

Revenue (1898) Department.

MISCELLANEOUS SERIES.

G.O., No. 3453

DATED 24<sup>th</sup> Aug 98

[Despatch Abstract.]

Approving the certain amendments proposed to the Forest Code  
trans No. 38439.

# BACK PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
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Revenue (1898) Department.

CURRENT No. 5365.

From  
The Secretary to the  
Commissioners of  
Land Revenue

Order in no. 3453 d/24<sup>th</sup> Aug 98

The amendments proposed  
to Forms 38 and 39 of the Forest  
Code are approved.

Form No. 266

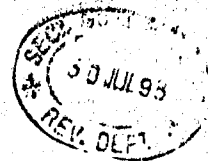
Dated 5 July 1898

Received 30

Registered 31

Enclosures

Spare copies



SUBJECT.

Re B? of Revue (2.2) no. 29.8.98

Note

The amendments are unobjectionable.  
Please see pp 172 + 173 of the  
Forest Code.

Requesting the sanction of  
Govt for the amendments pro-  
posed to Forest Code forms 38 &  
39 & prescribing certain con-  
founded registers for use in  
the Forest Offices of the Presy.

The matter is settled  
one for the Govt to regulate

23/11/98

BACK PAPERS.

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FURTHER PAPERS.

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REVENUE DEPARTMENT.

1898.

Board of Revenue  
(Land Revenue),  
MADRAS.

Printed July th.

Proceedings, Forest No. 266, 5th July 1898.

JULY.

Requesting the sanction of Government for the amendments proposed to Forest Code forms 38 and 39, and prescribing certain correspondence registers for use in the Forest offices of the Presidency.

PROCEEDINGS OF THE BOARD OF REVENUE  
(LAND REVENUE).

READ—the following letter from A. W. PEET, Esq., Conservator of Forests, Northern Circle, to the Secretary to the Commissioners of Land Revenue, dated Waltair, 26th March 1898, Cur. No. 1545:—

I have the honour to state that I received a reference some time back from the Collector of Ganjam stating that the registers in Code forms Nos. 38 and 39 did not meet sufficiently the requirements of the disposal number system and enquiring what the practice was in other districts and if adherence to the Code forms did not cause inconvenience. The points in which the forms in question were found defective are—

- (1) that column No. 6 in Form 38 is too narrow and that there is not sufficient space to record all the references;
- (2) that both the references sent out and the replies received are entered one below the other thus rendering the entries confusing;
- (3) and that no column is allotted in Form 39 for noting backward and forward disposals.

2. I thereupon got from Kurnool the forms modified and approved by the Board in its Proceedings, Forest No. 856 of 13th July 1896, on Mr. Lodge's application and sent them in to the Collector of Ganjam for opinion. He stated that there would be no objection to the adoption of the forms, provided a column is added in Form 39 to enter the backward and forward disposals and the column of intermediate disposals in Form 38 is split up into two—one for references sent out and the other for replies received. He also enquired whether a Periodical Register was maintained in other districts and whether Board's Proceedings and Government Orders were entered in a separate Register.

3. I thought it advisable to have the opinions of the District Forest-officers of other districts and circulated the papers. Only three districts, viz., Kistna, Vizagapatam and Gódvári replied up to date.

The opinion from Kistna is that forms adopted in the General branch of the Collector's office are best suited to the Forest-offices and that they might be adopted with the exception of one or two columns which will be omitted altogether.

The District Forest-officer of Gódvári states that the Kurnool forms will do well for Range offices where they were introduced by Mr. Jackson, and that the system in vogue in the Collector's office is adopted in his own office. No periodical register is maintained and the diaries and the monthly accounts are registered in a separate form opened by himself for purposes of convenience.

The District Forest-officer of Vizagapatam endorses the opinion from Ganjam and remarks that the present forms are unwieldy and that they might be in foolscap size with the headings printed breadthways.

4. From the above it will be seen that the opinions are unanimous to the effect that Code forms Nos. 38 and 39 are not best suited for Forest-offices and that an alteration is very necessary. I carefully considered the several points raised and concur with the opinions expressed. I think that it will be sufficient if the present Code forms are modified to meet the wants complained of and would accordingly submit for perusal and approval of the Board two sample forms showing all the changes proposed.

