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.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
					454 14-7-97		

654 14-7-97

Revenue (1896) Department.

CURRENT No. 9991

GOVERNMENT OF INDIA PRESS 11 DEC 96 CALCUTTA

From The Board of Revenue, India, Revenue, Indian.

Order

No. 5464 M.C.

Dated 9th December 1896.

Received // —— 18—

Registered // —— 18—

Enclosures

Spare copies 1

SUBJECT.

Submitting to Government proof of the revised Public Servants Chapter (XIX) of Board's Standing Orders and stating that the remaining Chapters will be submitted early in 1897.

Sent to the Famine Cmsr. 29/12/97

BACK PAPERS.

G O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

2 006
16-7-16

REVENUE BOARD OFFICE
MADRAS.

110

Proceedings of the Board of Revenue

(Land Revenue)

No. 5464 Misc., 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 The old division into paragraphs of unequal length, has been replaced by a redistribution of the matter, on the model of the Civil Service Regulations, into a number of orders of more or less equal length, with appropriate headings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 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 (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 Abkari Department.

8. (3) Government Order No.383 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 befused. It may be 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.

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 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 nullification 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)

Secretary.

To

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

M.R.M.

Revenue (1896) Department.

GOVERNMENT OF MADRAS
21 DEC 96
REVENUE DEPARTMENT

CURRENT No. 1407

Order

From The Board of Revenue
Land Revenue
Madras

No. 3482 Rev.

Dated 19 Dec. 96

Received 21-12-96

Registered 22-12-96

Enclosures 1

Spare copies

SUBJECT.

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

WS - 4.1.97
to Board
HC

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

500
25-11-96.

38

REVENUE BOARD OFFICE. MADRAS.

Proceedings of the Board of Revenue

(Land Revenue),

Dated 19 December 1896.

~~Forest~~ No. 3482 Routine ~~Miscellaneous.~~

READ Again B.P. No. 5464 Mis. dy 9 December 1896.

Resolution

A clean proof of the revised Public Servants Chapter of the Board's Standing Orders (Chap. XIX), is Submitted to Government, in Continuation of B.P. dy 9 Dec 1896 No. 5464 Mis.

(True extract,

K.D. Swamikannu
Esqre.
Asst. Secretary

To The Secretary to Govt. R.D.
With proof.

D/4 1,000—20-2-96.

REVENUE DEPARTMENT.

C No.S 9091 & 9407

449
10-6-97.

From Bd of Rev L.R.

The Hon ble Mr Gibson C.I.E.
The ~~Hon ble Mr Hamilton Blair C.I.E.~~

Dated 189 .

FOR ORDERS.

In 1886 Govt entrusted the work of revising and republishing the Bds Standing orders & in R.Rs P. Chentsal Rao Garu late Secretary of the Board of Rev (Vide GO. No 382 dated 24th Sept 1886) 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 rule of standing orders ought to 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 GO. No 1002 dated 24th October 1887) the Board has

Offic
I do not see any objection to allowing ryots to learn their subjects without the Bds sanction. The old GO. 274 I see prohibits this but now is no prohibition in the revised GO.

Mc
11/5/97

H.C.
Public. P.T.O.

Will you please let me know if there is any objection.

I am not aware of any
Please see
Rev
11/5/97

HR.
Dt. May 1897

B

15/5/97
15/5/97

accordingly issued since then
supplem chapter without
making any reference to Govt
but now submits Chapter XVII
(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 present proceedings)
"the Sd divisn into para
graphs of unequal lengths,
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 where
ever necessary. Among the
numerous facilities advantages
accruing by this change not
the least is the facility with
which any order can be
traced to its source or authority
by one authority being in
general quoted at the foot of
a standing order, or if more

FOR ORDERS.

Chapt C.

This want of uniformity
with previous chapters seems
to me to be no evil, & I
do not think the arrangt
of the paras. and the
altered [illegible] very convenient.
JG

authorities than one
mentioned, the portion of an
standing order, due to each,
with is 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
quoted in the margin thereof.

