

Revenue (1897) Department.

MISCELLANEOUS SERIES.

G.O., No. 1081

DATED 22nd Feb. 97.

[Despatch Abstract.]

*Sanctioning the reduction of the Special
Record Establishment in the Board's office
until 1st March 1898.*

BACK PAPERS.

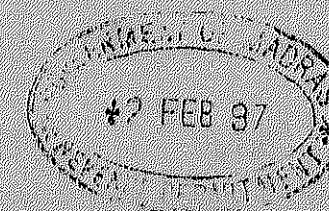
G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

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20	2628	11-5-97					

Revenue (1897) Department.

CURRENT No.



From

The Board of Revenue, Land
Revenue, Madras.

Order

No. 597 Misc. dated

Dated 1st February 1897.

Received 2nd

Registered 3rd

Enclosures

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SUBJECT.

Recommending the Retention of the
Special Record Establishment in the
Board's Office until 1st March 1898.

Registered
3-2-97 5 PM

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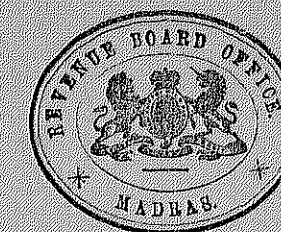
FURTHER PAPERS.

G.O.	No.	Department.	Date.

Statement showing the amount of work done by the Special Record Establishment during 1894-95, 95-96 and the half year ending 31st August 1896.

Items referred to in L.O. ¹¹⁰⁴ 29/12/95	Work undertaken	Description of records	1894-95 Work done	No. of volumes & papers years completed	1895-96 Work done	No. of volumes & papers years completed	years remaining to be done on 1 st August 96	Work done during the half year ending 31 st August 1896
Items 1 & 2	Back-numbering	Boards' Pro. volumes	1795 to 1849	55 vols 2072	7934 1794 & 1850 to 1858	11 vols 488	1786 to 1792	7 Progress slow.
"	"	" Originals	1836 to 1849	114 Fils 49183	1804 to 1835	32 Fils 98,895	1850 to 1858 and 1786 to 1803	27 19 years completed and 1 year since completed.
"	"	Customs Pro. volumes	1832 to 1849 (except 1837)	17 vols 42	1807 to 1831 1837 1850 to 1853	30 vols 69		1 Completed.
"	"	Sea Customs papers					1806 to 1853	48 Completed.
Item 3	Receiving missing papers		It is not intended to do anything in this direction.					
" 4	Separating Customs Pro from Boards' Record proper		1817 to 1853	37	1806 to 1816	11		Nil.
" 5	do. Northern Circars Com. vols from do		1849 to 1856	8				Nil.
" 6	Moyuzabadah vols							
" 7	District war papers to be arranged in chronological order						1858 to 1881	24 5 years done.
" 8	Originals put under covering sheets and stitched	Boards' Pro. Originals	1826 to 1849	24 Fils 88,500	1826 to 1855	32 Fils 97137	1786 to 1799 and 1856 to 1881	40 11 years done.
" 9	Sorting & arranging	Sea Customs papers					1806 to 1853	48 Completed.
" 9		Boards' Pro. Originals	1817 to 1849	33 Bundles 3	1 to 1816 & 1857	36 Bundles 4151	1858 to 1881	27 5 years done.
" 10	Repairing torn papers with tissue paper	do	1841 to 1849	9 " 9	18 to 1840	13 Bundles 1272	1854 to 1881	74 14 years done.
" 12	" volumes	do						
Items 11 & 13	Labelling &c.	Boards' Pro. Originals	1837 to 1849	23 Bundles 18	1800 to 1826	27 " 1031	1850 to 1881	46 15 years done.
"	"	" volumes	1858 to 1893 & 1845 to 1849	41 vols 16	184 to 1844 & 1857	49 vols 1996	1786 to 1798 & 1803	18 Completed.
"	"	Sea Customs vols	1806 to 1853	48			1806 to 1853	48 Completed.
"	"	Northern Circars vols	1849 to 1858	8			1849 to 1858	8 Completed.
"	"	District Gazettees	1860 to 1893	34 vols 57				
"	"	Front St Group					1832 to 1896	65 Completed.
"	"	India Gazettees					1864 to 1896	33 10 yrs to be done.
Items 14 & 15	Indexing	Boards' Pro volumes	1832 to 1849 (except 1837) & portions 1829, 1830 & 1831.	17 " 91	1 to 1831 & 1850 to 1857 & portions 1820, 1821	17 " 725	1856 to 1881 & 1786 to 1821	42 8 years completed.
"	"	Sea Customs vols	1832 to 1849 (except 1837)	17 " 91	1 to 1831 1837 & 1853	15 " 28	1806 to 1821	16 7 years done.

