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(3) Initials of the Referencer *[Signature]*

MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Revenue DEPARTMENT

G.O. No.	917	Press
~~P.P.~~ No.		~~Mis.~~
Dated	7. 7. 1876	1906

Not to be folded or roughly handled

912

*Proceedings of the Madras Government, Revenue Department,
7th July 1876.*

No. 72. Read the following Proceedings of the Board of Revenue, dated 26th June 1876, No. 1,632:—

Read again G.O., dated 8th March 1876, No. 339, recorded in Board's Proceedings, dated 20th March 1876, No. 786.

Read also the following:—

Proceedings of the Madras Government, dated 9th May 1876, No. 590, Revenue Department.

ABSTRACT.—Desiring to have a report on the result of the inspection ordered in paragraph 3 of G.O., dated 8th March 1876, No. 339, directing Board to review the work of the Madras Sea Custom Trade Establishment, and authorizing them to employ any temporary establishment, if necessary, at their discretion.

Proceedings of the Madras Government, dated 9th May 1876, No. 592, Revenue Department.

ABSTRACT.—Stating that the Board with their increased establishment should feel no difficulty in furnishing information regarding trade "up to the month," and that the inspection of the Madras Sea Custom House should be made by a Member of the Board aided by Head Sheristadar.

THE Acting 3rd Member of the Board has inspected the working of the several departments of the Sea Custom Office, and is of opinion that the additional establishment already recommended by the Board is absolutely necessary but not more.

2. The general arrangement of work in the office is as follows. Any person desiring to export goods, or to remove articles imported, presents to the Deputy-Collector a bill and a pass (hereafter a duplicate bill will take the place of the pass) in certain prescribed forms showing the articles to be exported or removed, and the Deputy-Collector passes them on to an officer called the Inspector. In the case of imports, the Inspector compares the bill with the manifest and bill of lading in view to satisfying himself that the articles have been actually imported, and that the applicants are the persons entitled to remove them. He also sees whether any applications from Firms and Houses of Agency to stop the delivery of the articles have been received, and if so, whether the delivery order has been produced. If every thing is right, the bill is sent to the Appraiser who after checking the valuations, not only in regard to dutiable but also free articles, sends it to the Deputy-Collector, who then enters the rate of duty leviable on each article, if any duty is leviable, or, if it is free, issues orders to register it as free. The bill is then sent to the Cashkeeper if there is any duty to be collected, or to the Inspector if no duty is due. The Cashkeeper sees that the amount of duty is calculated according to the rate entered by the Deputy-Collector, prepares a bill for the amount, and, after receiving payment, sends the bill of entry and the duty bill to the Inspector who, after comparing the pass with the bill of entry, notes on the former that duty has been paid. The pass is then signed by the Deputy-Collector and given to the party who produces it at the gate and removes the article. Nearly the same procedure is adopted in regard to

exports also. Separate applications are presented for removing articles from, or securing them in, bonded warehouses, and they are attended to by an officer specially employed for the purpose.

3. The Board do not think there is any thing faulty in the system of management calculated to increase the work needlessly.

4. As to whether the existing establishment is in excess of what is required for carrying out the work above described and discharging all other duties in connection therewith and with the preparation of the trade returns, it is necessary to notice in detail the work done by the several departments* into which the office is divided.

- * 1. General Department.
- 2. Appraiser's Department.
- 3. Inspector's do.
- 4. Import Yard do.
- 5. Export Yard do.
- 6. Beach do.
- 7. Cash do.

5. GENERAL DEPARTMENT.—This department is composed of the following establishment:—

1 Manager	...	Rs.
1 Accountant	...	225
1 Clerk	...	100
1 Do.	...	80
1 Do.	...	70
1 Do.	...	50
1 Do.	...	40
5 Clerks, at Rs. 30	...	35
5 Do. at „ 25	...	150
2 Do. at „ 20	...	125
4 Do. at „ 15	...	60
23		

The Manager has the supervision not only of this department but also of all other departments in the office except that of the Appraiser. The duties performed by the Clerks are shown below:—

- 4 Clerks are employed in copying and despatching letters and keeping the records in order. The number of letters sent and received annually are about 2,000 and 11,000 respectively. They have also to despatch about 3,500 manifests to out-ports.
- 2 Clerks attend to applications for admitting or removing goods into and from bonded warehouses, which are sixteen in number. The number of applications annually is about 1,300, and one of the Clerks has to be present at the warehouse on all occasions when goods are admitted or removed.
- 3 Clerks keep an account of vessels cleared and entered and also examine boat-notes of dhonies. The number of vessels and dhonies entered or cleared annually is about 1,600 and the boat notes issued number 27,000.
- 4 Clerks examine boat-notes of ships and steamers and keep an account thereof. These number about 2,600 a-month or 31,000 a-year.
- 2 Clerks are employed in registering bills of entry which on an average amount to 100 a-day.
- 7 Clerks are employed in preparing the trade returns. The number of entries to be posted in a month is about 50,000.

