Revenue (1898) Department.

MISCELLANEOUS SERIES.

G.O., No. 2628

DATED 20th June

[Despatch Abstract.]

Recording the Proceedings of the Board of Revenue submitting for the information of Govt: a copy of the office order on the subject of references.

BACK PAPERS.

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

FURTHER PAPERS.

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

Revenue (1898) Department.

CURRENT No. 1425.



From The Board of Revenue, Land Revenue, Madras

No. 353 Misc.

Order mis. no. 2628 d/20th June 98.

Recorded

8/6/98

for the BS LR - 23.6.98

Dated 5th February 1898.

Received 17

Registered 18

Enclosures/

Spare copies

SUBJECT.

Comm.to the Collector of Kistn G.O.(R.D.)approving and sanctioning the Board's proposals about the resumption of certain tope inams and for making over the annual income derived therefrom to the Vizianada Taluk Board and submitting for the information of Govt.a copy of the present office order on the subject of references.

BACK PAPERS.

G.O.	No.	Department.	Date.
6517	& 18-12-17		
B.P. 432	& 8-12-17)		

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Office Order

The following rules are issued for the guidance of the office in connection with the system of keeping calls recently introduced.

1. Every intermediate disposal by the Board will in general and subject to the exception to be presently mentioned be treated as a reference. All references will be serially numbered by the call clerk before issue.

2. It will often be convenient to issue as a Resolution a reference addressed to Government or to Collectors. This will invariably be done in the case of printed Resolutions and in the case of other resolutions also, when the correspondence has been reached a sufficiently definite stage, or when the order of Government or a Collector's reply, as the case may be, is not likely to be received before the lapse of some months. Such Resolutions should nevertheless be numbered also as references in the office call book.

3. References should not as a rule be made in the same Proceedings with final orders, but should a reference have to be made when communicating a final order the paragraph containing the reference will be numbered separately by the call clerk, the words (Ref. No.- d/ -) being inserted between brackets on the original proceedings at the end of the para containing the reference. This addition will not be entered in the fair copy or copies and is made for the guidance of the call clerk. In issuing reminders on such a reference the call should be described as "para -- of Board's Proceedings No.-d/-" and not as "Ref. No.- of -"

4. References should be arranged in the Record room in the order of their numbers, but references which are included in Board's Proceedings will, of course, be filed with those Proceedings. A dummy slip should be substituted when a reference is removed for final disposal or for other purposes.

5. On the first Monday of every month the following report should be submitted by the call clerk to the Secretary

through the Assistant Secretary.

" The following statement shows the progress in the disposal of references.

	References outstanding at the beginning of the month	References issued during the month	References finally disposed of during the month	References outstanding at the end of the month
Collectors of :-				
Ganjam				
Vizagapatam				
&c.				
Government R.D.				

6. When the Secretary so directs, a monthly review of references will be issued to Collectors instead of the ordinary reminders. The review will be in the following form:-

" The Secretary to the Board of Revenue, Land Revenue is directed to draw the attention of the Collector of -- to the following references to which replies are due from him. He is requested to return this paper within -- days from the date of receipt after entering in the remarks column the information required.

Ref.No. & date	B.P.No. & date	Subject.	Remarks-stating either (1) when a reply to the B.P. may be expected or (2) what is being done towards the submission of a reply.

(True copy)

Asst. Secretary.

M.R.H.

2,000
20-1-98.

REVENUE BOARD OFFICE MADRAS

Proceedings of the Board of Revenue

(Land Revenue)

No.353 Misc., dated 5th February 1898

Read the following :-

1. Letter from R.Morris Esquire, Acting Collector of Kistna, to the Secretary to the Commissioners of Land Revenue, Madras, R.C.No.3548/ car. of 1897, dated 13th November 1897.

And Reference thereon dated 10th December 1897.

2. Also Government Order, Revenue Department, No.6517, dated 13th December 1897.

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Resolution

Communicated to the Collector of Kistna.

2. With reference to para 2 of the Government Order, the Board submits for the information of Government a copy of the present Office order on the subject of references. All references are now numbered serially but important references to Government and to Collectors will continue to be issued as Resolutions.

3. The system now adopted follows the lines suggested by Mr.Meyer in his letter submitted to ~~the~~ Government with Board's Proceedings No.452, dated 3th December 1897. The object of the change is to observe the rules of the disposal number system and in so doing to obviate the necessity for periodical returns of unanswered references.

(True Extract)

Asst. Secretary

To

The Secretary to Govt.R.D., ~~the~~ Secretary
with copy of the office order
The Collector of Kistna, (para 2 only)
Copy to the Inam Commissioner (para 1 only) with copy of Collr's : ltr. dt. 13-1-98

Code Class.

INDIAN TELEGRAPHS.

