F/21 5,000—4-11-98.

Paper taken out of the Records from the charge of the Record-keeper.

Regular/Miscellaneous No.   of 189 .

For what Current.		To whom given.	When taken out.
No.	Year.		

O/9. 3,000—17-12-98.

E/

Revenue (1899) Department.

MISCELLANEOUS SERIES.

G.O., No. 745

DATED 18th February 99

[Despatch Abstract.]

Approving ~~Sanctioning~~ the Board's proposal to entertain a special establishment for the rearrangement of its records and stating that a proposition statement should be submitted for sanction

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
C. no. 1785/99							

Revenue (1899) Department.

CURRENT No. 395

Of even 18/2/99

Order No. 745 d 18th Feb 1899.

ASA 17.2.99

Hm

The Board's proposal to entertain a special establishment for the rearrangement of its records is approved. A proposition statement should be submitted for sanction.

To the Board (S.R.) Sd. 20-2.99.

KO
14-2-99

From

The Secretary to the Commissioner
of Salt, Abkari and Separate Revenue,
Madras.

Mis. No. 124.

Dated 12th January 1899.

Received 17/1

Registered 17/1

Enclosures—

Spare copies

SUBJECT.

Requesting Government to pass early orders on the proposal of the Board to depute the special establishment now employed on the Land Revenue side for setting the record of the Separate Revenue Department on a proper footing.

1A
15/4/11

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

500
6-6-98

Proceedings of the Board of Revenue

(Separate Revenue),

Dated 12th January 189 9.

Mis. **No.** 124.

Resolution:-

Referring to para 16(4) of its Proceedings No. (. no. 7428, p. 13] 317, dated 25th October 1898, the Board begs to request that early orders may be passed on its proposal to transfer the special establishment now employed on the Land Revenue side to Separate Revenue for setting the record on a proper footing. The difficulty of getting references is increasing day by day, and the Board understands that the services of the establishment will be available from 1st March 1899.

(True extract.)

Acting Secretary.

16. 1. 99.

To the Secretary to Government, Revenue Department.

14.1.99.

No. 9.

To be stitched with C. No. 395/99

[illegible] 21/1/99

x C No 395/99

D.O. for approval

Despatched 23-1-99

My dear Thomson,

Please see B.P. Mis. No. 124 d/ 12.1.99. ~~No informa~~ We should like fuller information than ~~mation~~ is furnished ~~either~~ in the current or in para 16 (4) of B.P. No. 317 dated 25.10.98 as to what records have to be arranged on the disposal number system, the strength of the establishment required, the time for which it should be made to work, ~~or~~ and the source from which the expenditure may be met. If ~~Please~~ you will kindly let us have full information on these points. the matter will be dealt with at once

Yours sincerely,

21/1/99

K.D.
20-1-99

$\frac{0}{18}$ 4,000—18-10-95.

Revenue (1899) Department.

D. O. CURRENT No. 24

Please keep intact with c.c. 2/2/99

To be stitched with c. no 395/99

From

The Hon'ble Mr. J. Thomson,

Order

Lodged

K.D.
1-2-99

No. –

Dated 26th }
Received 26th } January 1899
Registered 27th }

Enclosures –

Spare copies. –

SUBJECT.

Stating that Mr. Doutre is preparing the requisite information on the Subject of the arrangement of the Separate Revenue records.

Rn

1/1
27th

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

400—22-10-98.

Revenue Board Office,
(Separate Revenue),
MADRAS,

26th Jan 1899.

GOVERNMENT OF MADRAS
26 JAN 99
REVENUE DEPARTMENT

My dear Forbes

Yours of

No 9 dated 24th inst re arrangement of the Separate Revenue records.

Mr. Dautie is preparing the requisite information which will be furnished in a week's time.

Yours sincerely,

Thomson

$\frac{0}{18}$ 4,000—18-10-98.

Revenue (189) Department.