5. At present no periodical register is maintained and I consider it advisable to maintain a Register in each District Forest or Circle office in view of the large number of returns received into it or sent from it.

6. I also think it highly desirable that an index Register should be maintained, for under the present system all the disposals are placed in bundles in serial order. This I submit entails a considerable amount of trouble and waste of time in tracing references and I am of opinion that all these will be avoided if an index Register is maintained in each office.

7. Finally I would suggest that registers supplied in future may be in foolscap size and not too bulky.

8. The favour of early orders is requested.

Reference on the above, dated 16th April 1898, No. 172.

Referred to the Conservators of Forests, Central and Southern Circles, for remarks.

(Signed) LIONEL DAVIDSON,  
Acting Secretary.

To the Conservators of Forests, Central and Southern Circles,  
with enclosures in original to be returned.

Copy to the Conservator of Forests, Northern Circle.

READ—the following letter from C. E. BRASIER, Esq., Acting Conservator of Forests, Southern Circle, to the Secretary to the Commissioners of Land Revenue, dated Coimbatore, 26th April 1898, Dis. No. 656 of 1897-98:—

In reply to Board's Reference on Forest R. No. 817 of 1898, Reference No. 172, dated 16th April 1898, I have the honour to state that the Conservator of Forests, Northern Circle, suggests—

- (1) that the "intermediate disposal" column in Form 38 should be made a little broader and split into two columns, to enter the references sent out and replies received in order to keep them more distinct from each other;
- (2) that a column should be added at the end of Form 39 to show the "back" and "forward" disposal numbers;
- (3) that a periodical Register should be maintained in each District and Circle offices;
- (4) that an Index Register should be maintained because under the present system all the Disposals are placed in bundles in serial order;
- (5) that Registers supplied in future should be in foolscap size and not too bulky;

and to express my opinion on the several suggestions *seriatim*—  
No. (1).—I consider that this is very necessary as at present it is impossible to make out at a glance in what stage a particular paper is.

A separate column for enclosures received or sent out, given in the sample form, is good.

No. (2).—This is also necessary as it is impossible to say from the present Form whether there have been any further references on a subject already finally disposed of or not.

No. (3).—I do not consider this necessary as the Current Register (Form 38) will answer the purpose.

No. (4).—I consider that this is not necessary if the "File" system is followed instead of keeping the Disposals in serial order.

The former system is followed in this office and is very simple and does not occupy much time of the Record keeper. When any particular subject is required for reference, all the disposals connected with it will be found at once in one bundle.

If this is approved, it will be necessary to add another column at the end in each of the Forms 38 and 39 to show the names of files.

No. (5).—I do not think it will be possible to supply these Registers in foolscap size.

2. I would, however, point out that the "Disposal number system" should be adopted in its entirety only in the offices in which there is a sufficient staff of clerks. but considering the very limited establishment allowed for the District Forest and Circle offices and the maintenance of the numerous Registers prescribed in the Forest Code, I am of opinion that that system should only be introduced in the Forest Department in an abridged form and that the rule in this department relative to the new system should be the fewer the Correspondence Registers prescribed the better.

3. The original enclosures are returned.

READ—also the following letter from J. W. CHERRY, Esq., Conservator of Forests Central Circle, Madras, to the Secretary to the Commissioners of Land Revenue, dated Madras, 29th April 1898, No. 1694:—

[Reference.—Board's reference No. 172, dated 16th April 1898.]

In reply to the above, I have the honour to state that I agree with the proposals of the Conservator, Northern Circle, in regard to Code Forms Nos. 38 and 39 and the introduction of the Periodical and Index Registers, but would suggest the following modifications:—

Form No. 38.—Column 7 of the proposed form may be broad as suggested, but it must be divided equally for references sent out and for replies received. In these columns only the dates of references and dates of replies should be noted. If the references happen to be sent to officers other than those from whom the current was originally received, the office designation of such officers may also be entered.

