

Revenue (1898) Department.

PRESS SERIES.

G.O., No. 128

Dated 3rd March 1898

[Despatch Abstract.]

Mr. Meyer's suggestions regarding certain
Returns relating to the disposal of public lands
in Taluk Offices.

Passing orders on Boards' Prop. on—

disposal of public land
L. B. B. 27/1/88 28/1/88
2.5 25/1/88
B. B. 25/1/88
12-1-88

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REVENUE DEPARTMENT.

1897.

Board of Revenue

(Land Revenue),

MADRAS.

Printed January 7th, 1898.

Proceedings, No. 432, 8th December 1897.

DECEMBER.

Circulating to all Collectors, for information and guidance, with the Board's remarks, Mr. Meyer's suggestions regarding certain returns relating to the disposal of public business in taluk offices.

PROCEEDINGS OF THE BOARD OF REVENUE
(LAND REVENUE).

FULL BOARD.

READ—the following letter from W. S. MEYER, Esq., I.C.S., on Special duty, to the Secretary to the Land Revenue Commissioners, dated Madras, 5th November 1897, No. 34:—

I have the honour to address the Board on certain returns relating to the disposal of public business in taluk offices.

2. The general rule formerly was that Tahsildars only submitted general *Business Statements* quarterly; and this has been recognized in the list of taluk returns drawn up by the Committee of Huzur Sheristadars appointed in Board's Proceedings, Mis. No. 3091, dated 29th August 1896. But under Board's Proceedings, No. 156, dated 11th May 1897, while Collectors and Divisional officers will still submit these statements quarterly, Tahsildars are required to prepare them monthly. I submit that a quarterly statement should suffice in their case also. The arrear lists which should be kept up and constantly scrutinised in the Huzur and Divisional offices will show whether the Tahsildar is keeping up to his work in the interval.

3. The taluk Business statement, as prescribed in the Board's Proceedings last quoted, shows the receipts, disposals and balance of—

- (1) General currents (superior officers).
- (2) General currents (subordinate officers).
- (3) Petitions.
- (4) Periodicals.
- (5) Applications for copies.
- (6) Darkhasts.
- (7) Patta transfer applications.
- (8) Relinquishment applications.

To these I would add, in order to avoid the submission of separate reports on the subject which are now often prescribed in districts,

- (9) Disposal of Income-tax objection petitions, and
- (10) Execution of orders passed at jamabandi, in regard to prohibitory assessments, removal of encroachments, &c., which require action or report on the part of the Tahsildar.

It is often found that there is great delay in executing miscellaneous jamabandi orders, with the result of materially adding to the work of the next year's settling-officer; and periodical information as to how far they have been carried out is therefore desirable. Every such order requiring further action should be treated as a pending paper until it is worked off.

4. It is unnecessary, I think, that the Business statement should go in duplicate to the Collector and the Divisional officer as contemplated by the Huzur Sheristadars' Committee above referred to. The Divisional officer is the person primarily responsible for seeing that the Tahsildar keeps his work up to date, and it will be sufficient therefore if the latter's Business statement be submitted to him. He should review it and send a copy with his review to the Collector for information.

5. I have found that in several districts where I have thoroughly examined the local returns, i.e., Coimbatore, Salem, Nellore, North Arcot and Tanjore, the Collector receives and reviews a number of returns from Tahsildars in regard to matters which fall within the scope of the General Business statement. This practice not only increases

clerical work but weakens the responsibility of the Divisional officer. The latter ought, as stated above, to supervise the Tahsildar's work, and in proportion as the Collector takes this duty out of his hands, his energy will slacken.

The following are returns of this nature which have been prevalent in districts which I have visited:—

- (1) Monthly and quarterly statements of disposal of patta transfer applications.
- (2) Monthly and quarterly statements showing the disposal of darkhast and house-site applications.
- (3) Monthly progress report of disposal of referred petitions.

All these cover the same ground as the General Business statement, and the Collectors concerned have at my instance taken steps for their abolition. I would ask the Board to impress the desirability of doing the same on other Collectors also.

6. I do not mean, of course, that such special returns should never be called for. If, for example, the Business statement shows that a particular Tahsildar is largely in arrear with his darkhast work, by all means let him be called on to furnish monthly, or even weekly, reports of progress until matters improve. But there is no object, I submit, in burdening all the Tahsildars of the district with special returns, as is now so often done, merely because the work of one or two is unsatisfactory.

7. The quarterly statement of disposal of patta transfer applications received through the Registration Department which is required by Board's Proceedings,

No. 582, dated 22nd September 1887, No. 637, dated 17th October 1887 (paragraph 7), * and No. 830, dated 7th December 1897, might, I think, also be discontinued with reference to the Business statement. Under Government Order,

No. 1788, Judicial, dated 28th August 1888, the Registration officers send in to the Collector monthly statements of patta transfer applications which they have made over to Tahsildars, and the receipt and disposal of these papers will figure under item 7 of the Business return, which can be sub-divided for this purpose into two sub-heads:—(a) applications received through the Registration Department and (b) those received direct.

8. Again the monthly memorandum showing the particulars as to receipt, disposal, &c., of applications for copies of public records, which is prescribed in paragraph 25 of Standing Order No. 226 (Old Edition) as re-issued in Board's Proceedings, No. 592 of 13th October 1893, is, I venture to think, superfluous. The general disposal of copy applications will fall under the Business statement (item 5) while the special details required in the Standing Order would be sufficient in an annual statement.

9. Other statements which have at my suggestion been abolished by the Collectors of North Arcot, Coimbatore, Salem, Nilgiris, Tanjore and Nellore as being unnecessary with reference to information otherwise available, and in regard to which the same course might be followed elsewhere, are the following:—

(1) A monthly statement of papers pending with each Revenue Inspector submitted through the Tahsildar and the Divisional officer to the Collector.