Monthly Number.

To (Office)

From (Office)

Words.	Day.	Hour.	Minute.	Official Instructions.

To (Person)

From (Person)

Recd. from LN.

At Hrs. Mts. by

Sent to LN.

At Hrs. Mts. by

Telegraph Master.

64 Word Form.

F. C 2.

O & P—No. 803 T—8 13 47—2000000

Code Class

INDIAN TELEGRAPHS.

Monthly Number.

To (Office)	From (Office)

Words	Day.	Hour.	Minute.	Official Instructions.

To (Person.)	From (Person.)

64 Word Form.

4 C 2

7

Recd. from	LN.	Sent to	LN.	
At Hrs.	Mts. by	At Hrs.	Mts. by	Telegraph Master.

O & P No. 401 T—22 12 97—360000.

Code
Cle

INDIAN TELEGRAPHS. Monthly Number.

To (Office)

From (Office)

Words	Day	Hour.	Minute.	Official Instructions

To (Person)

From (Person)

64 Word Form.

T C 2.

7

Recd. from LN.

At Hrs. Mts. by

Sent to LN.

At Hrs. Mts. by

Telegraph Master

O & P No. 401 T—22 12 97—360,000.

No. 6517
18.12.97

Para 10 comp 4 of
GP. 128 dt 3-3-98

[illegible]

[illegible] under the office order [illegible] as above, every [illegible] will be [illegible] [illegible] also when the correspondence [illegible] officially [illegible] [illegible] solution.

[illegible]

"half yearly" however instead of quarterly

[illegible]

F.O. 128 dt 3.3.98

[illegible]

(1) [illegible] ^rec [illegible] Board of Revenue;

(2) [illegible] (B.R.) of 19[illegible] [illegible]);

(3) [illegible] allowing [illegible] Govt by resolution [illegible] 19[illegible].

[illegible]

[illegible]

[illegible] the Court's [illegible] [illegible] [illegible] [illegible]

(initials.) [illegible]

[illegible]

[illegible] Court's' [illegible] [illegible] [illegible] [illegible] 1[illegible], 61, [illegible] [illegible] [illegible] [illegible] [illegible].

([illegible])

[illegible]

[illegible]

[illegible] [illegible] [illegible] [illegible] "[illegible]" [illegible] "[illegible]" [illegible] [illegible] "[illegible] requiring [illegible] opinion of [illegible]", [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible].

2. Prior to 1[illegible] the Court's [illegible] [illegible] [illegible] [illegible] [illegible]

[illegible]

op

form

mi

remarks

GD. 25 April 1882 No 238 Publié.

in ep. 6517 d. 18-12-97

Here is no
Lorm in it.
Ille
16.6.98

Housekeeper -
see note below
F.H. 15/5/98

Dtd 17/V/98

Note by the Registrar.

On a further examination of the Board's Monthly Proceedings Volumes, it has been found that the Bd. was addressing Govt. by letter occasionally till 1870. No specific order empowering the Board to address Govt. by Proceedings except those already referred to in the Note is traceable. There seems to be no objection to permitting the Board to address Govt. by "reference", if such a course is rendered necessary by the change introduced in the disposal of papers in its office; but the form of reference needs alteration as suggested by the Hd. clerk. It is presumed that the other departments of the Board will also adopt the Reference form in due course.

Section 22 of Regulation I of 1803 which requires that the Board - should accompany all references made to the Governor in Council of their -- Proceedings on matters requiring the - decision of Govt., with a letter stating summarily the nature of the subject &c. still remains in force. It is a matter for consideration whether this should be modified so as to authorize the present practice under which the - Board addresses Govt. by "Proceedings" and "References".

This can well be over-ruled a general codification of the Regulations is taken up

C.P.R. 14/6/98.

Seen. There is no objection whatever to the "reference" form as far as the Govt. is concerned. It has this great advantage. a "reference" under the disposal no. system is not a disposal. The current is still shown as pending in the Bd's registers against Govt. When the reply is received & the final "resolution" issued, the matter is disposed of. Further action may be, & often is necessary, but the nature of that action is entered in the call book, if anywhere.

I submit the current may be recorded.

16/6/98 H.T.

Laque. In fact the reference
from comes nearer the
Letter required by the old
Regulation than the Resolution
from: the Letter being
retained for the final
decision of the Board
in matters within its
jurisdiction or for the
final conclusions at
which it has arrived
in important ~~matters~~
subjects regarding which
Addresses fort.
The current may be
recorded
S.J.F.
1878

When given for copying ——
When copied ——
When examined ——
When signed ——
} 189

READ AGAIN G.O., No. DATED
189 ,

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT	A	A	A	A	A	A	A
LETTER OF GOVERNMENT.							
STATEMENT WITH DITTO.							
PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.							

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