M.R.O. 14 - 5,450—22-10-25.

MADRAS RECORD OFFICE.

Government of Madras.

Revenue **DEPARTMENT.**

G.O. No. 2527 Press Mis.

528. 530

Dated 28—10—1867.

Not to be folded or roughly handled

Proceedings of the Madras Government, Revenue Department, 28th October 1867.

Read the following papers :—

No. 528. Proceedings of the Board of Revenue, dated 17th July 1867, No. 4,521.

Read the following letter from the Acting Collector of Nellore, to the Secretary to the Board of Revenue, dated 21st June 1867, No. 184.

1. I have the honor to acknowledge receipt of the Board's Proceedings, dated 15th June 1867, No. 3,699, requesting me to submit a complete report with reference to the remarks of Government in paragraphs 2 and 3 of their Order, dated 4th June, No. 1,259.

2. Since July 1866, until May 1867, no progress whatever was made in the arrangement of the old records in the Collector's Office. Mr. Dykes deferred proceeding with the work until the extra establishment which he had recommended should be sanctioned. I joined the district in April last, and visiting the Record-rooms found the records in such a state, piled up in the utmost confusion and overflowing the Record-room into the verandahs, that I at once ordered the Record-keeper, with such means as were at his disposal, to begin separating those bundles of records which were useless and which might be destroyed from those which would require to be more carefully examined, and monthly to report progress to me. Shortly after I went out to Allur, and the state of things I found there was even worse than at the Huzoor. One long Record-room, thirty-six feet long by nine wide, was literally strewn with loose records about a foot deep, while the shelves all round were piled with dufters untouched for many a year. I then issued a Circular in the District Gazette of 18th May, page 278, requiring all Tahsildars, Sub-Magistrates, Salt Superintendents, and Superintendents of Sea Custom, to give their earliest attention to the arrangement of their old Office records without waiting for the appointment of any additional establishment, and ordered them to make a monthly return shewing how the work advanced. Since then some progress has been made in separating bundles of records to be destroyed from those to be retained.

3. I am requested to inform the Board what w[illegible] Mr. Dykes's scheme for separating the useless records from those to be [illegible]d. It appears that he issued no written instructions in this matter, but [illegible] verbal directions the course pursued was as follows:—Two Cler[illegible] separated "Accounts" from "Correspondence," an[illegible] er these two heads. Ther the Serishtadar, or so[illegible] required to read through these lists, and mark th[illegible]ed. Those papers which were not marked for r[illegible]d by public auction. No separate lists were[illegible] and "records retained," but merely entries [illegible] Books stating, in which numbered bundl[illegible] be found. This system does not answe[illegible]ers, one of "records retained" and the o[illegible] destroyed."

4. The Go[illegible] now sanctioned[illegible]nment of sixteen additional Clerks on Rs[illegible] a month for one ye[illegible] the Huzoor records, and I am desired to s[illegible] a scheme for the pu[illegible] ald propose to appoint six examining Clerk[illegible] They should take ea[illegible] hand in turn, and separate

the records to be "retained" from those to be "destroyed." In making this separation they will be guided by,

1. High Court's Proceedings, dated 18th February 1865.
2. Collector's Circular, No. 10, dated 27th March 1863, published in the Nellore Gazette of 28th March 1863, pages 166 to 168, regarding the arrangement of current records.

These examiners will refer to the Serishtadar, and take his instructions when they are in doubt as to the destruction or retention of any particular class of papers.

5. Two Clerks it is then proposed to employ in classifying the records to be retained, first separating Magisterial from Revenue, and arranging each of them again according to talooks, and according to dates. Six other Clerks I would employ in preparing separate Registers for each talook, Fusly by Fusly, in which should be entered the briefest abstract of the contents of each paper, and a reference to the number of the bundle in which it will be found. Of course the papers will be arranged in the bundles according to date in the same order in which they are registered, which will make reference easy.

6. The two remaining Clerks I propose to employ upon a Register of records to be destroyed. This Register will be of little use except to refer to, when copies of documents are applied for, by private parties or by Judicial or other authorities, which cannot be found. It will thus by reference to this Register be ascertained, whether they are destroyed or not. It will be sufficient, however, I think, to enter in this Register very general and brief entries of records thus—"Cultivation accounts of the talook of Ongole for Fusly 1230, 182 papers." "Police records of Head of Police of Allur for Fusly 1230, 220 cases." "Reports of Village Inquests from Fuslies 1230 to 1232, 2,460 papers." If every paper is to be separately abstracted and registered according to its talook and year, it would require a much larger number of Clerks than has been sanctioned, and I do not think there would be any proportionate advantage. As soon as the condemned records have been registered, I would have them torn up and put up to auction periodically, either weekly or monthly.

