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MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Rev. DEPARTMENT

G.O. No.	2271	Press
B.P. No.		Mis.
Dated	29.9.1876	196

Not to be folded or roughly handled

Periodical Reports.

No. 12. Read the following Extract from the Proceedings of the Government of India, in the Home Department (Public), dated Fort William, 21st November 1874, No. 68—2837.

Read despatch from the Secretary of State, No. 563, dated 31st December 1872, calling attention to the number and voluminous character of the printed reports forwarded for the information of the Home Government, and requesting some restriction being placed on the expenditure incurred in India in printing public documents.

Read Resolution of the Home Department, No. 1674, dated 12th May 1873, and connected papers, relative to the preparation of the annual Administration Reports.

Read Resolution of the Home Department, No. 11—428, dated 24th December 1873, requesting Local Governments and Administrations to discontinue the practice of printing *in extenso* the reports of Inspectors of Education hitherto attached to the reports.

Read Resolution of the Financial Department, No. 1571, dated 7th March 1874, urging a general review of the Provincial, Departmental, and Occasional reports now published, and of their circulation and distribution.

Read Resolution of the Home Department, No. 37—1432, dated 20th May 1874, and connected papers, circulating a revised list regulating the external distribution of reports.

RESOLUTION.—Instructions having been issued for the preparation of the annual Administration Reports, and for the external distribution of reports generally, the Government of India are now desirous to secure the co-operation of Local Governments and Administrations in giving the fullest possible effect to the request made by the Secretary of State in the despatch quoted above and circulated herewith. The object in view is to place some restriction on the expenditure incurred in India in printing public documents. In this respect there is clearly much room for reform. Not only is unnecessary expenditure incurred by the actual printing of reports excessive in number and voluminous in character, as stated by the Secretary of State, but stationery and postage charges are thereby much aggravated, and public offices are overwhelmed by a constant supply of bulky ephemeral publications. Three departmental reports aggregating 932 pages quarto have recently been submitted to this Department from one province where the Administration Report was a small octavo in 275 pages, and from another province one departmental report aggregating 803 pages and another 706 pages folio.

2. In furtherance of this object, the following rules are suggested for the consideration of Local Governments and Administrations:—

- (i.)—That the separate printing of some departmental reports be prohibited, their subject-matter being digested and edited in the annual Administration Report.
- (ii.)—That those reports of which the separate printing is sanctioned should as a rule be limited to a fixed maximum number of pages and to a fixed size of type and page—not to be exceeded or changed without the sanction of the Local Government concerned. Also that the number of copies to be printed shall be fixed by the Local Government for each report, having regard to the necessary official circulation.
- (iii.)—That all Heads of Departments be required to condense and edit, instead of reproducing *in extenso* the reports of their subordinates except upon the ground (which should be stated and explained) that any particular report possesses special value and interest that will be lost by condensation.
- (iv.)—That every Department should be debited with its own printing charges, not necessarily for the purpose of account, but in view of the annual charges incurred by each Department.

3. The Government of India are aware that these rules can only be of general application to ordinary departmental reports. Occasional or special reports for instance are often required on special subjects, and are submitted by persons or Committees appointed for that purpose, and the character of such reports must depend on the nature of the subject and the competence of those appointed to deal with it. To such reports no hard-and-fast rule can be applied, but it would conduce to economy if these reports (and indeed all reports to which the method is practically applicable) were submitted in manuscript to the printer for an estimate of the total cost of the publication, and if this estimate were passed by the Government to whom the department is subordinate prior to the report being published.

4. In view to the carrying out of these rules lists should be prepared (1) of reports submitted to Local Governments which may be separately published, or which may be limited, in regard to printing, according to the Rules proposed by this Resolution; and (2) of reports which are now printed in separate volumes but which might henceforth be included in the annual Administration Report. Local Governments and Administrations are invited to consider how far this Resolution, which is intended to apply to reports submitted to the Government of India, may properly be extended to reports submitted to themselves and not sent on to the Government of India, and to offer suggestions as to the reports to be included in each of the lists in view to the rules being generally enforced as soon as the lists are finally decided upon.

ORDER.—Ordered that this Resolution be forwarded to Local Governments and Administrations for the purposes stated.

