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MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Rev. DEPARTMENT

G.O. No.	2231	Press
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Dated	26.9.1876	196

Not to be folded or roughly handled

Revenue Department.

Miscellaneous No 3011.

Proceedings of the Board of Revenue.
Dated 18 September 1876.

Read the following.

No 2421.

From. The Collector of
Caujatom

To. The Secretary to the
Board of Revenue
Madras.

Sir,

I have the honor to Submit
the Annual Report on the Records in
this District with special reference to the
Board's Miscellaneous Proceedings dated
9th June 1875. No 5020.

2. As to the process observed
in the arrangement of my Huzur Records
I have to state that the method des-
cribed in the last year's report dated
6th May 1875. S. No 293 has been
strictly

Strictly adhered to both as regards the heads under which the records have been arranged and their periodical transfer from the Vernacular and English Departments to the Record Room.

3. Mr. Assistant Collector Moore has carefully examined the Muzur records and has given a complete Account of the progress made during the past year and of the measures inaugurated to expedite their arrangement. He has also set forth clearly what more has yet to be accomplished. Extracts from his report dated 25th April 1876 No. 25 will be given below. Such of his proposals as could be disposed of without reference to the Board have been carried out here; and the present opportunity is taken to bring the rest to the Board's favourable notice.

4. With respect to the English records Mr. Moore observes "The Record Keepers have been occupied

during

During the past year in classifying and registering the records from May 1867 up to the end of 1873. These records are being arranged under the eighteen heads specified in para 3 of your letter to the Secretary to the Board of Revenue dated 6th May 1875. No. 293. The records classified under each head are again divided into a number of sub heads, and the papers which come under each sub head are bound into small bundles and labelled. These small bundles are then placed in Almirahs under the heads to which they belong. For each head a rough register is kept, and in it the papers are registered under the several sub heads. A list of sub heads is given on the back of each register. As soon as these rough registers are completed it will be necessary that fair registers be prepared

And.

and Alphabetical indices of the Sub
heads in each affixed, when this has
been done I am of opinion that the
obstacles to easy reference will have been
completely removed. The English Record
Keeper states that he has made an
attempt to separate the records to
be retained from those to be destroyed
in accordance with Mr. Boswell's list.

"The classification and registering
of the papers under the following
heads has been completed up to the
date mentioned below.

- | | |
|------------------------|------------------------------------|
| 1. Land Revenue. | } From May 1864
to end of 1873. |
| 2. Survey & Settlement | |
| 3. Taxes | |
| 4. Forest of Wards | |
| 5. D. O. Works | |

- | | |
|------------------|----------------------------|
| 6. Miscellaneous | Up to middle part of 1873. |
| 7. Miscellaneous | Up to latter part of 1873. |
| 8. Sea Customs | From 1863 to 1868. |

"It will thus be seen that
of the 18 heads under which the papers
are

are to be arranged, 10 heads are as yet
untouched; the papers under these heads
however are not so voluminous as those
already arranged and I am informed
that a half of the records from 1874 to
1873 have been classified. The records
of 1874 have not been touched nor those
for years previous to May 1864. The entire
English records extending over a period
of 108 years commencing from 1768.

"There therefore remains a very
large amount of work to be done.
The Record Keeper states that his only
Assistants are the Agency Head and
2d Writer, and that the former has
during the past year been three times
absent on duty. As there is so large
an amount of arrears in this
Department it appears to be strongly
advisable that the number of
heads employed should if possible
be

be increased.

5. In regard to the vernacular records which extend over a period of 78 years commencing from 1798, Mr Moore observes as follows.

The work of Classification in brief is on by the Record Keeper and his Assistants. The papers from January 1869 to 1873 to be retained in the record have been separated from those to be destroyed in accordance with Mr Boswell's list. The papers to be destroyed being placed in separate Dusters, and Memoranda according to the heads to which they appertain prepared. This task was completed by the end of December 1875. Of those to be retained, the Hukums ^{via which} have accumulated since the introduction of the bundle system (in January 1869) have been arranged under the 18 heads mentioned in para

2 of this letter, registers for the year 1874-75 have been prepared. The records for the remaining years have still to be registered.