7. In anticipation of the Board's sanction, I propose to commence the arrangement of the records with the additional establishments from the 1st July. I would remark that these arrangements provide only for the Vernacular records. The English records will also require to be arranged.

8. I shall endeavour, as soon as possible, to submit a scheme for the arrangement of the records in the different talooks. I should have included this in the present report, but that the Sub-Collector has not yet submitted the statistics of the Sub-division, for which only I am waiting.

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1. The Acting Collector's scheme for arranging the Huzoor records at Nellore appears to be well considered.

2. The sixteen temporary Clerks whose entertainment has been sanctioned by Government are to be employed thus—

6 In separating papers to be retained from those to be destroyed.
2 In classifying records retained.
6 In drawing up Registers, talook by talook, of records retained.
2 [illegible]ing up a Register of documents destroyed.

3. These arrangements are approved.

4. Energetic measures must be taken at the same time with regard to the Collector's English records, and the records of the Sub-Collector and Head Assistant.

5. The Board will be glad to receive Mr. Boswell's scheme for arranging records in the Talook Cusbahs.

No. 529. Proceedings of the Board of Revenue, dated 7th October 1867, No. 6,398.

Read again Board's Proceedings, dated 17th July 1867, No. 4,521.

Read also the following letters:—

From the Acting Collector of Nellore, to the Secretary to the Board of Revenue, dated 7th August 1867, No. 228.

1. With reference to paragraph 5 of the Board's Proceedings, dated 17th July 1867, No. 4,521, I have the honor to submit the following scheme for the arrangement of the Vernacular records in the talooks and other local offices, and the English records of this Office.

2. *Local Vernacular Records.*—Statement marked A shews the number of bundles of the Vernacular records to be sorted, and the extra establishment as proposed by the local Officers for arranging them, and what is recommended by me.

Vide letters from the Sub-Collector, dated 25th June 1867, No. 88, and 15th July 1867, No. 113.

3. In Kanigiri, Darisi, Podile, and Addanki, the Acting Collector considers it unnecessary to entertain any extra establishment. The records of the Sub-Collector's Office are partly at Ramapatam and partly at Ongole, and Mr. Sharp thinks that the Clerks proposed for the Ongole talook will be able to assist in arranging some of these records.

4. The local Officers have proposed the establishment with reference to the state of their respective records. With the following exceptions, I have recommended the establishments which were proposed by them, as my object is to give them the aid they require, and hold them personally responsible for completing the work within the time proposed, which does not in any case exceed one year.

5. The extra establishments disallowed by me are as follow:—

First.—Some Tahsildars and Sub-Magistrates propose to employ Attenders. I do not consider it necessary to employ any Attenders, as one of the peons of the permanent staff can be conveniently spared for the purpose.

Second.—The Venkatagiri Sub-Magistrate, who has only sixty-four dufters or bundles, recommends one Clerk for five months. This proposal is evidently extravagant. The Sub-Magistrate will be directed to complete the arrangement of his records with the aid of his own establishment.

Third.—The Nellore Town Sub-Magistrate proposes to have a Clerk for three and a half months. I would give him one only for three months.

Fourth.—The Salt Superintendent of Tada requires one Clerk to arrange his 250 dufters. But he does not state for what period he would require the Clerk. Judging from the proposals received from the other Salt stations, I think four months would be ample.

Fifth.—In Gangapatnam there are only twe[illegible] dufters, and the Superintendent requires a Clerk for twenty days. This is certainly unnecessary.

Sixth.—There are 186 dufters in Padarti, for which two Clerks are proposed for three months. In Pakala, which contains 200 dufters, one Clerk is proposed for six months. To each of these I would recommend only one Clerk for three months.

