

CONFIDENTIAL.

Revenue (189) - Department.

MISCELLANEOUS SERIES.

G.O., No. 578

DATED 1-2-97

[Despatch Abstract.]

Re: appointment of an additional
Assistant ⁱⁿ the Revenue ^{Secretariat.} Secretary

BACK PAPERS.

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

FURTHER PAPERS.

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

X marked A.

Note for the Secy

I beg to bring to the Secy's notice that the recent distribution of work among the drafting officers in the office has considerably added to the Registrar's work, which was already very heavy. The permanent Registrar before handing over charge mentioned to me that he had spoken to the Secy. on the subject about the beginning of the year and prayed for some relief but that the Secretary wished him to wait a month longer and note the figures. This additional month has now expired and I submit herewith a statement showing the number of papers received in each month by the drafting officers since the date of redistribution of work i.e. 24th Oct. 1895, as compared with the figures for the corresponding months of the previous year. It will be seen from this statement that the Registrar's work has increased by fully 31 per cent. Con

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that the Registrar's work was
already very heavy - having
been practically doubled if not
trebled ^{in 1890,} to use the words of a
previous Registrar - I beg to
submit that the additional
~~now imposed~~ work now
~~at~~ assigned to him is more
than can be managed properly
by a single officer. The subjects
themselves are not of an easy
nature - Papers relating to
rights, customs, Inams, stamps,
Pachats, Village Statute ^{accounts} ~~manuscripts~~,
encroachments, ~~Kistab~~ Kist-
bandy, conversion tables &c
which the Registrar has to
deal with, require much
thought and attention, and
if each paper is given the
attention which it deserves
considerable delay necessarily
occurs in the disposal of papers.
I venture therefore, respectfully
to request that the Secy will
before going on leave, ^{arrange to} relieve
the Registrar of a portion of his
work.

I have the honor to be,
Sir, your obedient servant,
The Registrar.

M. R. P. V. K. Ramanujam

35
there were only a 200 pap

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under Secy. is now for the
first time in charge of the
Legislative Department, that
the First Assistant has to deal
with important Land Rev. questions
& questions connected with the
Tenancy Bills, and that the
drafting officers have generally
additional work ^{thrown on them} ~~in~~ by reason
of the privilege of interpellation
accorded to the members of the
Legislative Council. The Head
clerk's work ^{also} has considerably
increased by reason of the recent
re-distribution of work in the
office. It is in these circum-
stances very doubtful whether
any work which may be
taken away from the Regis-
trar can be assigned to any
of the other drafting officers.

The only course is that con-
templated by the Secretary -
namely the appointment of
an additional assistant &
it is submitted that
of work at p
hand for it

Please see Secy's
remarks on the margin
of the draft of G.O. 7
10.1.96.

4

The last addition to the grade of assistants made in this office was in October 1883, when a Head clerk in Rs 175 was appointed. The average number of papers that were being received annually at the time was 7700; it is now 9600: thus in respect of quantity alone there is an increase of nearly 25 percent. The real increase is, however, much greater; for in former years the weekly season reports which were being received in the Govt. office direct from collectors and the daily weather telegrams were all being registered separately. These furnished about 1500 numbers; but now the weather telegrams are merely filed without being registered & the season reports are being sent to the Board's office. If these 1500 before which gave little or the registered anybody be work.

I have mark in this
need to the Rev.

7
5

there were only a 200 pap^{er} in former years, again an average of 9600 papers of the present day - an increase of nearly 55 percent. It is submitted that these figures amply justify the appointment of an additional assistant. As to pay, considering that the Registrar gets Rs 350 & the Head clerk Rs 175, the pay of the new assistant may be fixed at Rs 250: this is not too much, seeing that in the Public and Public Works Departments, the Head clerks themselves get Rs 250 a month. It is not, however, necessary that the whole of this amount should be sanctioned by Govt. Under the present scale of establishment, the starting pay is practically Rs 40 and the scale itself is not so arranged as promotion is.

Note

In the other Dept of the Govt there are ^{appointments} ~~clerks~~ Rs 250, 200, 175 &c &c -

In the Public Dept there is a special clerk for confidential papers & he gets a special allowance of Rs 25 per mensem. In the Rev. Dept the Head clerk is in charge of them - in addition to his own drafting work.

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are now available in greater numbers than formerly; the starting pay may be ~~fixed~~ reduced to Rs 30 and the scale itself further revised as shown in ^{the} Statement B appended to this note, so that the total additional ~~open~~ ~~direct~~ expenditure - including the cost of a new assistant on Rs 250 will only be Rs 165.

Failing the appointment of a new assistant on Rs 250, the only alternative - ~~though~~ ~~not a desirable one~~ ~~consequence~~ is to raise the pay of the Head clerk to Rs 250 - which is the pay allowed to Hd Clerks in other Depts, relieve him of some of his ^{present} routine work and transfer to him some of the Registrar's subjects. This however, cannot be so satisfactory as the ~~the~~ Registrar's arrangement proposed work.

I have marked in this

Quite out of the question
At 28.7.96

Pub. & Pro. Depts

28.7.96

sent to the Rev.

1894-95

1895-96

1894-95

	U.S.	A.	Regr	Re.	U.S.	A	Regr	Re.
Unsettling 23 rd Nov.	252 132	108	307	194	421 155	143	203	126
do 23 Dec.	212 134	120	269	173	347 165	145	211	101
do 23 Jan.	182 72	87	214	190	345 127	107	185	99
do 23 Feb.	212 99	101	283	183	372 153	137	218	131
			1073	740			817	457

9 A

Diff
The red ink figures are
from the original
with figures
1894-95

740
457
283
457
2742
2880

1073
817
25600
2451
1298

31-

Present scale

Proposed scale.