"The H. Kums. Ven for the year previous to January 1874 as well as accounts received up to the present are being arranged in dusters according to the years to which they belong. And rough registers of the contents of these dusters are being prepared. ^{After one half of this task has been performed} After being finished, fair registers will have to be prepared, and Alphabetical Indices affixed to them."

6. The above is the result of the strenuous exertions made during the past two years after having made available and detached for the record work all Clerks who could possibly be spared for the purpose. There is yet a great deal to be done, and considering the present rate

rate of progress I fear it will take several
years. The records can be system-
atized and completely arranged,
listed and indexed under existing
arrangements.

The English
Record Keeper and one of the under
Record Keepers is almost wholly occupied
in current duties and extra clerks
made available for the purpose are
liable to be called away for im-
mediate duties. It is often a most dif-
ficult matter to find a record or
document, and it is a constant
occurrence to have papers asked for
and reported to be missing.

Under the existing circumstances
I consider it very expedient that
a temporary Establishment of
four Clerks (2 for the English and
2 for the Vernacular Departments)

be entertained for 6 months to arrange
the records. The cost would be,
at 20 Rs a month each, Rs 480.

8. The record room is
incommodious. I am very
anxious that a new Record room
should be built somewhat after the
fashion of the new library at the
Madras Museum and I propose
to ask the District Engineer for a
plan and Estimate. If this cannot
be immediately undertaken it will
be necessary to enlarge the existing
room.

9. I have authorized the destruction
of certain old and useless papers
and have arranged to purchase
two more almirahs for storing the
new records.

10. I enclose a copy of the
Ag. Principal Assistant Collector's report

Dated.

Dated 20th May 1876 No 144 on the
State of records in his own office

And in the marginally
Noted Offices in the Sub Division.
Mr Graham's report on the State
of records in the Sub
Division Office is I consider very
Satisfactory.

1. Tahsildar's office - Chikarole
2. Dy Tahsildar's Office - Karsampeta
3. Do Do Do - Tenkally
4. Do Do Do - Parlatanidly
5. Substation Supt. - Calingapattam
6. Asst. Do Do - Baranapada
7. Do Do - Poondy.

11. Neither in the Senior Assistant

Collector's own office nor in the Taluq
and Divisional offices under
him does much progress in
Arranging the records

1. Tahsildar's office - Berhampore
2. Town Magistrate's office - Do
3. Dy Tahsildar's office - Itchapone
4. Do Do - Sompeta
5. Do Do - Purushottapone
6. Do Do - Hka.

appear to have taken place. The State
of records in the Berhampore Taluq
in particular, is anything but Satis-
factory. I inspected them in May 1873,
and finding them in a very disorderly
and confused state, issued strict
proceedings enjoining the Taluq Officials
to pay immediate attention to their
Arrangement and Classification.

Nothing

Nothing however seems to have been done
since and the Tahsildar reports that
the records of last year were Sepa-
rately kept for each Revenue Inspection
Division and that his ~~subordinate~~ had
no time to do more. The Town Magis-
trate of Berhampore however reports
that he arranged his records properly
and separated the papers to be retained
from those to be destroyed.

12. The Itchapone Deputy Tahsildar
- dar's records are reported to have
been mostly filed in paste books,
the rest being tied in bundles. Some
of them however have been arranged
under Mr Boswell's Scheme.

13. The Sompeta Dy Tahsildar
reports that his records are arranged
according to years months and date,
no lists of them being prepared.

14. The Purushottapone Dy
Tahsildar reports having arranged
his

his records for 1845-46 and makes no mention of the old records except that he is preparing a list of them.