The Collector wishes to have two Clerks added to this department as the work of the Statistical branch is heavy. The Board think that the addition of

one will be sufficient as, under the system of duplicate bills, two Clerks are unnecessary for registration, and one of the two now employed on that work can be spared for the Statistical branch.

6. APPRAISER'S DEPARTMENT.—Five of the Clerks are employed under the orders of the Cashkeeper, four in calculating the amount of duty on each article and one in assisting him generally. The others assist the Appraiser's in examining the valuations. An addition of five Clerks to this department is proposed by the Collector; two for examining the correctness of the classification in the bills of entry and removal, a duty which

has hitherto been performed by the Statistical Department but which, as observed by Mr. O'Conner, should be performed by the General Department as soon as the bill is produced, and three for calculating the amount of duty on each article, as, under the present arrangement, it is necessary that the duty on each article in the bill should be separately calculated in the General Department before the document is transferred to the Statistical Department, instead of its being calculated as hitherto on all the articles bearing the same rate of duty combined. The number of bills presented every day is about 100 with four articles on an average in each. The Board certainly do not think that an addition of five Clerks is necessary for the additional work above referred to. They would only allow two, one for examining the classification of the articles entered in the bill, and the other for assisting the Clerks engaged in calculating the duty.

7. INSPECTOR'S DEPARTMENT.—In addition to the duties described in paragraph 2 *supra*, the Inspector has to examine the refund and drawback applications and attend to letters of advices of transshipment. The Board's Head Sheristadar thought that the establishment might be slightly curtailed, but the

1 Inspector	...	Rs.
1 Clerk	...	175
1 Do.	...	50
1 Do.	...	35
1 Do.	...	25
1 Do.	...	20
5		

Acting 3rd Member, after conferring with the Collector, considers that no reduction can be effected. The duties of the Inspector are generally of such a miscellaneous nature that it is difficult to define them exactly, and the Board are not disposed to recommend any reduction.

8. IMPORT YARD DEPARTMENT.—The duties of this department are to keep a register of special permits for combustibles, note the dates of landing and see whether godown rent is leviable or not, prepare lists of unclaimed goods, weigh articles when required, look to the despatch of Government packages, and see that no article is removed without a pass. The establishment is not too large for the work,

1 Manager	...	Rs.
1 Clerk	...	150
1 Do.	...	80
1 Do.	...	50
1 Do.	...	40
1 Do.	...	25
3 Clerks, at Rs. 20	...	60
8		

Proceedings of the Madras Government, Revenue Department,
7th July 1876.

1 Manager	Rs. 100
1 Clerk	35
2 Clerks, at 25 Rs.	50
2 Do. at 20 "	40
2 Do. at 15 "	30
8	

9. EXPORT YARD DEPARTMENT.—The duties of this department are nearly the same as those of the Import Yard Department. The Clerks have also to prepare manifests. No reduction appears to be possible.

10. BEACH DEPARTMENT.—The Preventive Officer attends chiefly to the passing of baggage and transhipment of goods. The Clerks are employed in the Import Yard Department where the work is heavy.

1 Preventive Officer	Rs. 100
2 Clerks on 15 Rs.	30
8	

1 Cashkeeper	Rs. 100
1 Clerk	25
1 Shroff	25
1 Do.	20
4	

11. CASH DEPARTMENT.—The working of this department calls for no remark.

12. From the foregoing observations, it will be seen that the addition of three Clerks is absolutely necessary, and the Board request that their entertainment may be sanctioned on the salaries noted in the margin. They also recommend the entertainment of an Attender on Rupees 8 to be in charge of the Trade on Rupees 85 per mensem.

1 on	Rs. 35
2 on Rs. 20 each	40
3	

Statements and an increase of 2 Rupees in the pay of the Mochi as already recommended. The total increase proposed amounts to Rupees 85 per mensem.