No.	Designation	rate pay	total cost per annum	No.	Designation	rate pay	total cost per annum
1	First Assistant	600	600	1	First Assistant	600	600
1	Registrar	350	350	1	Registrar	350	350
1	Head clerk	175	175	1	Second asst:	250	250
1	clerk	150	150	1	Head clerk	175	175
1	clerk	135	135	1	clerk	150	150
1	clerk	100	100	1	clerk	125	125
3	clerks	80	240	1	clerk	100	100
2	clerks	70	140	2	clerks	80	160
1	clerk	60	60	2	clerks	70	140
5	clerks	50	250	1	clerks	60	120
4	clerks	40	160	3	clerks	50	150
1	clerk	35	35	3	clerks	40	120
12			2395	4	clerks	30	120
1	clerk	25	25	1	clerk	25	25
1	clerk	20	20	1	clerk	20	20
1	clerk	17½	17½	1	clerk	17½	17½
2	clerks (temporary)	20	40	2	clerks (temporary)	20	40
			2497½				2662½
							2497½
							+165

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Re: Registrar's work in
particular and increase
of work in the office
generally.

$\frac{D}{1}$ 1,000 -7-9-98.

REVENUE DEPARTMENT.

No.

From

Dated

189

FOR ORDERS.

100.

For some time past the work
in the Revenue Department has
been very much greater than
it has formerly - and in spite
of every effort to keep it up
and I have found it impossible
to get papers disposed of as
rapidly as I wish -

When Mr. T. of 31 was referred
it seemed obvious that the Revenue
Department would be relieved to
a certain extent, and, with a
view to employing him fully,
re-constituted the work generally -

The officers who prepare papers
for the Secretary are four -

The Revenue and papers another

under on Rs 250 p/m -

14/17/3.

In making the redistribution
one of the principal objects wh.
I had in view was to give
relief to the First Assistant
who, besides having to deal with
usual difficult subjects such as
Abkane & Salt, had to run a
sort of secondary legation of
all work of a troublesome
character wh. did not happen
to fall to any one else - To a
certain extent I think this object
has been attained - but nevertheless
the First Assistant is constantly
referred to for information on
a variety of subjects outside the
work wh. falls to his lot in the
daily Tappal - In illustration
I may mention that whenever
Benson was preparing his
report on the District, he had
occasion to consult the First Assist.

a note with
your work

The figures seem to show that there has been a great increase of work, & the delays that have occurred in the New Dept lately indicate that the staff is insufficient or that the Superintendent's work is not properly carried out.

Note for the Ex.
If the proposals in the note
be approved, the ^{net} additional
expenditure will only be
Rs. 100 per annum. $\frac{P.R.}{2}$

been lightened, Another, the Register
is now procuring books and newspapers
for the brethren - and he puts forward
certain suggestions for additional
help - and for the most part on
figures -

may be necessary
possibly or may get on without
a permanent addition to the staff -
but I am not sanguine - altho'
I am not prepared to press for
an addition at present -
As, however, I am going on leave
I think it right to leave this note
for the information of the Staff -
In case of my successor -
should it be necessary to augment
the Staff, I would propose another
"Assistant" on Rs 250 p/m -

18
FOR ORDERS.

Mr. Mr. Linn -
Mr. Mr. Bliss -

This must be over
for the present that
we may see whether
the extra pressure
work was exceptional
or is chronic.

I.A. can let me know
in three months time.

At 24.3.86

19
Note for the Secretary

through the Under Secy

With reference to the
Secretary's note of the 21st March
last, the papers are resubmitted
(three months having now
elapsed) with a ^{fresh} statement
furnishing figures up to the
23rd June 1896. It will be
seen from this that, while
in the first four months
after re-distribution of work
among the drafting officers,
the increase in the Registrar's
work was a little over 31
per cent, the increase in
the subsequent four months
is even greater being
over 38 per cent. The pressure
of work cannot, therefore,
be said to be only
exceptional. Working
both in and out of office
hours and holidays
(Sundays ^{alone} excepted generally)
as well as office days
I am unable to keep clear
of arrears. The Secretary
is aware that the permanent
Registrar had literally

for want of time to delay big papers considerably. As two or three months hence when the reports and Budgets begin to come in and the legislative season commences the work will be very much greater, ~~early~~ it is respectfully submitted that early relief is necessary. I beg accordingly to suggest that sanction may be obtained to entertain an assistant as proposed by the Hon. Mr. Gibson, from the 1st August or at the latest from the 1st September next. The additional expenditure that will have to be provided for in this year's budget will ^{in that case} only be Rs 1750 or Rs 1500.

Attention is solicited to the ^{prevailing} notes and the remarks recorded by Hon. members. In the Budgets for the next & succeeding years, the necessary provision will, if approved, be made.

I do not see the Regt's papers myself, but the extraordinary difficulty that has been experienced in getting the permanent Regt. to dispose of arrears papers - since he left the office - old. seem to show that a dilatory habit of ^{work} is quite as important a factor in his delays as "want of time".

Quite true.
At 28.7.

Submitted.
I was Registrar in the office for a little over three years, and found the work too heavy for one officer. As regards my own work, it is too early to express any opinion. But since I joined my appointment two weeks ago, I have been working in and out of office and I attended office yesterday (Sunday).