Ordered, also, that a copy be forwarded to other departments of the Government of India by which it may be circulated to those officers to whom it may be considered in each Department to apply.

(True Extract.)

(Signed) ARTHUR HOWELL,
Offg. Secy. to the Govt. of India.

No. 13. Read also the following Despatch from the Most Honorable the Secretary of State for India, to His Excellency the Right Honorable the Governor-General of India in Council, dated India Office, London, 4th March 1875, No. 109 (Financial).

I have considered in Council your Public letter, dated the 8th January 1875, No. 1, forwarding copy of a Resolution by your Government laying down certain rules with a view to curtailing the dimensions of periodical reports.

2. I approve of the Resolution in question, but I trust that, in carrying it out, you will be careful that it shall offer no impediment to the collection of statistical information that is really valuable.

No. 14—857.

Copy forwarded to the Local Governments and Administrations, in continuation of Resolution, No. 68—2837, dated 21st November last, and with the remark that the views of the Secretary of State should be noted in any changes now in contemplation. General Orders will be issued on receipt of all the replies to the Resolution cited.

(By Order of the Governor-General of India in Council.)

HOME DEPARTMENT (PUBLIC),
SIMLA, 21st May 1875.

(Signed) T. J. C. PLOWDEN,
Offg. Under Secy. to the Govt. of India.

No. 13-A. ORDER THEREON, 4th September 1876, No. 995.

The Secretary of State having called attention to the number and voluminous character of the printed reports received from India, the Government of India make certain suggestions for their reduction in quantity and bulk. These suggestions are embodied in four rules primarily intended to apply to reports submitted to the Government of India, but the Government of India request that they may be considered how far they may be applied to reports which are not forwarded by Local Governments.

Reports Forwarded.	Reports not Forwarded.
1. Civil and Criminal Justice.	1. Indian Medical Department.
2. Police.	2. Marine Department.
3. Madras Small Cause Court.	3. Emigration Department.
4. Jails.	4. Legislative Department.
5. Registration of Assurances.	5. Revenue Survey Department, Abstract.
6. Education.	6. Revenue Settlement Department, Abstract.
7. Registration of Books.	7. Paper Currency.
8. Civil Dispensaries.	8. Government Museum.
9. Lunatic Asylums.	9. Observatory and Meteorology.
10. Vaccination.	10. Army Department.
11. Medical College.	11. Unconventured Civil Service Examinations.
12. Stationery.	12. Government Press.
13. Madras Municipality.	13. Ecclesiastical Department.
14. Land Revenue Settlement.	14. Military Department.
15. Trade and Navigation.	15. Travancore and Cochin Affairs.
16. Forest Conservancy.	16. Carnatic Affairs.
17. Sanitary.	17. Revenue Board's Administration Report.
18. Medical and Sanitary — Native Army.	18. Botanical, &c., Gardens.
19. Lock Hospitals.	19. Lawrence Asylum Press.
20. Public Works.	20. Madras Irrigation Company.
21. Railways.	21. Telegraph.
22. Money Order.	22. Accountant-General's Report.
23. Pudukottah State.	
24. Chincona Plantations.	
25. Curator of Books.	
26. Government Farms.	

in future to print No. 15; a separate reprint here is therefore unnecessary and will be discontinued. Nos. 2, 3, 8, 9, 11, 12, 13, 17, 18, 19, 20, and 22 are useful for departmental or general circulation, and the Governor in Council as at present advised is not disposed to discontinue printing them. The reports which remain, viz.—

Indian Medical Department,
Legislative Department,
Abstract Report on Revenue Survey Department,
Abstract Report on Revenue Settlement Department,
Military Department,
Carnatic Affairs, and
Telegraph Department,

are useful only for incorporation in the Annual Presidency Administration Report, and will not henceforward be printed.

