

Revenue (1897) Department.

PRESS SERIES.

G.O., No. 449

Dated 10th June 1897

[Despatch Abstract.]

Approving, subject to remarks, the draft submitted by the

Board of Revenue of the chapter relating to Public Servants for

insertion in the New Edition of the Board's Standing Orders.

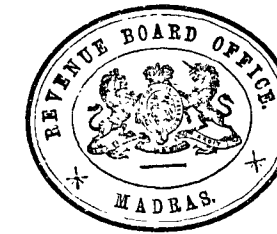
BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	

2000
16-7-10



170

Proceedings of the Board of Revenue (Land Revenue)

No. 5464 Mldc., dated 9th December 1896.

Resolution

The Board submits for the approval of Government, the rough proof of a draft of the revised chapter XIX of the Standing Orders regarding Public Servants. The present opportunity has been taken to introduce certain changes in the form of the Standing Order.

2. The old division into paragraphs of unequal length, has been replaced by a redistribution of ~~the~~ matter, on the model of the Civil Service Regulations, into a number of orders of more or less equal length, with appropriate headings to each, and explanatory notes wherever necessary. Among the numerous advantages secured by this change, not the least is the facility with which any order can be traced to its source or authority, only one authority being in general quoted at the foot of a Standing Order, or if more authorities than one have to be mentioned, the portion of the Standing Order, due to each will be distinguished by a typographical mark.

3. As regards changes in matter, the copy of the existing chapter on Public Servants, which accompanies these Proceedings, will indicate what portions have been retained in the draft now submitted, and what portions have been omitted. Generally speaking, it has not been thought necessary to repeat in the Standing Order, any rule which is to be found in other official manuals of equal or higher authority e.g. the Civil Service Regulations, the Civil Account Code and the Civil Service Manual. Much space is thus saved which has been utilized for inserting many rulings not hitherto embodied

the Standing Orders.

4. The language of the existing Standing Orders, has been modified wherever necessary to suit the present form. The greatest freedom taken in this respect has been in connection with the orders regarding the dismissal and removal of Public Servants. The present draft (S.Os. 347 to 359) is a digest of a number of Resolutions of various dates, principally the Resolution of the Government of Bombay printed in Board's Proceedings No. 1039, dated 20th December 1888, and reprinted in extenso, in the present volume of the Standing Orders, and the Resolution of the Government of India, communicated with Board's Proceedings No. 273, dated 3rd August 1895. These Standing Orders may perhaps appear to enter into somewhat unnecessary detail, but the Board has found in practice that for want of due observance of such rules of procedure, enquiries into the conduct of Public Servants have often proved abortive.

5. Prefixed to the chapter is a table of contents. It has been found necessary to arrange the rulings affecting Public Servants first under general Sub-Sections, dealing with appointment, "promotion &c." ^{and} then under Special Sub Sections for the various classes of officers.

6. The Board invites attention to certain Standing Orders which have reference to recent orders of Government.-(1) In para 6 of its order No. 514 Rev., dated 8th October 1896, Government desired that the attention of Collectors should be drawn to Board's Proceedings No. 630, dated 16th July 1888 and Board's Proceedings No. 835, dated 26th September 1888, regarding the training of Junior Civilians. Orders affecting the position and duties of Junior Civilians more properly find a place in the Civil Service Manual than in the Board's Standing Orders, but as the above Proceedings of the Board apply with equal force to Probationary Deputy Collectors, it has been thought advisable to reprint the orders in question as appendices to Standing Orders Nos. 267 and 268 (Training of Probationary Deputy Collectors).

7. (2) Government Order No. 577 Rev., dated 29th October 1896, regarding the maintenance of horses and saddlery by itinerating officers from the Collector downwards, has been embodied in Standing Orders 295, 295 A, 296, 389 & 390. The approval of Government is requested for these instructions, as well as for the proposed form

of the Half-yearly return of horses and saddlery, in App: 9. The Standing Orders in question, as well as the form, have been drafted on the model of the corresponding Regulations in the Salt and Akbari Department.

8. (3) Government Order No. 382 Financial, dated 18th June 1896 declaring that the period of lien allowed to officers who seek transfer to other Departments or offices, should not be extended, without the Special sanction of Government, beyond 3 months, has been embodied in Standing Order No. 342. The working of this rule necessitates frequent applications to Government for sanction which cannot in the nature of things be refused. It may be mentioned that six such applications have had to be submitted within the last five months. The Government has recently taken steps to reduce, as far as possible, the volume of official correspondence, and in pursuance of this policy, the Board again ventures to suggest a reconsideration of the rule which requires the Special sanction of Government whenever the 3 months' lien is ^{exceeded} ~~extended~~.

9. The draft of the Public Servants' chapter is submitted in print instead of being merely type-written, as proposed in Board's Proceedings No. 4641 Misc., dated 13th October 1896. On reconsideration the Board was of opinion that it would be better to submit the draft chapter in print. The appendices which have been serially numbered are submitted in the form of a file between boards. They consist for the most part of printed papers, such as appendices to printed G.Os., Notifications from the Gazette, &c.

10. In the old edition of the Standing Orders the Chapter on Office Routine precedes that on Public Servants but as the rules relating to Public Servants are ^{more} important and than those of office routine revision was more urgently required in the case of the former it was taken up first. The Board hopes to submit the two remaining Chapters of the Standing Orders. ("Office Routine" and "Sundry") ^{early} in 1897, but no definite date can as yet be fixed. The revision of the whole volume will then have been completed, and as desired by Government, steps will be taken to reprint the whole in a complete form. The Board has already intimated to Government

that by "reprinting" the process of re-editing is implied, and it is clear that the work involved will be very considerable. The Standing Orders contain the main rules for the administration of the Land Revenue Department in all its branches, and the experience of daily business naturally brings to light various faults and deficiencies in the said rules. Amendments are then ordered, but their introduction into the code may necessitate the modification or elimination of other matter embodied therein, and every alteration has to be carefully checked. For this duty the services of a responsible officer are required, and the press of ordinary business in the Board's office does not allow, either to the Secretary or to the Assistant Secretary, the time for the continuous application required in ^{so large an} undertaking. The work has therefore to be done fitfully, and is unavoidably delayed. The Board would be disposed to apply for the appointment of a Special officer for some months for exclusive employment on this duty, but in view of the orders recently issued by the Government of India, ~~extra~~ expenditure for this purpose cannot be recommended. The existing establishment will therefore proceed with the work as best it can, and the question of appointing a special officer will be deferred for future consideration.

11. The delay in submitting the Public Servants Chapter for the approval of Government is regretted, but for the reasons above specified the Board has been unable to complete the work at an earlier date.

(True Extract)

Heelan

Secretary.

10 Dec.

To

The Secretary to Govt. P.D., with present Chapter XIX, Revised Chapter in proof [&] file of appendices.

M.P.H.

Revenue (1896) Department.



CURRENT No. *9407*

From

The Board of Revenue
Land Revenue

Madras

No. *3482* *Rev.*

Order

Dated *19 Dec. 96*

Received *21-12-96*

Registered *22-12-96*

Enclosures *1*

Spare copies

SUBJECT.

Submitting to Govt. clean proof of the revised Public Servants Chapter of the Board's Standing Orders (Chap. XIX).

100-4-1-97
To Secy
H.C.

BACK PAPERS.

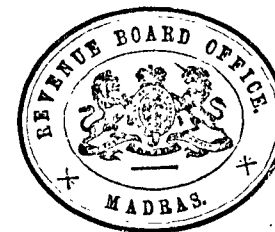
G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

500
25-11-96.

30



Proceedings of the Board of Revenue

(Land Revenue),

Dated

19 December

1896.

Forest No.

3482 Routine

Miscellaneous.

Read

Again B.P. No. 5464 of 9 December 1896.

Resolution

A clean proof of the revised Public Servants Chapter of the Board's Standing Orders (Chap. 71x), is submitted to Government, in continuation of B.P. of 9 Dec 1896 no. 5464 mis.

(True extract,

K. Swaminathan

19 Dec 96.

Asst. Secretary

To The Secretary to Govt. P.O.
with proof.

C No. S 9091 & 9407

449
10-6-97.
From

Bo of Rev L.R.

Mr Hon Mr Grover C.C.E.
The Hon Mr Blair C.C.E.

Dated

189 .

FOR ORDERS.

In 1876 Govt entrusted the work of revising and republishing the Bo's Standing orders to Mr R.M. P. Chantrel Rev. John late President of the Board of Rev (Vide G.O. No 382 dated 24th Sept 1876) and the first chapter of the revised edition was submitted for the approval of Govt in July 1887 and the Govt while approving of the chapter said that the vol of Standing orders might be issued by the Board on its own authority and stated that care should be taken that when alterations had been made in the existing rules the sanction of Govt should be specifically obtained for them (Vide G.O. No 1002 dated 24th October 1887) The Board has

Office
I have any Bo or Bo
allowing them to learn their
functions without the Bo's
sanction. The G.O. No. 274
here & prohibits this.
but there is no prohibition
in the revised G.O.