K.O.
13/7

	1894-1895				1895-1896			
	U.S.	F.A.	Reg.	H.C.	U.S.	F.A.	Reg.	H.C.
Month ending 23 November	252 ³²	108	307	194	182 ¹²	87	214	190
Do. 23 December	212 ³⁴	120	269	173	212 ⁹⁹	101	283	183
Do. 23 January	182 ¹²	87	214	190	217 ¹⁰¹	88	263	175
Do. 23 February	212 ⁹⁹	101	283	183	203 ⁸⁸	99	218	135
Do. 23 March	217 ¹⁰¹	88	263	175	243 ¹⁵⁰	113	249	151
Do. 23 April	203 ⁸⁸	99	218	135	245 ¹⁵⁰	86	221	149
Do. 23 May	243 ¹⁵⁰	113	249	151				
Do. 23 June	245 ¹⁵⁰	86	221	149				
Percentage of increase in the cases of Regt's papers.								
	57.2	126	203	143	421 ¹⁵³	143	203	126
	27.5	101	211	145	347 ¹⁶⁵	145	211	101
	15.6	99	185	107	345 ¹⁵²	107	185	99
	30.7	131	218	137	372 ¹⁵³	137	218	131
	43.7	129	183	134	352 ¹⁵⁷	134	183	129
	35.4	101	161	88	286 ¹²¹	88	161	101
	37.5	99	181	122	326 ¹⁹⁰	122	181	99
	38.7	100	160	106	324 ¹⁹⁰	106	160	100
Average								
	31.075							
	38.7							

Note. Shaded ink figures denote Pension papers dealt with by the Under Secretary.

* This column does not show number of routine papers dealt with in the first instance by the Head Clerk referred to the L.S. for final disposal or may be mean.

I cannot place implicit reliance on these figures: the extraordinary increase in Pension papers is an undeniable, as is the fact that the redistribution of work in the other departments, which was supposed to be a full and complete re-arrangement of the work, has not been carried out. Before re-distribution, the work was dealing with all Pension papers received in the office regardless of subject matter. Now they are distributed among different officers.

I know nothing whatever of the
Rep's work; ~~so~~ so far as ^{we} fear
can be trusted it would seem to
have increased materially. — But
the value of figures is not much
in cases like this; they ^{lead} lead to
the assumption that the first Assistant
has far less work than any
one else.

It should be mentioned that
the U.S. has ^{now} legislative work
in addition to Revenue & Pension
papers.

I do not think any redistribution
could be effected in such a way
as to relieve the Rep. without
casting his burden on somebody
else's neck.

L.D.
14-2-86

The Under Secy. would be
able to relieve the Rep. consid-
erably but this cannot be
done so long as he has
legislative work. The Asst.
Secy. used to be the officer
taking legislative work, but
this ^{system} seems to have been
dropped. I should like to
know how & why the U.S. Rev.

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is saddled with leg. work.
If this is to continue another
officer - say an Asst. as
proposed - will be necessary.

At 28.7.96

The arrangement which led to the Asst.
Revenue, having charge of legislative
work resulted from personal considerations
& it was never intended to be of a
permanent nature.

When Mr. Arling (Asst. Revenue) left the
Secretariat in the end of October last,
I had the option of taking his work
in lieu of what I was doing at the
time - viz. Judicial, Educational and
Legislative. - This option I exercised, but
as a condition of the change in work, it
was stipulated by the Chief Secretary,
& agreed to by the Rev. Secy (Mr.
Pitson) that I should for a time
continue to do legislative work; the
reason for this course was that Mr.
Francis, who was to take my place
had no experience whatever of legislative
work - particularly of business connected
with the meetings of the Legislative
Council, that it was undesirable to
transfer the work to him at the very
commencement of the legislative session.

Re: an additional assistant
for the Revenue Secretariat

Through the under secretary

25

before he had had any opportunity
of making himself acquainted with
legislative business, & further that
I had attended the Select Committee
meetings on the Municipal Bill
& that it was considered expedient that
I should continue to do legislative
work until that Bill was passed -
an event which was then expected
to take place long before Govt.
left Madras. - As things have
turned out, however, the Bill is
still on the stocks.

I should mention that the combination
of legislative & revenue work of duties
was found to be unworkable during
the last sessions - & that Mr. Hankey
was consequently placed on special
duty to assist me for about two
months from the middle of February.
The combination of leg. & judicial
& educ. was similarly found to
be unworkable during the last
sessions of 1893-94 & 1894-95, Mr.
Butterworth was then in charge of the
three Departments & I was myself
placed on special duty to assist
him for about 6 weeks in the
former year & for 6 months in the
latter. - It is unnecessary to dwell

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upon the increase of work which the
 enlargement of the Legislative Council
 has caused. - This does not operate
 to the same extent when Govt. is
 at Dacca and but there still re-
 mains a considerable amount of
 legislative work to do on the Hills.
 This year I have had to scrutinize
 & correct the voluminous reports of the
 proceedings of the ^{last few months of the} Council - which
 were written up until April or May -
 to see to the reprinting of the Municipal
 Bill & the ^{printing &} publication of Bills passed by
 the Council; again there has been con-
 siderable of a troublesome description
 about the Municipal Bill, a select
 Committee sat up here regarding the
 Bill to amend Act II of 1867; certain
 provisions of the Malabar Marriage
 Act have been under discussion, &
 the Testamentary Powers Bill has
 been remodelled in accordance with
 suggestions from the Secretary of
 State; lastly, I shall very shortly
 find myself face to face with the
 publication of two lengthy revised &
 consolidated lists of notifications &
 orders having the force of law - which
 cover several hundred pages of print;
 a special clerk is now busy getting the

