

Revenue (1897) Department.

MISCELLANEOUS SERIES.

G.O., No. 402

DATED 23 July 1897

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[Despatch Abstract.]

Recording B.P. issuing instructions re the  
maintenance of Settlement records of all  
original inquiries in Forest Settlement offices

# BACK PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
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|------|-----|-------------|-------|------|-----|-------------|-------|
|      |     |             |       |      |     |             |       |

Revenue (1897) Department.

CURRENT No. 395

See

Order <sup>23</sup> Misc No. 402 23 Jan 1897

From The Board of Revenue  
Land Revenue

Recorded  
18/1/97

No. 579

Dated 18 December 1896

Received 16<sup>th</sup> Jan 1897

Registered 16<sup>th</sup> 18

Enclosures

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## SUBJECT.

Issuing instructions regarding  
the maintenance of Settlement  
Records of all original inquiries  
in Forest Settlement offices.

27/1/97

# BACK PAPERS.

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BOARD OF REVENUE (LAND REVENUE), FOREST No. 579, 18TH DECEMBER 1896.

## PROCEEDINGS OF THE BOARD OF REVENUE (LAND REVENUE).

READ—Reference dated 12th September 1896.

ABSTRACT.—Requesting all Special Forest Settlement-officers to report the description of records kept in their offices.

RESOLUTION—Forest No. 579, dated 18th December 1896.

The question of the proper maintenance of the original records of all forest settlement inquiries during the progress of settlement having recently come before the Board, all Special Forest Settlement-officers were requested in the Board's Reference read above to describe the records kept in their offices and to state how they were made available for ready reference. The letters read above are the replies from the several Forest Settlement-officers. As the state of the forest settlement records in some of the offices has disclosed the need for some systematic arrangement, the Board considers it well to lay down a few definite instructions for the guidance of the Settlement-officers.

2. From the letters read above the following appear to be the records maintained in connection with the forest settlement of each block:—

- (i) Notification under section 4 as sanctioned under Government Order.
- (ii) Proclamations and notices to owners and occupiers of lands, &c., issued under section 6.
- (iii) Notices sent to village officers of villages in and adjoining the reserve to attend inspection of blocks.
- (iv) Claim petitions and depositions of claimants, karnams, &c.
- (v) Statements from karnams regarding patta, &c., lands included in the block.
- (vi) A. Register.
- (vii) Orders passed on claims.
- (viii) B. Register.
- (ix) Notices to claimants regarding disposal of claims.
- (x) Award statements in Land Acquisition cases.
- (xi) Draft notification under section 16.
- (xii) Numerical statement.
- (xiii) Final report.
- (xiv) Sketch-map.
- (xv) Miscellaneous correspondence regarding reserve.
- (xvi) Notification under section 16 as sanctioned under Government Order.
- (xvii) Proclamation issued under clause 2 of section 16.

3. These records should be kept by blocks for each district and a separate file for each block should be maintained, the records appertaining to each claim being kept separate and arranged in serial order for all claims with the A and B registers.

2 BOARD OF REVENUE (LAND REVENUE), FOREST No. 579, 18TH DECEMBER 1896.

399  
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4. It appears from some of the replies that the settlement records of a block are sent to Collectors immediately after the publication of the final notification, while the Forest Settlement-officer, Nilgiris, states that the records are sent once a year. The Board considers that the records should remain in the custody of the Forest Settlement-officer until reservation takes effect, and should then be handed over to the Collector for safe custody as required in Board's Proceedings, Forest No. 1, dated 6th January 1896. An index for each block should be prepared by the Forest Settlement-officer and should accompany the records when they are sent to the Collector's office.

5. As soon as the records are received in the Collector's office, they should be supplemented by Board's Proceedings submitting proposals to Government and communicating Government Orders on final reservation, these being placed as the first and the last paper respectively in the file of each block, so as to make the records complete in themselves for purposes of future reference.

6. In addition to the list of records detailed above, some of the Forest Settlement-officers also enumerate the records relating to accounts and correspondence maintained in their offices. As these and other kindred records are not connected immediately with the settlement inquiry, the Board considers that they should be kept separately in such a manner as the Forest Settlement-officer thinks proper.

7. It should be remembered that the proper maintenance of settlement records is highly important in the interests of the state, and Collectors are specially requested to see that the above instructions are invariably observed by the Forest Settlement-officer working in their districts and that any disorder existing in the present state of the records is promptly brought to notice, necessary steps being at once taken to remedy the defects. In this connection, Forest Settlement-officers are requested to see that in taking charge of their office, the records are received complete and in good order and to report the fact to the Collector.

(True Extract.)

*Ree*  
Secretary.

To all Special Forest Settlement-officers.  
„ the Head Assistant Collector and Forest Settlement-officer, Nilgiris.  
„ all Collectors (except of Madras).  
„ Conservators of Forests.  
Copy to the Secretary to Government, Revenue Department. ✓

REVENUE DEPARTMENT.

1896.

Board of Revenue

(Land Revenue),

MADRAS.

Printed January 1<sup>st</sup>, 1897.

Proceedings, Forest No. 579, 18<sup>th</sup>  
December 1896.

Issuing instructions regarding the maintenance  
of settlement records of all original inquiries in  
Forest Settlement offices.

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189.

READ AGAIN G.O., No.  
189

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ENCLOSURES TO C. No.

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LETTERS OF GOVERNMENT

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