The information is given in the Revenue Inspector's fortnightly diaries and there is no reason why it should go beyond the Divisional officer who should be responsible for the Revenue Inspector's work.

(2) A monthly statement of cases pending with Sub-Magistrates.—The elaborate business statements submitted under the High Court's orders give sufficient information on the point. [In Coimbatore the return has been retained but is not to go beyond the Divisional Magistrate.]

(3) A monthly statement of referred charge sheets pending with Sub-Magistrates.—Cases of delay can be noticed and dealt with on perusal of the Sub-Magistrate's proceedings in each case, copy of which goes, like his ordinary Calendars, to the District and Divisional Magistrates. (Here, as always, a special return can be called for from an individual Sub-Magistrate who is found to be delaying his cases.)

(4) *Monthly and quarterly statements of progress made in sorting and destroying records.*—The annual report on the subject

proposed by the Huzur Sheristadars' Committee (item 38 in their A list), with the information elicited in the Divisional officer's inspection of taluk * offices—the question forms in regard to which (see Nos. 75 to 92 and 123) contain special references to records—should, now that the disposal number system is generally understood, suffice.

(5) *A special monthly statement (in Coimbatore) showing the progress made in the preparation and issue of loan orders and special pattas.*—There are elaborate statements regarding loans submitted either monthly or quarterly under the Board's orders in all districts and no others are necessary.

(6) *Monthly statements showing the progress in the disposal of applications for lands acquired for public purposes and of claims to compensation for lands so acquired.*—The half-yearly statements prescribed in paragraph 11 of Standing Order No. 11 for submission to the Board are sufficient.

(7) *Monthly statement of fines imposed on village officers (in North Arcot).*—The abstract quarterly statements referred to in paragraphs 33 and 34 of my letter, No. Extra Tour B., dated 12th October 1897, should be quite sufficient.

(8) *Monthly and quarterly statement of sales of quinine packets (vide papers quoted in the margin).*—The Director of Cinchona Plantations requires only an annual statement for compilation and submission to Government, and the Collectors need not get anything further than this from their subordinates. In fact, as the sales are now mainly carried on through post offices, it is for consideration whether the Revenue subordinates need be any longer burdened with the work of carrying on these petty sales.

(9) *Quarterly statement of Court-fees realized.*—Only an annual statement is required for the statistical tables relating to stamps.

(10) *Monthly and quarterly reports on the inspection of liquor shops by Revenue officers.*—The Board only requires the information to be furnished annually for the Abkari administration report, and annual returns from the taluks will therefore suffice. As a matter of fact the inspection of shops by Tahsildars and other Revenue officers is generally of little value.

10. Under present orders (see for example Board's circular memorandum, dated 30th September 1848, and Government's circular memorandum, † No. 402 of 23rd November 1883, every Revenue authority from the Tahsildar to the Board submits to the office superior to it *periodical lists*, generally quarterly ‡ of papers still unanswered which have been respectively received from and addressed to the higher authority. I submit that the introduction of the disposal number system renders these returns unnecessary, for the rules issued thereunder require each file to be kept open till a final reply to a reference is received or given. Every clerk again has to keep up a personal register of papers for which he is responsible; and from these, and the general, received and disposal registers, lists of arrears in any office, whether due to delay in the office itself or to the non-reply of subordinates, can and should be compiled at frequent intervals for scrutiny by the office head. And in so far as they tend to prevent the regular compilation and scrutiny of such arrear statements within the office, the lists of unanswered references now under discussion are a positive evil. The Business statements again show a superior office the state of work in a subordinate one and the details of long pending papers therein, while there is of course the further check afforded by reminders.

† In Board's Proceedings, Mis. No. 10485, dated 7th December 1883.

‡ As between the Board and Government the lists are half yearly, where as from Tahsildar to Collector they are often monthly.

I would suggest therefore that the special returns of unanswered references be done away with wherever they exist.

11. In this connection I beg to bring to the notice of the Board a plan of ensuring prompt disposal of papers on the part of subordinate offices which I adopted in Nellore. The constant issue of "reminders," the frequency of which bred contempt, from the Collector's office was put a stop to except in cases of real urgency; and in their place a monthly list of reports, &c., due to the Collector for over two months was despatched to each Divisional officer and Tahsildar, to be returned within a fortnight with a brief note in the officer's own hand explaining the cause of non-reply in each case. This ensured the personal attention of the Divisional officers and Tahsildars being drawn to pending papers &c., and was thus more efficacious than the ordinary "reminders," which many officers simply toss over to their clerks.

I said two months in the first instance, but intended to bring it down to one month subsequently.

12. The system worked well, while I was in Nellore, and though Mr. Scott tells me that it has not been so satisfactory since, this result is amply accounted for by the reason he gives for it, viz., that the prompt return of the list, with remarks, from Divisional officers, &c., which is an obvious *sine qua non* of the scheme, has not been enforced. If properly worked, the system is, I am convinced, a good one, and I therefore put it before the Board for information, and recommendation to Collectors, if thought desirable. A copy of my circular on the subject as Collector of Nellore is enclosed for information.

13. *Tahsildars' Diaries.*—There seems to be no general order under which diaries from a Tahsildar are required, but a diary of some sort or other seems to be submitted to the Divisional officer in several districts. In Madura it takes the form, apparently, of a very elaborate statement herewith submitted for reference, and in South Arcot there is a diary abstract as well as a tour statement and a statement of villages not visited.

14. I think that if the Tahsildar is to submit a monthly diary at all, it should be as simple as possible. It is by the disposal of the Tahsildar's arzis, and by jamabandi and personal observations while on tour in the taluk, that a Divisional officer can gauge the worth and activity of his officers, and not by calling on them to fill up inquisitorial returns.