Further the new division
of small paragraphs adopted
by the Board will lead to
a want of uniformity
between the XVII chapter
already issued and the
present one. Either the
present chapter should
submit to accept with
reference to the G.O. above
quoted & the method of
arrangement followed in
the previous chapters or
the XVII chapter issued
should be remodelled. The
former would perhaps prove
the easier task. Further
to secure uniformity with
the chapters already issued

the number 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 Public Servants, which accompanies these 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 other official manuals of equal or higher authority eg. the C.S.R, the Civil account Code and the Civil Service Manual. Much space in this sacred book has been utilised for inserting many rulings not hitherto embodied in the Standing orders."

~~In the following note~~
The following part of this ~~it~~ first deals with the ~~alterations~~

4

This is desirable. It greatly facilitates reference

DG

This seems to be right

JS

5

Standing Orders as the Chapter on Public 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 those of the new S.O.S that referred to his particular subjects. After final orders are passed the draft S.O. will follow the order of the S.O.s as printed.

matter omitted. from the
old S.O.
Old S.O. 233.

Paras 1 to 5 inclusive
have been omitted. These paras
forbid Collectors disputing with
the Board, sending ~~official~~
explanations of their official
proceedings to the papers or
having recourse, without the
Board's authority, to the Courts for
vindicating their character
from defamatory attacks.
The reason of the omission appears
to be that the new S.O. 24a
applies the General rules
laid down by Govt. to 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
enforcement 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 Colle. In
the new S.O.s no particular
mention of the Sub Collr is made

except in new S.O. No 250 which reproduces para 7 of old S.O. 234. This S.O. lays down that Subcollector appointed in charge of districts without being gazetted to act as Chairman should take up appeals ~~under~~. The privilege therefrom that the Subcollector had under para 1 of old S.O. 234 of asking in exceptional circumstances 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 Divl Officer, though of course, from the circumstance of his being usually a senior officer the Collector may give him a freer hand.

Para 4 sub-para (a) of the new S.O. 234 which defines the relations between the Collector & the Subcollector are reproduced in new S.O.s 253, 254, 255 & 256 which define the relations between the Coll & the Divl Officer. The new S.O.s appear to me to

7

This matter is under reference to the Bd in another Committee - 11/3/47

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 Divl Officer and as stated seem unexceptionable

14/3/47

14/3/47.

Sub-Cs will have to be headed "Sub Collectors, Asstt Colls & Divl Officers" & a new S.O. will have to be inserted in it

JG

8

old S.O. No 235.

The main points to be observed with regard to training, control & powers of an Asst Coll are reproduced in new S.O.s 257, 258, 259 & 260 & 261, but much detailed instruction as to training is omitted in the new S.O.s & is to be referred to the Civil Service manual which deals fully with the subject. Old S.O.s 236 & 237 also 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. 238/1 239 (240 has been cancelled) deal with the matter of leave. These S.O.s are without of date & contain matter 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 public servants holding lands has been omitted probably because the subject is dealt with in the General Rules for the Personal Conduct of ~~Public~~ Govt Servants.

Old SO 242 directing Covenanted Civil Servants present themselves or arriving or departing from the Presidency is omitted as it forms art 87 of the Civil Service Manual

Old SO 243 dealing with the pecuniary dealings of Civilians & natives is omitted. The subject is dealt with in the CS 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 order about this is necessary by us

These are also many Taluk Offices who are inspected

J 13/5/57.

J 13/5/57

As remaining appointments are given in the new SOs under the headings Principles to be observed in making appointments. Paras 15 & ~~Old 244~~ 16 relate to the effect 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. Submit they might with advantage be incorporated in the rules under Article 6 of Section II of the new SOs

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

Old SO 246 which lays down that Taluk Sheristadars (Taluk Head Clerks) with certain specified clerical work has been omitted. Taluk Sheristadars do not now do (Taluk Office Assts) magisterial work.

Old SO 247 (Village Officers) Much of this has been left out as the rules concerning VOs are to be found in the VOs Manual.

OO&OS 249 and 2 relating to Travelling allowances. SOS 250 & 251 252 and 253 relating to examinations are omitted as these matters are dealt with in the Civil Service Regulations & the Public Services Qualifications (printed in an appendix). Similarly OO&O 254 dealing with the subject of salary of Minor Officers under Suspension or trial has been omitted. This is dealt with in the C.S. Regulations Chap X

OO&O 255 relating to Security by public servants is reproduced fully in new SOs 324 325 327 326 331 328 333 329

OO&O. 256 is also fully reproduced with one exception in new SOs 306 309 312 314. The exception is that OO&O 256 para 1 lays it down that a perspective of the Calendar in Each Section should be Given than Brahmins etc should be a standing rule that his two chief Rs servants in the Collectorate Office and be of different castes. There does not seem to be any reason for omitting this rule.

is. Revision of R. H.C. or P. Asst. & others

We did not like omitted. If any unusual hardship to arise on account of this order directions should be issued by JG

OO&OS 257 258 259 260 are reproduced in new SOs 316 318 275 276 277 & 333 & 342. These rules relate to Service books Volunteers & casual leave.

