M.R.O. 14-5,450—22-10-25.

MADRAS RECORD OFFICE.

Government of Madras.

Revenue **DEPARTMENT.**

G.O. No. 986 Press ~~Mis.~~

1142

Dated 1—5— 1867.

Not to be folded or roughly handled

Proceedings of the Madras Government, Revenue Department, 1st May 1867.

No. 11. Read the following Proceedings of the Board of Revenue, dated 9th April 1867, No. 2,269.

Read again the following letters from the Collector of North Arcot:—

Dated 21st December 1865, No. 288, recorded in Board's Proceedings, dated 17th February 1866, No. 1,123.

Do. 24th March 1866, No. 71, recorded in Board's Proceedings, dated 21st September 1866, No. 6,766.

Do. 6th September 1866, No. 254, recorded in Board's Proceedings, dated 20th October 1866, No. 7,566.

Read also the following letter from the Collector of North Arcot, to the Secretary to the Board of Revenue, dated Circuit Office at Stripurushamungalam, in the talook of Wandiwash, 10th January 1867, No. 9.

1. Adverting to the Board's Proceedings noted in the margin, and to their remark that "it appears clear that up to "1857 considerable progress had been "made in sorting out and destroying use-

Dated 21st September 1866, No. 6,766.
,, 20th October ,, ,, 7,566.

"less records," I have the honour to observe that, if the Board will refer once more to the list which accompanied Mr. Whittingham's letter of the 10th January 1867, No. 7, they will find that up to 1850 only and not up to 1857 were any records re-arranged and got rid of under the authority conveyed in their Proceedings of the 27th February 1857, No. 600. This much even was only effected with the aid of an extra establishment, and not by the regular staff, although then stronger than it now is. Copies and rough drafts of correspondence, including papers relating to matters with which all concern had ceased, such as administration of Temples, Marahmut, &c., &c., were only destroyed, but nothing was done with the fair copies of papers, such as applications for leave, orders thereon, &c., which might have been destroyed as of no permanent value.

2. To effect any radical reform in this direction, it becomes necessary, as a first step, to classify all papers now in the Record-room under three distinct heads:—first, those which should be preserved as a permanent value; secondly, those which should be retained for a term of years; and thirdly, those which should be disposed of as waste paper.

3. As already shewn, the partial action taken in Mr. Whittingham's time, did little towards reducing these old accumulations, as the list which guided it only contained papers which were obviously valueless, and all others, about which there could be any doubt, were left for future disposal. This can scarcely be said to have overstated the magnitude of the task, when I allege that it embraces the re-assortment of all the records which have accumulated from the commencement of the British rule in this district.

4. There is no Index of accounts or correspondence up to the end of 1848, and since that time, there is one for correspondence only. This even is not full enough to serve as a guide in distributing the records into the three classes under which it is proposed to bring them. Besides the Index, of which I have just been speaking, there are yearly lists of Arzis, &c., shewing the number of each, and of Revenue accounts up to 1864. The accounts left unarranged in the Treasury Deputy Collector's Department from Fusly 1267, are now being sorted. This will

shortly be finished, when the accounts will be sent to the Record-room with the usual yearly lists.

5. Since Mr. Whittingham's list was prepared, only a few accounts, &c., pertaining to the years 1851, 1852, and 1853, have been separated by the Record-keeper for destruction, as stated in my letter of the 21st December 1865, No. 288; but even these papers will require to be looked over once more, before they can safely be disposed of as waste paper. Beyond this, nothing further has been done than preparing the annual lists of correspondence lodged in the Record-room.

6. The progress more recently made in the distribution of the records into the aforesaid three classes has already been reported in my letter, No. 254, dated 6th September last. The Revenue accounts sorted up to 30th November 1866, make up into 503 dufters, being 1,573 dufters in all. The number of dufters (account and correspondence) now in the Record-room awaiting re-arrangement and classification is 6,345. Of these, 1,720 are dufters of correspondence alone.