15. A brief monthly statement in the following form should therefore suffice:—

Date.	Halting place.	If in camp, its distance from head-quarters and names of other villages visited therefrom.	Work done (in concise narrative).

and at the close there should be—

Total number of days spent (a) during the month under report.
in camp. (b) during the half-year.

16. This statement need be submitted to the Divisional officer only, as he should be made responsible for seeing that the Tahsildar does a proper amount of outdoor work. The Divisional officer should, however, submit half-yearly statements of the touring of each of his Tahsildars to the Collector. These would take the place of a separate half-yearly tour return from each Tahsildar to the Collector, which figures in the list drawn up by the Huzur Sheristadars' Committee (No. 32 in the A. Series).

RESOLUTION—No. 432, dated 8th December 1897.

The Board resolves to circulate the foregoing letter to all Collectors for information and guidance together with the following remarks. The matter has been discussed by the Full Board.

2. Paragraphs 2-4—*Taluk Business Statements*.—The Board agrees with Mr. Meyer that these should be submitted quarterly to the Divisional officer, who should review all the returns for his division together and should send a copy of the review to the Collector. The Business statements need not be prepared in duplicate. As pointed out by Mr. Meyer, it is, of course, open to the Collector or his Divisional officer to require monthly returns from any Tahsildar who is in arrears. The return, as now amended, is given as an appendix to these Proceedings.

Paragraphs 5 to 8.—The Board accepts Mr. Meyer's suggestions. The Standing Orders will be amended accordingly.

Paragraph 9—*Other Statements*.—The suggestions contained in clauses (1) to (7), (9) and (10) of this paragraph are accepted. Clause (8) requires the orders of Government.

Paragraphs 10-12—*Unanswered References and Reminders*.—The Board considers that the returns of unanswered references may be abolished, but it will be necessary to maintain a careful list of such references in the office of issue. The Board will introduce a revised system in regard to its own office with effect from January 1st, 1898. The sanction of Government is requested for the discontinuance of the quarterly list of unanswered references due from the Board to Government and of Board's Proceedings pending with Government. As regards the issue of reminders the Board commends Mr. Meyer's suggestions to the careful consideration of all Collectors.

Paragraph 13—*Tahsildars' Diaries*.—The Board is of opinion that no diary is required in the case of Tahsildars and Deputy Tahsildars, but these officers should hereafter submit to the Divisional officer a monthly tour statement as suggested by Mr. Meyer. The form is appended to these Proceedings. These tour statements will be reviewed by the Divisional officer, who will bring to the Collector's notice any case in which a Tahsildar has not done a proper amount of touring. The Collector can, of course, call for the Tahsildar's tour statements whenever he considers it necessary to do so, but in the ordinary course they will stop with the Divisional officer.

3. The above orders supersede all orders previously issued on these subjects. The necessary corrections will be made in the "Office routine" chapter of the Standing Orders. This chapter is now undergoing thorough revision and will in due course be submitted for the orders of Government.

(True Copy and Extract.)

R. R. R.
Secretary.

To all Collectors.

Copy to the Secretary to Government, Revenue Department.
" to W. S. Meyer, Esq., I.C.S.

DESPATCH OF REVENUE BUSINESS IN THE OFFICE OF
Taluk
APPENDIX A.
Quarterly ending
for the month of
189.

NOTE.—1. The unit for these statistics is each single one of the serial numbers entered in column 1 of the registers shown in column 2 of this statement; when two or more currents go under one current number they are not separate units; they all form one unit.
2. When there are two or more currents in one file the current first registered will decide what register it is to be booked against.
3. In the case of periodicals the period of pendency, columns 9-12, to be reckoned from the date when it ought to have been despatched. See columns 3 and 4 of the Periodical Register.
4. The business to be shown in these statistics is all business other than Magisterial.
5. The business to be shown in these statistics will contain all communications from superior officers.
6. General current (superior officers) will contain all communications from subordinate, Co-ordinate, and all other officers.
7. General current (sub) will contain all communications received from parties direct; petitions referred from superiors either for disposal or report should be shown in General Current.
8. Petition current refers only to communications received from parties direct; entries not to be repeated in the General Current.
N.B.—Details of papers pending for six months and upwards should accompany the statement.

o.	Items.	The number of serial numbers in column 1 of the current or other registers in column 2 which were pending at the beginning of the month.	Number of serial numbers received or initiated during the month.	Total of columns 3 and 4.	Number of serial numbers disposed of finally.				Remaining in arrears.				Total of columns 9, 10, 11 and 12.	Remarks.
					Out of the serial numbers shown in column 3.	Out of the serial numbers shown in column 4.	Total of columns 6 and 7.	Total of columns 8 and 9.	One month or less, counting from date of registration of first in current in file.	More than one month and not more than six months.	More than six months and not more than one year.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
1	General current (superior officers) ..													
2	General current (subordinate officers) ..													
3	Petition register ..													
4	Periodical register ..													
5	Copy application register ..													
6	Register of darkhusts (including applications for house-sites) ..													
7	Petition transfer register ..													
8	Relinquishment register ..													
9	Income-tax objection petitions ..													
10	Register of orders passed at Jama-bandi in regard to / prohibitory assessments, removal of encroachments, &c., which require action or report on the part of the Tahsildar.													
	Total ..													

OFFICE OF THE

Total of column 3
Total of column 13

Increase
Decrease

To

(Signature)

(Office)

(a) Applications received through the Registration Department.
(b) Applications received direct by the Revenue Dept.

Set

8 BOARD OF REVENUE (LAND REVENUE), No. 432, 8TH DECEMBER 1897.

APPENDIX B.

Form of Monthly Tour Statement to be submitted by Tahsildars and Deputy Tahsildars.
In the month of 189 .

Date.	Halting place.	If in camp, its distance from head-quarters and names of other villages visited therefrom.	Work done (in concise narrative).