The column for the enclosures should be next to the column in which number and date of current is to be entered and the column should be designated "number of enclosures." The last column "number series and date of final disposal" should be replaced by the words "number and date of disposal if disposed of by number; copy of disposal in other cases." We have no series such as printed, miscellaneous and routine series as the Board of Revenue has.

Form No. 39.—In column 1, the words "Disposal number and date" would seem sufficient. The words "of letter" are unnecessary and will not apply in all cases.

In column 3, the words "letter or from whom received" should be struck out, as the Disposal Register is not to contain any received paper. The last column "References" is unnecessary, and if that is retained it will needlessly increase scriptory work without corresponding advantage. The number and date of the back and forward paper is noted on the docket sheet of each case and this entry will enable any one to trace all connected papers on a given subject. A sample of the docket sheet maintained in this office is enclosed.

Periodical Register.—The instructions at the top of the sample form for filling it up is evidently wrong. "Columns 1 and 8" ought to be "columns 1-3 and 7."

General Index Register.—For the two last columns one column for both number and date of disposal is sufficient.

2. I enclose forms revised with reference to the above remarks.

3. As pointed out by the Conservator, Northern Circle, the registers, Form Nos. 38 and 39 should be in foolscap size.

RESOLUTION—Forest No. 266, dated 5th July 1898.

In the first of the letters read above, Mr. Peet, the permanent Conservator of Forests, Northern Circle, suggested certain modifications to the Forest Code forms 38 and 39 and the introduction of two other registers not prescribed by the Code, viz., an index register of disposals and a periodical register. He forwarded specimen forms showing the modifications proposed and recommended that if adopted, they should be supplied in foolscap size, as Forms 38 and 39 as at present are unnecessarily bulky. These suggestions were referred for the remarks of the other two Conservators whose replies are also read above.

2. As regards Form No. 38 Mr. Peet proposed the following amendments:—

(a) To add the words "received or to whom issued" to the present heading "from whom" of column 2;

(b) to add the words "or issue" to the present heading of column 4, viz., "date of receipt;"

(c) to open a new column headed "enclosures" between the existing columns 4 and 5; and

(d) to widen the space for the column headed "Intermediate disposal" and to divide it into two columns for the purpose of entering in one the references sent out and in the other the replies received to such references.

3. Mr. Brasier, Acting Conservator, Southern Circle, has not offered any opinion in regard to amendments (a) and (b) and the specimen form submitted by Mr. Cherry, Conservator, Central Circle, indicates that the latter officer does not disapprove the proposed alterations. As Form No. 38 should show all receipts and also all papers originating in the office and requiring replies, the Board has no objection to the amendment of the heading of column 2 as proposed in (item a). It sees, however, no necessity for amending the heading of column 4 (item b). All papers originating in the office and requiring replies are in the nature of an intermediate disposal and in such cases the date of issue may conveniently be entered under column "Intermediate disposal-references made"; a glance at that column will show that a reply is required. The two other suggestions (items c and d) meet with the approval of the other two Conservators. Mr. Cherry adds that the heading of the new column should be "number of enclosures" and that it should precede and not follow the column headed "date of receipt." The Board agrees with Mr. Cherry and as these amendments are in accordance with the headings in the similar form prescribed for the disposal number system, they may be adopted. Mr. Cherry also suggests that the present wording of the last column of the Form, viz., "number, series and date of final disposal" should be amended so as to read "number and date of disposal, if disposed of by number; copy of disposal in other cases." The Board approves this further alteration as it is in accordance with the heading of column 10 of the Form prescribed under the Disposal number system.

4. As regards Form No. 39 Mr. Peet considers—

(a) that two more columns should be added showing the backward and forward disposals;

(b) that the present heading of column 2 "number in received Register from whom, date and despatch number" should be altered into "number in current or periodical register" and

(c) that the words "or from whom received" should be added to the present heading of column 3.

5. Mr. Brasier is in favour of opening the two additional columns but has not expressed any opinion on the other two amendments suggested by Mr. Peet. Mr. Cherry is, however, of opinion that the proposed addition of two columns would involve increase of scriptory work without corresponding advantage and that the entry of backward and forward references in the docket sheet of disposals is sufficient. The Board agrees with Mr. Cherry and observes further that the maintenance of index registers should render unnecessary the marking of "backward and forward references" in disposal lists. The Board has no objection to the proposed amendment to the heading of column 2 or to Mr. Cherry's suggestion to omit the words "of letter" from the heading of

column 1 of the Form which as it stands will not apply to the papers that are recorded but not despatched. As remarked by Mr. Cherry the proposed addition to column 3 (item c) is not required, as a disposal register is not intended to shew receipt.