7. The work, as now conducted, progresses slowly, as the late Record-keeper, who had latterly from age and infirmity been unequal to the duty, has just given place to a new man, who has yet to get his experience. From all this, the Board will, I think, be willing to admit that the task is beyond the ability of the regular staff, and that some additional establishment is absolutely necessary; I beg, therefore, to repeat my former recommendation that a Clerk on 15 Rupees a month be entertained for two years, and associated with the regular establishment for the re-assortment and classification of the Huzur records, and trust the Board will give the proposition their support, when submitting the question for the consideration of Government.

8. The state of the Talook records is described at length in Mr. Bourdillon's letters* noted in the margin. Bad in all, it has since become much worse in some of the talooks, owing to the territorial changes which took place in 1860. As in the Huzur, so in these Talook Record-rooms, these researches must go back to remote times, and it is hopeless to look for any satisfactory results, if the task be left to the regular establishment. I would, therefore, propose, with the full concurrence of the Sub-Collector and the Head Assistant, that an extra Gumastah on Rupees 15 a month should be allowed to each talook for a year, or such further time as may be found absolutely necessary for the completion of the work. I am unable to say what proportion of the charge of such an extra establishment might be met from the sale proceeds of waste paper, but believe it to be very considerable. In any case there is provision in the Budget to meet the cost of such an establishment.

*14th June 1848.
9th Aug. 1849.

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1. The papers relate to the employment of a temporary establishment to arrange the old records in the North Arcot District.

2. It appears that the records in the Collector's Cutcherry up to 1850 have been arranged, and the useless papers disposed of; but that only a few of the records appertaining to 1851, 1852, 1853, and subsequent years, have been sorted, and the part of them it is not necessary to keep put aside for destruction.

3. The Collector proposes now to re-arrange all the records from the commencement of the British rule in the Province, and the Board concur with him that this

Proceedings of the Madras Government, Revenue Department,
1st May 1867.

should be done, commencing, however, with the latter years; but they think the work may be performed at a less cost than the Collector proposes to incur on it. They observe that the records which have been already arranged can be re-arranged without much labour, and that those for the years subsequent to 1850 ought not to occupy a very long time in sorting and labelling. They resolve to recommend that the Collector be allowed one Gumastah on 15 Rupees a month to arrange the Huzur records.

4. The Collector reports that up to the end of the year 1828 there is no Index either of accounts or of correspondence. The Board do not understand what Index can be required for accounts. A list of them is all that is needed. As regards correspondence previous to 1848, the Board think Indices not necessary, save for such part of it as may be found on examination to be really important.

5. No steps have yet been taken to arrange the Talook records, the confusion in which has been increased by recent territorial changes. Mr. Robinson proposes a Gumastah on 15 Rupees a month should be employed in every talook to sort them, and that the whole of the temporary establishment should be sanctioned for a year, and for as much longer as may be found absolutely necessary for the completion of the work in hand.

6. The Board resolve to recommend to Government the employment of ten Gumastahs for one year, at an aggregate cost of 1,800 Rupees. The charge can be met from the provision made in the Budget for 1867-68, on account of temporary establishments under Land Revenue. The Board trust that, with the assistance now recommended, the Collector will be able to complete the arrangement of the records in his district.

	No. of Gumastahs.	Rs.
Huzur	1	15
Talooks	9	135
		150
For one year		1,800

No. 12. ORDER THEREON, 1st May 1867, No. 986.

Miscellaneous.

1. The Government are willing to sanction the employment of a temporary establishment for the work in question for the current official year, before the close of which the Collector will report on the progress made in the sorting and arrangement of the District Records, and the destruction of useless papers; but they consider that in each case *two* Gumastahs should be employed to work together, instead of the single man recommended by the Board. The Government accordingly sanction a monthly charge of Rupees 300 for the current year for this temporary purpose, and the Board will instruct the Collector accordingly.

2. The sale proceeds of the waste paper will be credited to general revenues, and the cost of the establishment charged to the Budget provision for Temporary Establishments.

(True Extract.)

(Signed) W. HUDLESTON,
Secretary to Government.

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

Exd. S. T. Augustin.

No. 1,123.

PROCEEDINGS OF THE BOARD OF REVENUE, dated 17th February 1866.

Read the following letter from J. D. ROBINSON, Esq., Collector of North Arcot, to the Secretary to the Board of Revenue, dated Chittoor, 21st December 1865, No. 283:—

1. Adverting to the Proceedings of the Board, dated the 2nd September 1865, No. 5,420, I have the honor to state, that the Orders of Government therein referred to, regarding the distribution of the official papers, in view to the preservation of such only as are of permanent value, have not been observed in the Taluks, as they were understood to apply only to the Huzur records.