W.C.
11/5/97

H.C.
Table.

P.T.O.

Will you please let me know
if there is any sp. in the subject.

I am aware of it.
Clear 11/5/97
10/5/97

10/5/97
11/5/97

B

accordingly issued since then
system chapter without
making any reference to Govt.
but now submit Chapter XVIII
(Public servants) for approval.
This new chapter contains
changes both of form & of
matter.

As to the changes in
form - to quote the Board
(para 2 of its recent proposals)
"The division into para-
graphs of unequal length,
has been replaced by a
distribution of the matter
on the model of the Civil
Service Regulations into a
number of orders of more or
less equal length, with
appropriate headings to each,
and explanatory notes where
ever necessary. Among the
numerous facilities advantages
secured by this change not
the least is the facility with
which any order can be
traced to its source or authority,
only one authority being in
general quoted at the foot of
a standing order, or if more

authorities than one
mentioned, the position of the
standing order, due to each,
with a distinguished by a
typographical mark"

In para 3 of G.O. No 613
dated 11-7-93 it was directed
that the authorities relating
to each paragraph of a
standing order should be
given in the margin thereof.

This want of uniformity
with previous chapters seems
to me to be no evil, & I
do not think the arrangement
of the paras. should be
altered. It is very convenient
if

Further the new system
of small paragraphs adopted
by the Board will lead to
a want of uniformity
between the XVIII chapter
already issued and the
present one. Either the
present chapter should
submit a recast with
reference to the G.O. above
quoted & the method of
arrangement followed in
the previous chapters or
the XVIII chapter issued
should be reworded. The
former wd probably prove
the easier task. Further
to secure uniformity with
the chapters already issued

the member of the S.O. &
the subject of the Chapter
should be given at the top of
each page.

Next as to the
changes in matter. Here
again to quote the Board:-

"The copy of the existing
Chapter on Police Servants,
which accompanies the
Proceedings will indicate
what portions have been
retained in the Draft
now submitted & what
portions have been omitted.
Generally speaking, it has
not been thought necessary
to repeat in the Standing
Orders, any rule which is
to be found in the
Official manuals of equal
or higher authority eg. the
C.S.R, the Civil Act Code
and the Civil Service Manual.
Much space in the S.O.s
which has been utilised
for inserting many rulings
not hitherto embodied in
the Standing Orders."

The following note
The following part of this
first deals with the old orders

4
This is desirable. It greatly
facilitates reference
of

This seems to be right
28

5

Standing Orders in the
Chapter on Police Servants
as they exist & wherever
any portion of the existing
order has been left out
in the new S.O.s this is
pointed out & commented upon.
The 2nd part of the note deals
with the additions which
have been made in the
new or proposed S.O.s and
makes certain suggestions
for fresh additions or
modifications. In the
2nd part of the note each
Drafting Officer has dealt
with some of the new S.O.s
that referred to the particular
subjects. After final orders
are passed the Draft go.
will follow the order of the
S.O.s as printed.

6
old S.O. 233.
matters omitted. para 165

Para 165 inclusion
has been omitted. Then paras
forfeit Collectors disputing with
the Board, sending official
explanations of their official
proceedings to the papers or
having recourse, without the
Govt's authority, to the Courts for
vindicting their character
from defamatory attacks.
The reason of the omission appears
to be that the new S.O. 244
applies the general rules
laid down by Govt for regulating
the personal conduct of Govt-
servants to public servants
of all grades in the Revenue
Department. The general rules
as they stand do not apply
to Indian Civil Servants. The
impediments of this application
will be dealt with below in
considering the new S.O.s.
Old S.O. 234.

This S.O. deals with
the position of the Sub Coll. In
the new S.O.s no particular
mention of the Sub Coll. is made.

Excerpt in New S.O. No 250 which reproduces para 7 of old S.O.

234. This S.O. lays down that Subcollector appo to the change of districts without being gazetted to act as C.O. should not take up ^{rev} appeals.

~~appeals under~~. The privilege This matter is under of some therefore that the Subcollector had under para 1 of old S.O. to the B.S. in another

234 of asking the Collector to refer a question to the Board is now taken away. The Board make no mention of this point. In practice nowadays a Subcollector has exactly the same powers & no more than any other Dist Officer. Though of course, from the circumstances of this being usually a senior officer the Collector may give him a free hand.

Para 4 sub 6 of the new S.O. 234 which define the relation between the Collector & the Subcollector are reproduced in new S.O.s 253, 254, 255 & 256 which define the relations between the C.O. & his Dist Officer. The new S.O.s appear to be unenforced.

I regret I was not aware of the fact when writing this note. The papers are put up (Flag B2). After this question is settled a new S.O. on the position of the Subcollector may be inserted. The present S.O.s deal with the position of the Dist Officer and as stated seem unexceptionable.

Sub 2 will have to be headed "Sub Collectors, assistant Collectors & Dist Officers" & a new S.O. will have to be inserted in it.

O.S.O. No 235

The main points to be observed with regard to training content & powers of an assistant collector are reproduced in new S.O.s 257, 258, 259 & 260 & 261 but much details instruction as to training is omitted in the new S.O.s and we are referred to the Civil Service manual which deals fully with the subject. Old S.O.s 236 & 237

These deal with the study of Oriental languages & the junior civilians & their examinations. Both are omitted from the new S.O.s. The subjects are fully dealt with in the Civil Service Manual.

New S.O.s 238, 239 (240 has been cancelled) deal with the matter of leave. These S.O.s are somewhat of date & contain matters which is found in the C.S. Regulations. The new rules are found in new S.O.s 259 to 264 inclusive.

Old SOS 240 A + 240 B are reproduced in New SOS 413 & 414 & 415

Old SO 241 dealing with the question of Native servants holding land has been omitted probably because the subject is dealt with in the General Rules for the Personal Conduct of British Govt Servants.

Old SO 242 directing Covenanters and servants to report themselves on arriving or departing from the Presidency is omitted as it forms art 87 of the Civil Servants Manual

Old SO 243 dealing with the pecuniary dealings of Civilian & natives is omitted. The subject is dealt with in the C.S. Manual (Appendix)

Old SO 244 deals with the powers of the Collector over certain subordinates. Much of it is out of date. The powers of various officers as to appointment, suspension or dismissal are shown in a tabular statement appended

No to making appointments are given in the new SOS under the headings Principles to be observed in making appointments. Paras 15 & ~~16~~ 16 relate to the effects of an acquittal after judicial trial and to dismissal on the ground of ill health or physical incompetence. These do not find place in the new SOS. I submit they might with advantage be incorporated in the rules under subsec 6 of Section II of the new SOS

Old SO 245 relating to Dy Collection is fully reproduced in the new SOS Nos 262, 263, 267, 269, 272 & 274.

Old SO 246 which lays down that Taluk Sheristadars must not be taken up with magisterial work has been omitted. Taluk Sheristadars (Taluk Dars) do not now do magisterial work. (Village Officer)

Old SO 247 Much of this has been left out as the rules concerning VOs are to be found in the V.O.S Manual.

No order about them is necessary if

There are still many Taluk Sheristadars who are magisterial

1/13/57

11
OLOS 249 ²⁴⁹/₂ relating to traveling
allowances. LOS 250 + 251 252

and 253 relating to examinations
are omitted as these matters
are dealt with in the Civil
Service Regulations & the Public
Service Notification (printed in
an appendix). Similarly OLOS
254 dealing with the subject of
salary to lowest officer under
suspension of trial has been
omitted. This is dealt with in
the C.S. Regulations, Chap X

OLOS 255 relating to security
of the firm of public servants
is reproduced fully in new LOS
324 325 327 326 331 328 335
329

OLOS 256 is also fully
reproduced with the exception
in new LO 306 319 312 374

The exception is that OLOS
256 para 1 lays it down that
a proportion of the salaries in
each district should be other
than Brazilian's etc. However
a standing rule that the two
chief R's servants in the Collection
Office and 2 of different grades.
There does not seem to be any reason
for omitting this rule.

is. Philadelphia
22. H.C.
P. R. 1911
& other

11/11/1911
He did not be omitted. However
useful transfer to when a
copy is framed by his
order directed 22

OLOS 257 258 259 260
are reproduced in new LOS
362 318 275 276 277 232 318
342. These rules relate to
books, Volunteers & Casuals leave
OLOS 262 Charges against
Public Servants is fully
reproduced in the new LOS
under Subsection 6 of Section
I dealing with the dismissal
of Public Servants. Much un-
necessary matter is omitted
but no rule or remark of
any importance.