* Total number of dufters...	...	...	13,307	
Deduct—				
Kanigiri talook	...	...	110	
Sriharicottah Division	...	...	15	
Venkatagiri ditto	...	...	64	
Polur ditto	...	...	202	
Allur ditto	...	...	12	
Darisi ditto	...	...	101	
Podile ditto	...	...	117	
Addanki ditto	...	...	26	
Sunnapugunta	...	...	15	
Krishnapatnam	...	...	50	
Gangapatnam	...	...	20	
Gogulapalli ...	...	...	9	
Isakapalli ...	...	...	50	
Tummalapenta	...	...	14	
Kanuparti...	...	...	30	
				835
Remainder...				12,472

6. Deducting the dufters, for the arrangement of which no extra aid is proposed, we have 12,472* dufters to be taken up by the temporary establishment. For these I recommend a temporary establishment at an aggregate cost of Rupees 2,415, which cannot be considered excessive, as Government have already sanctioned Rupees 2,880 for arranging the Huzoor Vernacular records consisting of upwards of 12,300 dufters.

7. The Acting Sub-Collector proposes 10 Rupees as the salary to be paid to the temporary Clerks. But I have entered 15 Rupees per month as already sanctioned for the Huzoor records. I do not see any reason to reduce the rate for the talook temporary establishment.

8. The Board will observe that in many cases the local Officers themselves have deemed it unnecessary to entertain extra establishments. I shall call upon the Divisional Officers to exercise a strict supervision so as to secure the completion of the work of arranging all records by the permanent as well as the temporary establishments.

9. Most of the Salt records are included in the Huzoor records, which are now being arranged. The Deputy Collectors in charge of the Salt Department and the Zemindary tracts have not asked for any extra aid, and I do not consider it necessary to give them any. The records of the Head Assistant Collector are included in the Huzoor records.

10. In the arrangement of these records, the course adopted as regards the Huzoor records will be followed; and I have called upon the Tahsildars, &c., to commence the work at once, and make such progress as they can before the temporary establishment is sanctioned.

11. *The English Records of the Collector's Office.*—The English records of the Collector's Office, commencing from 1801, are divided into two general branches of Correspondence and Accounts.

12. As regards the former, all communications received are pasted in books according to dates and offices, while those sent have been similarly copied into books. Letters sent to the Sub-Collector and Head Assistant Collector from 1855, and the letters to the Salt Deputy Collector from 1866, have not however been copied as above stated, the drafts only being pasted into books. In the Account branch, letters received, and drafts of letters sent, have invariably been pasted into books. All our English records consist of 957 books, as detailed in the subjoined statement, and 230 dufters of miscellaneous papers, statements, &c:—

	Number of books containing letters received.	Number of books containing letters sent.	Total number of books.
Correspondence	430	202	632
Account...	93	232	325
2 In classifying records relative ...			
6 In drawing up Registers, talook by talook, ...		34	957
2 In drawing up a Register of documents d...			
Total			

* To Board, 25th March 1856.
Extract Board's Proceedings, 30th May 1856.
To Board, 25th March 1857.
Extract Board's Proceedings, 25th April 1857.
To Board, 18th June 1857.
Extract Board's Proceedings, 18th July 1857.
To Board, 20th July 1857.
Extract Board's Proceedings, 1st August 1857.
From Board, 21st September 1857.
To Board, 23rd September ,,
From Board, 22nd October ,,
Do. 10th November ,,
To Board, 11th November ,,
Extract Board's Proceedings, 1st Dec. 1857.
From Board, 24th December 1857.
Do. 13th March 1858.
Do. 14th May ,,
To Board, 28th May ,,
Do. 30th June ,,
From Board, 5th July ,,

13. At the request* of Mr. Elton in 1857, the Board furnished an Index of the correspondence relating to their Office for a period of fifty-two years from 1806 to 1857. With this exception, we have no Indices. All we have by way of a Register is a catalogue of the books abovementioned, and a general Register of all communications sent and received from 1860. This Register is scarcely of any use for collecting reference, &c. From 1866, a Register in a different form has been opened, entering the communications consecutively according to Offices in the same book, a sufficient number of pages being reserved for each. The enclosure marked B shews the form of this Register, and the several Offices (thirteen in number) according to which letters are registered.

14. The system of docketing letters came into operation from 1861, so that all communications from and to the Board as well as other letters up to 1860 contain no dockets.

15. The system of keeping records in books is by no means desirable. I propose to keep the books in which the sent letters have already been copied, and to break up all the rest, arranging the papers of each year into bundles according to offices or subjects as may best suit the purpose.

16. The work which has now to be done is,

First.—To break up the books as above stated.

Second.—To separate the useless records contained in these books and the 230 dufters referred to.

Third.—To make out a brief list of the records to be destroyed.

