

Revenue (1897) Department.

MISCELLANEOUS SERIES.

G.O., No. 3443

DATED 7th July

[Despatch Abstract.]

According to P. passing on the
question as to rubber stamps to be supplied
to Revenue officers &c.

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	5007		23.9.97				
			11-11-97				
			5-2-97				

Revenue (1897) Department.

CURRENT No. 5431



From The Board of Rev.
Land Rev.

Order no. 3443 of 7th July 97.

Recorded.

No. 198

11-11

Dated 12th June 1897

Received 30 June

Registered 2 July

Enclosures - nil

Spare copies

SUBJECT.

List

To the Financial Dept

Sec-10-7-97

18.
5 July 97

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

REVENUE DEPARTMENT.

1897.

Board of Revenue

(Land Revenue),

MADRAS.

Printed June th.

Proceedings, No. 198, 12th June 1897.

C. D. (M. S.)
Recorded.

JUNE.

Link
To
The Financial Dept.

Passing orders on question as to rubber-stamps to be supplied to Revenue officers; and forwarding to Accountant-General list of such stamps at present in use in treasury and account branches of Collectors' offices, and requesting his opinion as to which of them are indispensable.

PROCEEDINGS OF THE BOARD OF REVENUE
(LAND REVENUE).

READ—again Proceedings of the Board of Revenue (Land Revenue), No. 365, dated 7th October 1895.

ABSTRACT—Communicating to all Collectors and Conservators of Forests Government Order reviewing the report on the working of the Stationery Department for 1894-95.

READ—also replies of Collectors to the foregoing.

RESOLUTION—No. 198, dated 12th June 1897.

In paragraph 7 of Government Order, No. 611, Financial, dated 24th August 1895, Board's Proceedings, No. 365, dated 7th October 1895, passed on the administration report of the Stationery Department for 1894-95, Government desired the Board to consider how the supply of rubber-stamps to officers under its control could best be checked so as to prevent their being indented for unnecessarily.

2. Accordingly in the Board's Proceedings read again above, Collectors were directed to submit complete lists, with diagrams, of the stamps at present in use in Huzur, Divisional and Taluk offices, and to state whether any of them could be dispensed with. The papers read above are the Collectors' replies to the reference made. Rubber-stamps are in use in all districts except South Canara, where the climate prevents their use.

3. The Board has examined the lists of rubber-stamps furnished by Collectors and finds that there is very little uniformity in the use of rubber-stamps among the various districts, or even among the divisions and taluks of the same district. Most of the stamps used are also, in the Board's opinion, unnecessary.

4. Two lists are appended to these Proceedings—one showing the rubber-stamps which, in the Board's opinion, are necessary and might be supplied to all districts, and the other showing the stamps at present in use which are considered unnecessary. The Superintendent of Stationery is requested to supply Collectors on their indents with stamps according to list A. The stamps shown in list B need not be withdrawn from use, but when they happen to be worn out, they should not be renewed. Stamps required for special offices like the Madras Deputy Collector's Office are not affected by these Proceedings.

5. There is also a large number of stamps used in the Treasury and Account branches of Collectors' offices, a good many of these being used in Gódvári only. A list of them with the corresponding diagrams is herewith forwarded to the Accountant-General, with the request that he will favour the Board with his opinion as to which of the stamps are indispensable for supply to all district Treasuries.

(True Extract.)

Acting Secretary.

To all Collectors.—(S. C. & Taluk)
" the Superintendent of Stationery.
" the Accountant-General, with list and diagrams.

Copy to the Secretary to Government, Revenue Department.

A.—List of Rubber-stamps which it is proposed to retain.

