in their Order, dated 9 November 1874, No. 1420, the distribution of work in the office has stood as noted in

- Para 3. Board's Proceedings dated 17 October 1874, No. 3015.
- 1. Clerk on Rs 50. for account work.
 - 1. Clerk on Rs 25. for Records.
 - 1. Clerk on Rs 25. for Copying.
 - 1. Clerk on Rs 30. who receives and sends Registers, sockets letters, attends to superintending work, numbering letters, marking off for posts of letters in various Registers.
 - 1. Head Clerk on Rs 50. Has charge of stationery, prepares answer lists, examines applications for refund of stamps, applications for endorsement as to payment of duty on unstamped documents, attends to routine correspondence and assists in the disposal of Petitions, prepares abstracts thereof.
 - 6. During the increase of work he gives the copy work he has.

Enclosure is ready the departure of the house

become so heavy that I have had repeatedly
to lend assistance from the sea customs es-
tablishments which cannot be done always.

The Board will observe from the distribution
of work above detailed that the Department
can hardly afford to suffer absence for even
a day on the part of any one of the clerks.

The copyist ^{new} at hard working officer
has fallen ill, and though he is deservedly
entitled to privilege leave on full pay,
I have found it impracticable to grant
him the indulgence. The orders of Government 25 October 1873
prohibit incurring extra cost for substitutes No 1171
when servants on less than 100 Rupees pay
take privilege leave. The orders require that
the work should be got on with the rest of the
establishment. This is utterly impracticable
in my office, and a substitute being
necessary

necessary for the copyist, I am obliged
to withhold half his pay, which is much
unfair to him.

8. The same hardship will occur when
any other servant entitled to it asks for
privilege leave.

Board's Pro: 877.
December 1874
No 3535
13th Feb 1875
1347.

9. If my original proposal to be allow-
ed 2 Clerks had been sanctioned there would
have been less complaint on this score. But
the Board repeatedly refused to recognize
that a case for the addition sought was made
out.

10. In consideration of the additional work
entailed by the stamping of house certifi-
cates, I request that the Board will be
pleased to sanction the temporary em-
-barrassment, up to end of July 1875, of a clerk
on Rupees 20 at least.

11. If an extra Clerk is not sanctioned
either

either the stamping of certificates - a good
deal of which is now done by the Head Clerk
must be put on one side; or other regular
work which is more important must be
delayed.

Madras Collector of [Kidd] J. Hunter Blair.
office - 10 May 1875.
Collector of Madras.

Under the special circumstances of the case the sanction of Government is requested for the entertainment of a temporary clerk on Rupees 20 till the end of July 1878 and the Collector is authorized to entertain the clerk at once in anticipation of the sanction of Government.

(True Copy & Extract)

St Etienne
Ag Secretary

The Secretary to Government, Revenue
Department, with copies of 1 Bd's Pro 7 Decr
1874 No 3535 (with 2 Enclaves to be returned) &
Pro: 9/12 February 1875 No 347 with one

Set May 14 m. 3-4
 - 9 over - - 74

The Copy Book Boarding Dec 26 May. Breake 2 Copy Book
 b To the Account and General Dec 26 May
 55C-1-6/75

Dec 1875: 344
 Inceasing of the
 Board of Revenue

Set 15 May 1875:
 Dec 1875: 1. -
 Dec 21 - - -
 end. 2000

Black, temporary - on 182
 20 per annum, for the purpose
 of carrying on the carrying out
 must certify in writing, D.D.
 18 May 1875, - duration
 of 1000 - 1000 for the entire
 = 1000 - 1000 - 1000
 1875: - 1000 - 1000
 1000 the clerk at once
 in continuation of service
 1875

Sanctioned.

26 May 1875

22 May 1875