Fourth.—To docket the letters, &c., to be preserved.

Fifth.—To register the letters to be preserved.

Sixth.—To arrange them in bundles.

17. I do not consider it necessary to keep any Index for communications other than the Board's correspondence. As the Board have already furnished an Index for the records of fifty-two years, I would request that the Index for the records from 1858 may be similarly furnished to this Office.

18. As regards the Vernacular records, a list of the description of papers to be destroyed was prepared by Mr. Dykes, and published in the District Gazette, dated 27th March 1863. A further list has been now prepared, shewing what other description of papers may likewise be destroyed. With these lists the task of separating the useless records becomes very simple. For the English records we have no such guide, and it is not desirable to leave the matter to the discretion of the temporary establishment. I shall, therefore, call upon the Treasury Deputy Collector and my Assistants, who have acquired some experience in selecting old records for printing, to furnish me with a list shewing the description of records which they consider useless, which I will revise.

19. Of the 957 books, 153 being copy-books, there are 804 books to be broken up. For breaking up these books and separating the useless portion from these and the 230 dufters, I would appoint two Clerks on 15 Rupees each. These Clerks will also make out a brief list of the useless records.

Number of letters estimated to be contained in the 804 books.....	2,00,000
Number of letters to be destroyed, which need not be docketed, and which may roughly be assumed at one-fifth.....	40,000
Remainder...	1,60,000
Number of letters supposed to be contained in the 100 books from 1861 to 1867 already docketed ..	30,000
Remainder...	1,30,000

20. Of the 804 books, 100 relate to years 1861 to 1867. Deducting the useless papers which need not be docketed, we have, as shewn in the margin, 1,30,000 letters to be docketed. It is supposed that one Clerk can docket thirty letters in one day. At this rate, twelve Clerks will be required to docket the 1,30,000 letters in one year. I would give each of these Clerks 20 Rupees per month, for they must be men who know English and have some practice in precis writing.

21. One Clerk ought to be able to register 150 dockets in one day. At this rate we require three Clerks to register in one year the 1,60,000 letters referred to in the margin of the preceding paragraph. I would give to each of these Clerks 15 Rupees a month. These and some of the other Clerks will, according to convenience, be employed in arranging the papers, as they are registered, into bundles.

22. There are 153 copy-books, the contents of which have also to be registered; supposing each of these books to contain 400 letters, there will be 61,200 letters to be registered. At thirty letters a day for each Clerk, we require five Clerks on 20 Rupees for one year

23. Considering the quantity of records to be disposed of, I would also recommend an Attender on 6 Rupees per month for the English records, and another for the Vernacular records in the Huzoor, where the absence of such a servant is already felt. These Attenders will also be employed in tearing up the useless papers.

24. In short, the establishment I recommend for the English and the Vernacular records which form the subject of this report is as follows:—

		Number of Clerks, &c.	Number of months.	Salary per month.	Total Cost.
				Rs.	Rs.
Vernacular records of Talooks, &c.		8	12	15	1,440
		1	11	15	165
		2	10	15	300
		3	6	15	270
		1	4	15	60
		4	3	15	180
	Total ..	19	...	...	2,415
English records of the Collector's Office		17	12	20	4,080
		5	12	15	900
	Attender.	1	12	6	72
	Total...	17+1	...	...	
4 In classifying ... ls of the Collector's ... ng the enter... ds,					
6 In drawing up Registers, talook by talook, ...				6	72
2 For drawing up a Register of documents d...					

19 Vernacular Clerks, 17 English Clerks, and 2 Attenders ... Rupees 7,539
Or in round numbers ... ... „ 7,540

25. I further request the Board's sanction to have the useless records torn up and sold by auction from time to time, without writing to request the Board's particular sanction for the destruction of each batch.

A.

Statement shewing the establishment required in arranging old Vernacular Records of Talooks, &c.