Description of stamps.	Offices for which required.
1. Office date stamp	For all offices.
2. General Current Register No. of	For Collectors' offices.
3. Board and Government Register No. of	
4. General Current Register (superior officers) No. of	For Divisional, Taluk, &c., offices.
5. General Current Register (subordinate officers) No. of	
6. Periodical Register No. of	For Collectors, Divisional, Taluk and other offices.
7. Petition Register No. of	
8. Despatched Date	For all offices.
9. On Her Majesty's Service	Do.
10. Despatching Clerk Office	Do.
11. Stamp for copies granted (usual particulars).	Do.
12. Court of Wards (now in use in Ganjam only).	For Collectors' offices, &c., in districts where there are Court of Wards estates.
13. Reference on No. of	For all offices.
14. Disposal No. of	

B.—List of Rubber-stamps which it is proposed to discontinue.

Description of stamps.	Remarks.
1. Anantapur Collector's office Received on Register No.	Nos. 1 to 5 may be dispensed with, and a simple stamp with the name of the office and date only substituted.
2. Date stamp, with the word "Received."	
3. Date stamp as follows:—	
Tahsildar, 3rd March Trichinopoly.	
Received Date Current No.	
4.	
5. Forest Office Seal.	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
6. Current No. of	Nos. 2 to 5 in list A would take the place of Nos. 6 to 12.
7. Current No. of Eng., Ver., Etc.	
8. Current No. of 18 Dated	
9. Current No. of Rev., Accts.	
10. Current No. of Dept.	
11. Current No. or Vernacular Current No. of Collector's office, Vizagapatam.	Not necessary.
12. Register No. of	
13. Bill Register No. of	
14. Extra Current No. of	
15. Collector's Extra Current No. of	
16. Darkhast Current No.	The Petition Register stamp could be used in these cases with denominator "Darkhast" or "Copy application" in MS.
17. Copy application Register No.	
18. Nellore Sub-Collector's office Received No. 18 Answered No. 18	Not necessary.
19. Periodical No. of 18 Acct., Eng., Eca.	
20. Periodical Register No. of Collector's office, Vizagapatam.	To be replaced by a stamp "Periodical Register No. of" —vide item 6 in list A.
21. Periodical No. of Ag. Dated	
22. Magisterial Petition No.	The Petition or Current Register stamp could be used with Magisterial prefixed in MS.
23. Magisterial Petition Register No.	
24. Magisterial Current No.	
25. Magisterial No.	
26. Magisterial Register No.	
27. Magisterial Periodical Register No.	To be replaced by "Petition Register No. of" —vide item 7 in list A.
28. Petition No. of	
29. Current Petition No. of	
30. Petition Register No. of Collector's office, Vizagapatam.	
31. Petition Current No. of	
32. Nellore Sub-Collector's office. Petition No. of	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

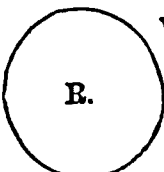
Description of stamps.	Remarks.
33. Reference on Current No. of Dated 18 In replying the above should be quoted.	Intended for fair copy. Printed forms could be used.
34. Reference on Current No.	
35. Reference on Register No. of English Department, Collector's office or Vernacular Department, Collector's office.	To be replaced by No 13 in list A.
36. Reference on Register No. of B.-A. or B.-L., or B.-S., or Eng.	
37. Reference on Register No. of General Duty Deputy Collector's office.	
38. Reference half square	
39. Reference No. of Eng., Ver., Abk., or For.	
40. Reference No. Magisterial.	Not necessary, or the register stamp could be used, the words "Reply to" being prefixed in MS.
41. Reference No. Revenue.	
42. Magisterial Reference on Current No.	
43. Reference on Petition No.	
44. Reference on Periodical Register No.	
45. Magisterial Reference on Petition Register No.	Vide note against 46.
46. Reply to Periodical Register No.	
47. Reply to Reference on No.	Unnecessary, as printed docket sheets have to be used under paragraph 7 (12) of Board's Proceedings, No. 407, dated 11th November 1895.
48. Reply to Reference on Petition Register No.	
49. Disposal square with back and forward Nos.	To be replaced by No. 14 in list A.
50. Disposed of No. Dated	
51. Disposal No.	
52. Disposal No.	
53. Disposed of	
54. Disposed of Magl.	

