



Government of Bengal
Board of Revenue



The
Bengal Records Manual
1943

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PREFACE.

In 1854 "Record Rules" were framed. In 1866 "Record Rules" first appeared in the Board's Rules and then in Volume I of the Board's Rules, 1878. Act III of 1879 regulating the destruction of records was replaced in 1917 by Act V of that year. In 1888 a Records Manual was separately published, and this was revised in 1895, in 1902, in 1911, in 1917 and again in 1928. The present edition is practically a reprint of the manual with corrections made since 1928.

2. All correction slips should be entered in their proper places.

3. Errors and omissions in the volume should be brought to the notice of the Board.

4. This manual is to be briefly cited as "The Bengal Records Manual, 1928".

5. A model plan of a record-room is included at the end. In this plan the arrangement of the records is by subjects and not by estates, as is usual. It is not, however, intended that the records should be rearranged by subjects in record-rooms in which they are now arranged by estates.

P. R. DAS GUPTA,
Secretary.

BOARD OF REVENUE, BENGAL.

The 20th October 1943.

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Act No. V of 1917.

(Received the assent of the Governor-General on the 28th February 1917.)

An Act to consolidate and amend the law providing for the destruction or other disposal of certain documents in the possession or custody of Courts and Revenue and other public officers.

Whereas it is expedient to consolidate and amend the law providing for the destruction or other disposal of certain documents in the possession or custody of Courts and Revenue and other public officers; It is hereby enacted as follows:—

1. This Act may be called The Destruction of Records Short title Act, 1917.

2. [Definitions.] Repealed by the Adaptation Orders.

3. (1) The authorities hereinafter specified may, from time to time, make rules for the disposal, by destruction or otherwise, of such documents as are, in the opinion of the authority making the rules, not of sufficient public value to justify their preservation.

Power to certain authorities to make rules for disposal of documents.

(2) The authorities

(a) in the case of documents in the possession or custody of a High Court or of the Courts of Civil or Criminal jurisdiction subordinate thereto,—the High Court

(b) in the case of documents in the possession or custody of Revenue Courts and officers,—the Chief Controlling Revenue authority; and

(c) in the case of documents in the possession or custody of any other public officer,—

(i) if the documents relate to purposes of a province, the Provincial Government or any officer specially authorised in that behalf by that Government;

(ii) in any other case, the Central Government or an officer specially authorised in that behalf by that Government.

(3) Rules made under this section by any High Court or by a Chief Controlling Revenue Authority or by an Officer specially authorised in that behalf by any Provincial Government shall be subject to the previous approval of the Provincial Government; and rules made by an officer specially authorised in that behalf by the Central Government shall be subject to the previous approval of the Central Government:

Validation of
former rules
for disposal
of documents.
III of 1879.

4. All rules and orders directing or authorizing the destruction or other disposal of documents in the possession or custody of any public officer, heretofore made by a Provincial Government or with the approval to the Provincial Government, by any authority not empowered to make such rules under The Destruction of Records Act, 1879, shall be deemed to have had the force of law from the date on which they were made, and all such rules and orders now in force shall continue to have the force of law until they are superseded by rules under this Act.

Saving of
certain
documents.

5. Nothing in this Act shall be deemed to authorize the destruction of any document which, under the provisions of any law for the time being in force, is to be kept and maintained.

6. [Repeals.] Repealed by the Repealing Act, 1927 (XII of 1927).

The Schedule. [Repeal of enactments.] Repealed by the Repealing Act, 1927 (XII of 1927), section 2 and Schedule.

STATUTORY RULES.

Rule 227.—In exercise of the powers conferred by clause (2) (b) of section 3 of The Destruction of Records Act, 1917 (Act V of 1917), the following rule is made by the Board of Revenue, with the approval of the Governor in Council:—

“No unreturned exhibit or private document shall ever be destroyed until a notice has been publicly advertized in the Collector's Cutcherry that, unless objection is made, it shall be destroyed after the expiry of one month from the date of publication. A notice to the same effect should also, when possible, be served on the parties interested”.

THE BENGAL RECORDS MANUAL, 1943.

Preamble.