Total number of days spent in camp { (a) during the month under report.
(b) during the half-year.

189 . }

Tahsildar.

Mr. No 243 of 98.

In order.

Mr.

The current is a R.P.
on Mr. Mergen suggestions
re certain returns
relating to the disposal
of public business in Pabul
Opis.

The Board has
accepted all Mr. Mergen
suggestions which seem
to be excellent.

No matter only
require the order of
Govt.

(1)

Mr. Mergen in clause (8)
of para 9 of his letter
(page 4 of the current)
points out that the
Director of the Archana
plantations requires
only an annual statement
for compilation of
the sales of Guine
pachets ^{from each District} for submission
to Govt. This annual

C.G. 128/
3-3-98

C. 22/9/98
R. 28/9/98

Statement was sanctioned in
G.O. no 1252 d 13 Dec 92.

Flight

It would appear that
some Collection get quarterly & even monthly
statements. These ^{are} also submitted,
quite unnecessary.

Mr Meegs further
suggests that "as the
sales are now mainly
carried on through
Post-Office it is for
consideration whether
the Rev subordinates
need to any longer be
burdened with the work of carrying
on their petty sales."

The figures for the
Sales by Rev Officers +
since the year 1890 when
the system was instituted
are given below.

1890-1	PKG-SOs
1891-2	744
1892-3	964
1893-4	1523
1894-5	1667
1895-6	1642
1896-7	1493

The sales by Post Offices were
1895-6 664
1896-7 4826

+ Director's Report para 4 in
G.O. 85-1 Rev d boct 97-B

+ Each packet sold by a Rev Officer
contains 100 four grain powder
At 3 pice each this makes 1-9-0
The packets are supplied for 1-8-0
the one anna being commission

avg. for 4 years 1881
value 2371 Rs.

* Para 17 of B.

+ Each cmtg 102 powder supplied at 1-8-0 only
i.e. 7-6 commission

Yes
S/H Jg

Full
Ludh increase it.
It is not desirable to give
them extra encouragement
till to the possible neglect
of their own duties

S/H

I think Mr P. should be
asked about this. He must in-
crease work & give rise to
mistakes of which are made
up some containing 100 & some
102 powder

Jg

3 It would seem premature
to abandon the sales
by Revenue Officers
just yet. Perhaps
Revenue Officers could
be allowed the same
commission as Postmasters
viz 1a per Re instead
of 8 pice per Re. This
could easily be effected
by instructing the
Standards to supply
Rev Officers with 102
powder packets in
future for 1-8-0
instead of 100 powder
packets as at present.

(2) In para 10 of
his letter (page 4 of
the current) Mr Meegs
recommends the
abolition of special
returns of annual
reference now that
the disposal of
system has been
universally intro-
duced. The Board

4

Concur with Mr. Meyer
and request the
sanction of Govt.
for the discontinuance
of the quarterly list
of unanswered references
due from the Bd to
Govt. & of Boards
progs pending with
Govt.

The following lists of
unanswered references from & to Govt
& periodical reports due to Govt
are submitted for the
Govt in the R. Dept.

5/ I. Quarterly list of
communications addressed
by the Bd to the Govt
and remaining unanswered.

II Half-yearly list of
communications addressed
by the Government to the
Bd and remaining
unanswered.

Besides these the following
lists are also recorded in
the Govt office.

Please see next page for list.
Cont on p. 7.

5
Lists of Unanswered References and Periodical Reports and
Returns - submitted to Govt. in the Revenue Dept.

No.	Name of List.	By whom submitted.
1.	Quarterly list of communications addressed <u>to</u> Govt. and remaining unanswered.	Board of Revenue (all Depths).
2.	— do —	Inam Commissioners.
3.	— do —	Superintendent, Rev. Survey.
4.	Quarterly lists of communications addressed <u>to</u> and <u>by</u> Government and remaining unanswered.	Director of the Government Cinchona Plantations Collector of District Collector of Salem.
5.	— do —	
6.	— do —	
7.	Half-yearly list of communications addressed <u>by</u> Government and remaining unanswered.	Board of Revenue (all Depths).
8.	— do —	Inam Commissioners.
9.	— do —	Superintendent, Rev. Survey.
10.	Quarterly list of periodical reports and returns due <u>to</u> Government	Board of Revenue (all Depths).
11.	— do —	Inam Commissioners.
12.	— do —	Superintendent, Rev. Survey.
13.	— do —	Director of the Government Cinchona Plantations.

N.B. All the above lists with the exception of Nos 5 & 6 are submitted regularly.

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No 5 & 6 on the foregoing
 list seem to exist under
 some misapprehension
 Besides the Collector of
 Kistna & Salem, the
 Collector of Mr. Districts
 used to submit similar
 returns. The authority
 under which this was
 done seems to be
 Dns of the Public Dept
 No 1485 D 6 Augt 1883
 and No 2049 D 18 Oct 1883
 These Dns have however
 been cancelled & C.O.
 D 16 June 1890 No 670 R
 which was communicated
 to all Collectors of the
 Public Dept direct.
 The Collector of Kistna
 & Salem appear to have
 overlooked the last order.
 Hence the magh
 submit their returns
 (No 5 & 6) are unnecessary
 & that the Collector of
 Salem & Kistna may be
 told to discontinue their

Yes: certainly
 JS GJS

With regard to the
other lists & returns, the
only use ~~made of~~
a name they have is
to ensure a periodical
scrutiny of the
areas. We have
however in the office
a weekly areas list
and a call book.

In the circumstances,
the submission of the list
the return noted on
page 5 may be
discontinued.

Yes, I think we had better not aim at too much
periodical printing - but help - security
will be sufficient in all cases

JG
26/2/98

These lists of pending pp. book
the MS. & pp. are not voluminous
& are useful, & on the whole I
bel. be inclined to retain them.
They form a useful cross-check.

