

(1) Number of Pages.....16  
(2) Date of repair.....21/1/67  
(3) Initials of the Referencer.....2/2/68

# MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

*Revenue* DEPARTMENT

|          |         |       |
|----------|---------|-------|
| G.O. No. | 821 821 | Press |
| B.P. No. |         | Mis.  |

Dated 26/1/82 196 .

Not to be folded or roughly handled

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 fasli, 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 "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          | 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.

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 THEREON, 26th May 1875, No. 821.

Miscellaneous.

SANCTIONED.

(True Extract.)

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

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

REVENUE.

THE BOARD OF REVENUE,

do, do, do

Kneel.

G. O., 26th May 1875, No. 821.

MAY.

Nos. 302-303.

*Temporary Clerk for the Madras Collector's Office.*—Sanctioning the entertainment of a — on Rs. 20 per mensem till the end of July 1875.

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.

|                                                                     |     |     |     | 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 dockets 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.

Edw. W. H. French.

*Clerk, Additional—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 —*

FEBRUARY.  
No. 347.

Received

*Jan 13/75  
Jan 14/75  
1875*

Encl.

PROCEEDINGS, 15TH FEBRUARY 1875, No. 347

1875.  
Board of Revenue,  
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

|                                       | 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 ...<br>or 47·9 per cent. | ...            | 1,631          |

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.

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.

1874.  
Board of Revenue.  
MADRAS.

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

Encl.

revised.

DECEMBER.

No. 3,535.

*Clerk, Additional*—for Madras Collector's Office.—Collector informed that Board are not prepared to re-open the question of entertainment of — in addition to the one sanctioned in G. O., dated 9th November 1874, No. 1,420.

and certificates, and up to

Revenue Department.

Proceedings of the Board of Revenue

Dated 15<sup>th</sup> May 1875. 13163-

Read the following

From J. Hunter Blair Esq.  
Collector of Madras.  
To W. C. Stokes Esquire  
Secy 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<sup>th</sup> August  
1874, I pointed out in para 14 that the  
work of calling in and stamping Quit rent  
certificates under Government Order, dated 1<sup>st</sup>  
May 1874, No 22, 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 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 "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 despatches of the house

are sent in the disposal of Solutions, prepared abstracts thereof. one copy of work has been

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 334 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<sup>th</sup> November 1874, No 1420, the distribution of work in the office has stood as

Para 3. Board's Proceedings dated 17<sup>th</sup> October 1874, No 3015.

1. Clerk on Rupees 50- for account work.

1. Clerk on Rupees 25- for Records

1. Clerk on Rupees 25- for Copyists

1. Clerk on Rupees 30- for Registers, sockets letters, attend

to superintending work, numbering letters, marking of for posts to increase of letters in various Registers.

1. Head Clerk on Rs 50- Has charge of stationery, prepares annual 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 abstract thereof.

Endorsement is ready, the despatches 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 <sup>very</sup> 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 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

30  
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 8535  
132th 8/15 Feb  
1875 No 347.

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-  
-ployment, up to end of July 1875, of a clerk  
on Rupees 20 at least.

11. If an extra Clerk is not sanctioned,  
either



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

Mr. S. Copy to the Boarding Rec. Dec. 26 May. Printed Copy Dec. 26  
b To the Account and Balance of our 9<sup>th</sup> June  
55C-11-6/75

Rev. 1875: 344  
Increase of the  
Board of Measures

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

Black, temporary - on the  
20 per measure, for the purpose  
of collecting the 1875-76  
must certify in the 1875, Q. D.  
1<sup>st</sup> May 1876 2000, - donations  
of 1000 - 1000 for the entire  
- 1000 - 1000 - 1000  
July 1875 - 1000 - 1000  
to sustain the black at once  
in anticipation of 1876  
1876

26 May 1876

22: May 1875 11: 1875