13. The system of requiring bills in duplicate according to the forms used in Calcutta had not been introduced at the time of the Acting 3rd Member's inspection; but notice had been given to the Trade that duplicate bills must be presented from 15th June 1876, and the Collector has reported that the system was introduced accordingly on that date. The registers are all now kept properly and the work is neatly done.

(A true Extract.)

(Signed) C. A. GALTON,
Acting Secretary.

No. 73.

ORDER THEREON, 7th July 1876, No. 917.

Separate Revenue, No. 5.
Customs.

SANCTION for the proposed monthly increase of 85 per mensem for the Sea Customs-house Establishment, Madras, is granted accordingly. The charge will be reported to the Government of India in due course.

Proceedings of the Madras Government, Revenue Department,
7th July 1876.

2. The system of duplicate Bills (paragraph 13) should be introduced into the other ports of the Presidency as early as practicable.

(True Extract.)

(Signed) D. F. CARMICHAEL,
Secretary to Government.

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

Exd. F. R. Bantleman.

917/4
No. 1,632.

PROCEEDINGS OF THE BOARD OF REVENUE, dated 26th June 1876.
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several departments of the Sea Custom Office, and is of opinion that the additional
establishment already recommended by the Board is absolutely necessary but not
more.

2. The general arrangement of work in the office is as follows. Any person
desiring to export goods, or to remove articles imported, presents to the Deputy-
Collector a bill and a pass (hereafter a duplicate bill will take the place of
the pass) in certain prescribed forms showing the articles to be exported or
removed, and the Deputy-Collector passes them on to an officer called the
Inspector. In the case of imports, the Inspector compares the bill with the
manifest and bill of lading in view to satisfying himself that the articles
have been actually imported, and that the applicants are the persons entitled to
remove them. He also sees whether any applications from Firms and Houses of
Agency to stop the delivery of the articles have been received, and if so, whether
the delivery order has been produced. If every thing is right, the bill is sent to
the Appraiser who after checking the valuations, not only in regard to dutiable
but also free articles, sends it to the Deputy-Collector, who then enters the rate of
duty leviable on each article, if any duty is leviable, or, if it is free, issues orders
to register it as free. The bill is then sent to the Cashkeeper if there is any
duty to be collected, or to the Inspector if no duty is due. The Cashkeeper sees
that the amount of duty is calculated according to the rate entered by the Deputy-
Collector, prepares a bill for the amount, and, after receiving payment, sends the
bill of entry and the duty bill to the Inspector who, after comparing the pass with
the bill of entry, notes on the former that duty has been paid. The pass is then
signed by the Deputy-Collector and given to the party who produces it at the
gate and removes the article. Nearly the same procedure is adopted in regard to
exports also. Separate applications are presented for removing articles from, or

securing them in, bonded warehouses, and they are attended to by an officer specially employed for the purpose.

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3. Inspector's do.
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6. Beach do.
7. Cash do.

5. GENERAL DEPARTMENT.—This department is composed of the following establishment:—

1 Manager	...	...	...	...	...	Rs.
1 Accountant	...	...	...	...	...	225
1 Clerk	...	...	...	...	...	100
1 Do.	...	...	...	...	...	80
1 Do.	...	...	...	...	...	70
1 Do.	...	...	...	...	...	50
1 Do.	...	...	...	...	...	40
5 Clerks, at Rs. 30	...	...	...	...	...	35
5 Do. at „ 25	...	...	...	...	...	150
2 Do. at „ 20	...	...	...	...	...	125
4 Do. at „ 15	...	...	...	...	...	40
23	...	...	...	...	...	60

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The Collector wishes to have two Clerks added to this department as the work of the Statistical branch is heavy. The Board think that the addition of one will be sufficient as, under the system of duplicate bills, two Clerks are unneces-

sary for registration, and one of the two now employed on that work can be spared for the Statistical branch.