8/2 191408

See

A Draft E.P. is
Submitted below.

2. It will be seen that the items 10 to 13 on page 8 above are lists of periodical returns & reports. With Mr. Meigs or Mr. Bod mentioned these lists tho' the note referred to them. It ~~will be seen~~ ^{is submitted} that if they are not to be abolished there will not be ~~any object~~ ^{much use} in getting them half yearly. It is all important that these reports & returns should come in punctually & reminders should go out at the ~~first~~ ^{beginning of} delay. There would not be much use noticing delay in a list received ~~some~~ ^{some} months after the due date of a report. I submit therefore that these lists need not be mentioned in the G.O. & that they continue to come quarterly as usual (11/1, 2, 3, 4)

Issue date
9/13/88

Read B.P. 432 D 8 Dec 97
Cin. No. 243.

Gen. Penn No. 128 d/3rd March 1898.

The Board requests the
Sanction of Govt for the
discontinuance of the
quarterly list of unanswered
references due from the
Board to ^{the} Govt and of
Board's Proceedings
pending with the Govt.

2. The following list
of unanswered references
are at present submitted
to the Govt in the Rev
Dept.

[H.S. list of items 1 to 9
of the list on page 5 of the
note.]

Of the items on the above
list Nos 5 & 6 are
probably submitted
under a misapprehension
of orders. The Collection
concerned should dis-
continue these lists for the
future. The other lists
are not voluminous
and are useful as

4P

ensuring a periodical
settlement of arrears. The
Govt therefore considers
that they should continue
to be submitted. It will
suffice however if
items nos 1 to 4 are
submitted half yearly.

3. With reference to
Mr Meyer's suggestion
in para 9 clause 8 of
his letter read above
the Govt considers that
it wd be premature
at present to discontinue
the sale of genuine
packets by Rev Officers.

It appears that the packets
sold by Rev Officer contain
100 powder only while
those sold by postmaster
contain 102 powder.

As the packets are
supplied at the same
rate ^{Rs 1-8-0} to both classes
of officers and as the
price to the public is
3 pice per powder, it
follows that the Rev Officer

5P
makes a gain of
commission of only 8
pice per Rupee while
the postmaster gets
1 anna per Rupee.
The Govt doubts whether
it wd be expedient
to raise the rate of
commission to Rev
Officers but it probably
the making up of
different sized packets
must occasion trouble
& mistakes. The Director
of the Govt Ordnance
Department is requested
to report on the matter.

The Govt agrees
with Mr Meyer that
an annual statement
of sales is all that
collectors need require
from their subordinates.
4. The instructions
of the Board on Mr
Meyer's other suggestions
are approved.

Subscribed by
Commissioner of the 12th (Sd. Div.)
The 12th (Sd. Div.)
Secretary to the Government
5/5

W. S. S. 18
1. 3. 58
To the B. D. L. R.
To the D. G. C. P.
To the Secy. to the Govt.

Government (1898) of Madras.
REVENUE.

<i>Recd.</i>	} 1898.	<i>Enclosures</i>
<i>Regd.</i>		<i>Spare copies</i>

G.O., No. 128, 3rd March 1898.

MARCH.

Mr. Meyer's suggestions regarding certain returns relating to the
disposal of public business in Taluk Offices.

Passing orders on Board's Proceedings on —

GOVERNMENT OF MADRAS.

REVENUE DEPARTMENT.

READ—the following Proceedings of the Board of Revenue (Land Revenue), No. 432, dated 8th December 1897 :—

FULL BOARD.

Read—the following letter from W. S. MEYER, Esq., I.C.S., on Special duty, to the Secretary to the Land Revenue Commissioners, dated Madras, 5th November 1897, No. 34 :—

I have the honour to address the Board on certain returns relating to the disposal of public business in taluk offices.

2. The general rule formerly was that Tahsildars only submitted general *Business Statements* quarterly; and this has been recognized in the list of taluk returns drawn up by the Committee of Huzur Sheristadars appointed in Board's Proceedings, Mis. No. 3991, dated 29th August 1896. But under Board's Proceedings, No. 156, dated 11th May 1897, while Collectors and Divisional officers will still submit these statements quarterly, Tahsildars are required to prepare them monthly. I submit that a quarterly statement should suffice in their case also. The arrear lists which should be kept up and constantly scrutinised in the Huzur and Divisional offices will show whether the Tahsildar is keeping up to his work in the interval.

3. The taluk Business statement, as prescribed in the Board's Proceedings last quoted, shows the receipts, disposals and balance of—

- (1) General currents (superior officers).
- (2) General currents (subordinate officers).
- (3) Petitions.
- (4) Periodicals.
- (5) Applications for copies.
- (6) Darkhasts.
- (7) Patta transfer applications.
- (8) Relinquishment applications.

To these I would add, in order to avoid the submission of separate reports on the subject which are now often prescribed in districts,

- (9) Disposal of Income-tax objection petitions, and
- (10) Execution of orders passed at jamabandi, in regard to prohibitory assessments, removal of encroachments, &c., which require action or report on the part of the Tahsildar.

It is often found that there is great delay in executing miscellaneous jamabandi orders, with the result of materially adding to the work of the next year's settling-officer; and periodical information as to how far they have been carried out is therefore desirable. Every such order requiring further action should be treated as a pending paper until it is worked off.

4. It is unnecessary, I think, that the Business statement should go in duplicate to the Collector and the Divisional officer as contemplated by the Huzur Sheristadars' Committee above referred to. The Divisional officer is the person primarily responsible for seeing that the Tahsildar keeps his work up to date, and it will be sufficient therefore if the latter's Business statement be submitted to him. He should review it and send a copy with his review to the Collector for information.