OO&O. 262 Charges against Public Servants is reproduced in the new SOs under Subsection 6 of Section II dealing with the dismissal of Public Servants. Much unnecessary verbiage is omitted but no rule or remark of any importance.

OO&O. 263 relating to fines is reproduced in new SOs 343 to 346. Para 3 of the OO&O. prescribes a yearly return of fines to be made by Divl Officers to Collrs. but the new SO. 346 makes no mention of this return. In order that the return it is wanted. The only return prescribed by the new SO. is one of fines on OOs.

OO&O 264. Relating to payment of salaries has been discontinued. Omitted. No reason is apparent.

OO&O. 265. relating to certificates of character appears in new SO 370.

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

JG

I think it should be retained.

JG

Yes JG

They ought be retained. I remember many doubts wh they settled. JG

Mines powers ought be retained JG

Sos 267 + 268 + 269

dealing with the subjects of Govt servants as witnesses & Charge of Office & Styles of address. have been omitted.

Para 1 of SO. 267 is perhaps Governed by the C.S.R. but para 2 directs that revenue Summonses should shew the Heads of the Office in which the person summoned is employed & submit a Statement retained.

SO. 268 seems unneeded. vide SO 269.

Old SO. 270 is reproduced in new SO 430.

Old SO. 274 is subject reproduced in new SOs 431 & 432 except that portion para 2 & 3 which prohibits Collectors drawing their Establishment bills & sanctioning & appointing & Establishment changes from doing so without the Bds sanction & appointing except in Isolated Cases.

Old SO. 275. which lays down the powers of a temporary incumbent as to appointments has been omitted. Reproduced as new SO 269 under the heading Powers of an Acting.

Under Secretary	First Assistant	Second Assistant	Registrar		Head Clerk	
343 - 346						
347	248	413	243		262	
348	325 so far as it relates to Sea Customs Supdt. and 382. Total 3.	to 418 both inclusive Total 6	to		to	
349			247	5	274	13
350			249		289	
351			to		to	
352			261	13	294	6
353			275		429. Total 20.	
354			to			
356			288	14		
356			295			
357			to			
358			342	48		
359			361			
360			to			
361			369	9		
370			372			
371			to			
1 20			381	10		
			383			
			to			
			412	30		
			419			
			to			
			428.	10		
			430			
			to			
			440.	11		
			Total 150			

S.Os 343 - 361, 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 Ananlapur District. This system consists in entering in a defaulter book the name of a subordinate every time he is sentenced to blame, each entry being defined until the supposed culprit-clerk has had an opportunity of showing cause against the entry being made. The entries are continued until effective hypnosis only occasionally of misconduct on Monday is followed by a decision of more substantial punishment. Mr Nicholson's rules are printed as appendix 17 to the S.O. The S.O. may I submit be approved. The want of some such system must be widely felt - as its absence petty fines must increase.

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

I have seen this tried three times and it has always failed owing to an ingrained tendency to keep the book out being found fruitless.

13/5/87.

I doubt the wisdom of the restrictions. The system seems good JG

in the cases where the appt
of the person punished rests with
the Crown. In such cases the S.O.
says the Crown is the final
appellate authority from the
punishments of his subordinates.
This S.O. is apparently written
for the Post Office. Any how it
seems a fruitless waste of
time and much unnecessary
correspondence.

S.Os 347 to 369 deals with
the dismissal of Govt servants.
They are based on the existing
S.Os 262 ~~to 264~~ but much
unnecessary padding has been
omitted. The rules regulating
the Enquiries which should
precede dismissal are
given fully as the Board's
remarks that, in practice
it has been found that the
Enquiries into the conduct
of public servants have often
proved abortive for want
due observance of such rules.
S.O. 355 is new. It draws the
distinction between "removal"
& dismissal which is laid
down in para 2 of the letter

Ulloa 11.5.97

Approved JG

Approved JG

Approved JG

Approved JG

dated 15th June 1895 No 10
Public printed in G.O.
No 552 Public dated 5th
July 1895. S.O. 356 sets
forth the effects of dismissal
and is based on para 3 of
the above letter. S.O. 357 to 358
deals with the question of
notifying dismissals in the
Gazette and is based on
paras 4 & 5 of the said
letter.