3. Rule II suggests a fixed number of pages and a fixed size of page and type.

As to the former provision it is observed that the length of a report is a matter which must to some extent be left to the judgment of those entrusted with its compilation, but the necessity of the utmost brevity consistent with perspicuity will be impressed on all departments which send in periodic reports to Government. The body of the reports is in the majority of cases much too lengthy and diffuse, especially as regards the letter-press portion; reporting officers will readily find means for curtailing the reports in this respect, and the Governor in Council relies on an extensive reduction being made in the case of the reports on 1876-77. The Appendix statements also are probably susceptible of being considerably diminished in number. Such statements as have been called for by the Government of India

must be continued, but in other cases a revision of the list of statements sent up with each report will probably show opportunities for curtailment. Reporting officers will bring to the notice of Government any cases where it appears to them that Appendix statements hitherto sent up with the reports can with propriety be discontinued in future.

As to the latter suggestion, a greater uniformity of size and type than prevails at present is undoubtedly desirable. The Sanitary Commissioner's report and the report on the Native Army are, under instructions from the Government of India, printed in double foolscap 4to., and in pica type with small pica appendices. The same arrangement will now be made for all other reports, and no deviation from the rule will be permitted, unless under a distinct order of Government on the representation of the head of the department concerned. The rule will not however apply to such reports as may under different existing Government Orders be printed as part of the series of "Selections from the Government Records" offered for sale to the public; these will continue to be printed in 8vo. till further orders.

4. The Governor in Council takes this opportunity of directing that all departments which submit reports not included in the current Proceedings of Government, shall in future themselves see the reports through the Press and undertake the distribution of the copies. The printing will in all cases be carried out under the supervision of the Superintendent of the Government Press, and the number of copies will be struck off complete as soon as the report is not be made by any department other than the Board of Revenue until the department has received the orders of Government on the report or the permission of Government to distribute; and in all such cases the Government Order, if any, will be included in the copies distributed. The distribution list must receive the sanction of Government before adoption. The reports named below not being of an extended nature will henceforward be included in the current Proceedings of Government; they will be submitted in manuscript, and the printing and distribution will be effected by the Government:—

Registration of Books.	Pudukottah.
Stationery.	Chincona Plantations.
Marine Department.	Botanical, &c., Gardens.
Emigration Department.	Curator of Books.
Government Museum.	Money Order.
Observatory and Meteorology.	Paper Currency.
Unconventured Civil Service Examinations.	Lawrence Asylum Press.
Ecclesiastical.	Madras Irrigation Company.
Government Press.	Accountant-General's Department.

5. Rule II of the Government of India further suggests that the number of copies which shall be printed of each report shall be fixed by the Local Government. This arrangement is already in force in this Presidency.

6. Rule III, that heads of Departments be required to condense and edit as a rule, instead of reproducing in extenso, the reports of their subordinates is also already

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*Proceedings of the Madras Government, Public Department,
4th September 1876. No. 995.*

in force. The necessity for its strict observance will however be again impressed upon the heads of all departments.

7. The IVth rule—that every department shall be debited with its own printing charges in view to comparison being made with the charges of other departments—is one that specially commends itself to the Government, and the Supervisor of the Government Press will issue instructions for its adoption. The subject will in future be referred to in the Superintendent's annual reports, and any increase in the work done for particular departments will be noticed.

8. There remains the suggestion that special and where possible ordinary departmental reports should be submitted in manuscript to the printer for an estimate of the cost, and that this estimate should be submitted for the sanction of Government. The Government are not prepared to approve such a measure. It would entail considerable delay and correspondence, adding also in no small degree to the work of the Press Department, while it is not likely that any economy would be effected by it.

(True Extract.)

W. HUDLESTON,
Chief Secretary.

To the Revenue Department.
„ the Public Works Department.
„ the Military Department.
„ all Heads of Departments.

Exd. J. Wright.

500 delivered at Madras

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Ms. C. 13566 of 1876.
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Govt. of 1876 J. J. J. J. J.

PUBLIC.

THE REVENUE DEPARTMENT,

Ac., Ac., Ac.

Dated September, 1876.

Issued

Recd. 24-10-

G.O., 4th September 1876, No. 935.

SEPTEMBER.
Nos. 12-13-A.

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Periodical Reports.—Orders passed on Resolution of Government of India on the subject of reducing the quantity and bulk of all periodical reports.
Communicated to the Secretary of the Government of India, and to the Secretary of the Government of Madras, for their consideration and sanction.

29 September 1876