5. I have found that in several districts where I have thoroughly examined the local returns, i.e., Coimbatore, Salem, Nellore, North Arcot and Tanjore, the Collector

receives and reviews a number of returns from Tahsildars in regard to matters which fall within the scope of the General Business statement. This practice not only increases clerical work but weakens the responsibility of the Divisional officer. The latter ought, as stated above, to supervise the Tahsildar's work, and in proportion as the Collector takes this duty out of his hands, his energy will slacken.

The following are returns of this nature which have been prevalent in districts which I have visited :—

- (1) Monthly and quarterly statements of disposal of patta transfer applications.
- (2) Monthly and quarterly statements showing the disposal of darkhast and house-site applications.
- (3) Monthly progress report of disposal of referred petitions.

All these cover the same ground as the General Business statement, and the Collectors concerned have at my instance taken steps for their abolition. I would ask the Board to impress the desirability of doing the same on other Collectors also.

6. I do not mean, of course, that such special returns should never be called for. If, for example, the Business statement shows that a particular Tahsildar is largely in arrear with his darkhast work, by all means let him be called on to furnish monthly, or even weekly, reports of progress until matters improve. But there is no object, I submit, in burdening all the Tahsildars of the district with special returns, as is now so often done, merely because the work of one or two is unsatisfactory.

7. The quarterly statement of disposal of patta transfer applications received through the Registration Department which is required by Board's Proceedings,

No. 582, dated 22nd September 1887, No. 637, dated 17th October 1887 (paragraph 7), * and No. 830, dated 7th December 1897, might, I think, also be discontinued with reference to the Business statement. Under Government Order,

No. 1788, Judicial, dated 28th August 1888, the Registration officers send in to the Collector monthly statements of patta transfer applications which they have made over to Tahsildars, and the receipt and disposal of these papers will figure under item 7 of the Business return, which can be sub-divided for this purpose into two sub-heads—(a) applications received through the Registration Department and (b) those received direct.

8. Again the monthly memorandum showing the particulars as to receipt, disposal, &c., of applications for copies of public records, which is prescribed in paragraph 25 of Standing Order No. 226 (Old Edition) as re-issued in Board's Proceedings, No. 592 of 13th October 1893, is, I venture to think, superfluous. The general disposal of copy applications will fall under the Business statement (item 5) while the special details required in the Standing Order would be sufficient in an annual statement.

9. Other statements which have at my suggestion been abolished by the Collectors of North Arcot, Coimbatore, Salem, Nilgiris, Tanjore and Nellore as being unnecessary with reference to information otherwise available, and in regard to which the same course might be followed elsewhere, are the following :—

- (1) A monthly statement of papers pending with each Revenue Inspector submitted through the Tahsildar and the Divisional officer to the Collector.

The information is given in the Revenue Inspector's fortnightly diaries and there is no reason why it should go beyond the Divisional officer who should be responsible for the Revenue Inspector's work.

(2) A monthly statement of cases pending with Sub-Magistrates.—The elaborate business statements submitted under the High Court's orders give sufficient information on the point. [In Coimbatore the return has been retained but is not to go beyond the Divisional Magistrate.]

(3) A monthly statement of referred charge sheets pending with Sub-Magistrates.—Cases of delay can be noticed and dealt with on perusal of the Sub-Magistrate's proceedings in each case, copy of which goes, like his ordinary Calendars, to the District

and Divisional Magistrates. (Here, as always, a special return can be called for from an individual Sub-Magistrate who is found to be delaying his cases.)

(4) *Monthly and quarterly statements of progress made in sorting and destroying records.*—The annual report on the subject proposed by the Huzur Sheristadars' Committee (item 38 in their A list), with the information elicited in the Divisional officer's inspection of taluk * offices—the question forms in regard to which (see Nos. 75 to 92 and 123) contain special references to records—should, now that the disposal number system is generally understood, suffice.

(5) *A special monthly statement (in Coimbatore) showing the progress made in the preparation and issue of loan orders and special pattus.*—There are elaborate statements regarding loans submitted either monthly or quarterly under the Board's orders in all districts and no others are necessary.

(6) *Monthly statements showing the progress in the disposal of applications for lands acquired for public purposes and of claims to compensation for lands so acquired.*—The half-yearly statements prescribed in paragraph 11 of Standing Order No. 11 for submission to the Board are sufficient.

(7) *Monthly statement of fines imposed on village officers (in North Arcot).*—The abstract quarterly statements referred to in paragraphs 33 and 34 of my letter, No. Extra Tour B., dated 12th October 1897, should be quite sufficient.

(8) *Monthly and quarterly statement of sales of quinine packets (vide papers quoted in the margin).*—The Director of Cinchona Plantations requires only an annual statement for compilation and submission to Government, and the Collectors

need not get anything further than this from their subordinates. In fact, as the sales are now mainly carried on through post offices, it is for consideration whether the Revenue subordinates need be any longer burdened with the work of carrying on these petty sales.

(9) *Quarterly statement of Court-fees realized.*—Only an annual statement is required for the statistical tables relating to stamps.

(10) *Monthly and quarterly reports on the inspection of liquor shops by Revenue officers.*—The Board only requires the information to be furnished annually for the Abkari administration report, and annual returns from the taluks will therefore suffice. As a matter of fact the inspection of shops by Tahsildars and other Revenue officers is generally of little value.

10. Under present orders (see for example Board's circular memorandum, dated 30th September 1848, and Government's circular memorandum, † No. 402 of 23rd November 1883, every Revenue authority from the Tahsildar to the Board submits to the office superior to it *periodical lists*, generally quarterly ‡ of papers still un-

answered which have been respectively received from and addressed to the higher authority. I submit that the introduction of the disposal number system renders these returns unnecessary, for the rules issued thereunder require each file to be kept open till a final reply to a reference is received or given. Every clerk again has to keep up a personal register of papers for which he is responsible; and from these, and the general, received and disposal registers, lists of arrears in any office, whether due to delay in the office itself or to the non-reply of subordinates, can and should be compiled at frequent intervals for scrutiny by the office head. And in so far as they tend to prevent the regular compilation and scrutiny of such arrear statements within the office, the lists of unanswered references now under discussion are a positive evil. The Business statements again show a superior office the state of work in a subordinate one and the details of long pending papers therein, while there is of course the further check afforded by reminders.