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proofs checked - but the work is
 of a character which I shall have
 to scrutinize with considerable care.
 My work last year - Judicial Encl.
 & kept - was certainly heavier
 than what I now have to do - but
 even so I am frequently subject to
 rushes of work - which compel me
 to work on holidays or
 either to postpone ^{to work on holidays or} kept or Revenue
 papers longer than desirable. A
 material addition to my Revenue
 work would make matters much
 worse - unless accompanied by the
 transfer of kept to some other
 officer; such a transfer would
 probably be deemed undesirable until
 the Municipal Bill is done with,
 I do not imagine the Judicial
 Under Secy would like any addition
 to his work; - both Mr. Butterworth
 & myself found the three Dpts.
 (Judicial Secy & kept) far too
 heavy for one officer; - the work
 could not be transferred to any
 other officer; ~~the~~
 Finally it is to be remembered that
 an application has been made to the
 Govt. of India for an additional
 Secretary to Govt., in regard to which
 a communication has just been

addressed by the Govt of India to
the Secy of State. The proposal
was that this officer should be
given the Educ. local &
Municipal work without an
under Secy; personally I do not
think one man could manage this
during the legislative session
but if the above Secy is sanctioned
the Govt. would presumably
at once be relieved of legislative
work & might take care for the
Registration subjects for him. At
present I am afraid any addition
to my work would only mean a delay
in disposal - it would not remedy
matters. The Govt. will be better off
if I should be much more off the
delay now complained of would not
be prevented.

This matter may stand
over till receipt of Secy.
S's reply to the proposal
for an additional Secy.

At 1.8.96

Received

3.8.96

Let f the Govt

Note for the Secretary

Please see the Hon. Mr

Arundel's note of the 1st Aug.
last. The Secretary of State's
sanction to the appointment
of an additional Secretary
having been received and
the new Secretary having
also entered upon his duties,
I resubmit the papers
for favor of final orders.
As the redistribution of work
was made more than a
year ago a whole year's business
are now available and it
will be seen from these that
the extra pressure of work
in this office alluded to by
the Hon. Mr Gibson in his note of
the 17th March last was not
exceptional but is chronic.

The present First Assistant
who formerly served as
Registrar for over 32 years
"found the work too heavy
for one officer" and it
has now been increased
by fully 36 per cent. If
therefore the present ^{future} in-
cumbents are not to be

at page 28-

Through the Under Secy.

Page 17

*as it was formerly

placed ^{in a worse position than} ~~in a worse position than~~ ~~their~~ predecessors the extra 36 percent of the work at least should be taken away from the Registrar; but really speaking he needs greater relief.

Even as the work was in previous years the Registrar was not able to devote sufficient attention to the proper management of the office - to the maintenance of service Registers etc. If, therefore, he is expected to do his work properly, so as to prove a real assistant to the Secretary it is necessary that he should be relieved of 40 per cent of the work.

From the notes recorded at page 28 of the file it is not quite clear whether it was intended to afford relief to

the Registrar by transferring his extra work to the Under Secretary. The Under Secretary remarked "if the additional Secretary is sanctioned

the Revenue U.S. would presumably at once be relieved of legislative work and might take some of the Registrar's subjects from him". He had apparently some doubts on the point & informed me a few days ago that except at certain times the Legislative work did not after all take up much of his time. The inference ~~from~~ to be drawn from this is presumably that he cannot afford to take much extra ^{Rev} work even after being relieved of the legislative work.

But it is not the Registrar alone that requires relief - the Head clerk's work too has been increased by about 36 per cent and the result is he is not able to exercise ~~of~~ proper supervision over the current section of the office.

During the last decade

The work of the department has been steadily growing ~~increased~~ with the passing of the abkari and Income tax acts, the revision of the salt and tariff Acts, the introduction of the Merchandise Marks Act, the enlargement of the Legislative Councils, &c &c—and it is now, as explained at pages 4 & 5 of the file, 55 per cent in excess of what it was 13 years ago.

I have been ^{over} 12 years in this office & I know how the work has been growing from year to year. I beg respectfully to submit that the time has arrived (the figures furnished above amply prove it) for augmenting the staff by the appointment, as proposed by the Hon. Mr. Gibson, of an additional assistant on Rs 250. If this appointment should be sanctioned with effect from the 1st Dec.

Page 17-

the additional expenditure for the current year ~~may~~ may be met from savings under Salaries of the Establishment. Provision (additional) will have to be made only in the next year's Budget.

19 Nov 96.

During the month ending	23 rd October 1895 - 22 nd Oct. 1896				23 rd Oct. 1894 - 22 nd Oct. 96			
	U.S.	F.A.	Regr	St.C.	U.S.	F.A.	Regr	P.C.
23 rd November	252 132	108	307	194	421 155	143	203	126
22 nd December	212 134	120	269	173	347 165	145	211	101
22 nd January	182 72	87	214	190	345 122	107	185	99
" February	212 99	101	283	183	372 153	137	218	131
" March	217 107	88	263	175	352 157	134	183	129
" April	203 85	99	218	135	286 127	88	161	101
" May	243 150	113	249	151	326 190	122	181	99
" June	245 142	86	221	149	324 145	106	160	100
" July	230 167	107	253	129	304 164	99	196	115
" August	239 137	125	304	102	252 182	132	206	126
" September	207 127	98	263	112	282 156	82	208	99
" October	176 122	95	265	112	173 163	116	170	89
	2612	1227	3109	1805	3784	1411	2182	1315
	8753				8612			

Note. The figures in red ink show the paper papers dealt with by the under seen.