	Talooks, &c.	Total number of dufters or bundles.	Establishment proposed by the local Officers.			Establishment recommended by the Acting Collector.		
			No. of Clerks.	No. of Attenders.	Period of proposed entertainment.	No. of Clerks.	Period of proposed entertainment.	Cost at Rupees 15 per month for each Clerk.
1		2	3	4	5	6	7	8
		No.	No.	No.	Months.	No.	Months.	Rs.
Talooks.	Gudur	1,034	2	...	12	2	12	360
	Rapur	577	2	1	6	2	6	180
	Nellore	2,253	3	2	12	3	12	540
	Atmakur	950	2	...	10	2	10	300
	Kavali	1,673	2	1	12	2	12	360
	Udayagiri	718	1	...	11	1	11	165
	Kandukur	870	1	..	6	1	6	90
	Kanigiri	110	..	..	...	...	...	...
Divisions of Sub-Magistrates.		2,836	1	...	12	1	12	180
	Ongole	15	...	...	...	...	...	...
	Sriharikotta	64	1	1	5	...	...	...
	Venkatagiri	202	...	...	...	...	...	...
	Polur	103	1	1	3½	1	3	45
	Nellore Town	12	...	...	...	...	...	...
	Allur	101	...	...	...	...	...	...
	Darsi	117	...	...	...	...	...	...
	Podile...	26	...	...	...	...	...	...
	Addanki	15	...	...	...	...	...	...
Divisions of Salt Superintendents.		250	1	...	...	1	4	60
	Sunnapugunta	217	1	...	3	1	3	45
	Tada	50	...	...	...	...	...	...
	Dugarazupatnam ...	20	1	...	¾	...	...	...
	Krishnapatnam	9	...	...	...	...	...	...
	Gangapatnam	50	...	...	...	...	...	...
	Gogulapalli	14	...	...	...	...	...	...
	Isakapalli	200	1	...	6	1	3	45
	Tummalapenta	186	2	...	3	1	3	45
	Pakala	30	...	...	...	...	...	...
	Padarti	605	...	...	...	...	...	...
	Kanuparti							
	Sub-Collector's Office...							
	Total ...	13,307	22	6	...	19	...	2,415

(Signed) J. A. C. BOSWELL,
Acting Collector.

NELLORE,
7th August 1867.

ENCLOSURE No. B.—Form of Register.

From the Acting Collector of Nellore, to the Secretary [illegible]
dated 28th August 1867. N

With reference to my letter, No. 22[illegible]th August, propos[illegible]
tainment of extra establishments [illegible]ooks for the arrang[illegible]

I regret that, by a mistake of the Sub-Magistrate of Allur, no application was made for that station. I would request sanction for the employment of two Gumastahs at Rupees 15 a month for one year, for the arrangement of records at Allur, as the number is very large.

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1. The Board do not see the necessity of breaking up the books in which English letters have been pasted. All that needs to be done to the English records must be done by the Collector's ordinary establishment.

2. The Government have already sanctioned a sum of Rupees 2,880 for arranging records in the Collector's Office. They will now be requested to sanction a further sum of Rupees 2,775 for arranging records in the talooks, as proposed by the Collector. The Board consider that the whole establishment thus provided for ought to be amply sufficient.

3. It must be distinctly understood in future that the arrangement and indexing of the records is part of the current work of the Clerks in the Offices of the Collector and his subordinates.

4. The continuation of the Board's Index for 1865 and 1866 has been prepared, and will be forwarded to the Collector in due course. The Indices for 1861 to 1864 have already been sent to him.

No. 530. ORDER THEREON, 28th October 1867, No. 2,527.

Miscellaneous.

1. The Government sanction an aggregate charge of Rupees 2,775 for temporary assistance in arranging the Nellore talook records.

2. They desire that the Acting Collector will eventually report what amount is recovered by the sale of useless and destroyed papers.

(True Extract.)

(Signed) W. HUDLESTON,
Secretary to Government.

To the Board of Revenue.
,, the Accountant General.

2 In Class
6
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No 2527
Govt. sanction
an aggregate charge
Rs. 2775. for temporary assistance
in arranging the Nellore
talook Records. They desire
that the Collr. will eventually
report what amount is
recovered by the sale
of useless & destroyed
papers. W.H.
28 Oct. 1867
Nellore
12 Talooks Papers Rough Copy
6 Offices Fair Copy

Rec'd 4 June/67 No 45 & 46

Rev. 1867. Department.
Proc of Govt for Octr

No. 2803.

PROCEEDINGS OF THE BOARD OF REVENUE.

Doted 7th October 1867.
Rec'd 11th Do.
Received 17th.

6-2-one Ack

No. 6,398.

Requesting Government to sanction Rupees 2,775 for arranging records in the talooks of Nellore District, and promising to forward to Collector Board's Index for 1865-66.

2-Ack-27-28 Ack

No 528 to 530

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To the Board of Revenue.
,, the Accountant General.

2 In classifying