OLOS 263 relating to fines
is reproduced in the new LOS
343 to 346. Para 3 of the new
LOS presents a guiding return
of fines to be made by District
Officers to the S. But the new
LOS 344 makes no mention of
this return. No order is continuing
it is quoted. The only return
presented by the new LOS is
one of fines in V.O.

The return is unnecessary. This is
a matter which can easily be dealt
with on inspection. An addition to
that report should be made in new
order 345.
25

I think it should be retained.
25

OLOS 264 Relating to pay-
ment of salaries has been
~~discontinued~~ omitted. No
reason is apparent.

OLOS 265 relating to certificates
of character appears in new LOS
370

LOS 267 + 268 + 269

13

dealing with the subjects of Govt. servants as witnesses; Charge of office & style of address have been omitted.

Para 1 of S.O. 267 is perhaps Governor's in C.S.R. but para 2 directs that revenue summonses should show the head of the office in which the person summoned is employed. I submit it should be retained.

Yes 25

S.O. 268 seems ^{to} need. + so does S.O. 269.

They should be retained. I remember many doubts were they settled.

Old S.O. 270 is reproduced in new S.O. 450.

Old S.O. 271 is repeated reproduced in new S.O. 431 & 432. Except that ^{para 2 & 3} provision which prohibits letter bearing their districts without the Bd's sanction & office in independent charge from doing so without the Bd's sanction except on holidays.

These provisions should be retained

Old S.O. 275 which lays down the power of a temporary incumbent as to appointments has been omitted. Reproduced as new S.O. 269 under the heading Power of an agent.

Under Secretary	First Assistant	Second Assistant	Registrar	Head Clerk	14
343-346					
347	248	413	243	262	
348	325 so far as it relates to Sea Customs	to	to	to	
349	Supdt. and	418	247 5	274 13	
350		both inclusive	249	289	
351	382		to	to	
352	2 total 3	2 total 6	261 13	294 6	
353			275	429	
354			to	2 total 20	
355			288 14		
356			295		
357			to		
358			342 48		
359			361		
360			to		
361			369 9		
370			372		
371			to		
120			381 10		
			383		
			to		
			412 30		
			419		
			to		
			428 10		
			430		
			to		
			440 11		
			2 total 150		

19 May 1909

S.O. 343 - 364, 370 & 371.

S.O. 343 is new. It is directed against the imposition of fines unnecessarily and draws attention to Mr. Nicholson's system of punishment in the Australian District. This system consists in writing in a defraction book the name of a subordinate every time he is senorily to blame each entry being deferred until the supposed culprit has had an opportunity of showing cause against the entry being made. The entries are continued until of their frequency or by increasing proof of misconduct an order is removed from to be deserving of more substantial punishment. Mr. Nicholson's rules are printed as Appendix

I have seen this kind of thing 17 to the S.O. The S.O. may I think and it has always failed to submit to be approved. The want of some such system owing to an assumed inactivity must be widely felt. In its for keeping the book not being found absence petty fines must possible.

11/13/97

I doubt the way it was imposed. The of some more good

S.O. 346 is also new. It limits the right of appeal from fines

In the cases where the appt
of the person found vests with
the com. In such cases the SO
says the com is the final
appellate authority for the
person by his subordinates.
This SO is apparently within
the SO's power. Any how it
seems a salutary one &
will save much unnecessary
correspondence.

11/17/87. J.G.

SOs 347 to 359 deals with
the dismissal of Govt servants.
They are based on the existing
SOs 262 + 263 but much
unnecessary padding has been
omitted. The rules regulating
the ^{conduct of} Enquiries which should
precede dismissal are
given fully as the Board
remarks that, in fact
it was found that the
enquiries into the conduct
of public servants have often
proved abortive for want
of observance of such rules.
SO 355 is new. It draws the
distinction between "removal"
& dismissal which is laid
down in para 2 of the letter

Approved
25

flagged D.
Approved
25

Approved
25

Approved
25

dated 15th June 1895 No 60
Public printed in G.O.
No 552 Public dated 5th
July 1895. SO. 356 sets
forth the effects of dismissal
and is based on para 3 of
the above letter. SO. 357
deals with the question of
notifying dismissal in the
Gazette and is based on
paras 4 & 5 of the said
letter.

W.H.
11-5-87

248 and be omitted

345. An addition to it and
be made as noted above

flagged E.

P.D.O.
H.C.
11/1/82

info. flagged E.

~~See page 224~~

Yes. In my corrected copy of
No 224 there is a note with
- night effect, but I do not know
on what authority it has been
inserted. Now SO 382 and be omitted

Note.

The only S.O. which
relate to subjects dealt with
by the First Assistant are
Nos. 248, 345 and 382. The
last of them requires the Tahsildar
to give undivided attention to
Treasury work by reason of the
relief he gets from Magisterial
work; but a proposal to this
effect was negatived by Govt
in G.O. 59 D 24-1-93. Hence
the remark⁽¹⁾ in the draft order
above. ~~with this remark the~~
~~three S.O.s mentioned above may~~
~~be approved.~~

AK.
20.2.97

S.O. 382 is based on B.P. $\frac{606}{24.10.92}$

but Para 1(3) & Para 2 of this
B.P. were disapproved of
Govt in G.O. $\frac{35}{24.1.93}$ quoted
above. The S.O. relates to
Treasury work & is out of
place I submit in this
Chapter. It should come
in Chapter XVII of the Standing
Orders.

file

Read Cw 9091 of 1896
 17th April 1896 248, 325 + 382
 continued
 G. O. 11/4

The revised Chapter
 of the standing orders ^{may} approved with the following
 remarks:—

(1) The second sentence of
 S.O. No. 382 should be omitted
 with reference to ^{para 1 of} G.O. dated
 24 January 93 No 59 Rev.

2nd Assistant 413 to 418.
 97 These S.Os relate to office rent and
 the rent rules about Govt residences.
 (2) The word "regarded" in S.O.
 414 should be "recorded"

(3) The second and third sentences
 of S.O. No. 415 should be omitted
 and the following substituted:—
 "The rent charged for the house
 will be a sum which will cover
 (1) interest at 4 p.c. on the actual
 capital cost of the house and
 its site, and (2) the estimated
 annual cost of repairs, subject
 to a maximum of 10 p.c. on the
 salary and ~~the~~ local allowances
 of the official in actual occu-
 pation".

[Vide Rules 28 (I) and (II) of
 Chapter X, Vol I of the Govt
 of India P.W.D Code & the

S.O. 248 states that the settlement
 of the Taluk in the District
 of Madras conducted by the
 Collector annually once in 5 years
 this is already laid down in
 S.O. 22. So the proposed S.O.
 248 may be omitted.
 S.O. 325 lays down the amount
 of security to be taken from certain
 by Palanpur & Sea Customs Supt.
 11/5/93
 + As submitted in the previous
 page. Please see which
 S.O. 8th Govt as out of 97
 place in the chapter
 11/6/93

+ Recorded is the word in the
 original S.O. No 2123 final.
 6-11-79

Copy F

Q of J. Resolutions Communicated
in C.O. No 2981-W
(22-9-88)

Repehan position
RS 243-247 249-261
275-288 295-342
361-369 372-387
383-412 419-428
+ 430-440

(4) The Standing orders referred
to in para 7 of the ^{first of the Pro: read above} should be
revised in accordance with C.O.

(5) In the heading of Appendix No
9 mentioned in S.O. No 297, for
February 1st 189 read 31st December 189
August 1st 30th June

(6) It is observed that of the two
provisos in clause 11, para 1 of C.O.
237 Provisos and referred to in the
Standing order No 365, only one
is embodied as foot-note 2. The
two provisos should be printed
as part of the order, the foot-note
2 being deleted.

(7) The heading and the first
sentence of S.O. No 410 are obviously
incorrect. They should be modified
as follows: - The training of
Headings. ^{of} Subordinates of
the Revenue Dept. to be trained in
Survey for ^{qualification} as Revenue
Inspectors

The first sentence. The number of
Subordinates

then appear to be the most
reasonable one

The order referred to relate to the
keeping of horses & the returns to be
made in connection therewith. The
are 205 295-296 297 + 305 + 390
the Board of the then rules for
approval but Govt. modified them
considerably in C.O. 125. These
modifications must be introduced?

This is a non clerical error.

This relates to the rules
for prosecution an auditor
accumulation of
service books after the
man has left Govt service.

S.O. No 918 provides that the no
of Revenue Subordinates permitted to
learn survey as on trainees for RIs
shall not exceed a certain limit viz
1/3 the no of RIs in the district & that
any subordinate so permitted shall
be considered to be on special duty
so that the person acting might draw
acting allowances one

Further, the following sentence
shd be inserted between the first
sentence as amended & the
next sentence viz:
A subordinate so permitted
with during his course of training
be considered to be on special
duty and a person acting for him
will be entitled to draw acting allow.