Office
attach to the note, a copy of the
Distribution list marked so as to show
the changes made by Mr. Gibson in October 1895:

Revenue Dept:

Re: an additional ASSISTANT for the

Revenue Secretariat

note for the Secy

In the accompanying note the Registrar suggests the appointment of an additional Assistant in the Revenue Secretariat. The question of making budget provision for this ^{was} recently under consideration and I was then of opinion that it would be possible to do without an extra Assistant. With the further information now before me, I see however reason to doubt whether that opinion was sound. The last addition to the superior staff of the Revenue office was made in October 1883 when a Head Clerk on Rs. 175 was appointed and at that time the average annual receipts were 7,700 in number. They are now nearly 2,000 greater but, as was pointed out by the Registrar on a previous occasion, the real increase is much greater for, to quote his words, "In former years the weekly season Reports, which were being received in the Govt. office direct from Collectors, and the daily weather telegrams were all being registered separately. These furnished about 1,500 numbers; but now the weather telegrams are merely filed without being registered and the season reports are being sent to the Board's office. If these 1,500 papers which gave little or no work to anybody be excluded, there were

The currents registered in 1895-1896
average nearly 9600 per annum.

9600 - 7,700 = 1900 or
"nearly 2000"
9-1-97

no, they are papers sent to Deputy officers for
act. or order; ~~the~~ they do not include
all the currents received; the number of
affairs are not changed.

Suppose the figures given on p.

15 are those of the disposals.

is, I don't see that there has

been a noticeable increase

work. ~~considering the former~~

The figures are

1894-95	—	8692
1895-96	—	8753
		<u>61</u>

Gibson

I think that before a permanent
increase is sanctioned, we should
try the effect of the U.S.'s free-
dom from League work. Should
not, of course, object to a tempo-
rary increase & last until the
shadow of famine has cleared
away

BS
7/1/97

"were only 6,200 papers in former years
"against an average of 9,600 papers of
"the present day - or an increase of
"nearly 55 per cent."

Statistics of this description cannot be altogether trusted; but where there is so substantial and continued an increase, there seems no reason to doubt that the work of the office has materially advanced. Mr. Gibson before going on leave in March last left on record a note for the information of his successor in regard to the necessity of augmenting the staff. In that note Mr. Gibson refers to the re-distribution of work which he directed on the repeal of Madras Regulation VI of 1831. The chief object of ~~the~~ re-distribution was to relieve the First Asst., from whose list of subjects a number of items ~~were~~ transferred to the Under Secretary, the Registrar and the Head Clerk. The accompanying distribution list indicates the precise nature of the changes effected. It has been found in practice that one result has been to impose upon the Registrar more work than he ^{can} properly attend to. Mr. Gibson expressed doubts as to whether ~~it~~ was proved that additional aid was at that time absolutely necessary and hoped that the high pressure might be relaxed shortly. If however additional aid was necessary, Mr. Gibson thought, it should take

take the form of another Assistant on Rs.250 per mensem On this note the Hon: Mr. Grose wrote :--

"The figures seem to show that
"there has been an increase of work and
"the delays that have occurred in the Re
"Dept: lately indicate either that the
"establishment is insufficient or that
"its work is not properly conducted"

On the return of papers from circulation, Mr. Arundel directed that they should lie over for three months in order to ascertain whether the extra pressure of work was exceptional or chronic. The papers were laid before him again in July and it was evident that the pressure of work had not decreased. Mr. Arundel then thought that the Under Secy. would be able to relieve the Registrar considerably as soon as he himself was relieved of Legislative work and on being informed that Legislative work was likely to go to the proposed additional Secretary to Govt. directed that the papers should lie over pending the Secretary of State's orders in regard to the appointment of that officer. The Secy. of State's orders have been received and the additional Secretary has been appointed and as yet, the Under Secy. has not been relieved of Legislative work. Notwithstanding this, however, the revenue work which has come up to the Under Secy. during the last ^{few} ~~three~~ months has been amply sufficient to occupy his full time. This is due to what are perhaps exceptional circumstances, namely, the fact that two or three

*I presume this will
be removed immediately
after the Council meeting
of the 9th Dec.*

three unusually large questions have come up ^{almost} simultaneously e.g. the Re-organization of the Board of Revenue, the Godavari Re-settlement. The consequence is that ^{rough} the papers regarding the reorganization of the Board of Rev: have passed out of my hands; ~~but~~ the current revenue work is still such as to prevent me from devoting anything like the time which is required for the speedy disposal of the Godavari Re-settlement and the reorganization of the Survey dept: papers. The Forest Budget and the Forest Report will shortly be in and I could certainly not take any substantial portion of the Registrar's work in the existing state of affairs without having materially to delay important papers. The state in which the office arrear list is, as the Secy. is aware, indicates that the office is not keeping pace with the current work or at least that it is not disposing of the current work as rapidly as ^{it} should be the case. Both the First Asst. and the Registrar have during the last six months had to be relieved of important long pending papers; but now no officer is in a position to relieve another. The First Asst., the Registrar and the Head Clerk appear to have their time fully occupied and the two latter officers complain that they have much more to do than used to be the case even recently. Matters will necessarily

become

I have just taken "Ycomahore" from his list, however.

Especially in the distress in the Ceded districts means a good deal of extra work in the Govt. office.

become worse when rushes of legislative questions come in and other work has to be thrown on one side for the purpose of preparing answers. I submit therefore that there is good cause for the appointment of an additional Asst., at least as a temporary measure, and I would suggest that such an officer should be entertained until the departure of Govt. from Madras when the necessity of making the appointment permanent might be reconsidered. If some such arrangement as this is not made, I cannot help fearing that the Arrear List will continue to get worse. My own conviction is that there is more than enough work for four drafting officers, no matter what form a redistribution ^{they} might take. Whether there is sufficient to occupy the full time of five officers is another question; but both the Head Clerk and the Registrar should have more time at their disposal for the supervision of the office and the subjects which come before the First Asst. and myself would in very many cases be less inadequately ~~de~~ dealt with if there were more time at our disposal.