Ulloa 11.5.97

248 shd be omitted
345. An addition to it shd be made as noted above

flagged E.

P.D.O.
11/3/97

Note.

The only S.Os 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. ~~To this remark the three S.Os mentioned above may be approved.~~

AR.
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 by Govt in G.O. $\frac{55}{24-1-93}$ quoted above. The S.O. relates to Treasury work & is out of place & submit in this Chapter. It should come in Chapter XVII of the Standing Order.

Sd/

wrongly flagged E.

Yes. In my corrected copy of No 224 there is an note which might appear, but I do not know on what authority it has been inserted there. SO 382 shd be omitted &

Read Con 9091 of 1896

1st Resolution 248, 325 + 382 continued

G.O. Nos.

The revised Chapter on Magn of the Standing orders is 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 24th January 93 No 59 Rev.

2nd assistant 413 & 418.

(2) These SOs relate to office rent and the rent rules about Govt residences

(2) The word "regarded" in S. No 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 local allowances of the official in actual occupation".

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

S.O. 248 states that the settlement of each Taluka in the District shall be 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 Collectors of Salt Revenue & Sea Customs Staff

JG 11.11.99

As submitted in previous part. Must remain as out of S.O. 248 & not as out of place in the chapter

11/11/99

JG

†Record is the word in the original S.O. No 2123 Final. 6.11.99

JG

JG

Gof I. Resolutions Communicated in G.O. No 2981.W 22-9-88.)

Regulations portion

RS 25-2-97

Sos 243-247 249-261 275-288 295-362 361-369 372-387 383-412 419-428 + 430-440

(4). The Standing orders referred to in para 7 of the first of the Provisional above should be revised in accordance with G.O. 12 S 25.2.97

(5). In the heading of Appendix No 9 mentioned in S.O. No 297, for 'February 1st 1889' read '31st December 89' 30th June 89'.

(6). It is observed that of the two provisos in clause ii, para 1 of G.O. 937 Public 19.8.90 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:—

Heading. The Training of subordinates of the Revenue Dept to be trained in Survey for qualification as Revenue Inspectors"

The first Sentence. "The number of subordinates

When appeal to the next December

G

The orders referred to relate to the Keeping of horses & the relations between Mamlatdar & Magistrate. They are SOs 295-296 297 + 305 + 390 the Board sent up their rules for approval but Govt modified them considerably in GR. 1255 25-2-97. These modifications must form a subject of? in the SOs

H

This is a mere clerical error.

This relates to the rules for prosecution on account of forest books after the person has left Government.

BB

GO No 918 20.6.93 provides that the no of revenue subordinates permitted to learn survey so as to be trained for RIs shall not exceed a certain limit viz 1/5 the no of RIs in the district & that any subordinates so permitted shall be considered to be on special duty so that the person acting may draw acting allowance

Further, the following sentence shd be inserted between the first sentence as amended & the next sentence viz:

A subordinate so permitted to be deputed with during his course of training shall be considered to be on special duty and a person acting for him duly and a person acting for him shall be entitled to draw acting allowance

(a) S.O. No 250.

Here are many clerical errors

(b) 280

(c) 302

(d) 306

Now the "health" is provided for in Sec 60 of the C.S. Rgs

+ This SO. deals with the question of Casual Leave. The parentheses should be withdrawn and a note added thereto "Sundays and Gazetted holidays shall not be reckoned in counting the maximum of five days at a time or ten days in the calendar year."

Deputation abroad

to appear to be a clerical error

misprint

misprint

(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 'excluding' in the fourth 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. dealing with above

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

(c) In cases 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 ~~[illegible]~~ should also be quoted ~~[illegible]~~

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

(12). The following corrections + should be carried out in the revised copy of the Chapter sent with the record of the Proceedings read above

+ by Clerical error.

For

(a). 375 in the foot note to S.O. No. 249 — Read 316.