6. The special orders of the Board are not required to authorize the suggested introduction of the index and periodical registers as these are prescribed under the Disposal number system and should therefore be maintained in Forest offices under section 235 of the Code. The specimen form of periodical register suggested by Mr. Peet is approved but as noted by Mr. Cherry for the words "columns 1 and 8" in the instructions to fill up the form the words "columns 1, 3 and 7" should be inserted. The form for the index register in use in the Central Circle is approved and should be adopted. The forms as amended with reference to the foregoing remarks will be printed as an appendix to these Proceedings.

7. The sanction of Government is requested for the amendments proposed to Forms 38 and 39. The headings of all forms already issued and in stock should be altered in manuscript until a new supply is made available.

8. The proposal of Mr. Peet concurred in by Mr. Cherry to issue forms Nos. 38 and 39 in books of foolscap size is approved. The heading will be printed right across the two pages shown at each opening of the book.

(True Copies and Extract.)

*Amel Dood Sur*  
Acting Secretary.

To all Collectors, except Madras.  
" Conservators of Forests.  
" the Secretary to Government, Revenue Department. ✓

APPENDIX.

| Circle, | Office, | Forest Department. |                  |
|---------|---------|--------------------|------------------|
|         |         | Index.             | Date and Number. |
|         |         |                    | 189 -9 .         |

FORM No. 38.  
Forest Department, Madras.CURRENT Registers of papers received into or originating in the office of  
for the year 189 -9 .

| Serial number. | From whom received or to whom issued. | Number and date of current. | Number of enclosures. | Date of receipt. | Abstract or purport. | Intermediate disposal. |                   | Number and date of disposal if disposed of by number ; copy of disposal in other cases. |
|----------------|---------------------------------------|-----------------------------|-----------------------|------------------|----------------------|------------------------|-------------------|-----------------------------------------------------------------------------------------|
|                |                                       |                             |                       |                  |                      | References made.       | Replies received. |                                                                                         |
| 1              | 2                                     | 3                           | 4                     | 5                | 6                    | 7                      | 8                 | 9                                                                                       |
|                |                                       |                             |                       |                  |                      |                        |                   |                                                                                         |

## FORM No 39.

## Forest Department, Madras.

DISPOSAL Register of papers issued with numbers or recorded in  
District for the year 189 -9 .

| Disposal number and date. | Number in current or periodical register. | To whom sent. | Disposal abstract or purport. |
|---------------------------|-------------------------------------------|---------------|-------------------------------|
|                           |                                           |               |                               |
| 1                         | 2                                         | 3             | 4                             |
|                           |                                           |               |                               |

PERIODICAL Register of reports and returns due to or from the  
for 189 -9 .

[Columns 1—3 and 7 must be filled up for every quarter in advance. A monthly periodical must be entered twelve times a year ; a quarterly periodical four times a year, &amp;c. Each periodical must be separately ruled off.]

| Serial number. | Name of the periodical. | Due dates.                 |                               | Number and date of reminders received. | Date of receipt. | Date of reminder sent from this office. | Name of the officer from whom the periodical is due. | Reference. |                 | Number and date of disposal if disposed of by number ; copy of disposal in other cases. |
|----------------|-------------------------|----------------------------|-------------------------------|----------------------------------------|------------------|-----------------------------------------|------------------------------------------------------|------------|-----------------|-----------------------------------------------------------------------------------------|
|                |                         | Of receipt in this office. | Of despatch from this office. |                                        |                  |                                         |                                                      | Sent out.  | Reply received. |                                                                                         |
| 1              | 2                       | 3                          | 4                             | 5                                      | 6                | 7                                       | 8                                                    | 9          |                 |                                                                                         |
|                |                         |                            |                               |                                        |                  |                                         |                                                      |            |                 |                                                                                         |