Speaking for myself I may say that I frequently have either to set current work on one side or to delay the disposal of a long and troublesome subject. The latter course is ^{the} one which I always prefer to adopt as otherwise there is an accumulation of petty papers; but neither course is satisfactory.

When the Under Secy. is

relieved

relieved of legislative work, and when there is no fear of sudden legislative questions and when the budget and report season is at an end, I think it may be found that an additional Asst. is not required, more especially if sanction can be obtained to the appointment of a special shorthandwriter for the Revenue Secretariat; but for the present on the principle that prevention is better than cure, I submit that the temporary appointment of an additional Assistant on, say, Rs. 250 per mensem is highly desirable.

10
28-11-84

DISTRIBUTION OF WORK IN THE REVENUE SECRETARIAT.

Under Secretary.	First Assistant.	Registrar.	Head Clerk.
(1) Agriculture. (2) Economic condition. (transfd. from F. A.) (3) Survey and Settlement. (4) Forests. (5) Government Cinchona Plantations and Botanical Gardens. (6) Pensions. (7) Conduct of Public Servants. (newly assigned to U. S. from Regr.) (8) Income-tax. (transfd. from Regr.) (9) Land Assessment and Water-rate. (transfd. from F. A.) (10) Wild Animals. (11) Museum. (since transfd. to Educational) (12) Boundary Disputes. (13) Laccadives. (14) Loans— Agriculturalists Loans Act. Land Improvement Loans Act. (15) Mining Rules. (16) Divisional Charges. (17) Yeomiah &c. (since transfd. from Regr.)	(1) Salt. (2) Abkari. (3) Opium. (4) Miscellaneous Land Revenue. (5) Questions relating to Revenue and Rent recovery Act. (6) Meteorology. (7) Census. (transfd. from H. G.) (8) Famine.	(1) Suits (General). (2) Court of Wards. (3) Inam. (4) Escheats. (5) Special Funds. (6) Land Revenue and Village Establishments. (7) Yeomiah and other Hereditary Revenue Pensions. (since transfd. to U. S. from F. A.) (8) Alienations of Land including Durkhasts. (transfd. from F. A.) (9) Printing and Press. (10) Customs and Trade. (11) Stamps. (12) Public Works including Kurnool Canal. (13) Village, Taluk and Treasury Accounts. (14) Kistbandi. (15) Conversion Tables. (16) Encroachments. (17) Wages. (18) Weights and Measures. (19) Land Acquisition. (20) Minor Irrigation Works. (21) Petitions relating to	(1) All Miscellaneous Papers of a routine character. (2) Title-deeds. (3) Season Telegrams. (4) Orders in other Departments not referring to matters especially allotted to other officers. (5) Travelling Allowances. (transfd. from U. S. from F. A.) (6) Books and Publications (Distribution). (transfd. from U. S.) (7) Deputy Collectors. (8) Land Revenue Collection—Periodical Statements. (transfd. from F. A.) (9) Cultivation and Rainfall Statements. (transfd. from F. A.) (10) Transfer of Villages. (transfd. from F. A.) (11) Government of India Gazette. (12) District Gazettes. (13) Confidential Papers. Custody of—.

the above subjects (transfd from U. S.)
(Signed) E. GIBSON,
Secretary to Government.

Not by the Under Secretary
He an additional
mistake for the
Revenue Department.

Am Mr. Home C.S.D.
Am Mr. Home C.S.D.

I am convinced that the
Revenue Branch of the Public
Works under the management of
the Secretary in 1883 the
work was heavy, but it has
greatly increased since then.
There is very dangerous in Revenue
matters. After considering the
facts brought to light in these
papers, I feel that the way in
which the Revenue proposed to strengthen
the office at a cost of Rs 1250
is the best & the cost is moderate,
but the main one Rs 350 and the
other Rs 225. The Revenue
main one Rs 225 the Revenue.

See note in margin of H.
I's note
H
7/1/97

Submitted for orders.

It is plain that since 1883 there
has been a large increase in the burden
of work in the office. The actual working
of the office needs more attention than
it can get now. There is in fact no margin
of power from which to meet any unusual
strain. Yet there are now and constantly
occur from time to time for one reason or
another abnormal rushes of work. At pre-
sent for example there is much additional
work thrown on the office

- (1) owing to Famine
- (2) owing to Legislative Questions
- (3) and we are almost through the
season of Budgets and Reports. Large ques-
tions constantly crop up such as the Goda-
vari Settlement which take an immense
amount of time and trouble.

I would say that in dealing with the
~~normal~~ ^{normal} work of the office and leaving
out of account the abnormal items above
referred to

- (1) the Under-Secretary has as much
work as he can fairly be asked to do apart

from his connection with Legislative.

(2) The First Assistant's work is often considerably in arrears and if papers are to be disposed of adequately and with despatch he must be relieved and aided.

(3) The Registrar is and has been for a long time much overburdened. To get his work along I have had to transfer some of his many papers to others.

(4) The Head Clerk has quite as much as he can do and needs some relief to enable him to look more closely after the office working.

It is in my opinion proved that more strength is wanted and the only question is how the position can best be met.

The Under Secretary suggests an Extra Assistant for the time the Government is in Madras but such temporary arrangements involve great dislocation of work and responsibility and produce after each change confusion and trouble hardly less undesirable than the delay they are intended to save. I therefore rather incline to the Registrar's suggestion to appoint a fifth

drafting officer reducing the scale of the office establishment.