(b). B.O. 87, 9.9.95 at the end of col 7 of the statement annexed to S.O. No. 298 — B.O. 39, 6.2.95.

(c). B.O. 395, 15.9.94 under foot note to S.O. 305 — B.O. 395, 15.9.94.

(d). 319 quoted in the last line of S.O. 308 — 320.

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

(f). B.O. 394 of 11.9.95, under S.O. No. 405 — B.O. 334 of 11-9-95

(3). For the words "Act III of 1895" occurring in line 5 of the S.O. No. 433, the following should be substituted: "Acts I of 1889 and III of 1895".

4. These acts determine the legal status of V.Cs

The S.O. reads at present
"The authority to fine suspend dismiss or remove village officers in Government village of Presidency localities is given in Madras Acts III of 1895 & II of 1896"

Act I of 1889 deals with Village Municipalities. The Board are not concerned with VCs in this capacity & the omission of this act seems correct.

(14). The word "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 re-open at present the question raised in para 8 of the B.O. read above.

The Board in view of this Collr appoints suspends or removes the Board knows appeals (Sc) &c I think the Act shd be mentioned

23

necessary extn regard to the SOs dealt with by the Regulation.

S.Os 243 & 244 are new. 243 is merely introductory & decides Revenue officials subordinate & superior. S.O. 244 declares that the general rules laid down & govt for regulating the personal conduct of govt servants apply to public servants of all grades in the Rev Department except to V.Os. This is to make these Rules applicable to Indian Civil Servants under 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 Explanation does not appear necessary & might avoided & addg a proviso to S.O. 244.

The effect of this Rule regulating the personal conduct of govt servants (Madras) is not at present applicable to a complete subordinate & revenue officer, while he is subordinate for it

S.O. 245 directly takes Tahsildars it a general rule to address Revenue for 11 Gos & Tahsildars do not, it seems doubtful that such a direction is necessary & that if anything is wanted it is an S.O. laying down the usual offices of honor. The chapter

appointment I submit to begin by treating the Collector as a Clerk.

S.O. 249 is an old rule and in General terms but the heading confines it to the powers of acting Collectors.

S.O. 251 deals with administration appeals & not with public criticism of the decisions & judicial acts of Magistrates and Courts. This is based on G.O. 3820/17.10.53 which is based on an order from India.

S.O. 252 is based on G.O. 615/20.8.53 & lays down that Rev Officers are not to be employed ordinarily to do Local Fund work.

S.Os 278 to 288 are new & deal with the leasing of Ferries & Distl officers & the supplies & Rents to them. The rules contain nothing new though they are revised S.Os.

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

The criticism on 245 is just. It did not amount to "Instructions" & should refer to a general observance by all Public Servants when at their Head Quarters.

JG

249 also did not contain the proviso to Instructions in regard to S.O. 315 the latter being omitted.

JG

(Copy) C.C.

(Copy) I.D.

In 286 "head man" should be substituted for "manegar".

JG

So in 287 JG

So in 288 JG

JG 11/3/57.

(Copy) FF

It is enacted that after S.O. 302 an S.O. should be inserted to the effect that a Ferry Rights not to be entertained or reclaimed in the Public Courts or in any Court without having had previously conducted with the Public under G.O. 215/23 Sept 72 & G.O. 993/19-5-81 Pub.

The S.Os in Subsection 1 of Appointment "a" "Probationers & Subordinate Rev Officials & Special Tests Examns" fix the Examinations rules in great detail with the Exemptions. This forms a marked improvement on the old S.O. which was hopelessly out of date.

XX

Hagan FF JG

From XX to XX to be cancelled & the S.O.'s renumbered & the Heads [illegible]

With reference to G.O. No 382 Fin dated 18th June 1896 which declares that the period of Leave allowed to Officers who seek transfer to the Dept or Offices Government to be extended beyond 3 months without the Special sanction of Govt, the Board asks Govt to

reconsider the rule which requires the Special Sanction of Govt. whenever his 3 months leave is to be exceeded. The Bd urge that the working of this rule necessitates frequent applications to Govt. for sanction which consist in the nature of things be refused remarks that since such applications have had to be made within the last four months. Perhaps the volume of correspondence the Bd. apprehends would support the abrogation of this rule. Govt in G.O. 382 Fin. dated 28th June 1876 refused to enlarge 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 this relaxation of the general limit of 3 months, this Govt should not authorise the Board to grant exemptions.