NOTE 1.—The instructions contained in this Manual apply primarily to the offices of Collectors and their Subordinates, but they should be followed as far as possible, in all offices subordinate to Government.

Rules of the Records Manual apply to all offices subordinate to Government.

NOTE 2.—The record-room at district headquarters will be under the charge of a Deputy Collector who will be called the record-room Deputy Collector; but in special cases it or the copying section of it may be placed in charge of a Sub-Deputy Collector. Whenever this is done, the term Deputy Collector in the Manual should be held to signify also Sub-Deputy Collector. The Deputy Collector or the Sub-Deputy Collector in charge will be held responsible for the proper working of the record-room and the copying department in accordance with the rules of the Records Manual, in addition to the daily supervision of the record-room and staff he will each half-year make a thorough inspection. A note-book will be kept in the record-room in which all important orders will be entered. The sixmonthly inspection notes will be kept in a separate inspection register. In both the English and the Vernacular record-rooms should be hung up a list, to be kept up to date, showing who have been in charge, as Deputy Collector and Record-keeper of the record-room, and the duration of their charge.

Charge of record-room and copying department.

ENGLISH RECORDS.

A.—Rules relating to current English correspondence in offices where the file system and standard forms for correspondence have been introduced.

1. The system detailed in the following rules provides for classifying, registering, and keeping the correspondence of an office:—

Firstly, by departments;

Secondly, within each department, by "collections" of papers, each collection having its consecutive number and distinctive title;

Thirdly, within each "Collection" by "files," each file having its consecutive number within the collection, and its "subject" clearly designated.

The papers within each file should ordinarily be of foolscap size and of good quality. Where they are not of this size, they should be folded to fit into the same space, if larger than foolscap size; if smaller they should not, as a measure of economy, be pasted on to a sheet of foolscap but care should be taken that they are not mislaid.

Files.

2. A single file consists of every letter received and every draft of a letter or memorandum issued in the course of a consecutive correspondence on one subject. Each paper is to be read flatly in chronological order, i.e., the first letter issued or received at the bottom, the next above it, and so on, the letter of latest date being at the top. Such letters and drafts should, as far as practicable, be written only on the standard routine forms prescribed by the Board which are in Appendix C.

Serial number

3. (1) Each letter will have assigned to it a consecutive number within the file to which it belongs, called the *serial number* which should be inserted in a *big figure* in the space provided for the purpose in the standard forms.

(2) Every document of the nature referred to in rule 227 received with a letter will have assigned to it a sub-number. For example, if the letter is numbered 12 the private document or exhibit received with it will bear the number 12 (a). If more documents than one are received with a letter, sub-numbers 12 (a), 12 (b), 12 (c), etc., will be given to them.

Keep-withs.

4. With each letter or draft should be kept any enclosures of the letter, i.e., papers which are sent with the letter and are intended to be read as part of the letter and kept with it, and any office notes which passed with regard to it; these are technically called "keep-withs", and, except as provided in rule 3 (2), do not bear separate serial numbers as part of the correspondence. These papers will be stitched together with cotton in the upper left-hand corner and will form one unit under one serial number in the file.

Collections.

5. A "collection" is an aggregate of the files, the subjects of which fall under some general classification, and which are tied up together and kept together on the racks for the sake of convenience and for economy of space. For instance, the English correspondence regarding the settlement of one ordinary estate will constitute a file; a number of such files will be kept together in one collection, of which the title would be "Settlements"; so also there may be a collection entitled "Wards' Estates," another "Embankments," and so on; each such collection would consist of so many separate files, each file containing correspondence relating to one ward's estate, or to some one distinct question relating to one ward's estate, or to one embankment. It is convenient, in starting this system, that the Collector or Sub-divisional Officer should, from his general knowledge of the business of the office, sketch out a list of collection titles which suggest themselves to him under each department. The number of collections and their titles must not be

rigidly fixed; they may be freely added to in the course of the year, as found convenient. For instance, although one collection would be entitled "Wards' Estates" within which all files regarding wards' estates would ordinarily fall, yet in any district in which one or more very large estates entailing much correspondence happened to be under the Court, it would be convenient to have a separate collection for each of such estates, within which the correspondence on each different question might form a separate file.