W. Schlegel



Proceedings of the Board of Revenue

(Land Revenue)

No. 397 Misc., dated 1st February 1897.

Read Memo from the Superintendent Special Record Establishment, Revenue Board Office, No. ---, dated 10th October 1896.

Resolution

Mr. Doutre's special report on the establishment for arranging the Board's records will be submitted to Government with reference to para 2 of Board's Proceedings No. 214, dated 13th June 1896.

2. The period of three years for which the establishment was originally sanctioned will expire on the first proximo but though the work has been nearly completed in some respects, yet in others it is reported to present difficulties which were not foreseen at the commencement, and which cannot be satisfactorily met unless the establishment is maintained for at least another year. Foremost among these difficulties is that of collecting and arranging in one series the records which for many years were maintained in as many series as there were districts in the Presidency. The nature of these so-called districtwar papers is fully described in para 2, (No. 7) of Mr. Doutre's report. The Board has issued instructions which will, it is hoped, enable the establishment to arrange these papers within a reasonable time; but after making every allowance for possible acceleration of work, it appears to the Board that the additional year asked for by Mr. Doutre is fully needed.

3. Another instalment of work, which will have to be

attended to by the present establishment, is the restoration of partially decayed volumes and papers. Mr. Doutré has hitherto confined his attention in this department of work to repairing torn papers and records: but as he himself points out in several passages of his report, there are other records & volumes which have been affected to such an extent, that they fall to pieces whenever an attempt is made to handle them for the purpose of repairing them or for copying or indexing their contents. The Board believes that, wherever necessary, such records or fragments can be effectually protected by fixing them on layers of tissue paper, after which process they can be safely handled by copyists and referencers. The work requires intelligent supervision and furnishes another reason for retaining the services of the Special Record Establishment.

4. Passing over minor items, the only other department of work which has not been completed by the Special Establishment is indexing, for which, indeed, it was expected from the beginning that a longer period than three years would be required. Mr. Doutré now estimates that if the Proceedings of the Commissioner for the Northern Circars are also indexed—a work which the Board considers to be very necessary, seeing that the Proceedings of the Commission were virtually Board's proceedings,-----the indexing Establishment will have to be maintained for six months after the completion of the rest of the work.

5. Under the foregoing circumstances the Board requests that sanction may be accorded for the continuance of the Special Record Establishment until 1st March 1898. A provision to this end has been duly inserted in the Board's Budget. Every endeavour will be made to complete within the year, now asked for, the work of arranging, as well as of indexing, the Board's records.

6. Mr. Doutré's suggestions in para 4 of his report will be attended to in the permanent Record Department of the Board's Office.

(True Extract)

Heenan
Secretary

To
The Secretary to Government, Revenue Department, with report & Enclosures in original to be returned.
Md. R. H.

4/2/97
The Hon. Mr. G. Rose C.S.
The Hon. Mr. Blisio C.S.

To
The Board of Revenue (L.A.)
Copy to the Financial Dept.
" " Acct. Genl.

* para 32
of B. of
Court of Dirce-
tors, dated 31st
January 1897
in B. P. 14-5-97

G.O. No. 681 Rev
1-12-96
para 20.

The necessary provision
has been made in the
Board's Budget for the
Budget of charges for 1897-98.

11 Feb 97

9/2/97

C No. 1005 of 97.

G.O. No. 1081 of 23 Feb. 97

In the circumstances stated,
the retention of the Special Record
Establishment until 1st March 1898
is sanctioned.

16.2.97

26.2.97

To the Secy to the Chief Secy
for favor of counter-sitting

attended to

11

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