I think it will be found that the Bd. have to come up to Govt. but the period of 3 months is perhaps that: 12 might be made. 6 months?

1/3/97

Yes, I think the period might be extended to 6 mos; but this rule is necessary as without such a power the refusal to grant indulgences will be taken as a matter of course.

JG

In 438 an addition should be made about keeping Kanungos at Head Quarters, & this return about this will be called for

JG

Signed (illegible)

JG 1/3/97

Signed HH

Signed A/

Headlines subject 805 262 & 274 287–292 & 423.

(16) S.O. No: 262:– The following sentence which is based on Circular Memorandum No. 86, Rev. d. 11th June 1889, ~~should~~ Govt 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 rulings contained in G.O.'s 373 d 24-9-94 and 967 d. 18-2-97 Govt ~~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".

(18) S.O. No: 266:- It has been ordered in G.O. No: 457 Rev. dt. 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.

(19) S.O. No: 268:- Under O.M. No: 168 dt 16-12-91 Collectors are now required to submit confidential reports during 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: 517 Financial 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 and enlarges on the intention of the orders contained in the Resolution of 1896 printed as appendix to S.O. No: 293. This communication Junior should also be reproduced as an appendix to the S.C.

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

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

19/3/97

The progress in the revision of the Boards Standing orders has been very slow. The Boards in para 10 of its resolution No 546 this date 9th Dec 1896 point out the causes that retard the completion of the work & state that the Board will be deprived to apply for a special officer for this work even if not for the present financial pressure.

11.5.97

3.0

H/

C/

These works, as I know from experience, is very tedious & requires great care & patience. The BD may, a Special Officer ought to supervise the reporting travelling &c. will be necessary as soon as the two remaining chapters are completed. I quite agree, with the BD says, extra [illegible] establishment on this account cannot be allowed now.

I have been very much pleased to see how thoroughly this work is.

18.5.97

REVENUE DEPARTMENT.

Boards Standing No. Orders.
Casual absences of Collectors.

From

H.W. Gross Clk.

Dated 189 .

FOR ORDERS.

Seen for initials to the Draft GO

8/6/97

Note that this suppl to be passed by two members only if not sent to them by this is in accordance with the Para of Instr Chapt A1

D.O.

8/6/97.

Issue G.O.

10/6/97

†Key Aa

C 3/6/97
R. 5/6/97

In the note on the Public Servants Chapter of the Bds Standing orders it was noted that paras 2 & 8 of the Rd S.O. 27a which prohibited Collrs leaving their districts without the Bds sanction had been omitted from the revised Bds. Hon. ordered that the paras shd be retained.†

Before working the note endeavours were made to ascertain whether the paras had been superseded by any later orders. The only G.O. on the subject that could be traced was the Nellore G.O. No 627 dated 13 June 1896.† This G.O. does not supersede the old orders but prescribes what a Collr's Dist Supdt shd do when he leaves his Hd Qrs. A reference was made by telephone to the

FOR ORDERS.

Bd abmt them paras & they replied (vide message attached to Hayden) that para 3 of the No 80 274 had been omitted by oversight. The Secy remembered however that the Bd rule had been notified that that Collr when even only required to report their absence & that of their D.o.s. A further search has been made in the Min & B.P. No 1091 of 21st April 1882 has been found.+

It is submitted that the provisions of that B.P. & also those of G.O. 627 18.6.96 may be embodied in the revised S.o.s. The draft G.O. C(42) has been amended accordingly & is submitted for approval.

Hayden

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

Draft as revised marked with red ink

Hayden

Yes, I have framed two drafts by

3/6/97.

3/6/97

Secy for.

4/6/97

Read C Nos 9091 and 9407 of 96.

P.S.

Order. No 449 of 10th June 1897.

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). S.O. No 244. The extension 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 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 dt 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 dt 11.6.89 should be added:—

" All representations from Deputy Collectors that the work on which they are

are ~~engaged~~ 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 rulings 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~~t~~r. The penalty for
" for failure to pass the test
" within the prescribed period
" will be removal from the
" Appointment 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 ~~inserted~~ added at the end of the first sentence of this standing order.