To be stitched with c. no. 395 of 99

D.O. **CURRENT No.** 46

From

The Hon'ble Mr. J. Thomson I.C.S.

Order

To Secretary

The papers connected with the reduction of ~~reference regarding~~ the salt budget of charges for 1899-1900 have been returned to the Financial Dept u.o. It seems unlikely that the proposed addition of Rs 10,000 to the budget will be sanctioned, seeing that the ~~Exch~~ A.G. suggested a reduction of two lakhs, while the Board agreed to give up half a lakh only ~~[illegible]~~. It is also probable that savings may be found

P.T.O

No.

Dated 9/2. 9.

Received 10/2

Registered 10/2

Enclosures

Spare copies.

SUBJECT.

Requesting that an additional provision of Rs 10,000 under "Temporary Establishment" be made in the Salt Budget for 1899-1900, on account of the special establishment to be entertained for arranging the Separate Revenue records.

~~enough~~ sufficient to cover the proposed expenditure. The Financial Dept will, however, decide what should be done, if the d.o. be transferred to it.

SHV
10/2/99.

KO
10-2-99

We cannot depend on savings for all addl. expre. We have been doing so rather too freely. It is a sound rule that all expre. wh. can be earmarked shd be specifically provided for. This shd be done in the opinion of this Dept. for the expre. in question

GH 10/2/99

Fn Hble Mo

CHIEF SECRETARIAT
10 FEB. 1899

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

REVENUE BOARD OFFICE
(Separate Revenue)
Madras,
9th February 1899.

My dear Forbes

In continuation of my reply dated 6th February 1899 to your unofficial reference regarding the Salt Budget of Charges for 1899-1900, will you please make an additional provision of Rs.10,000 under "Temporary Establishment" on account of the special establishment to be entertained for arranging the Separate Revenue records(vide Board's Proceedings Mis.No. 124, dated 12th January 1899 and your Demi-Official No.9 of the 21st ultimo).

Cts. 395/99

Yours Sincerely
Thomson

To
The Honourable Mr.G.S.Forbes.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Revenue Board Office
(Separate Revenue)
Madras,
11th February 1899.

My dear Forbes,

In continuation of my Demi-Official of the 26th January I forward the Memo by the Superintendent of the Special Record Establishment regarding the work to be done in setting Separate Revenue Records in order and introducing the disposal number system therein promised.

2. The records to be arranged you will see embrace all those that have accumulated since the first appointment of a Commissioner of Salt Revenue, ~~embracing~~ including 284,185 proceedings and many miscellaneous documents. It might have been possible to dispense with disposal number arrangement in the case of the older files had they been in good order and properly arranged under the existing system; but the arrangement is very bad and the papers want caring for in a large number of instances. So I think they must be attended to with the rest.

3. The Superintendent estimates the cost of the special establishment required at Rs.795 a month, as against Rs.920 now being expended on the Land Revenue side. I don't see my way to reducing this if the work is to be quickly pushed on.

4. He estimates the time to be taken at two years. At first sight this looks excessive, but the fact that he has to

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Revenue Board Office
(Separate Revenue)
Madras,
11th February 1899.

My dear Forbes,

In continuation of my Demi-Official of the 26th January I forward the Memo by the Superintendent of the Special Record Establishment regarding the work to be done in setting Separate Revenue Records in order and introducing the disposal number system therein promised.

2. The records to be arranged you will see embrace all those that have accumulated since the first appointment of a Commissioner of Salt Revenue, ~~embracing~~ including 284,185 proceedings and many miscellaneous documents. It might have been possible to dispense with disposal number arrangement in the case of the older files had they been in good order and properly arranged under the existing system; but the arrangement is very bad and the papers want caring for in a large number of instances. So I think they must be attended to with the rest.

3. The Superintendent estimates the cost of the special establishment required at Rs.795 a month, as against Rs.920 now being expended on the Land Revenue side. I don't see my way to reducing this if the work is to be quickly pushed on.

