New No. Sectt. I (i)-1—Old No. M.R.O. 1—10,006—10-6-68.

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(3) Initials of the Referencer

MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Revenue - DEPARTMENT

G.O. No. / ~~B.P.~~ No.	1629	~~Press~~ / Mis.
Dated 12-7-1876		~~190~~ .

Not to be folded or roughly handled

Administration Reports.

No. 84. Proceedings of Government, 30th June 1876, No. 707.

His Grace the Governor in Council resolves to pass the following orders regarding the preparation and submission of the Annual Departmental Administration Reports now shortly due for the year 1875-76.

2. The inconvenience of having different periods of report is seriously felt when the material given by the different departments is put side by side in one volume in the General Presidency Administration Report. This inconvenience will however be reduced if the matter contained in the departmental reports is limited exactly to the period to which the reports refer. Heads of departments are therefore directed to report as if writing on the last day of the period to which their report refers, and to exclude all subsequent matter.

3. In the arrangement of their reports they will work up to the General Report, as far as is practicable. The General Report for 1874-75 should be referred to, and the order there observed as to chapters, sections, and sub-sections should be observed in the sub-reports, unless some particular reason exists to the contrary. The Board of Revenue will especially notice the classification of material adopted in the report just mentioned. Under Chapter V, Revenue and Finance, the discrepancies between the Accountant-General's balance-sheet and the details given by the Board of Revenue are productive of inconvenience. The Board of Revenue are requested to communicate to the Accountant-General at as early a date as is practicable copy of that portion of their Administration Reports which is contained in the section therein numbered V. The Accountant-General will then incorporate this material with his Administration Report, making such adjustments or giving such explanations as he may find necessary, and will be for the purposes of Part II, Chapter V, of the General Report responsible for the complete financial statements of the year. A literal agreement will not be expected between the figures thus given and financial results incidentally stated in other chapters where the same subjects are treated from an administrative point of view. The Board of Revenue will observe that it is desirable, in all cases where it is practicable, to make that portion of their report which is included under Section V a mere abstract statement of accounts, and to keep distinct such information as is of an administrative nature. This will not be possible in such cases as Salt, Customs, Abkari, &c., where under the present scheme of the General Report there is no separate administrative section, but in all cases where there is such a section the distinction should be attended to. It will be noted that under Chapter II of the General Report a section has been opened for administration of Government, &c., Land, and under Chapter III a section has been opened for Local Fund Administration. Under Chapter V it will be useful if the Board of Revenue will state in each district the incidence of total Imperial taxation. Under Chapter VI the Board are requested to consider, in communication with the Protector of Emigrants, whether the information supplied by them regarding emigration and that supplied by the Protector of Emigrants cannot be put side by side in one report; either by causing the information from Magistrates to pass through the Protector of Emigrants, or by causing the latter to report through the Board. The returns furnished from these two sources overlap, and it is

G.O. No.
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Press
Mis.

desirable that the distinctions between them should be brought out by one reporting authority. Under Public Health, the Government consider that a separate communication of a general nature from the Board of Revenue as representing the rural districts is particularly valuable; but there appears to be no necessity for reproducing any tabular statements or returns which will appear in the report sent in by the Sanitary Commissioner. The District Post should receive notice in the Board's report. Orders will be passed regarding the division of material under Chapter VI between the Surgeon-General, Indian Medical Department, and the Sanitary Commissioner, on receipt of instructions from the Government of India on the subject referred to in G.O., dated 22nd February 1876, No. 182, Public.

4. In the Resolution of the Government of India, recorded in G.O., dated 4th June 1873, No. 584, paragraph 5, it was observed that Part I of the General Administration Reports should consist of "a compendious survey of the moral and material movement of the country as marked by the events and measures of the year, to be illustrated by the more particular account and statistics which will follow under different heads in the body of the report and in the appendices." To enable the Government to adopt this suggestion the heads of departments are directed to include in their reports not only the statistics of the year, but also an account of all important administrative "measures." Every topic of presumably general importance which has formed the subject of report or of correspondence between Government and the department during the period under review should receive brief but comprehensive notice. In cases where discussion has taken place, there is no objection to a temperate statement of both sides of the question, but remarks must be confined strictly to an abstract of what is already officially on record. The treatment of subjects in Part I of the General Report for 1874-75 will give a general idea of the way in which it is desirable that these portions of the reports should be drawn.

(True Extract.)

W. Henderson Offg
for Lauderdale 21st
for Chief Secretary.

To the Revenue Department.
,, the Military Department.
,, the Public Works Department.
,, all Heads of Departments.
* Board of Revenue
* Supt of Ceu Survey

Exd. J. Wright.

100 (delivered at Madras

10/10/83

No. 2503
Revenue Dy. Departt.

Govt. of {1876} Madras.

PUBLIC.

To

THE REVENUE DEPARTMENT,

&c., &c., &c.

Dated June, 30th.

Issued 877

Recd. 11 July 76 Encl.

G.O., 30th June 1876, No. 707.

JUNE.
No. 84.

Administration Reports.—Certain orders passed regarding the preparation and submission of the Departmental Administration Reports for 1875-76 now shortly due.

No. 1629
Lt. Col. Hamilton
Secy. to Govt. Public Works Dept.
Commissioner of Salt, Excise & Customs
Conservator of Forests, &
Superintendent of Police
and Supdt. Govt. Stamps.
12 July 1876

11.7.76

To the Collector of Salt Revenue
To the Collector of Customs
To the Conservator of Forests
To the Superintendent of Police
To the Supdt. Govt. Stamps