13. The Akha D^r Tahsildar Contented himself in reporting merely that his records are preserved in bundles.

16. The late Ag. Senior Assistant Collector (Mr. Malby) has reported that the records in his own office and those in the Taluq and Divisional offices under him were "Kept in bundles upon shelves and in boxes," that he was unable to report in detail and that special measures were required to arrange the records according to Mr. Boswell's Method. In reporting on the state of records in his Division for 1844-45, Mr. Malby made the following observations which hold good also for the year under report.

"I am in the habit of visiting the

* Note.

This was in April 1845 when Mr. Malby was in temporary charge of Surdar, Gumsur, Purushottapur and Ganjam.

The record rooms at the different Taluq Stations to be most everything is neat and orderly, but Mr. Boswell's System of arrangement has certainly not been carried out in its entirety and I think that special measures and additional clerks will be necessary should the Board insist upon this being done. I have four clerks in my own office and it is quite impossible for me to spare any of them for the work as I have to superintend and correspond with 12 Sub Magistrates, besides having the usual Magisterial Revenue Agency and Municipal work to get through, and as you are aware this District is and always has been in a backward state, and there is therefore always plenty to be done. The same remark applies although in a minor degree to the Taluq Offices

Officers who have only two purnas too
each. An extra temporary Clerk will
therefore be required in every office
of my division to perform the work
of sorting the records satisfactorily."

17. Gunders Talug. The Tahsildar
reports that the accounts to be retain-
ed for Faslis 1270 to 1280 have
been separated from those to be des-
troyed but not arranged in detail,
that the other ~~same~~ papers for
1871 to 1875 have been arranged
but that no lists of them have been prepared, that the Masisterial records have been arranged for 1876 to 1878
although the records of the other years
have not been touched, that the only
man he could at present spare for the
arrangement of records is the Daf-
tardar and that unless two purnas-
tahs be sanctioned for him, the
records cannot be completely
arranged. The Special Assistant
in forwarding the Tahsildar's report
states that the Tahsildar's request
to

to employ two purnas too on the work
for 6 months a reasonable one and
ought to be complied with.

18. The remaining divisional
offices in the plains are those of the
Deputy Tahsildars at Ranjan and
Suradah. The former reports that
the records of Masisterial cases
have been arranged in consecutive
order of their numbers on the file
and according to years and months,
and that the other papers are
filed in books up to 1866 and bundled
afterwards. The latter reports that
his records have not been arranged
but that some of them have been
destroyed by rats.

19. The Special Assistant Agent
has reported that the English and
Vernacular records of his office were
arranged up to the end of December
last.

last and that ^{the} three Mahals Sub-Mahals.
 trah had reported having arranged
 their records but that he had not
 inspected them personally although he
 intends doing so on his next tour.
 I have asked Major Amis not to
 lose sight of this important matter
 when next he visits the Sub-Mahals-
 trah's offices and report on the state
 of the records fully, meanwhile
 insisting upon their being systematic-
 ally arranged and lists being
 prepared.

20. I have not received a
 report on the condition of the records
 of the Salt Deputy Collector but have
 asked him to furnish me at an
 early date.

21. The following is an abstract
 of the four Salt Superintendents' reports
 on the condition of records in their
 respective offices.

Ganjam.

Indrapuri
 Balasuda
 Rumpin.

x Since received. The Salt
 Dy. Collr. states that the records
 in his own office and those
 in the Sub-Mahals' offices have
 been arranged and lists pre-
 pared.

Ganjam... Arranged and kept in
 order according to the Manual
 for five years up to the end
 of March 1876.

Indrapuri... Arranged up to the end of June 1875.
 Balasuda... Have been kept in proper order.
 Rumpin... Arranged up to 1875.

22. The following is an abstract
 of the reports of the Sea Customs Super-
 intendents and their Assistants with
 regard to the records in their respective
 offices.

Ganjam... The Superintendent gives a
 list of the records existing in
 his office and says they
 are almost wholly filed in
 books.