2. The Taluk records are, for the most part, in great confusion and disorder, and the want of space and appliances for their safe and tidy custody makes it very desirable, that the accumulations of the past should be sifted and disposed of as waste paper, in order to make room for the better accommodation and conservation of really valuable papers. This, I need not observe, will be a laborious and somewhat delicate task, and could not, with any prospect of reasonable despatch, be entrusted to the unaided execution of the present Taluk establishments. These are already scarcely equal to the current requirements, and could not, I think, be fairly called upon to undertake, unaided, this additional duty. It thus becomes absolutely necessary to entertain for a time, a special establishment; and for such a contingency, there fortunately is an allotment of 500 Rupees in the Budget of 1865-66. Believing the Board will admit the necessity of some such arrangement, I beg to request, that they will procure the permission of Government to entertain a temporary establishment for four months of the current, and two of the ensuing official years, in the proportion of one extra Gumustah to each Taluk, on a salary of ten Rupees a month. I am, of course, unable to say yet how far such an establishment will be self-supported, but my impression is, and my fellow officers appear to share it, that the proceeds of waste paper, thus sifted out, and disposed of, will not only cover all expenses, but leave some surplus.

3. The Sub-Collector and Head Assistant have submitted similar applications with respect to the sifting and re-arrangement of the records in the Cutcherries of their respective Divisions, and are of opinion, that nothing effectual can be done by the establishments at their present strength. And now, I will briefly notice the state of the records in the several Huzur offices.

4. All useless Vernacular accounts and other valueless papers down to 1850, have already been destroyed and disposed of. A few others pertaining to the years 1851 to 1853 inclusive, have been separated and kept ready for sale as waste paper. None of the English correspondence has yet been sorted, or set apart for disposal in this way, but it has been arranged, and a list prepared down to the close of 1864. The useless correspondence and accounts will now have to be separated, the former from the very beginning, and the latter from 1851. This the Vernacular Record-keeper will be unable to accomplish single handed, and I would, therefore, propose the entertainment of a temporary Gumastah for twelve months, on a salary of fifteen Rupees per mensem, to aid him in the task, as, under the orders, dated the ———, the records of the last five years, are to be retained, the whole of the useless records of older date, including accounts and correspondence up to 1860, may now be separated and got rid of. Some of the accounts, relating to the departments under the Treasury Deputy Collector, have yet to be arranged from Fusly 1267, and measures will be taken to accomplish this when dealing with the other records.

Collector's Office.

5. The seals marked "Retained" and "Destroyed" have been in general use from the time they were first supplied.

Sub-Collector's Office.

6. The records up to 1864 have been already arranged. Useless papers are now being gradually separated.

Head Assistant Collector's Office.

7. The records have been arranged up to 1864, but the useless papers do not appear to have been as yet sifted and separated.

8. The records are reported to be in fair order, and have been arranged up to 1864, but no separation has yet been made between those which should be retained, and those which may be got rid of.

Zemindary Deputy Collector's Office.

The Board question the necessity of any additional assistance in the Huzur for the destruction of records. They observe that, for the Huzur, an *Assistant* Record-keeper was lately given specially to help the Record-keeper, with an Attender on ten Rupees The Board, therefore, desire to know whether this will not be sufficient, together with the assistance the Huzur Serishtadare can occasionally give.

(A true Copy and Extract.)

(Signed) W. HUDLESTON,
Secretary.

To the Collector of North Arcot.

Exd. J. Wright.

No. 1,123.

Requesting the Collector of North Arcot to report whether the destruction of records cannot be completed by the Assistant Record-keeper and Attender lately sanctioned for Huzur, together with the occasional assistance of Huzur Serishtadar.

PROCEEDINGS OF THE BOARD OF REVENUE,

No.

Dated 17th February 1866.

1866. Department.

No. 6,766.

PROCEEDINGS OF THE BOARD OF REVENUE, dated 21st September 1866.