There are
many official
errors

302. In 'Health' is
provided for in Sec
60 of the C.S. Regs

+ This S.O. deals with the question of
Casual leave. The parenthesis
is awkward. I submit it may be
struck out and a note added
"Sundays and gazetted holidays
shall not be reckoned in counting the
maximum of five days at a time or
five days in the calendar year."

appears to be a clerical
misprint

Misprints

Subordinates permitted to learn surveying
should not exceed one-fifth of the
number of Revenue Inspectors on the
staff of a district

(8) The headings of the under-
mentioned Standing orders should
be altered as shown below:

For the present heading read 'The
powers of a Sub: Collector in charge
of a district to take up appeals.'

Insert 'of office' between the
words 'charge' and 'held'

Omit the word 'Health'

For 'as' substitute 'not'

(9) The words that is should be
added before the word 'existing'
in the first line of S.O. No 339

(10) The following should be omitted:

(a) Standing order No 248, as it
appropriately finds a place in
S.O. No 410 above

(b) Foot-note (a) to S.O. No 321

(c) In places where there is only one
foot-note to the Standing orders,
the figure 1 applied to the note
e.g. S.O. Nos 324 and 325

(11) The authority quoted at the
foot of S.O. No 277 covers only
the foot-note 2; the authority
for

for the order itself. ~~any other~~
~~any other~~ should also be
quoted.

(12). The following corrections should
be carried out in the revised copy
of the Chapter, such with the second
of the Proceedings read alone.

(a). 315 in the foot note to S.O. no. 249

(b). 316 19. 9. 95 at the end of col 7
of the statement annexed to S.O. no. 298

(c). 316 15. 9. 94 under foot note
to S.O. 305.

(d) 319 quoted in the last line of S.O. 308.

(e). 303 quoted in the last line of foot note to S.O. 304.

(f). 304 11. 9. 95 under S.O. no. 405.

(13). For the words "Act III of 1895"
occurring in line 5 of the S.O. no.
433, the following should be sub-
stituted: "Acts I of 1889 and III
of 1895".

(14). The words "I of 1889" should
be inserted after the word "Acts"
occurring in line 3 of S.O. no. 433.

(15). The Government is not prepared
to refer at present; the question
raised in para 8 of the Order
above.

The order is
instructive, casual leave
should report the fact to the Board;
but they may grant such leave
to their gazetted subordinates without
reporting it to higher authorities.

(16) clerical errors.

Read
316 89

316 6. 2. 95. 28

316 15. 9. 94. 28

320 28

304 28

304 11. 9. 95. 28

14. then acts determine the legal status
of V.O.s

The S.O. reads at present:
"The authority to fine suspend
dismiss or remove village officers
in Government villages & proprietary
estates is given in Madras Acts III
of 1855 & II of 1854"

Act I of 1889 deals with Village
Munshis. The Board are not concerned
with V.O.s in this capacity & the omission
of this act seems correct.

The Board is not the Collector
appoints suspends or removes &
the Board have appeals (S.O. 28)
I think the Act should be amended.

necessary with regard to the S.O.s
dealt with by the Department.

S.O.s 243 & 244 are new. 243 is

merely introducing & divides Rev
Officials into Superior & subordinate.

S.O. 244 declares that the General
Rules laid down by Govt for

regulating the personal conduct
of Govt servants apply to public

servants of all grades in the Rev
Department except to V.O.s. This

10. makes these Rules applicable
to Indian Civil Servants in the

Rev Dept. The rules themselves
do not so apply. Seeing that

there are separate rules for Indian
Civil Servants which are printed

in the appendix to the Civil
Servants Manual the inclusion

does not appear necessary &
may be avoided by adding a

reference to S.O. 244.

S.O. 245. directs that to make
it a general rule to attend

Office for 11.55 ¹⁵ & see that their
subordinates do so too, is new.

I submit that such a direction is
unnecessary & that if any is
wanted it is an S.O. laying down the
usual office hours. In Chapter

The copy of this Rules
regulating the personal
conduct of Govt servants
sent up by the Bd is not
complete & up to date. A
revised copy with the
amendments for it
is being prepared.

ought not to submit to begin
by treating the collector as a
clock.

S.O. 249 is an old rule and is
General ^{term} but the heading confines
it to the power of an acting
Collector.

S.O. 251 directs that administration
Officers should not publish criticisms
of the decisions & judicial act of
Magistrates and Courts. This
is based on S.O. 3820
17.10.53 which
is based on an order from India.

S.O. 252 is based on S.O. 615
20.5.55
& lays down that Rev Officers
ought not to be employed
ordinarily to do local fund
work.

S.Os 278 to 288 are new &
deal with the working of letters
& Dist Officers & the supplies
to them on com. These rules
contain nothing new though
they are new as S.Os.

The powers of appointment
promotion & dismissal
are conveniently shown in
a tabular form in S.O. 298.
Sub-section i of Section II
deals with "Appointment".

24
The intention in 245
is just. It should be amended
to "introductory" & turned
into a general direction
to all Public Servants when
at new head quarters.

249 also should be placed
under the introductory portion
has reference to S.O. 315 in the
note being omitted.

(Copy) C.C.
(Copy) I.D.

In 286 "head man" should be
substituted for "man of war".

S.O. in 287
S.O. in 288

25

25
11/11/57

10/11/57
w/o
FF

XX
Flagged FF

From X to X to be corrected
the S.O. 315, 316, 317, 318
have been revised with
the effect.

It is submitted that after
S.O. 302 an S.O. should be
issued to the effect that
a letter should not be
submitted or retained in
the public office in a
post which brings them
in daily contact with the
public under S.O. 215
23.4.72

& S.O. 993 19.5.81 Ind.
The S.Os in Subsection 1 & 2
Appointment "of" "Protections
of Subordinate Rev Officials
& Special Tests Examiners"
give the examinations rules
in great detail with the
exceptions. This forms
a marked improvement
on the old S.O. which was
hopelessly out of date.

With reference to S.O.
No 382 Final dated 18th June
1976 which declares that
the period given allows
to officers who seek transfer
to other Dept or Officers
should not be extended
beyond 3 months without the
Special sanction of Govt.
The Board also Govt to

reconsider the rule which requires the special sanction of Govt whenever the 3 months term is exceeded. The Rd says that the working of the rule necessitates frequent applications to Govt for sanction which cannot in the nature of things be refused remarks that such applications have not been made within the last few months.

Foreseeing the volume of correspondence the Rd. again ventures to suggest the abolition of this rule. Govt in G.O. 382 File dated 18th June 1896 refused to extend the period of three months generally & said that particular cases must have its particular sanction. There does not appear to be any good reason why while retaining the general limit of 3 months, the Govt should not authorize the Board to grant exemptions.

I think it is a good rule that the 11th 14th have to come up to Govt but the period of 3 months is perhaps short. It might be made 6 months.

Yes, I think the period might be extended to 6 mos; but the rule is necessary as written out of the front of the independence will be taken as a matter of course.

In 438 an addition should be made about keeping Karamas at their quarters, & the return about this with the Rd has ordered

logged 11/12/97

logged 11/12/97

logged 11/12/97
logged A1

(16) S.O. No: 262: - The following sentence which is based on Circular Memorandum No 86, Rev, d. 11th June 1889, ^{perhaps} should be added at the end of S.O. No: 262: -
"All representations from Deputy Collectors that the work on which they are employed is uncongenial or that the place at which they are stationed is disagreeable to them and consequent requests for transfers, will be viewed with displeasure by Govt, as evincing a want of that spirit of contented subordination which is required from all public officers."

(17) S.O. No: 265: - The mtings contained in G.O's 3736 d. 24-9-94 and 967 d. 18-2-97 ^{might} should be embodied in S.O. No: 265, and the following substituted for the draft S.O.: - "Acting and sub pro tem. Dy. Collectors will not be confirmed unless they qualify by the Compulsory Vernacular Test prescribed for them in two languages. This test should be passed within a year from the date of first

appointment as sub pro tem Deputy Collector. The penalty of failing to pass the test within the prescribed period will be removal from the appointment, unless the period is in the case of individual officers extended by a special order of Govt. Acting and sub pro tem Deputy Collectors will be permitted to appear for the examination as often as it is held, so as to afford them ample opportunities of qualifying before their turn for confirmation arrives. This last rule applies also to officers who are lent to foreign service with retention of lien in the list of Acting Deputy Collectors for the purpose of seniority and confirmation".

USA S. O. No. 266:- It has been ordered in G.O. No. 487 Revd 26-1-97 that Deputy Collectors should receive the same training in estimating and plan-drawing as junior Civilians; the words, "and estimating and plan-drawing" should accordingly be added at the end of the first sentence of S. O. No. 266.