4. He estimates the time to be taken at two years. At first sight this looks excessive, but the fact that he has to

$\frac{O}{18}$ 4,000—18-10-98.

E

Revenue (1899) Department.

To be stitched with C. No. 395 D.O

CURRENT No. 47.

799

From
The Hon'ble Mr. J. Thomson. I.C.

Order

No.

Dated 11 - 2 - 99.

Received 13/2

Registered 13/2.

Enclosures 1

Spare copies.

SUBJECT.

Forwarding with remarks a memorandum prepared by the Supdt. of the Special Record Establishment of the Board on the re-arrangement of the records of the Board of Rev: Sep: Rev:

13/2/11

Memorandum on the rearrangement of the Records of the Board of Revenue, Separate Revenue.

The Government having called for a report on the records of the Separate Revenue Department, I inspected them recently as directed in order to arrive at some estimate of the probable establishment which would be required to arrange them according to the disposal number system. In consequence of the limited time at present at my disposal as the Land Revenue Records are being brought to a close, I was not able to do more than make a brief examination of the Records and from the information thus obtained I beg to submit the following remarks.-

2. The records of the Department embrace 21 years, beginning with the year 1878 when the Commissioner of Salt Revenue was first appointed. As the Board is aware this office was amalgamated with the Board on the 1st April 1887, and from that date the Proceedings were issued in the name of the Board. The records previous to 1887 which are chiefly in manuscript are in great disorder, but those subsequent to 1887 which are divided into four series, Viz: Press, Miscellaneous, Routine and Subordinate, are kept in better order. The whole of them from 1878 up to date are arranged in the "bundle system" according to subjects, a system which has been found by experience not to work so satisfactorily as the

"disposal number system" . The merits of any system of arrangement of records must be gauged by the facilities it affords for quickly tracing the records that may be required. In practice it has been found that difficulties more often arise in the case of papers under the "subject bundle system" than under the "disposal number system" while the labour involved under the latter system in bringing papers on the same subject together is very considerably minimised. In order, however, that some of the advantages of the existing "subject bundle system" might not be entirely lost, it is my intention before any of the subject bundles are broken up to have a Register prepared of all the subjects and of the papers relating to them, leaving sufficient space below each subject to enter further papers that may from time to time be received. This Register will greatly facilitate reference pending preparation of the Indexes.

3. The Records to be dealt with are briefly described below:-

I. Original Proceedings of the Commissioner from 1878 to 31st March 1887, the number of papers as ascertained from the disposal Registers amounts to 106,296.

II. Original Proceedings of the Board from 1st April 1887 to end of 1898 classified in the four series referred to above, amounting to 177,889.

III. Spare copies of printed Proceedings of different years.

IV. Periodical Returns and statements.

V. Trade Returns for several years.

VI. Books, Gazettes, &c , lying in disorder.

4. Item I. These Proceedings which are now kept according to the "subject bundle system" will have to be broken up and arranged chronologically, the disposal number and date being entered on the back of each paper within a rubber stamp impression, and on the enclosures also, and after being provided with docket sheets, the bundles will be placed between boards and labelled, the labels being then varnished to preserve them from the attacks of insects. This work will involve considerable labor and time, as each file containing the current, its enclosures and disposal will have to be examined, completed and stitched with docket sheets, and the latter numbered and dated- Considering that there are some 3000 bundles of subjects to be dealt with, a large number of Attenders will have to be employed on them under the supervision of the clerks. The disposals from 1878 to 31st March 1887 number 106,296 and this figure may be taken roughly as the number of papers to be indexed, papers of a trivial nature will of course have to be excluded and in their place "recorded papers" of some importance will have to be added, a class of papers which are not entered in the disposal Register. The time that will be required for index-

indexing, having the proofs through the Press, and for arrangement of the records may be stated approximately as two years.

Item II. There are regular indexes for these, but as the papers are put up by subjects the bundles will have to be broken up, next sorted and arranged chronologically, the disposal numbers and dates being entered on the back of each paper within a rubber stamp impression, put between boards, labelled and the labels varnished.