Read the following letter from J. D. ROBINSON, Esq., Collector of North Arcot, to the Secretary to the Board of Revenue, dated Arni, in the Taluk of Poloor, 24th March 1866, No. 71 :—

1. Adverting to the Board's Proceedings, dated the 17th ultimo, No. 1,123, I have the honor to observe, that, of the twelve Clerks (exclusive of the Head Clerk) allowed for the Vernacular Correspondence Department, four have been allotted to the several officers noted in the margin. Besides this, a Clerk to assist the Vernacular Record-keeper was allowed under the instructions conveyed in the Honorable Mr. Pelly's Circular, dated the 21st December 1865, No. 1,866. There thus remain but eight Clerks available for the conduct of the current business of the department.

Mr. Spedding, one Clerk with an Attender.
Treasury Deputy Collector, one Clerk.
Mr. McBride, do. with an Attender.
Vernacular Record keeper, one Clerk as an Assistant Record-keeper.
Mr. Smith, one English Clerk for Vernacular duties, with an Attender of 10 Rupees.

2. With a staff thus numerically reduced, it is obvious that the Huzur Serishtadar can do little more than exercise a general supervision over the Record-keeper's operations in sorting and separating these old accumulations.

3. Meanwhile, the Vernacular Record-keeper with his temporary Assistant is engaged on this additional task, and is separating all papers as they come under examination into three classes First, those to be preserved as of permanent value; secondly, those to be retained for a term of years; and thirdly, those to be disposed of as waste paper.

4. As the papers, which will thus come under manipulation, have been accumulating since the District came under British rule, the Board will, I think, be prepared to allow that the task is one of time and labour.

5. I look, however, to being able to say on the results of the next three months' operations how far it will be practicable, under existing arrangements, to complete the task within reasonable time.

6. With this in view, I have made an arrangement, by which the work has been placed under the immediate superintendence of my Assistant, Mr. Spedding, who is to submit to me Monthly Progress Reports compiled from returns made every ten days by the Vernacular Record-keeper and his Assistant, the Huzur Serishtadar having also, when at head-quarters, the general control and supervision of operations in the record-room.

7. In the Proceedings to which I am now replying, the Board do not touch on the subject of the re-arrangement of the records in the several taluk cutcherries. Their present state is described in paragraph 2 of my letter embodied in these Proceedings, and is such, that I would again earnestly recommend to the favorable consideration of the Board, my former proposition in their regard.

8. The taluk establishments are already, as I have daily proof, worked to the full measure of their strength, and any additional requisition, however accepted, would be, to all practicable purposes, a mere postponement of a task which must sooner or later be undertaken.

9. All the officers whom I have consulted seem to be unanimously of opinion that the charges of any extra establishments, which might be entertained for this purpose, would be fully met from the proceeds of waste paper thus thrown into the market.

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1. In the foregoing letter, the Collector explains the steps taken for arranging the records of his District with the existing establishment, and states in paragraph 4, that the task is one of time and labour, as the papers which will have to be manipulated have been accumulating since

From Collector of North Arcot, dated 14th June 1848.
Board's Proceedings, dated 26th June 1848.
From Collector of North Arcot, dated 9th August 1849.
Board's Proceedings, dated 15th October 1849.
From Collector of North Arcot, dated 20th October 1849.
Board's Proceedings, dated 29th October 1849.
From Collector of North Arcot, dated 30th December 1850.
Do. of do. dated 10th January 1857.
Board's Proceedings, dated 27th February 1857.

the District came under British rule; but this statement appears to have been made without reference to the previous correspondence, for, from the papers noted in the margin, it appears clear that, up to 1857, considerable progress had been made in sorting out and destroying useless records. The Collector will now report what has been done since 1857.

2. He will also report, with reference to paragraph 5 of his letter, what progress has been made in the arrangement of the Huzur records, and how long it will take to complete the work.

3. As regards the taluk records, the Collector does not state whether any thing was done for their arrangement at any previous time. If, however, any small temporary establishment is necessary for the arrangement of the Taluk records, the Collector will submit his application, stating the aggregate cost of the establishment required for the work.

(A true Copy and Extract.)

(Signed) W. HUDLESTON,
Secretary.

To the Collector of North Arcot.

Exd. J. Wright.