6. Many letters received in, or issuing from, Collectorate and subdivisional offices are of very transient interest, or are such that the correspondence begins and ends with the one letter and its reply. The classification of such letters and the sorting of them into files and collections will not be worth the trouble it would entail, nor is it necessary. In such department should be opened a "Miscellaneous collections", within which all such letters may be placed chronologically without reference to subjects.

Miscellaneous collection.

7. The correspondence of a Collector's office may be divided into the following departments, and as many others as may be found convenient:—

Departments.

I.—General Department.

II.—Account and Treasury Department.

III.—Excise Department.

8. The smooth working of the system will depend much on the correct and careful registration of the letters received and issued.—Three annual registers will be maintained, viz.:—

Registers.

I.—Register of letters received. (No. 60.) Form No. 9.

II.—Register of letters issued. (No. 61.)—Form No. 10.

III.—Index Register of English correspondence. (No. 62.) Form No. 11.

The forms of these registers are annexed in Appendix A.

9. Ordinarily each of the departments mentioned in rule 7 will keep its own set of registers, and its own series of numbers.

Division of registers into departments.

10. Departments in which the correspondence is large should indent for registers 60, 61 and 62 in bound volumes of 400, 200 or 100 pages. But departments with a smaller correspondence should use a typed flap-heading and indent for loose sheets, without headings, but ruled properly. The required number of sheets should be bound in red *kharua* cloth. When these *kharua*-bound volumes are in accordance with rule 78, consigned to the record-room the Record-keeper, as soon as a sufficient number of volumes relating to a particular department has accumulated, shall, after taking out the blank pages, if any, have them rebound into a volume

Loose sheets of register forms or bound volumes to be used.

of suitable size. On the back of each such volume he will paste a label showing the departments and the years to which the contents relate.

**Subdivision
of Registers
of each
Department.**

11. In large offices it is sometimes found convenient to subdivide each department, so that each of the officers with whom much correspondence is carried on may have his own registers and series of numbers; but this will rarely be necessary.

**Index
Register
No. 62.**

12. The Index Register No. 62 (Form No. 11) will be divided into "collections". The subjects of existing files are first entered with their new serial number, and ample space is left for entering new files as they arise. The amount of space so left will depend on the probable number of new files, but should never be less than half a page for each collection. The arrangement of records of current correspondence on the racks or in the almirahs in the English office will be in collections exactly corresponding, with the collection title entered in the register. Within the collection the files should be kept according to their serial order within their collection.

B.—Treatment of fresh letters received.

**Procedure to
be followed
on opening
letters.**

13. All correspondence received will be opened by the Collector or some other responsible officer to be deputed by him for the purpose. When the letter or telegram is opened the officer opening it should mark on it by stamp or in writing on the first page the date of receipt. When the document is received in the office the head assistant or an assistant specially deputed by him will see that the document bears the two docket stamps mentioned below. If not, he will affix the two stamps, if possible, on the left and right-hand top corners at the first page of the document as shown below. The head assistant will then fill in the spaces provided for the department and class of papers to which the document belongs and note in pencil for the guidance of the diarist the collection under which it falls. The head assistant is responsible for the correct classification of the papers. The letter will then be made over to the diarist who will enter it in the "Register of letters received", columns 1 to 4 and 6 being at once filled in, but column 7 being left blank till the letter is disposed of. The date of receipt entered in this register will be the date marked by the opening officer and not the date of receipt in the office. The necessary entries will then be made in the space provided in the docket stamp.

14. Whenever any reply is received necessary entry will at once be made in column 7 of the Register of letters issued, No. 61.

15. The following forms of docket stamps, which may be ~~used~~ from the Controller of Stationery, should be used in

cases where the printed forms prescribed by the Board have not been used:—

Left-hand docket stamp.

Enclosures.
Maps or plans.
Spare copies.
Class of papers.
Reply issued: No. , date

Right-hand docket stamp.

Diary or Register No.	
Department.	
Branch.	
Collection No.	
No. and year of File.	
Serial No. in File.	
No. and date of orders issued. No. reply.	