Item III. These should be sorted, ~~and~~ arranged chronologically and put between boards with labels which will be varnished.

Item IV. There is an enormous mass of these Periodicals Returns, and a clerk will have to be specially employed in preparing lists of those returns which may be destroyed on receipt of orders for their destruction.

Item V. Trade Returns. A list of those to be destroyed will have to be made.

Item VI. A proper catalogue should be prepared of these and printed, and the books kept in order with printed numbers pasted on them corresponding with the numbers in the catalogue which should always be kept up to date. This I presume will be undertaken by the permanent staff.

5. As regards the details of the work to be done, Viz:, sorting, arranging, entering disposal numbers and dates on -

original

original papers within rubber stamp impression, putting under docket sheets with disposal numbers and dates entered thereon, repairing with tissue paper partially destroyed documents, &c, I beg to invite reference to what has been done in the Land Revenue section of the Board's Office as detailed in - paras 4,5 and 6 of my memo: recorded in G.O. No.427, dated 5th July 1895. Work on somewhat similar lines will have to be done in connection with the Separate Revenue Records.

6. The establishment I beg to propose is as follows:-

		Rs.
1 Superintendent		250
1 clerk on Rs.70		70
5 Indexers on Rs.50 each		250
3 clerks on Rs.25 each		75
2 Copyists on Rs.15 each		30
15 Attenders	2 on Rs.10 each 9 on Rs.8 each 4 on Rs.7 each	120
	Total	795

The duties of the several members of the establishment will be more or less those stated in para 12 of my memo at page 7 of G.O. No.523 dated 7th August 1895. A senior - clerk will be necessary to assist me in the supervision of the establishment and in checking the daily outturn work in addition to other duties which will be specially assigned to him by me. Two of the clerks on Rs.25 each here proposed - will do the duties assigned in the aforesaid G.O. to the

clerks

clerks on Rs. 30 and 25 respectively. I find that some action is already being taken with respect to the destruction of unnumbered papers, periodical returns, &c, but as this will probably have to be done by the Special Record Establishment the services of a clerk on Rs. 25, and an Attender will be necessary and I have accordingly provided for them. I have fixed the number of Attenders at 15. This may seem high, but considering that there are 21 years' records to be dealt with by them amounting roughly to 284,185 files, and that the great mass of papers is now disposed in subject bundles, the sorting of these papers will be very laborious and fully occupy the time of the proposed staff of Attenders. Besides this several of them will have to be employed on work of a miscellaneous nature, such as the labelling of bundles, repairing torn papers, and destroying useless ones, &c, and assisting the clerks in their special work - I have graded the salaries of these Attenders with the view to the prospect of promotion on the occurrence of vacancies acting as a stimulus to hard work.

7. As tables and chairs will be required for the clerks, &c, it is submitted that those now in use in the Land Revenue section may be obtained on loan.

(Signed) C.H. Doutre

6th February 1899.

Superintendent, Spl: Record Estt:

Board of Revenue, Land Rev:.

(True Copy.)

11. 2. 99.

1
REVENUE DEPT.
Cont. No. 1
Do. No. 47

D/1 1,000-7-9-98.

REVENUE DEPARTMENT.

C. No. 395.

From The Board of Revenue (S.R.)

Mis. No. 124 Dated 12.1.99. 189

~~FOR ORDERS.~~

To Secy.

In para 16 (4) of its Prop. No. 317 d/ 25.10.98 (C. no. 7428), the Board referred to the increase in the bulk of ~~the~~ its records and to the difficulty experienced in obtaining references. In order to set the records on a proper footing, it proposed to transfer to Separate Revenue the special establishment now employed in the Land Revenue Department.

page 13

The H. M's remarks on this current were communicated demi-officially to the Board with the suggestion that the B.P. might be withdrawn, and a scheme submitted more on the lines suggested by the H. M. The B.P. has not been withdrawn, nor has a revised scheme been received.

