Revenue (189 8) Department.

CURRENT No.

From Board of Revenue
Land Revenue

No 3011 dy 18th July 98.

No 1747.

recorded

Dated 18. 6. 98.

Received 9 July

Registered No —

Enclosures /

Spare copies

SUBJECT.

Passing orders on letter from the Collr of Bellary suggesting that the entries R & D 19 to be made in disposal of papers should be printed on the disposal docket sheets in preference to using rubber stamps for the purpose & requesting sanction Govt Press to print forms of docket sheets & disposal lists & supply them to Collrs according to their requisitions.

Papers to be retained.

5

APPENDIX B.

Disposal List of Papers issued with Numbers or Recorded.

GANJAM HUZUR. BRANCH.

(Each item must be separately ruled off.)

Disposal number.	Date of disposal.	If on a Current or Currents from outside		Officer to whom disposal is addressed.	Number, year and Branch of the last previous disposal on the same subject.	Copy of Record abstract.	Date of despatch.	Date of receipt of the disposal file by Record-keeper with initials.
		State from whom received and number and date of communication.	State the Register in which Current was entered.					
1	2	3	4	5	6	7	8	9

Papers to be destroyed.

APPENDIX C.

GANJAM HUZUR.

Disposal List of Papers issued with Nur

(Each item must be separately ruled

Disposal number.	Date of disposal.	If on a Current or Currents from outside		Officer to whom disposal is addressed.	Number, year and Branch of the last previous disposal on the same subject.	
		State from whom received and number and date of communication.	State the register in which Current was entered.			
1	2	3	4	5	6	

REVENUE DEPARTMENT.

1898.

Board of Revenue

(Land Revenue),

MADRAS.

Printed July th.

Proceedings, No. 147, 18th June 1898.

JUNE.

Passing orders on letter from the Collector of Bellary suggesting that the entries R. and D. 19 to be made on disposed of papers should be printed on the disposal docket sheets in preference to using rubber stamps for the purpose; and requesting Superintendent, Government Press, to print forms of docket sheets and disposal lists and supply them to Collectors according to their requisitions.

PROCEEDINGS OF THE BOARD OF REVENUE

(LAND REVENUE).

READ—the following letter from E. A. ELWIN, Esq., Acting Collector of Bellary, to the Secretary to the Commissioners of Land Revenue, dated 23rd May 1898, Dis. No. 2098:—

With reference to paragraph 7 of Board's Proceedings, No. 101, dated 18th April 1898, directing that the entries of R. (Retain) or D. (Destroy with the year of destruction) should be made on the disposal docket by means of appropriate rubber stamps, I have the honour to inquire whether the entries may not conveniently be printed on the disposal docket sheets themselves as indicated on the specimen copies enclosed. This arrangement will render unnecessary the supply of rubber stamps for the use of the drafting clerks. If docket sheets bearing the entries [R.] and [D.19] in red ink are printed at the Government Press, Madras, and supplied to district officers, the drafting clerks will select the appropriate docket sheet and then, in the case of "destroy" papers, enter after the 19— the two figures requisite to denote the year of destruction.

READ—the following letter from J. N. ATKINSON, Esq., I.C.S., Acting Superintendent of Stationery, to the Secretary to the Commissioners of Land Revenue, dated Madras, 27th May 1898, No. 227:—

The Collectors of Madras and Chingleput have indented for rubber stamps required to give effect to the instructions issued in paragraph 7 (II) of the Board's Proceedings, No. 101 (Land Revenue), dated 18th April 1898.

2. As somewhat similar stamps are included in the list of stamps to be discontinued, which is annexed to Board's Proceedings, No. 198 (Land Revenue), dated 12th June 1897, I request definite sanction for their supply on application to all Collectors and Conservators of Forests.

3. To avoid delay in giving effect to the Board's orders, I shall, in anticipation of sanction, comply with such demands.

RESOLUTION—No. 147, dated 18th June 1898.

In paragraph 7 (II) of its Proceedings, No. 101, dated 18th April 1898, the Board directed that the marks serving to indicate whether a paper under disposal should eventually be retained or destroyed should be affixed to the disposal docket by means of appropriate rubber stamps. The Collector of Bellary suggests in the letter read above that it might be more convenient to use docket sheets with the requisite marks D. or R. printed on them than to affix rubber stamps as directed by the Board.

2. The objections to Mr. Elwin's proposals are—

(i) that it would be easy to attach a wrong docket by mistake—easier than to affix a wrong stamp;

(ii) that it is easier to replace a D. stamp by an R. stamp or *vice versâ*, than to put a new docket sheet on and mistakes would be corrected more easily by the use of rubber stamps. Further, a rubber stamp would be required when papers are to be transferred from the *D.* to the *R.* list under paragraph 9, clause 7, of the Board's Proceedings referred to. The Board considers that these objections render it inexpedient to adopt Mr. Elwin's proposal, and accordingly authorizies the Superintendent of Stationery to supply Collectors on their indents with stamps as noted in the margin.

[R.]

[D. 19—]

3. The Board takes this opportunity to issue the model form of docket sheet and disposal list which were held over pending the issue of orders on the periodical destruction of records. The Superintendent, Government Press, is requested to print the accompanying forms and supply them to Collectors according to their requisitions. It will be seen that in accordance with the order in paragraph 8 of Board's Proceedings, No. 101, dated 18th April 1898, two forms are provided for the disposal list, one for *R.* and one for *D.* papers.

(True Copies and Extract.)

Lovell Dawkson

Acting Secretary.

To all Collectors (D.Os., T.D.Cs., D.F.Os. and Tahrs.).
„ Conservators of Forests.
„ the Superintendent of Stationery.
„ the Superintendent, Government Press.

Copy to the Forest Section.
„ „ Secretary to Government, Revenue Department.

[APPENDICES A, B AND C.

Ed. W. D'Moss.

APPENDIX A.

COLLECTOR'S OFFICE.

Back Number of 189 .

Disposal No.

Dated

Forward Number of 189 .

To whom sent

Date of despatch

Pages in file

[Disposal Abstract.]

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.