I would suggest therefore that the special returns of unanswered references be done away with wherever they exist.

11. In this connection I beg to bring to the notice of the Board a plan of ensuring prompt disposal of papers on the part of subordinate offices which I adopted in Nellore. The constant issue of "reminders," the frequency of which bred contempt, from the Collector's office was put a stop to except in cases of real urgency; and in their place a monthly list of reports, &c.,

* I said two months in the first instance, but due to the Collector for over two months was despatched to each Divisional officer and Tahsildar, to be returned subsequently.

within a fortnight with a brief note in the officer's own hand explaining the cause of non-reply in each case. This ensured the personal attention of the Divisional officers and Tahsildars being drawn to pending papers, &c., and was thus more efficacious than the ordinary "reminders," which many officers simply toss over to their clerks.

12. The system worked well, while I was in Nellore, and though Mr. Scott tells me that it has not been so satisfactory since, this result is amply accounted for by the reason he gives for it, viz., that the prompt return of the list, with remarks, from Divisional officers, &c., which is an obvious *sine qua non* of the scheme, has not been enforced. If properly worked, the system is, I am convinced, a good one, and I therefore put it before the Board for information, and recommendation to Collectors, if thought desirable. A copy of my circular on the subject as Collector of Nellore is enclosed for information.

13. *Tahsildars' Diaries.*—There seems to be no general order under which diaries from a Tahsildar are required, but a diary of some sort or other seems to be submitted to the Divisional officer in several districts. In Madura it takes the form, apparently, of a very elaborate statement herewith submitted for reference, and in South Arcot there is a diary abstract as well as a tour statement and a statement of villages not visited.

14. I think that if the Tahsildar is to submit a monthly diary at all, it should be as simple as possible. It is by the disposal of the Tahsildar's arzis, and by jamabandi and personal observations while on tour in the taluk, that a Divisional officer can gauge the worth and activity of his officers, and not by calling on them to fill up inquisitorial returns.

15. A brief monthly statement in the following form should therefore suffice:—

Date.	Halting place.	If in camp, its distance from head-quarters and names of other villages visited therefrom.	Work done (in concise narrative).

and at the close there should be—

Total number of days spent { (a) during the month under report.
in camp. { (b) during the half-year.

16. This statement need be submitted to the Divisional officer only, as he should be made responsible for seeing that the Tahsildar does a proper amount of outdoor work. The Divisional officer should, however, submit half-yearly statements of the touring of each of his Tahsildars to the Collector. These would take the place of a separate half-yearly tour return from each Tahsildar to the Collector, which figures in the list drawn up by the Huzur Sheristadars' Committee (No. 32 in the A. Series).

Resolution—No. 432, dated 8th December 1897.

The Board resolves to circulate the foregoing letter to all Collectors for information and guidance together with the following remarks. The matter has been discussed by the Full Board.

2. *Paragraphs 2-4—Taluk Business Statements.*—The Board agrees with Mr. Meyer that these should be submitted quarterly to the Divisional officer, who should review all the returns for his division together and should send a copy of the review to the Collector. The Business statements need not be prepared in duplicate. As pointed out by Mr. Meyer, it is, of course, open to the Collector or his Divisional officer to require monthly returns from any Tahsildar who is in arrears. The return, as now amended, is given as an appendix to these Proceedings.

Paragraphs 5 to 8.—The Board accepts Mr. Meyer's suggestions. The Standing Orders will be amended accordingly.

Paragraph 9—Other Statements.—The suggestions contained in clauses (1) to (7), (9) and (10) of this paragraph are accepted. Clause (8) requires the orders of Government.

Paragraphs 10-12—Unanswered References and Reminders.—The Board considers that the returns of unanswered references may be abolished, but it will be necessary to maintain a careful list of such references in the office of issue. The Board will introduce a revised system in regard to its own office with effect from January 1st, 1898. The sanction of Government is requested for the discontinuance of the quarterly list of unanswered references due from the Board to Government and of Board's Proceedings pending with Government. As regards the issue of reminders the Board commends Mr. Meyer's suggestions to the careful consideration of all Collectors.

Paragraph 13—Tahsildars' Diaries.—The Board is of opinion that no diary is required in the case of Tahsildars and Deputy Tahsildars, but these officers should hereafter submit to the Divisional officer a monthly tour statement as suggested by Mr. Meyer. The form is appended to these Proceedings. These tour statements will be reviewed by the Divisional officer, who will bring to the Collector's notice any case in which a Tahsildar has not done a proper amount of touring. The Collector can, of course, call for the Tahsildar's tour statements whenever he considers it necessary to do so, but in the ordinary course they will stop with the Divisional officer.

3. The above orders supersede all orders previously issued on these subjects. The necessary corrections will be made in the "Office routine" chapter of the Standing Orders. This chapter is now undergoing thorough revision and will in due course be submitted for the orders of Government.

(True Copy and Extract.)

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

To all Collectors (D.Os. and Tahrs.).

Copy to the Secretary to Government, Revenue Department.
" to W. S. Meyer, Esq., I.C.S.

APPENDIX A.