But the H. M's remarks dealt with the scheme for the amalgamation of Customs Salt & Abkari. There was no criticism of this very subsidiary proposal about the record estabt.

vide d.o. under the above

2. In the current read above, the Board states that the special establishment in the Land Revenue Dept. will finish its work by the 1st March 1899 and asks for early orders on its previous proposal.

3. A commissioner of Salt Revenue was appointed in 1878, and an office was organized by him in that year. On 1st April 1887 it became a part of the Board's office, and it is presumed that about the same time what is called the disposal number system, which had been previously in force in that office, was introduced into the Separate Revenue Department also. The only records, which it will be necessary to arrange on this system, must relate to the years 1878-87. The Board gives no information whatever as to the number of hands it requires, the records to be dealt with, the time during which the establishment

1c. on this small matter

No. 9 d. 23-1-99.

should work, or the source from which the expenditure may be met. It is submitted that without full information on these points, it is not possible to sanction the Board's proposal.

4. Please see a draft D.O. below.

KD
20-1-99

Issue as revised

D.O. from Mr Thomson dt 11-2-99 (No. 47)

To Secretary

In the above Mr Thomson supplies the information called for in D.O. No. 9 d. 23-1-99.

I. The records from 1878 to 31-3-87 have to be rearranged chronologically on the disposal number system. An index has also to be prepared. The subsequent records now kept on the "subject bundle system" have to be sorted and rearranged. The preparation of an index is not necessary.

II. It is estimated that an establishment costing Rs 795 a month will be required for two years. ~~[illegible]~~ Mr Thomson promises to see that the establishment works

III ~~[illegible]~~ Mr Thomson requested that an additional provision of Rs 10000 might be made in the budget estimate of charges of the Salt Dept for 1899-1900 and the Financial Dept has telegraphed to the Govt of India accordingly.

2. It is submitted that the Board's proposal to entertain

FOR ORDERS.

D.o. C No. 46

C No. 395/99

7.2.99

the establishment from 1-3-99 may be sanctioned. Please see draft below.

K.O.
14-2-99

C 16.2.99
A 18.2.99.

C 11.2.99.
R 11-2-99

Special Estt. for arrange-ment of records of Board of Rev (Sep. Rev).

II

Financial Dept

Note for the CS

The Special Establisht. required for the Board office is referred to in para 16(4) of its proceedings No. 317 of 26.10.98.

Revenue does not appear to have passed final orders on the proposal and the scheme has apparently still to be elaborated. From the papers now sent over Rs 10,000 in round numbers will apparently be required in 1899-1900.

If the establisht is to be entertained, there should be a definite provision for it in the B.E. for 1899-1900 as savings cannot be relied upon before the year commences.

The establishment is apparently to be entertained (if sanctioned) from the 1st March, so that 12 months charges will have to be met

There ~~are~~ appear to be three courses open:—

(i) to ask A.G. by telephone to add the provision thro' his budget notes.

or (ii) to ask India by telegram to add the provision to the estimates & state at the same time that the establishment will be put on the work on the 1st March.

or (iii) to do both (i) & (ii)

C.M.S.
10.2.99

Orders are solicited

H.M.

For orders.

I cannot find that this proposed scheme has been any where approved.

11/2

Still the Establt. will be available & will be broken up & dispersed if not availed of now.

I think the Bd's appln. may be approved & India asked by wire to add the Rs 1000.

I suppose the A.G. should be told too.

A.T. 11.2.99.

Draft. do.

Done
17/2/99

RTMENT

Fin. Dept

Note

A draft telegram to the Govt. of India, requesting that a provision of Rs 1000 may be inserted in the budget is submitted for approval. The file may be returned to the Revenue Dept after the telegram has been despatched.

F.S. 11/2/99

C.M.S.
13.2.99.

13/2

No. 457, d/13-2-99.

Rev Dep. do.

13/2

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

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.