I find that by rearranging the scale of pay as shown in the margin we can get

Existing.	Proposed.	Decrease	Increase	a suitable
1 clerk on Rs.150 per month.	" " " "	Rs.150	"	office esta
1 " 135 " "	1 clerk on Rs.135 p.m.	"	"	blishment
1 " 100 " "	1 " 100 "	"	"	The saving
3 " 80 " "	2 " 80 "	80	"	by this mea
2 " 70 " "	3 " 70 "	"	70	would be
1 " 60 " "	5 " 60 "	"	240	Rs.840 per
5 " 50 " "	3 " 50 "	100	80	annum.
4 " 40 " "	2 " 40 "	80	"	The pay of
1 " 35 " "	1 " 35 "	"	"	the new dra
	1 " 30 "	"	30	ing officer
19	19	250 410	100 340	proposed
		net decrease 70 per month by $70 \times 12 = 840$ Rs. per annum.		would be

Drafting officers.

Existing

- Under Secretary
- (1) First Assistant Rs.600
- (2) Registrar " 350
- (3) Head Clerk " 175

Proposed.

- (1) Under Secretary.
- (2) First Assistant. Rs.600
- (3) Registrar " 350
- (4) Second Assistant " 225
- (5) Head Clerk " 175

It might perhaps make the arrangement annual cost would be Rs.2700.

have harmonious with this this branches of the Secretariat if the new office are dislocated together & the same 2nd Act applied to this this 3rd the office.

Hence the net annual cost would be

Rs.1860.

15/11/60

No. *Honble W. Prose. C.C.*
W. E. Prose.

From

Dated 189

FOR ORDERS.

This matter was discussed in Council
day, when it was agreed that the
Staff of the Revenue Secretariat should
be strengthened by the appointment
of a Deputy Collector as
additional Assistant, on deputation
for six months, with the maxi-
mum allowance sanctioned by
the Rules. At the end of six
months, the question of a
permanent addl. ^{6th inst.}
may be reconsidered. The Hon. Mr.
Bliss considers that the additional
expenditure incurred should be
treated as a for nine change.

The Rev. Secretary will propose the
names of a suitable Deputy Collector.

The ~~same~~ names of Siriven Venkataswami
Doo Nayandoo and of Saffar Hassan
were

Recirculated to the Honble W.
Prose C.C. with ref^{ce} to the Honble
Mr. Bliss' suggestion that "before
"a permanent increase is sanctioned
"we should try the effect of the 42.
"freedom from legislative work".
2. I submit that no effect can for
the present be expected from this
source. I am now finishing a note
on the Go-Sarai settlement - with
the completion of which my current
duties seriously interfere, the Survey
Reorganization papers have just reached
me referenced & noted on, the forest
report is being referenced, & I
have been summoned to attend as
a juror at the High Court on the
19th inst. & succeeding days. - For these
reasons I ~~cannot~~ shall not be in
a position to relieve the Registrar
for at least some time to come, & I
much doubt whether such relief as

U.S. might be able to afford later
would be adequate. -

FOR ORDERS.

was mentioned to me.

15.1.97

15.1.97

need for an extra assistant is
connected with famine work &
is been felt for a long time past.
this ^{has} contented that the pressure of
1896 is more severe - than that
of 1895. The position is that throughout
the year, the quantity of work has
been too much for the number of
drafting officers, & that the pressure
results either in delays, or in hurried
consequently inferior work.

(Hence that, also.)

If the Honble Mr. Grosse sees no reason to
change his opinion that a permanent
position is required to the drafting
officers of the Res. Sect, perhaps he
will be good enough to send the papers
on to H.E. the Gov.

15
9.1.96

11/11/97

I think a permanent addition is
necessary. The unit was intensified
when the U.S. undertook legislative
work, but it existed before that.

12
12.1.97

NOTE FOR THE UNDER SECRETARY.

I understand that Swaminatha
Aiyar, the permanent Rep^t, is
likely to be out in about a fortnight.
If this is the case, & there is little
doubt of it, I venture to suggest for
the Secy's consideration the
possibility of appointing Parthasarathy
Chetty as Second Asst. of Rep^t.
He is qualified to be a ^{to} G.O.
18.1.97

I certainly think that
if the Permanent Rep^t is
to work it is this
best possible arrangement
to keep the Rep^t in position
as on the new T.
But: We can continue
the work he is doing
and avoid the confusion
& difficulty which will
otherwise arise.

11/11/97

Code }
Class. }

28

INDIAN



TELEGRAPHS.

Monthly
Number.

To
(Office)

MS Fort St George

From

(Office)

Ellora and

Words.

Day.

Hour.

Minute.

Official

Instructions.

weight

To

(Person)

Lionel Davidson
Gov Revenue Secretary

From

(Person)

Prostitution



Swaminathan positively declined
Kumbakonam will revert
end January

Send from

LN.

Send to

LN.

At

Hrs.

Mts. by

At

Hrs.

Mts. by

Telegraph Master.

C. P. No. 10 T-25-6-94-40,00,000.

MADRAS FORT 25-1-97

year. In addition to the disposal of papers the Register and the Head Clerk have considerable work connected

with the Head Clerk dispose of on an average during the last six weeks? I think all papers should come to me thro' you from, at any rate, these three, and some of your Subjects should therefore be distributed amongst them so that you may have less original work. Both the Famine Assistant and the Head Clerk seem to have two little.

This would not affect the Subordinate Clerks as the Clerk who deals with, say Income tax would still do so but submit the papers to the Famine Asst or Head Clerk whoever may be entrusted with it.