Requesting certain information from Collector of North Arcot in regard to arrangement and destruction of Huzur and Taluk records, and desiring him to submit an application for any small temporary establishment that may be needed for sorting the latter

Dated 21st September 1866.

No. 6,766.

PROCEEDINGS OF THE BOARD OF REVENUE,

No.

1866. Department

Rev. 295

Surrendered to the Collector of North Arcot
Read to the Huzur Establishment
D. Sutherland, Head Assistant
22 Sep.

No. 7,566.

PROCEEDINGS OF THE BOARD OF REVENUE, dated 20th October 1866.

Read the following letter from J. D. ROBINSON, Esq., Collector of North Arcot, to the Secretary to the Board of Revenue, dated Gudiatam, 6th September 1866, No. 254:—

1. With reference to the correspondence noted in the margin, I have the honor to state, that, besides the current work, 1,070 dufters, containing the revenue accounts of twenty-six years, commencing with Fusly 1211 to 1236, have been sorted by the Vernacular Record-keeper, with the aid of his Assistant, within the last 5½ months, or from 1st March to 15th instant. The work is under the general direction of the Huzur Serishtadar, who, besides making a personal inspection from time to time, receives regular fortnightly Progress reports.

From Board, dated 17th February 1866, No. 1,123.
To Board, dated 24th March 1866, No. 71.

2. There are 6,345 dufters containing the correspondence and accounts particularized in the accompanying list, which have yet to be arranged.

3. In addition to the Clerks detailed for duty with the several officers shown in the margin of the 1st paragraph of my letter to Board, No. 71, dated 24th March last, two others have since been deputed to work under Messrs. Gibson and Tagg. There are thus left now only seven Clerks, including the Vernacular Head Clerk, available for the conduct of the Revenue and Magisterial business of the Vernacular Correspondence Department. The Serishtadar cannot therefore do more, either personally or through his staff, than he is now doing, and will continue to exercise a general supervision of operations, which, on their present footing, cannot be otherwise than slow and protracted.

4. No provision has been made in the Budget of Extra Establishment, and it may not therefore be possible, until the expiration of the year, to obtain additional aid for this work; but, I venture to renew my request, that the Board will, when the time comes, apply to Government for sanction to employ a temporary Clerk, on a salary of Rupees 15 per mensem, for a period of two years, as I now find, from the results of actual operations during the last 5½ months, that one year will not suffice for the completion of the [illegible] to these records. The number of dufters of correspondence alone is 1,720, and to arrange these, will be a laborious and delicate task.

5. As regards the state of the Taluk records, I have already stated my opinion at some length in my two letters noted in the margin, and have requested sanction for the entertainment of a temporary establishment for their re-arrangement. Not having yet received any reply, I now respectfully ask the Board's early attention to my proposition.

No. 283, dated 21st December 1865, paragraph 2.
" 71, do. 24th March 1866, paragraphs 7 and 8.

ENCLOSURE No. 1.

ABSTRACT.—List of Dufter of Accounts, &c., to be sorted in the Vernacular Record-room, Huzur.

The Collector is requested to submit the explanation called for in the Board's Proceedings, dated 21st September 1866, No. 6,766. The Board have already pointed out, that it appears from the previous correspondence, that up to 1857, considerable progress had been made in sorting out and destroying useless records. If this is the case, and if the subsequent year's records have been arranged from year to year, as ought to have been done, there should be no necessity for the employment of an extra hand in the Huzur Cutcherry for the arrangement of records. A small establishment may be necessary for the arrangement of records in the taluks, and the Board will recommend it for the sanction of Government as soon as the Collector submits a distinct proposition.

(A true Copy and Extract.)

(Signed) W. HUDLESTON,
Secretary.

To the Collector of North Arcot.

Exd. J. Wright.

Cont in the Pro of the B[illegible]
of Rev to the Coll & Govt
R. D dated 9 April 1867
Cir 2269.

1866. Department

Rev. 995/67.

No.

PROCEEDINGS OF THE BOARD OF REVENUE,

Dated 20th *October* 1866.

No. 7,566.

Requesting Collector of North Arcot to submit explanation called for in Board's Proceedings No 6766 of 21st September 1866 in regard to arrangement and destruction of Huzur and Taluk records.

Proc. May 17, Cir 211