Page B₁

25

Hayes,

25

7-6-2 G/

Para 3 of the Res should be added as an appendix to the SO modified accordingly

25

(19) S. O. No. 268: - Under O. M. No. 168 d 16-12-91 Collectors are now required to submit confidential reports by the 15th January in each year on all those who are acting or have acted as Deputy Collectors. This ^{may} should be embodied in S. O. No. 268 as Note No. 2.

(20) Standing Order No 293: - In its communication printed in G.O. No. 51 Financial d. 20-1-97, the Govt. of India explains the meaning of the expression "interests of the public service" which occurs in article 1093 of the Civil Service Regulations and enlarges on the intention of the orders contained in the Resolution of 1896 printed as appendix to S. O. No. 293. This communication ^{might} should also be reproduced as an appendix to the S. C.

(21) The third authority quoted ^{in support of} in S. O. No. 272 and the first quoted in support of S. O. No. 429 should be

corrected into B.P. 543d 19-9-93
and G.O. 487 Finl. d. 25-6-94,
respectively.

19/3/97

The progress in the
revision of the Board
Standing order has been
very slow. The Board
in para 10 of its resolution
No 546a this date 9th Dec
1896 points out the causes
that retard the completion
of the work & state that
the Board wd be desirous
to apply for a special
order for this work when
it act for the present
financial pressure.

11.5.97

18/5/97

This work, as I know from
experience, is very tedious &
requires great care & patience.
The Bd may, a Special Officer
ought to supervise the
reporting & editing & it will
be necessary as soon as the
two remaining chapters are
completed. I quite agree, such
as the Bd say, extra work -
providing on the accountants
be allowed now.

I have been very much
pleased to see how thorough
this note is.

18.5.97

30

$\frac{D}{4}$ 1,000-20-2-96.

REVENUE DEPARTMENT.

Board Standing No. order.
Casual absences of collection.

From

H. W. Grose C.E.

Dated

189 .

FOR ORDERS.

Secy
for initials to the Draft SO
11/5/97

Note that this subject has
been by two members but
is not sent to the Bd.
This is accordance with his
O.O. Page of note
11/5/97

Issue G.O.
10/5/97

18/5/97

18/5/97

In the note on the Public Servants
Chapter of the Bd's Standing order.
it was noted that paras 2 & 3
of the Bd S.O. 27a which
prohibited leave leaving their
districts without the Bd's sanction
had been omitted from the
revised S.O. It was ordered that
the paras should be retained.

Before writing the note
endeavour was made to
ascertain whether the S.O. paras
had been superseded by any
later order. The only G.O. on
the subject that I then
traced was the No. 627
dated 13 June 1896. This G.O.
does not supersede the old order
but prescribes what a Collector
should do when he
leaves his Bd Qrs. A reference
was made by telephone to the

Bd about their paras & they replied
(vide message attached to Haydn)
that para 3 of the No 80 274
had been omitted by oversight.

The Secy remembered however
that the No rule had been
modified that that letter
even now only required to
report their absence & that
of men D.O.s. A further
search has been made
in the file & ~~GP~~ B.P.
No 1091 of 21st April 1882
has been found.

It is submitted that
the provisions of this B.P.
& also those of G.O. 627
18.6.86
may be embodied in the
revised S.O.s. The draft
G.O. C (42) has been amended
accordingly & is submitted
for approval.

It must be remarked that
the instructions of B.P. 1091 of 21st
April 1882 are contrary to Sec 66 of
Regulation II of 1803. But a
great many things in this regulation
are obsolete

W.R.
3/6/97

3/6/97

FOR ORDERS.

Out of moral marked with red tape

Haydn

Yes, I have found the draft

Secy frd.

JG
4/6/97

Lead Nos 9091 and 9407 of 96.

P.S.

Order No 449 of 10th June 1897.

The draft of the re-

vised Chapter XIX of the Standing
orders submitted by the Board
of Revenue with its Proceedings
read above is approved subject
to the following remarks:-

(1). In order to secure uniform-
ity with the Chapters already
issued and to facilitate refer-
ence, the number of the Stand-
ing orders and the subject of
the Chapter should be given
at the top of each page.

(2). S.O. No 244. The exten-
sion of the rules regulating
the personal Conduct of Govt.
servants to Members of the
Indian Civil Service does
not appear to be necessary,
inasmuch as there are separate
rules for the latter printed
in the appendix to the Civil
Service Manual. The new
Standing order No 244 should
therefore be amended by
adding a proviso exempting
Indian Civil servants from

from the operation of the rules.

(3) S.O. No 245. The direction to Collectors to make it a general rule to attend office from 11 A.M. to 5 P.M. and to see that their subordinates also do the same is unnecessary, and the Chapter should not, in the opinion of Govt, begin by treating the Collector as a clerk. The standing order should be turned into a general direction to all public servants while at their Head Quarters, and should be removed to the introductory portion.

(4) S.O. No 248. This standing order should be omitted as it merely repeats the instructions already laid down in S.O. No 22.

(5) S.O. No 249. is an old rule and "in general terms, but the heading confines it to the powers of an acting Collector. It should be taken to the introductory portion, and the number of the standing order quoted

by the Standing Order No. 249. S.O. No 245 in the 1st May 1907, with page 11 to the approval of the Government and S.O. 246.

570
quoted in the foot-note should be corrected into S.O. No 316.

(6) S.O. No 250. The heading of this standing order should be altered into —
'Powers of a Sub-Collector in Charge of a District to take up appeals?'

(7) Sub-section 2 to Section I of the Chapter will have to be headed 'Sub-Collectors, Assistant Collectors and Divisional Officers' and a new standing order will have to be inserted in it. As soon as final orders are passed regarding the position of Sub-Collectors about which a reference has been made to the Board of Revenue in G.O. No 1672 of 26.3.97.

(8) S.O. No 262. At the end of this standing order, the following sentence based on Circular Memorandum No 86 Rev of 11.6.89 should be added:—

"All representations from Deputy Collectors the work on which may be a

are ~~unhappy~~ employed is
uncongenial or that the
place at which they are
stationed is disagreeable
to them and consequent
requests for transfers, will
be viewed with displeasure
by Govt, as evincing a
want of that ^{spirit of} contented
subordination which is
required from all public
Officers."

(9) S.O. No 265. The
rules contained in G.O.s
No 3736 of 24.9.94 and No
967 of 18.2.97 should be
embodied in this standing
order and it should be re-
cast as follows:-

" Acting and sub. pro tem
" Deputy Collectors will not
" be confirmed unless they
" qualify by the compulsory
" Vernacular test prescribed
" for them in two languages.
" This test should be passed
" within a year from the date
" of first appointment as
" sub. pro tem Deputy Col.
" le. The penalty for

610
" for failure to pass the test
" within the prescribed period
" will be removal from the
" Appointments unless the pe-
" riod is in ~~each~~ the case
" of individual officers ex-
" tended by a special order
" of Government. Acting
" and sub. pro tem Deputy
" Collectors will be permitted
" to appear for the exami-
" nation as often as it is held,
" so as to afford them ample
" opportunities of qualifying
" before their turn for confirm-
" ation arrives. This last rule
" applies also to officers
" who are lent to foreign
" service with retention of
" lien in the list of acting
" Deputy Collectors for the
" purpose of seniority and
" Confirmation."

(10) S.O. No 266. It has
been ordered in G.O. No
487 Rev. of 26.1.97 that
Deputy Collectors should
receive the same training
in estimating and plan-
drawing as Junior Civil

The words 'and estimating and plan drawing' should accordingly be ~~substituted~~ added at the end of the first sentence of this standing order.

(11) S.O. No 268. Under O.M. No 168 dt 16.12.91 Collectors are now required to submit Confidential reports by the 15th January in each year, on all those who are acting or have acted as Deputy Collectors. This should be embodied in S.O. No 268 as note no. 2.

(12) S.O. No 272. The third Authority quoted in support of this standing order should be corrected into B.P. No 543 dt 19.9.93.

(13) S.O. No 277. The Authority quoted at the foot of this standing order covers only the foot note 2; the Authority for the order itself should also be quoted.

(14) S.O. No 280. In the heading of this standing order the words 'of office' should

Should be inserted between the words 'charge' and 'held'.

(15) S.O. Nos 286, 287 & 288.

In these standing orders the word 'headman' should be substituted for 'Monegar'.

(16) S.O. No 293. In

the letter to the Govt of the Punjab dated the 29th December 1896 No 5453 Exp.

printed in G.O. No 51 Fin.

dt 20.1.97, the Govt of India explains the meaning of the expression 'interests of the public service' which occurs in article 1093 of the Civil Service Regulations

as also the intention of the orders contained in their Resolution No 1603 dt 10.4.96 which has been printed as an

Appendix to this standing order. The Govt considers

that para 3 of the letter to the Punjab Govt above quoted should also be added as an appendix and the standing

order modified accordingly.