(11) S.O. No 268. Under O.M. No 168 dy 16.12.91 Collectors are now required to submit Confidential reports ~~of~~ 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 dy 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.s Nos 286, 287 & 288. In these standing orders the word 'headman' should be substituted for 'Moneger'.

(16) S.O. No 293. In the letter to the Govt of the Punjab dated the 29th December 1896 No 5453 Ex. printed in G.O. No 51 Fin. dy 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 Reso. lution No 1603 dy 10.4.96 which has been ~~of~~ 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.s No 295, 296 & 29

These should be revised in accordance with G.O.s Nos 1258 of 25.2.97 and 2183 of 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. 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 392 of 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. of 23.9.72 and 993 Jud. of 9.5.81.).

(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 of 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.s No.s 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.s Nos 324 and 325, should be omitted.

(26) S.O. 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 maximum 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

quoted in footnote no 3 should be Corrected into 304.

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

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

(31) S.O.s Nos 389 and 390. These should be revised in accordance with G.O's Nos 125 & 25.2.97 and 2183 & 1.5.97.

(32) S.O. No 405. The Number of the Board's Proceedings 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 standing 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 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) S.O. No 414. the word 'regarded' in this standing order should be corrected into ~~Reg~~ 'recorded'.

(35). S.O. No 415. The second and third sentences of this standing order should be omitted and the following 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 maximum of 10 per cent on the "salary and local allowances "of the official in actual "~~possession~~ 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 298/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 Fin dt 25.6.34'

(37). S.O. No 433.

For the words 'Act III of 1895' occurring 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 'I of 1889' should be inserted after the word 'Acts' occurring in line 3 of this S.O. ~~No~~

(~~39~~ 40) old S.O. 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 S.O. No 256.

The instructions laid down in paragraph 1 of the old

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

S.O. No 233 — Ordinary

(42) Old S.O. No 260 which relates to the payment of salaries, para 2 of the old S.O. No 267 which deals with the service of Revenue Summonses, old S.Os Nos 268 & 269 which relate to 'Charge of office' and 'styles of address' should be reproduced in the revised chapter. The provisions of B.P. 1091 21st April 1882 and of G.O. 627 Public 13.6.96 should also be embodied in their appropriate place in the revised chapter

Mr Mill 3.6.97

Mr Mill 2.6.97

I think that Collectors must have this district without the "" sanction but find out when replying to report this being done. Please look this point up.

Mr Mill 31.5.97

Spies

With regard to this Mr Smith writes a recent G.O. about Collectors leaving a Commander Station at 4 hrs. Does this G.O. supersede the rules

Mr Mill 31.5.97

Secy approved x

This G.O. was overlooked at the time of issue of May Ac

Mr Mill 1.6.97

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 - shall be inserted in the revised Chapter in the appropriate place.

(42) Old S.O. No 264 which relates to payment of salaries, para 2 of the old S.O. No 267 which deals with the service of Revenue Summonses, old S.Os 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 G.O. No 267 dt 13th June 1896 should also find a place in the revised chapter.

2. The ~~question raised by~~ the Board's suggestion in

para 8 of the first of the Proceedings read above will be considered in the Financial Department.

(for orders)

R.J. 21-5-97

Secy for orders, Mund to

16.7.97

to the Board (L.R.)

" F. D with Copy of this note (pp. 25-26).

45/3

25/5/97

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 & this remarks on the margin. Vide pencil instructions in page 25 of the note.

7/7.

(35) *Standing Order No.* 415.—The second and third sentences of this Standing Order should be omitted and the following 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 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."

nding Order No. 435.—The words "I of 1889" should be inserted after " occurring in line 3 of this Standing Order.

Standing Order No. 438.—This Standing Order should be amplified by em- ne 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 ove 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
Cee
L
1.2.24 II ✓
C

Government {1897} of Madras.

REVENUE.

Recd
Rt
} 1897.
Enclosures
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 [illegible] 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 Abkári 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.

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.

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 "$\frac{\text{31st December}}{\text{30th June}}$ 189 " should be substituted for "$\frac{\text{February 1st}}{\text{August 1st}}$ 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."

First copy sent to Press.

Returned for signature.

Despatched in print.

Read again G.O. No. 189 , dated

Current No.

Enclosures to C. No.

Order of Government.

Letter of Government.

Statement with ditto.

Papers not filed up being meant for despatch in original.

N.B.—

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.