Cuttack... Placed in an alphabetical
 and separated in packets
 according to date year by year.

Sonapatna... The records were in
 a good state during the year

ending

Sunday 31st March 1876.

Barwah... The Assistant Superintendent gives a short list of the few papers received and discharged by him last year and makes no mention as to how many are kept or of previous papers.

Pondy... Properly arranged and lists of papers to be retained and destroyed prepared.

Baranapad... The Superintendent gives a list of the papers received and dispatched last year, but makes no mention of the state of the previous records.

Calicut... English and Vernacular records duly assorted and arranged up to the end of the past official year.

23. The reports of most of the Taluk Officers and of the Salt and Sea Customs Superintendents are so meagre that no correct idea can be formed from them as to the state of records

records in their offices. I shall adopt measures to have complete reports sent in future. Having rejoined the District only two months ago. I have had no time to inspect the record rooms in the District personally. I shall insist upon a systematic arrangement of the records at as early a date as possible and hope to be able to submit a more favourable report next year.

24. On a careful consideration of the whole question of arrangement of records, I am obliged to come to the conclusion that without affording extra relief, the existing establishments in some of the Taluk and Divisional Offices as well as in my Senior Assistant's Office cannot accomplish this very desirable arrangement of records. I am most unwilling to request sanction for the entertainment of

of any Extra Establishments for the purpose, but the Taluk Establishments are so heavily burdened with work that I consider immediate relief in this direction is absolutely necessary. Should the Board insist on the proper arrangement of records.

25. I accordingly propose to entertain the following Establishment for a period of six months at an approximate cost of Rs. 165 in addition to the one mentioned in para 7. Supra.

Officers.	Number of Gumastahs	Monthly Cost.
Senior Assistant Collector . . .	1 . . .	15.
Berhampur Tahsildar . . .	2 . . .	30.
Meharpur Deputy Tahsildar . . .	1 . . .	15.
Sompeta Do . . .	1 . . .	15.
Atka Do . . .	1 . . .	15.
Purushottampur Do . . .	1 . . .	15.
Ganjam. Do . . .	1 . . .	15.
Suradah Do . . .	1 . . .	15.
Russelkundah Tahsildar . . .	2 . . .	30.
Total. " . . .		165

Wm

26. With reference to para 8 of the Board's Standing Order ³³⁶ (Circular 43 of 1866) I have to state that the Office copies of the Acts and Standing Orders have been corrected to date.

I have recd.
Chatterpore 3 Sep 67
15th Oct 1867
Sd/- G. Srinivasa Rao
Ag Deputy Collector for
Collector of Ganjam.

Submitted for the Orders of Government.

2. The Board strongly support the Collector's proposal to entertain the Extra Establishment required temporarily for the arrangement of the records in the several Offices in the District. It is impossible that the work should be accomplished

by

by the ordinary Establishment, and
it is essential to the proper conduct
of business that the records should be
in order and not in confusion.

Mr. Master asks for four sumastars
on Rs 20 for his own office and
on Rs 15 for those of the Senior Assistant
and the Tahsildars. The cost for the
period named, six months, will be
Rs 1470.

(True Copy & Extract)

Sanatibari.
Asst Secretary

To the Secretary to Government. P. D.

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22364/76 R26.14

Handwritten signature/initials

22201

The Government sanction the establishment
proposed at the cost stated No. 1470. It is pre-
sumed that the charge will be met from
the Budget proceeds for ~~the~~ Temporary
establishment.

1 To the Secretary General 26 Sept

1 To the Secretary General 26 Sept

26 Sept 1876

22201 21 Sept 1876

Handwritten note

Subordinating to Govt report
of the Station of Camp in the
year 1875-76 on that of the
in 1875 & supporting the recom-
mendation to submit the
same to the Council in March

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Board of Revenue

N. 3320
Date: 15/9/76
Secretary of the
Board of Revenue