16. If the letter be the commencement of a new and not in continuation of an existing file, it will form the nucleus of a new file, to which will be assigned the next consecutive file number within the collection to which it belongs, and also a suitable file "subject" or "title". An entry of the file will then at once be made in the Index Register, No. 62, Form No. 11.

17. If the letter is in continuation of a file which has already been formed, the reference clerk will get out the file to which it belongs, will assign to the fresh letter the next consecutive serial number of the series of letters of that file, will place the fresh letter on the top of the file, and write up a fly-leaf, which will remain with the file. When a private document or exhibit is received with a letter, its sub-number should be separately entered in column 1 of the fly-leaf, its description in column 2 and the letter D in column 5. The serial number of the letter should be entered in the space provided for the purpose in the standard forms or in the docket stamp. He will enter in pencil on the margin of the letter the serial number or numbers of the previous letters to which reference is made, and will, when necessary, get out any other files required for the elucidation of the subject-matter of the new letter. References to letters in the current file should ordinarily be made as above indicated, but flags may be used to mark letters in other files put up or maps or enclosures to letters in the original file to which reference is made or required. The greatest care should be taken by all through whose hands the papers pass at any stage not to mix up the letters belonging to different files; each file should always be tied up firmly and separately.

Procedure for putting up letters.

18. The reference clerk will then submit the case so prepared direct to the officer in-charge or to the head assistant,* as the practice of the office may be.

19. The officer in charge will either draft a reply or pass such order as may be required. The draft reply should be on a separate paper of foolscap size, and not on the letter itself, or should be afterwards copied on a separate paper by the office. If the order be written on a separate piece of paper, the piece should be of foolscap size, and it should be stitched to the letter as directed in rule 4 above. If the order is short, it may be written on the blank space on the left margin of the letter, and continued on the blank space at the end of the letter. There must be nothing written across the letter, and care must be taken that each order or remark follows the other in regular succession, one below the other, and finally is continued, if necessary, on foolscap attached to the letter.

20. In Commissioners' offices "Note and Order-sheets" may be used at the Commissioner's discretion in files dealing with important matters.

21. Reminders received should not be treated as fresh letters, but should be noted in columns 5(a) and 5(b) of Register No. 60 of letters received against the letters on which they are received. They are to be treated as "C" class papers.

Treatment of
acknowledg-
ment.

22. A mere acknowledgment received should not be treated as a fresh letter, but should be noted in the eighth column of the issue register against the letter to which it refers. When an acknowledgment only is issued, it should similarly be entered in the last column of the receipt register. They are to be treated as "C" class papers.

C.—Treatment of replies issued.

Issue of
letters.

23. When a draft has been written or approved, all the pages, if more than one, of the draft should be stitched together in the left-hand upper corner. If there are enclosures to the draft they should be kept with the draft, and should not be given a separate serial number. If the draft belongs to no previously constituted file, but opens a new correspondence, it will form the nucleus (i.e., No. 1) of a new file to which the next consecutive file number within its collection should be assigned, and the entry of the file should then be made at once in Index Register No. 62 under the collection to which it belongs, an appropriate "subject" or "title" being devised. The copyist will make the fair copy

*Where the Collector or the Subdivisional Officer does not himself open his covers, it should be made a strict rule that no fresh letter is on any pretext to be allowed to remain more than 48 hours in the office without being brought to his notice. If there is any difficulty in finding references, they can be put up after the Collector or the Subdivisional Officer has seen the letter.

for issue on the form prescribed, if any, and submit it for signature. In each fair copy of a letter the date of the draft should be noted under the place for the Collector's signature; this will enable the Collector at a glance to check delay in the Copying Department.

24. Enter the issuing letter in Register No. 61 of letters issued, filling in columns 1 to 6, and entering the remainder, if required, in the columns 8 and 9.

25. Enter the register number and the date and give the number of the collection and file to which the letter belongs, on the draft which is to remain in the office file.

26. If the draft is not written on a printed docket form, but on plain paper, affix the two docket stamps as given below, one in the left-hand upper corner and the other in the right-hand upper corner; and then make the necessary entries thereon:—

Left-hand docket stamp.