6. APPRAISER'S DEPARTMENT.—Five of the Clerks are employed under the

1 Appraiser	...	...	...	...	...	Rs.
1 Assistant do.	...	...	...	...	...	500
1 Clerk	...	...	...	...	...	300
1 Do.	...	...	...	...	...	70
1 Do.	...	...	...	...	...	50
1 Do.	...	...	...	...	...	35
3 Clerks at Rs. 25	...	...	...	...	...	75
3 Do. at „ 20	...	...	...	...	...	60

orders of the Cashkeeper, four in calculating the amount of duty on each article and one in assisting him generally. The others assist the Appraiser's in examining the valuations. An addition of five Clerks to this department is proposed by the Collector; two for examining the correctness of the classification in the bills of entry and removal, a duty which

has hitherto been performed by the Statistical Department but which, as observed by Mr. O'Conner, should be performed by the General Department as soon as the bill is produced, and three for calculating the amount of duty on each article, as, under the present arrangement, it is necessary that the duty on each article in the bill should be separately calculated in the General Department before the document is transferred to the Statistical Department, instead of its being calculated as hitherto on all the articles bearing the same rate of duty combined. The number of bills presented every day is about 100 with four articles on an average in each. The Board certainly do not think that an addition of five Clerks is necessary for the additional work above referred to. They would only allow two, one for examining the classification of the articles entered in the bill, and the other for assisting the Clerks engaged in calculating the duty.

7. INSPECTOR'S DEPARTMENT.—In addition to the duties described in para-

1 Inspector	...	...	...	...	...	Rs.
1 Clerk	...	...	...	...	...	175
1 Do.	...	...	...	...	...	50
1 Do.	...	...	...	...	...	35
1 Do.	...	...	...	...	...	25
1 Do.	...	...	...	...	...	20

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8. IMPORT YARD DEPARTMENT.—The duties of this department are to keep

1 Manager	...	...	...	...	...	Rs.
1 Clerk	...	...	...	...	...	150
1 Do.	...	...	...	...	...	80
1 Do.	...	...	...	...	...	50
1 Do.	...	...	...	...	...	40
1 Do.	...	...	...	...	...	25
3 Clerks, at Rs. 20	...	...	...	...	...	60

a register of special permits for combustibles, note the dates of landing and see whether godown rent is leviable or not, prepare lists of unclaimed goods, weigh articles when required, look to the despatch of Government packages, and see that no article is removed without a pass. The establishment is not too large for the work.

1 Manager	Rs. 100
1 Clerk	35
2 Clerks, at 25 Rs.	50
2 Do. at 20 "	40
2 Do. at 15 "	30
8	

9. EXPORT YARD DEPARTMENT.—
The duties of this department are nearly the same as those of the Import Yard Department. The Clerks have also to prepare manifests. No reduction appears to be possible.

1 Preventive Officer	Rs. 100
2 Clerks on 15 Rs.	30
3	

10. BEACH DEPARTMENT.—The Preventive Officer attends chiefly to the passing of baggage and transshipment of goods. The Clerks are employed in the Import Yard Department where the work is heavy.

1 Cashkeeper	Rs. 100
1 Clerk	25
1 Shroff	25
1 Do.	20
4	

11. CASH DEPARTMENT.—The working of this department calls for no remark.

1 on "	Rs. 35
2 on Rs. 20 each	40
3	

12. From the foregoing observations, it will be seen that the addition of three Clerks is absolutely necessary, and the Board request that their entertainment may be sanctioned on the salaries noted in the margin. They also recommend the entertainment of an Attender on Rupees 8 to be in charge of the Trade on Rupees 85 per mensem.

Statements and an increase of 2 Rupees recommended. The total increase proposed amounts to Rupees 85 per mensem.

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(A true Extract.)

Calcutta
Acting Secretary.

To the Secretary to Government, Revenue Department.

309-5-76 No. 22-73
 -2-5-76 - 68-69
 -2-5-76 - 76-77

917
 No. 5

1887 July 4/6
 1887 July 12/6

1887 Dec 20/6
 1887 Dec 20/6

1. The Commission for the proposed monthly measure of 85 per month for the factum from 20th to 1st, Madras, is granted according to the charge with to be reported to the Commission in due course -
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 3. The Commission for the proposed monthly measure of 85 per month for the factum from 20th to 1st, Madras, is granted according to the charge with to be reported to the Commission in due course -

11.2073.
 1876/13
 June 1876. Part
 Board of Revenue,
 MADRAS.

PROCEEDINGS, 26th JUNE 1876, No. 1,632

117
 29th June 1876

Received 3rd July 1876

JUNE.
 No. 1,632.

Madras Sea Custom Office.—Submitting to Government report on the working of the several departments of—, and requesting sanction for entertainment of certain additional establishment at a cost of Rupees 85 per annum.

1877 July 18/6