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B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
65. Entered in the calendar register ...	Not necessary.
56. Disposal No. _____ of Genl. or Indexed.	} <i>Vide note against Nos. 50 to 54.</i>
57. Reference No. _____ despatched on Disposal	
58. Disposal No. _____ of Collector's office, Vizagapatam.	
59. Disposal No. _____ of _____ Acc.	
Dated	
60. Magisterial Disposal No. _____ of	} To be replaced by "Despatched Date"— <i>vide item 8 in list A.</i>
61. Disposal on _____ No. Reference	
62. Current register closed ...	
63. Dated _____ Despatched	} <i>Unnecessary—Vide note against 49.</i>
64. Despatched ...	
65. Despatched on	} Can be written in MS.
63. Former papers ...	
67. Recorded ..	
68. No. _____ of 18 _____ Recorded Collector.	} Can be written in MS.
69. Sanctioned Acting Head Assistant Collector.	
70. Lodged ...	
71. Lie over ...	
72. Filed ...	
73. Forwarded to the Tahsildar for disposal Sub-Collector.	} Can be written in MS.
74. Forwarded to the Tahsildar for report Sub-Collector.	
75. Referred to for	
76. To be returned with reply ...	Can be written in MS. or slips printed in red ink used.
77. Enclosure to letter No. Dated	} Can be written in MS.
78. Enclosure to Arzi No.	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
79. On the personal register of	Unnecessary. A pencil note can be made on the back of current to show to which clerk the paper was given.
80. A paper taken as B for emergency ...	Unnecessary.
81. Anantapur Collector's office Date Record-room	} Not necessary.
82. Record-room Taluk office Madakasira	
83. Record-room Dharmavaram.	
84. 	
85. Search fees ...	
86.  with floral border ...	} Unnecessary, or will only be required for the few offices into which the Disposal Number system has not been introduced, or in which there are old unsorted records.
87. Retain for _____ years ...	
88. Destroy ...	
89. To be destroyed in or Destroyed at the end of	
90. Retain ...	
91. Destroy on the	
92. R.	
93. D.	
94. Retain for _____ years ...	
95. Destroy at the end of	
96. To be retained ...	} To be replaced by "Despatching clerk office"— <i>vide item 10 in list A.</i>
97. To be destroyed ...	
98. Despatching clerk ...	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
99. Clerk Bellary Collector's office or	
100. Clerk Tanjore Collector's office (&c.)	
101. Gumastah Nannilam taluk.	
102. Taluk office Bhadrachalam.	
103. Taluk office	
104. Tahsildar's office	
105. Kalyandrug Taluk office	
106. Madras Income-tax office	
107. Collector's office with the name of the district prefixed.	
108. Governor's Agent's office, Vizagapatam.	Vide note against 98, also item 10 in list A.
109. Trivellore Taluk office	
110. Deputy Tahsildar's office	
111. Deputy Tahsildar's office with name of the division.	
112. Stationary Sub-Magistrate's office (with name of the station).	
113. Collector	
114. District Magistrate	
115. Godavari Head Assistant Collector's office.	
116. Northern Division Deputy Collector's office.	
117. Nellore Head Assistant Collector's office.	
118. Service Bearing	
119. Packet post	
120. To The Tahsildar of	Can be written in M.S., or covers can be printed at the District Press with the neces- sary entries including the franking entries as shown below :— " On Her Majesty's Service only. To The Despatching clerk office.
121. To The Accountant-General, Madras.	
122. To The Secretary Commissioner of	
123. To The	

B.—List of Rubber-stamps which it is proposed to discontinue—*cont.*

Description of stamps.	Remarks.
124. Received 18 ...	Unnecessary. The required entries might be printed on the disposal docket sheet as follows :— " Given for copying 18 Copied by Compared by "
Copied 18 ...	
Examined 18 ...	
Signed 18 ...	
Given for despatch 18 ...	
125. Received for fair copy Copied by Compared by	
126. Emergent	Can be written in MS.
127. Confidential	
128. Special reminder	
129. Famine	Used only in Cuddapah district.
130. Bent Act	Unnecessary.