Lud G.S.F.
2.3.78

Reply note before
The average number of
of the

Second Assistant 285
 Registrar 208 210
 Head Clerk 258 259

(* Famine)

[the papers received by the under Secy and the First Asst during the same period having been 381 (excluding pension papers and routine papers of this Office submitted to the under Secy) and 213 respectively]

* P.W. papers 49

There was a slight increase in the number of papers received by the Second or Famine Assistant owing to the sitting of the Famine Commission (it is understood that most of the papers were not registered) while there was an abnormal increase of papers received by the Head Clerk, ⁷² out of the total number representing landed property statements of Deputy Collectors which are generally received at the commencement of the Calendar year

year. In addition to the disposal of papers the Registrar and the Head Clerk have considerable work connected with office routine and management. The Registrar is ~~connected with~~ the manager of the office and has to directly supervise the preparation and maintenance of establishment pay bills, contingent register appointment book and service registers. The Head Clerk's additional duties are

(1) to attend to the submission of papers to and the distribution of papers passed or seen by the Secretary

(2) to attend to all requisitions for general information from the Secretary

(3) to receive and acknowledge the receipt of all papers from other Depts (papers are received at all times) as also registered covers addressed to the Secy.

(4) to examine all papers received from circulation before they are sent on to the Circ.

Clerk

The Head Clerk with
Check the 2 times 10 times

The Head Clerk will have
a clerk At present
Sanhara naraya Pillai

The U.S. Clerk will be

1. Kuppasam per
2. Munda
3. Ethirajaku Naidu

Some alterations in the
arrangement will also
be necessary.

1. Kuppasam per will
be as U.S. clerk.
2. Narasimha Azagun
as 1st assistant clerk.
3. Sanyasa velu kundali
as 2nd assistant clerk.
4. Vaidyema Azagun
as reference clerk to
Registrar & U.S.

The other clerks will go
as already ordered.

5. Despalther Krishnan
6. Registrar clerk & cashier
Sriamula Chetti.

7. Call clerk & Examiner
Slobarain Kishwarani Sastri

8. Typist & call clerk Narasami Andanti

The above & 2 assistants Chinnasami Chetti:

as the above (paying) list.

(For copy A.)

circulated to all
clerks for copy
28/3/08

28/3/08

call clerk

From

No.

REVENUE DEPARTMENT.

Dated

189

FOR ORDERS.

Sept.
28th Aug. 31st Aug.
1st Aug 27th Aug.

These are
currents.

June —
May —

Papers received for
C.I. from 1st May
to 30 Sep

Rs	1.a.	2.a.	Regr
97	67	96	85
170	130	176	122
127	103	144	105
394	300	416	312
159	116	172	107
119	122	171	91
672	538	759	510
11	18	45	7
683	556	804	517

What

The above figures compiled by
Sanyasa velu kundali show
the distribution of all
Revenue currents received
in the office from 1st May
to end of Sept 1897
those dealt with by the
clerk.

The Head Clerk will
check the figures.

the list to the 1st Asst
2nd Asst
Registrar

FOR ORDERS.

H.C.

H.C.

Get a list prepared then
as about showing also H.C. &
papers & distinguishing the ph
broadly into two classes

(1) papers merely "communicated"
"Recorded or transferred" or
"lodged" without any note
or discussion

(2) Other papers -
Get also Registrar figures.
5/10/28

To Under Secy

A list pre-
pared in accordance with
the Under Secy's orders is
submitted. The delay in the
beginning was due to the
move of Govt from the hills
(8th - 21st Oct) and subsequently
to heavy work.

The previous re-
distribution of work was
based on the Office note of
4th March 1928 and the

The list could not be made
to show the work of the
Registrar and the Head Clerk
connected with Office manage-
ment and routine. As re-
gards this, attention is soli-
cited to the Office note al-
ready referred to above and
also the notes of Mr David-
son and the Hon: Mr Stokes
therein ^{quoted} referred to.

The statement of
work at first prepared was
found to be wrong and a
new one had therefore to be
prepared. Even this latter
is not absolutely free from
errors but it may it is sub-
mitted be taken as correct for
all practical purposes.

Am
3. 4. 28

~~1st Asst~~

2nd Asst

~~Registrar~~

for reference

12. 4. 28

Shine notwithstanding

13. 4. 28

13. 4. 28

13. 4. 28

13. 4. 28

List of papers disposed of in the Revenue Dept of the Chi Sea months ending Oct 1898
 with the papers used in the Pension Dept during the same period

	Miscellaneous papers		Routine papers		Papers not in the proper place		Press papers	Counter- initials from other Depts	Drs	Total
	with notes	without notes	with notes	without notes	misc:	Routine				
Under Secretary ^{Rev} Pension	† 262	† 131	† 15	† 84 89	93	23	† 185 ^x	17	34	844 602
First Assistant	197	231	6	45	88	10	42	18	27	664
Second Assistant	190	278	12	103	82	14	71	45	10	805
Registrar	185	126	34	177	73	17	46	12	4	674
Head Clerk	140	135	21	175	44	6	11	20	26	578

x 126 Forest notes

Note

The list is not absolutely correct - the papers in the Col's bundles † have been taken out after an actual examⁿ of the 100 themselves. The notes include "long tortoise" to small draft - 100 also. Letter to ¹⁰⁰ 100.

List of papers received in the Pension Department during each of the months commencing from the 1st May 1898 to the 31st October 1898.

Month	No. of current received.	No. of papers merely "records" communicated "transferred" or "lodged"	Other papers.
May 1898.	83	89	513
June "	104		
July "	122		
August "	109		
September "	101		
October "	83		
Total	602	89	513

161
28.11.98

Given for copying

Copied

Examined

Signed

189

GOVERNMENT G.O. No.
189

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT

STATEMENT WITH DITTO

PAPERS NOT FILLED UP, BEING MEANT FOR DISPATCH
IN ORIGINAL.

N.B.—

- A = Copy in full.
- B = Not to be copied.
- P = Copy abstract only.
- Q = Copy heading only

A A A A A A A