*
Maps or plans.
Spare copies.
Class of papers.
Reply received. No. , date

Right-hand docket stamp.

To be marked for taking.	
Department.	
Branch.	
Collection No.	
No. and year of File.	
Serial No. in File.	
Date of despatch.	

27. Assign the serial number to the issuing letter as for letters received, *vide* rule 17.

28. In the fair copy, fill in the number of the letter, e.g., No. 707 R.S./XII—3—19 (which means letter No. 707 in Register No. 61 of the Settlement branch of the Revenue Department, Collection No. XII, file No. 3, serial No. 19). The docket stamps on the fair copy must be left blank, for the use of the receiving office.

29. Date and despatch of the fair copy.

30. Write the actual date of issue on the draft, below the date of letters and place it in its proper place at the top of the file.

31. Fill up column 11 (No. and date of reply) in the "Register of letters received", opposite the letter, if any, to which the outgoing letter relates.

32. The above operation having been completed, the clerk* in charge of the record will enter the newly-issued letter on the fly-leaf and return the file to its proper place in the collection to which it belongs.

**Entry of
subject of
letter.**

33. In column 6 of Register No. 60 and column 4 of Register No. 61 the subject of the letter received or issued should be entered with the utmost conciseness consistent with clearness as to what it relates to. On no account should an abstract of the letter be given. The entries should very seldom state more than is given in the specimens in Forms 9 and 10 in Appendix A. In many cases indeed it may suffice to enter merely the "file-subject".

**Number of
type-written
copies to
be prepared.**

34. It happens, not unfrequently, that orders or reports, in the course of communication, through the official channels, to the officers for whom they are ultimately destined, are copied and recopied in every successive office they pass through. As typewriting machines are now in general use, a good deal of time and labour would be saved, if the issuing officers prepared and transmitted, with the original type-written orders or reports the necessary number of typed copies for the offices which they will ultimately reach. Ordinarily, three copies can be prepared on foolscap paper by a single operation from a type-writer. And if more than three copies are required, they may be obtained by duplicators where they are in use. Where there is no such machine, or when less than seven copies are required, three copies only should be prepared by type-writers and transmitted, leaving the remaining copies to be prepared in the offices through which the orders or reports would pass.

D.—Reminders.

[N.B.—Rules for the issue of reminders apply to offices in which the card index system is *not* in use.]

35. If the officer who drafts a letter that requires a reply has passed therein no order regarding the issue of reminders, and no general orders on the subject have been issued by the Collector, the clerical head of the department or branch concerned will note on the draft the necessary orders. When in the letter itself a reply is called for by a specified time, the day following the expiry of that period should be fixed as the date for the issue of a reminder. Similarly, when the reply has to be incorporated in a report which is due to a superior authority by a fixed time, and no time has been specified for the receipt of the reply, the clerical head of the department or branch will note on the draft when a reminder should issue. If the draft is on a printed docket form, the order regarding the reminder will be written in the appropriate space. If it is on plain paper, the order will be written on the top right-hand corner after the affixing of the docket stamps.

*Reference clerk in the current record-room.

36. When the letter is entered in Register No. 61, the clerk in charge of that register will copy this order regarding reminders across columns 8 and 9 of the register and will be responsible for duly issuing the reminders.

37. Ordinarily reminders should issue in the printed forms prescribed by the Board.

38. In ordinary cases, and in the absence of special orders under rule 35, the first reminder should issue one month from the issue of the original letter. It should be followed by another reminder after 14 days. If no reply is received within seven days, the case should be submitted by the clerk in charge of Register No. 61 to the head assistant of the department or branch for his orders, and the latter will, if necessary, consult the officer in charge. In all cases, however, it should be distinctly understood that, notwithstanding the absence of special orders, reminders should be issued at earlier periods when the clerk in charge of Register No. 61 can see from the subject of the letter or judge from known circumstances that an early reply is desirable: in such cases he should take the orders of the head assistant of the department or branch, and this should usually be done at the time when he enters the letters in the register.

39. In issuing a reminder care should be taken that the subject-matter of the letter to which it refers or of the enquiry to which the reply is wanted is invariably given in a clear but concise way in order that the officer who receives the dāk may at once know what is wanted without referring to the office. This rule applies to all reminders of every kind.