(17) S.O. Nos 295, 296 & 297.

These should be revised in accordance with G.O.s Nos 1258, 25.2.97 and 21838, 1.5.97. In the heading of Appendix No 9 mentioned in S.O. No 297, the words '31st December 189.' should be substituted for '30th June' 'February 1st 189.' 'August 1st 189.'

(18) S.O. No 298. The Authority quoted at the end of Column 7 of the statement annexed to this Standing order should be corrected into 'B.P. No 398, 6.2.95'.

(19) S.O. No 302. In the heading of this Standing order the words 'Health' should be omitted inasmuch as provision is made about 'health certificates' in article 68 of the Civil Service Regulations.

(20) After Standing order No 302 a standing order should be inserted to the effect that a leper should not be entertained or retained in the public service

in a post which brings him in daily contact with the public. (Vide G.O.s 715 Pen. 8, 23.9.72 and 993 Just. 8, 19.5.81.)

(21) S.O. No 305. The Authority quoted in the foot note No 1 to this standing order should be corrected into 'B.P. No 395 8, 15.9.94.'

(22) S.O. No 306. In the heading of this standing order, the word 'not' should be substituted for the word 'As'.

(23) S.O. No 308. The number of the Standing order quoted in the last line of this S.O. should be corrected into '320'.

(24) S.O. No 321. The foot note (a) to this standing order is obviously a misprint and should be omitted.

(25) In S.O. No 324 & 325. In Cases where there is only one foot note to the Standing orders, the figure 1 affixed to the note as

in S.O. No^s 324 and 325,
should be omitted.

(26) S.O. No 339. The
parenthetical expression
'excluding ^{in other case} Sundays and
Gazetted holidays' which
occurs in the second sen-
tence of this standing
order should be scored
out and the following
note should be added:-
'Sundays and Gazetted
'holidays should not be
'reckoned in counting the
'maximum^a of five days
'at a time or ten days in
'the Calendar Year.'

(27) S.O. No 345. At the
end of this standing order,
the following should be
added:- 'Collectors and
'Divisional Officers should
'at the time of inspection,
'Check Carefully the list
'of fines levied under this
'order and see that they
'are not too numerous or
'excessive.'

(28) S.O. No 364. The number
of the standing order quoted

98
quoted in footnote no 3 should
be corrected into 304.

(29) S.O. No 365. Of the
two provisos in clause ii,
para 1 of G.O. No 937 ^{Revision} ~~Rev.~~
dated 19.8.90, referred to
~~in this standing order~~, only
one is embodied in ^{as} the foot-
note 2. The two provisos
should be printed as part
of the order, the footnote
no 2 being deleted.

(30) S.O. No 382 which re-
lates to Treasury work is out
of place in the chapter
relating to public servants
and should be omitted.

(31) S.O. No^s 389 and 390.
These should be revised
in accordance with G.O.
No^s 125 & 25.2.97 and 2183
& 1.5.97.

(32) S.O. No 405. The
number of the Board's Pres-
ceedings of September 1895
quoted at the end of this
S.O. should be corrected into
'334'.

(33) S.O. No 410. The
heading and the first

first sentence of this stand-
ing order are obviously
incorrect. They should be

modified as follows:—

Heading. "The training
"of ~~the~~ subordinates of the
"Revenue Department in
"Survey for qualification
"as Revenue Inspectors."

The 1st sentence. "The num-
"ber of subordinates per-
"mitted to learn Surveying
"should not exceed one-fifth
"of the number of Revenue
"Inspectors on the staff
"of a District."

Further, the following
sentence should be inserted
between the first sentence
as amended and the
next sentence viz:—

"A subordinate so per-
"mitted will during his
"Course of training be
"considered to be on
"special duty and a
"person acting for him
"will be entitled to draw
"acting allowances"

(34) S.O. No 414. The
word

1010
word 'regarded' in this stand-
ing order should be corrected into
~~reg~~ 'receded'.

(35) S.O. No 415. The
second and third sentences
of this standing order should
be omitted and the follow-
ing substituted:—

"The rent charged for the
"house will be a sum which
"will cover (1) interest at
"4 per cent on the actual
"Capital cost of the house
"and its site, and (2) the
"estimated annual cost of
"repairs, subject to a maxi-
"mum of 10 per cent on the
"salary and local allowances
"of the official in actual
"occupation."

(vide Rules 28(I) and (II) of
Chapter X Vol I of the Govt
of India P.W.D Code; and the
Govt of India's Resolutions
Communicated in G.O. No
2981 W dt. 22.9.88).

(36) S.O. No 429. The
first authority quoted in
support of this standing
order should be corrected

into 'G.O. NO 487 Fund 8, 25.6.94'
(37). S.O. NO 433. For the

37). S. O. No. 125. For the words 'Act III of 1895' or covering in line 5 of this standing order the following should be substituted:—
"Acts I of 1889 and III of 1895."

(38) S.O. No 435.

The words
'T. of 1889' should be inserted
after the word 'Acts' oc.

Turning in line 3 of ^{this} S. O. ~~40~~
(⁴⁰~~39~~) old S. O. no 244. Para.

graphs 15 and 16 of the old standing order No 244, which relate to the effects of an acquittal after a judicial trial and to dismissal on the ground of ill health or physical incompetence should be incorporated in the Rules under Sub-section 6 of Section II of the revised Chapter.

(40). old s. o. no 256.

The

instructions laid down in
paragraph 1 of the old

(39) SO No 438. This standing order should be amplified by embodying the instructions contained in Board's Proceedings No 98 & 28.3.97.

1) SON-0233

Order are
for \$1000.00
for the amount of the bill
the enclosed copy of the bill
for page 6, see note for same

2) Old S.O. No 80 which relates
to the payment of salaries, para 2
of the No 80 No 267 which deals
with the series of Res summoners,
+ Old S.O. nos 268 + 269
which relate to charge of office
+ styles of address that is repro-
duced in the revised chapter.
The provisions of B.P. ¹⁰⁹¹
21 Apr 1882
and of G.P. ⁶²² Public should also
₁₃₆₈₆
be embodied in their appropriate
place in the revised chapter

This was another
search! He
2687

The rule that allows
you not have the
strict without the

"Sawyer has been
ind. find. into our office
them to report. Their
being done so. Please
look the point up."

Price
with regard to this
month there is a recent
Ed. about 6000 leaving
a considerable Turkish
at 44 AM. As the
Ed. imposed the no
rules the
31.5.57

Very approved x
from
This 9.2 was
overlooked at the
time. It is now
submitted. Very Aa
Mk
(Gf)

old standing order No 256,
namely, that ^a ~~the~~ proportion
of the Tahsildars in each
District should be of ~~the~~
other than the Brahmin Caste
and that the two Chief
Revenue servants in the
Collector's office should be
of different Castes - shall
be inserted in the ~~new~~
revised Chapter in the
appropriate place.

(42) Old S.O. No 264 which relates to the payment of salaries, para 2 of the old S.O. No 267 which deals with the service of Revenue Summonses, and old S.O. Nos 268 and 269 which relate to 'Charge of office' and 'styles of address' should be reproduced in the revised Chapter, as also paras 2 and 3 of old S.O. No 274 which prohibit Collectors and officers in independent charge from leaving the District without the Board's sanction. The provisions of S.O. No 267 of 13th June 1976 should also find a place in the revised Chapter. The question raised by the Board's suggestion in,

little
1.687
(from orders) *[Signature]*
9/1/87

[illegible]

Secy for order, March 20
1887

to the Board (L.R.)

Fr. D with ^{Copy of} this notes (p. 25-26)

Note for the Despatcher.

Please send copy
of the note (pages 25-26). The U.S.'s
note to be copied in half margin with
the Secy's & Huir's remarks on the
margin. Vide pencil instructions in
page 25 of the note. M
7/7.

7

"The rent charged for the house will be a sum which will cover (1) interest at 4 per cent. on the actual capital cost of the house and its site, and (2) the estimated annual cost of repairs, subject to a maximum of 10 per cent. on the salary and local allowances of the official in actual occupation (*vide* Rules 28 (I) and (II) of Chapter X, Volume I of the Government of India, Public Works Department Code, and the Government of India's Resolutions communicated in G.O., No. 2981 W., dated 22nd September 1888.)

(36) *Standing Order No. 429.*—The first authority quoted in support of this Standing Order should be corrected into "G.O., No. 487, Financial, dated 25th June 1894."

(37) *Standing Order No. 433.*—For the words “Act III of 1895” occurring in line 5 of this Standing Order, the following should be substituted:—
“s I of 1889 and III of 1895.”