DESPATCH OF REVENUE BUSINESS IN THE TALUK OFFICE OF

189

for the quarter ending

NOTE.—1. The unit for these statistics is each single one of the serial numbers entered in column 1 of the registers shown in column 2 of this statement; when two or more currents go under one current number they are not separate units; they all form one unit.
2. When there are two or more currents in one file the current first registered will decide what register it is to be booked against.
3. In the case of periodicals the period of pendency, columns 9-12, to be reckoned from the date when it ought to have been despatched. See columns 3 and 4 of the periodical register.
4. The business to be shown in these statistics is all business other than Magisterial.
5. General current (superior officers) will contain all communications from superior officers.
6. General current (sub) will contain all communications from subordinate, co-ordinate, and all other officers.
7. Petition current refers only to communications received from parties direct; petitions referred from superiors either for disposal or report should be shown in general current.
8. Separate registers should be maintained for items Nos. 2 to 10; entries not to be repeated in the general current.

N.B.—Details of papers pending for six months and upwards should accompany the statement.

No.	Items.	The number of serial numbers in column 1 of the current or other registers in column 2 which were pending at the beginning of the month.	Number of serial numbers received or initiated during the month.	Total of columns 3 and 4.	Number of serial numbers disposed of finally.			Remaining in arrears.				Total of columns 9, 10, 11 and 12.	Remarks.
					Out of the serial numbers shown in column 3.	Out of the serial numbers shown in column 4.	Total of columns 6 and 7.	One month or less, counting from date of registration of first current in file.	More than one month and not more than six months.	More than six months and not more than one year.	More than one year.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	General current (superior officers)	..	..	..	..	..	..	..	..	..	..	..	..
2	General current (subordinate officers)	..	..	..	..	..	..	..	..	..	..	..	..
3	Petition register	..	..	..	..	..	..	..	..	..	..	..	..
4	Periodical register	..	..	..	..	..	..	..	..	..	..	..	..
5	Copy application register	..	..	..	..	..	..	..	..	..	..	..	..
6	Register of darknats (including applications for house-sites).	..	..	..	..	..	..	..	..	..	..	..	..
7	Patta transfer register.	(a) applications received through the Registration Department. (b) applications received direct by the Revenue Department.											
8	Relinquishment register	..	..	..	..	..	..	..	..	..	..	..	..
9	Income-tax objection petitions	..	..	..	..	..	..	..	..	..	..	..	..
10	Register of orders passed at jamabandi in regard to prohibitory assessments, removal of encroachments, &c., which require action or report on the part of the Tahsildar.	..	..	..	..	..	..	..	..	..	..	..	..
	Total ..	..	..	..	..	..	..	..	..	..	..	..	..

OFFICE OF THE

Total of column 3
" of column 13189 }
ToIncrease
Decrease(Signature)
(Office)

APPENDIX B.

FORM of Monthly Tour Statement to be submitted by Tahsildars and Deputy Tahsildars.
In the month of 189 .

Date.	Halting place.	If in camp, its distance from head-quarters and names of other villages visited therefrom.	Work done (in concise narrative).

Total number of days spent in camp { (a) during the month under report.
(b) during the half-year.

189 . }

Tahsildar.

ORDER—No. 128, Revenue, dated 3rd March 1898.

Miscellaneous.

The Board requests the sanction of Government for the discontinuance of the quarterly lists of unanswered references

due from the Board to the Government and of Board's Proceedings pending with the Government.

2. The following lists of unanswered references are at present submitted to the Government in the Revenue Department:—

No.	Name of list.	By whom submitted.
1	Quarterly list of communications addressed to Government and remaining unanswered.	Board of Revenue (all departments).
2	Do. do. ...	Inam Commissioner.
3	Do. do. ...	Superintendent, Revenue Survey.
4	Quarterly lists of communications addressed to and by Government and remaining unanswered.	Director of the Government Cinchona Plantations.
5	Do. do. ...	Collector of Kistna.
6	Do. do. ...	" of Salem.
7	Half-yearly list of communications addressed by Government and remaining unanswered.	Board of Revenue (all departments).
8	Do. do. ...	Inam Commissioner.
9	Do. do. ...	Superintendent, Revenue Survey.

Of the items on the above list, Nos. 5 and 6 are probably submitted under a misapprehension of orders. The Collectors concerned should discontinue these lists for the future. The other lists are not voluminous and are useful as ensuring a periodical scrutiny of arrears. The Government therefore considers that they should continue to be submitted. It will suffice, however, if items Nos. 1 to 4 are submitted half-yearly.

3. With reference to Mr. Meyer's suggestion in paragraph 9, clause 8 of his letter read above, the Government considers that it would be premature at present to discontinue the sale of quinine packets by Revenue officers. The packets sold by Revenue officers contain 100 powders only, while those sold by postmasters contain 10² powders. As the packets are supplied at the same rate, viz., Rs. 1-8-0, to both classes of officers, and as the price to the public is 3 pies per powder, it follows that the Revenue official earns a commission of only 8 pies per rupee, while the postmaster gets 1 anna per rupee.

Returned for signature.

Despatched

The Government doubts whether it would be expedient to raise the rate of commission to Revenue officers, but the making up of different sized packets must occasion trouble and mistakes. The Director of the Government Cinchona Plantations is requested to report on the matter.

The Government agrees with Mr. Meyer that an annual statement of sales is all that Collectors need require from their subordinates.

4. The instructions of the Board on Mr. Meyer's other suggestions are approved.

(True Extract.)

(Signed) G. S. FORBES,
Ag. Secretary to Government.

To the Board of Revenue (Land Revenue).
" the Director, Government Cinchona Plantations.
" Mr. Meyer, I.C.S.

- Board of Rev. (ris)
- (Exp. Secy)

- Subd. of Rev. Survey

- Inam Commr.

Exd. Shaik Karim.

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HEAD AND G.O., No.
182

SECRET No.

INSTRUCTIONS TO G. No.

ORDER OF GOVERNMENT

ORDER OF GOVERNMENT

STATEMENT WITH DUTY

REPLACES NOT FILLED UP, BEING MEANT FOR USE IN
IN ORIGINAL.

H.B. -

A = Print in full.
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