^{†1} "occurring in line 3 of this Standing Order." *Standing Order No. 435.*—The words "I of 1889" should be inserted after

standing Order No. 438.—This Standing Order should be amplified by emphasizing the instructions contained in Board's Proceedings, No. 98, dated 28th March

(40) *Old Standing Order No. 244.*—Paragraphs 15 and 16 of the old Standing Order No. 244 which relate to the effects of an acquittal after a Judicial trial and to dismissal on the ground of ill-health or physical incompetence should be incorporated in the rules under sub-section 6 of section (ii) of the revised chapter.

(41) *Old Standing Order No. 256.*—The instructions laid down in paragraph 1 of the old Standing Order No. 256, namely, that a proportion of the Tahsildars in each district should be of other than the Brahmin caste and that the two chief revenue servants in the Collector's office should be of different castes should be inserted in the revised chapter in the appropriate place.

(42) *Old Standing Order No. 264*—which relates to the payment of salaries, paragraph 2 of the old Standing Order No. 267 which deals with the service of Revenue summonses, and old Standing Orders, Nos. 268 and 269, which relate to charge of office and styles of address should be reproduced in the revised chapter. The provisions of Board's Proceedings, No. 1091, dated 21st April 1882 and of G.O., No. 627, Public, dated 13th June 1896, should also be embodied in their appropriate place in the revised chapter.

2. The Board's suggestion in paragraph 8 of the first of the Proceedings read above will be considered in the Financial Department.

(True Extract.)

Signed) G. STOKES,
Ag. Secretary to Government.

To the Board of Revenue (Land Revenue),
 „ the Financial Department, with copy of the Hon'ble Member's remarks
 on the suggestion referred to in paragraph 2.

Exd. Shaik Karim

45 Copies.

para 8
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Government { 1897 } of Madras.
REVENUE.

Rec^d } 1897. Enclosures
Re Spare copies

G.O., No. 449, 10th June 1897.

JUNE.

Chapter XIX of the Standing Orders.

Approving, subject to remarks, the draft submitted by the Board of Revenue of the revised
— relating to public servants.

GOVERNMENT OF MADRAS.

REVENUE DEPARTMENT.

READ—the following Proceedings of the Board of Revenue (Land Revenue), Mis. No. 5464, dated 9th December 1896:—

Resolution—Mis. No. 5464, dated 9th December 1896.

The Board submits, for the approval of Government, the rough proof of a draft of the revised chapter XIX of the Standing Orders regarding public servants. The present opportunity has been taken to introduce certain changes in the form of the Standing Order.

2. The old division into paragraphs of unequal length has been replaced by a redistribution of matter, on the model of the Civil Service Regulations, into a number of orders of more or less equal length, with appropriate headings to each and explanatory notes wherever necessary. Among the numerous advantages secured by this change, not the least is the facility with which any order can be traced to its source or authority, only one authority being in general quoted at the foot of a Standing Order, or if more authorities than one have to be mentioned, the portion of the Standing Order due to each will be distinguished by a typographical mark.

3. As regards changes in matter, the copy of the existing chapter on public servants, which accompanies these Proceedings, will indicate what portions have been retained in the draft now submitted, and what portions have been omitted. Generally speaking, it has not been thought necessary to repeat in the Standing Order any rule which is to be found in other official manuals of equal or higher authority, *e.g.*, the Civil Service Regulations, the Civil Account Code and the Civil Service Manual. Much space is thus saved which has been utilized for inserting many rulings not hitherto embodied in the Standing Orders.

4. The language of the existing Standing Orders has been modified wherever necessary to suit the present form. The greatest freedom taken in this respect has been in connection with the orders regarding the dismissal and removal of public servants. The present draft (Standing Orders Nos. 347 to 359) is a digest of a number of resolutions of various dates, principally the Resolution of the Government of Bombay printed in Board's Proceedings, No. 1039, dated 20th December 1888, and reprinted *in extenso*, in the present volume of the Standing Orders, and the Resolution of the Government of India communicated with Board's Proceedings, No. 273, dated 3rd August 1895. These Standing Orders may perhaps appear to enter into somewhat unnecessary detail, but the Board has found in practice that for want of due observance of such rules of procedure, enquiries into the conduct of public servants have often proved abortive.

5. Prefixed to the chapter is a table of contents. It has been found necessary to arrange the rulings affecting public servants first under general sub-sections, dealing with appointment, "promotion, &c.," and then under special sub-sections for the various classes of officers.

6. The Board invites attention to certain Standing Orders which have reference to recent orders of Government.—(1) In paragraph 6 of its Order, No. 514, Revenue,

dated 8th October 1896, Government desired that the attention of Collectors should be drawn to Board's Proceedings, No. 630, dated 16th July 1888, and Board's Proceedings, No. 835, dated 26th September 1888, regarding the training of junior civilians. Orders affecting the position and duties of junior civilians more properly find a place in the Civil Service Manual than in the Board's Standing Orders; but as the above Proceedings of the Board apply with equal force to Probationary Deputy Collectors, it has been thought advisable to reprint the orders in question as appendices to Standing Orders Nos. 267 and 268 (Training of Probationary Deputy Collectors).

7. (2) Government Order, No. 577, Revenue, dated 29th October 1896, regarding the maintenance of horses and saddlery by itinerating officers from the Collector downwards, has been embodied in Standing Orders Nos. 295, 295A, 296, 389 and 390. The approval of Government is requested for these instructions, as well as for the proposed form of the *halkari* *stationer* *stationer* and saddlery in appendix 9. The Standing Orders in question, as well as the form, have been drafted on the model of the corresponding regulations in the Salt and Abkari Department.

8. (3) Government Order No. 382, Financial, dated 18th June 1896, declaring that the period of lien allowed to officers who seek transfer to other departments or offices should not be extended without the special sanction of Government beyond three months has been embodied in Standing Order No. 342. The working of this rule necessitates frequent applications to Government for sanction which cannot, in the nature of things, be refused. It may be mentioned that six such applications have had to be submitted within the last five months. The Government has recently taken steps to reduce, as far as possible, the volume of official correspondence, and in pursuance of this policy, the Board again ventures to suggest a reconsideration of the rule which requires the special sanction of Government whenever the three months' lien is exceeded.

9. The draft of the Public Servants' Chapter is submitted in print instead of being merely type-written, as proposed in Board's Proceedings, Mis. No. 4641, dated 13th October 1896. On reconsideration, the Board was of opinion that it would be better to submit the draft chapter in print. The appendices which have been serially numbered are submitted in the form of a file between boards. They consist for the most part of printed papers, such as appendices to printed Government Orders, Notifications from the Gazette, &c.

10. In the old edition of the Standing Orders the chapter on office routine precedes that on public servants, but as the rules relating to public servants are more important than those of office routine and revision was more urgently required in the case of the former, it was taken up first. The Board hopes to submit the two remaining chapters of the Standing Orders ("Office Routine" and "Sundry") early in 1897, but no definite date can as yet be fixed. The revision of the whole volume will then have been completed, and as desired by Government, steps will be taken to reprint the whole in a complete form. The Board has already intimated to Government that by "reprinting" the process of re-editing is implied, and it is clear that the work involved will be very considerable. The Standing Orders contain the main rules for the administration of the Land Revenue Department in all its branches, and the experience of daily business naturally brings to light various faults and deficiencies in the said rules. Amendments are then ordered, but their introduction into the Code may necessitate the modification or elimination of other matter embodied therein, and every alteration has to be carefully checked. For this duty the services of a responsible officer are required, and the press of ordinary business in the Board's office does not allow, either to the Secretary or to the Assistant Secretary, the time for the continuous application required in so large an undertaking. The work has therefore to be done fitfully, and is unavoidably delayed. The Board would be disposed to apply for the appointment of a special officer for some months for exclusive employment on this duty, but in view of the orders recently issued by the Government of India, extra expenditure for this purpose cannot be recommended. The existing establishment will therefore proceed with the work as best it can, and the question of appointing a special officer will be deferred for future consideration.

11. The delay in submitting the Public Servants' Chapter for the approval of Government is regretted, but for the reasons above specified, the Board has been unable to complete the work at an earlier date.

(True Extract.)

(Signed) R. C. C. CARR,
Secretary.

To the Secretary to Government, Revenue Department,
with present Chapter XIX, revised chapter
in proof and file of appendices.

R. READ—also the following Proceedings of the Board of Revenue (Land Revenue),
No. 3482, Routine, dated 19th December 1896:—

Read—again Board's Proceedings, Mis. No. 5464, dated 9th December 1896.

Res.

Resolution—No. 3482, Routine, dated 19th December 1896.

A clean proof of the Revised Public Servants' Chapter of the Board's Standing Orders (Chapter XIX) is submitted to Government, in continuation of Board's Proceedings, Mis. No. 5464, dated 9th December 1896.

(True Copies and Extract.)

(Signed) L. D. SWAMIKANNU,
Assistant Secretary.

To the Secretary to Government, Revenue Department, with proof.

ORDER—No. 449, Revenue, dated 10th June 1897.

Miscellaneous.

The draft of the revised Chapter XIX of the Standing Orders submitted by the Board of Revenue with its Proceedings read above is approved, subject to the following remarks:—

(1) In order to secure uniformity with the chapters already issued and to facilitate reference, the number of the Standing Orders and the subject of the chapter should be given at the top of each page.

(2) *Standing Order No. 244.*—The extension of the rules regulating the personal conduct of Government servants to Members of the Indian Civil Service does not appear to be necessary, inasmuch as there are separate rules for the latter printed in the appendix to the Civil Service Manual. The new Standing Order No. 244, should therefore be amended by adding a proviso exempting Indian Civil Servants from the operation of the rules.

(3) *Standing Order No. 245.*—The direction to Collectors to make it a general rule to attend office from 11 A.M. to 5 P.M. and to see that their subordinates also do the same is unnecessary. The Standing Order should be turned into a general direction to all public servants while at their head-quarters, and should be removed to the introductory portion.

(4) *Standing Order No. 248.*—This Standing Order should be omitted, as it merely repeats the instructions already laid down in Standing Order No. 22.

(5) *Standing Order No. 249.*—is an old rule and is in general terms, but the heading confines it to the powers of an Acting Collector. It should be taken to the introductory portion, and the number of the Standing Order quoted in the foot-note should be corrected into Standing Order No. 316.

(6) *Standing Order No. 250.*—The heading of this Standing Order should be altered into "Powers of a Sub-Collector in charge of a district to take up appeals."

(7) Sub-section 2 to section I of the chapter will have to be headed "Sub-Collectors, Assistant Collectors and Divisional officers" and a new Standing Order will have to be inserted in it as soon as final orders are passed regarding the position of Sub-Collectors about which a reference has been made to the Board of Revenue in G.O., No. 1672, dated 26th March 1897.

(8) *Standing Order No. 262.*—At the end of this Standing Order, the following sentence based on Circular Memorandum No. 86, Revenue, dated 11th June 1889, should be added:—

"All representations from Deputy Collectors that the work on which they are employed is uncongenial or that the place at which they are stationed is disagreeable to them, and consequent requests for transfers, will be viewed with displeasure by Government, as evincing a want of that spirit of contented subordination which is required from all public officers."

(9) *Standing Order No. 265.*—The rulings contained in G.Os., No. 3736, dated 24th September 1894 and No. 967, dated 18th February 1897, should be embodied in this Standing Order and it should be recast as follows:—

"Acting and sub. *pro tem.* Deputy Collectors will not be confirmed unless they qualify by the Compulsory Vernacular test prescribed for them in two languages. This test should be passed within a year from the date of first appointment as sub. *pro tem.* Deputy Collector. The penalty for failure to pass the test within the prescribed period will be removal from the appointment, unless the period is in the case of individual officers extended by a special order of Government. Acting and sub. *pro tem.* Deputy Collectors will be permitted to appear for the examination as often as it is held, so as to afford them ample opportunities of qualifying before their turn for confirmation arrives. This last rule applies also to officers who are lent to foreign service with retention of lien in the list of Acting Deputy Collectors for the purpose of seniority and confirmation."

(10) *Standing Order No. 266.*—It has been ordered in G.O., No. 487, Revenue, dated 26th January 1897, that Deputy Collectors should receive the same training in estimating and plan-drawing as Junior Civilians. The words "and estimating and plan-drawing" should accordingly be added at the end of the first sentence of this Standing Order.

(11) *Standing Order No. 268.*—Under Official Memorandum, No. 168, dated 16th December 1891, Collectors are now required to submit confidential reports by the 15th January in each year, on all those who are acting or have acted as Deputy Collectors. This should be embodied in Standing Order, No. 268, as note No. 2.

(12) *Standing Order No. 272.*—The third authority quoted in support of this Standing Order should be corrected into "Board's Proceedings, No. 543, dated 19th September 1893."

(13) *Standing Order No. 277.*—The authority quoted at the foot of this Standing Order covers only the foot-note 2; the authority for the order itself should also be quoted.

(14) *Standing Order No. 280.*—In the heading of this Standing Order the words "of office" should be inserted between the words "charge" and "held."

(15) *Standing Orders Nos. 286, 287 and 288.*—In these Standing Orders the word "headman" should be substituted for "monegar."

(16) *Standing Order No. 293.*—In the letter to the Government of the Punjab, dated the 29th December 1896, No. 5453-Ex., printed in G.O., No. 51, Financial, dated 20th January 1897, the Government of India explain the meaning of the expression "interests of the public service" which occurs in article 1093 of the Civil Service Regulations as also the intention of the orders contained in their Resolution, No. 1603, dated 10th April 1896, which has been printed as an appendix to this Standing Order. The Government considers that paragraph 3 of the letter to the Punjab Government above quoted should also be added as an appendix and the Standing Order modified accordingly.

(17) *Standing Orders Nos. 295, 296 and 297.*—These should be revised in accordance with G.Os., Nos. 125, dated 25th February 1897 and 2183, dated 1st May 1897. In the heading of appendix No. 9 mentioned in Standing Order, No. 297, the words "31st December 189" should be substituted for "February 1st 189" and "30th June" should be substituted for "August 1st 189".

(18) *Standing Order No. 298.*—The authority quoted at the end of column 7 of the statement annexed to this Standing Order should be corrected into "Board's Proceedings, No. 39, dated 6th February 1895."

(19) *Standing Order No. 302.*—In the heading of this Standing Order the word "health" should be omitted inasmuch as provision is made about "health certificates" in article 60 of the Civil Service Regulations.

(20) After Standing Order No. 302 a Standing Order should be inserted to the effect that a leper should not be entertained or retained in the public service in a post which brings him in daily contact with the public (*vide* G.Os. No. 715, Pension, dated 23rd September 1872 and No. 993, Judicial, dated 19th May 1881).

(21) *Standing Order No. 305.*—The authority quoted in the foot-note No. 1 to this Standing Order should be corrected into "Board's Proceedings, No. 395, dated 15th September 1894."

(22) *Standing Order No. 306.*—In the heading of this Standing Order, the word "not" should be substituted for the word "as."

(23) *Standing Order No. 308.*—The number of the Standing Order quoted in the last line of this Standing Order should be corrected into "320."

(24) *Standing Order No. 321.*—The foot-note (a) to this Standing Order is obviously a misprint and should be omitted.

(25) *Standing Orders Nos. 324 and 325.*—In cases where there is only one foot-note to the Standing Orders, the figure 1 affixed to the note as in Standing Orders Nos. 324 and 325 should be omitted.

(26) *Standing Order No. 339.*—The parenthetical expression "excluding in either case Sundays and gazetted holidays" which occurs in the second sentence of this Standing Order should be scored out and the following note should be added:—

"Sundays and gazetted holidays should not be reckoned in counting the maxima of five days at a time or ten days in the calendar year."

(27) *Standing Order No. 345.*—At the end of this Standing Order, the following should be added:—

"Collectors and Divisional officers should, at the time of inspection, check carefully the list of fines levied under this order and see that they are not too numerous or excessive."

(28) *Standing Order No. 364.*—The number of the Standing Order quoted in foot-note No. 3 should be corrected into 304.

(29) *Standing Order No. 365.*—Of the two provisoes in clause (ii), paragraph 1 of G.O., No. 937, Pension, dated 19th August 1890, only one is embodied as foot-note No. 2. The two provisoes should be printed as part of the order, the foot-note No. 2 being deleted.

(30) *Standing Order No. 382*—which relates to treasury work is out of place in the chapter relating to public servants and should be omitted.

(31) *Standing Orders Nos. 389 and 390.*—These should be revised in accordance with G.Os. Nos. 125, dated 25th February 1897, and 2183, dated 1st May 1897.

(32) *Standing Order No. 405.*—The number of the Board's Proceedings of September 1895 quoted at the end of this Standing Order should be corrected into 334.

(33) *Standing Order No. 410.*—The heading and the first sentence of this Standing Order are obviously incorrect. They should be modified as follows:—

Heading.—"The training of subordinates of the Revenue Department in Survey for qualification as Revenue Inspectors."

The first sentence.—"The number of subordinates permitted to learn surveying should not exceed one-fifth of the number of Revenue Inspectors on the staff of a District."

Further, the following sentence should be inserted between the first sentence as amended and the next sentence, viz.:—

"A subordinate so permitted will, during his course of training, be considered to be on special duty and a person acting for him will be entitled to draw acting allowances."

(34) *Standing Order No. 414.*—The word "regarded" in this Standing Order should be "recorded."

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f the Record-keeper.

of 1.

READ AGAIN G.O. No.
189

DATED

URGENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILLED UP BEING MEANT FOR DESPATCH
IN ORIGINAL.

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