40. Any letter regarding which the Collector has passed special orders for the issue of reminders, or in which a reply has been asked for by a specified time, must be entered by the head clerical officer of the department concerned in a "Forward Diary", under the date on which the reminder is to issue; and that officer will be responsible for the issue of the reminders.

41. When no reply is needed, this will be expressed by "N. R." (No reply) in column 7 of Register No. 61. For letters described in rule 40, S. R. (Special reminder) will be entered across the columns 8 and 9.

42. When in any office or branch of an office the number of letters issued is very small, the "Forward Diary" may be used for all reminders.

43. In offices in which the card file and card index systems are used, the special rules for reminders issued in a separate pamphlet under those systems will be followed.

44. The clerk in charge of Register No. 61 will note in columns 8 and 9 of that register all reminders issued by him in the manner illustrated thus:—

"A. No. , dated 1st April 1909" (for first reminder).

"B. No. , dated 15th April 1909" (for second reminder).

"S. R. or D. O., dated 1st May 1909" (for special or demi-official reminder).

"Tele. dated 5th May 1909" (for telegraphic reminder).

45. It will be his business to scrutinise Register No. 61 daily to ensure that reminders are promptly issued; and he will be responsible for all delays except those which arise in connection with "Special order" letters referred to in rule (40). ✓

E.—Forward Diary.

46. A "Forward Diary" (Form No. 18, Appendix A) should be used by clerical heads of departments and others in the Collectorate and Commissioners' offices, the nature of whose work requires them to put up cases, files or letters on particular dates. The diary should be used by such officers as the Collector thinks necessary. The diary does not supersede any existing prescribed register.

47. The following instructions are given for the use of the Forward Diary:—

- (a) The dates are printed on the edge of the diary. For each date there are 12 compartments, facing the date. Ordinarily the top left-hand compartment on the page would be for January, the next for February, the next for March, and so on. For each day's entries one of the 12 compartments should be used. When the number of entries is likely to be ordinarily very large, two compartments may be used for each day of a month. In this case the diary will be for six months only, and another diary form will be brought into use after six months.
- (b) In the space below the name of the month, the numbers of the cases, files or letters required to be put up on the date against the page should be noted.
- (c) All entries made against a day should be struck out at the end of the same day, those not disposed of on the day being entered against the dates when they have next to be taken up.
- (d) Possibly in small branches of his office the Collector may find this diary useful as a Takid Register where the card reminder cabinet system is not in force. (See also rule 42.)
- (e) It might be used as a Case Diary when the number of cases is very small.

48. Copies of the Forward Diary may be obtained on demand from the Press and Forms Manager, Bengal.

Correction slip for the month of March 1944.

THE BENGAL RECORDS MANUAL, 1943.

No. 1.

1. Mark the existing rule 49 as paragraph 1 of the rule and insert the following as paragraph 2:—

“Officers should note that a Government servant may not, unless generally or specially empowered by the Local Government on behalf, communicate directly or indirectly to Government servants belonging to other departments, or to non-official persons, or to the Press, any document or information which has come into his possession in the course of his public duties, or has been prepared or collected by him in the course of those duties, whether from official sources or otherwise.”

2. Insert the following as note to rule 49:—

NOTE.—(1) Where the document or information is confidential, private, or secret, any breach of the rule is of course the more serious. A punishment, apart from departmental punishment, is in fact prescribed by the Indian Official Secrets Act, 1923. Under section 5 of that Act it is a criminal offence if any person having in his possession or control any note, document, or information which has been made or obtained in contravention of the Act, or which has been entrusted in confidence to him by any person holding office under His Majesty, or which he has obtained or to which he has had access owing to his position as a person who holds or has held office under His Majesty, communicates it to any person other than a person to whom he is authorised to communicate it; or retains such note or document in his possession or control when he has no right to retain it; or fails to take reasonable care of it. The receipt of any note, document, or information with the knowledge, or with reasonable ground for the belief, that it is communicated in contravention of the Act is similarly an offence. The punishment is imprisonment which may extend to two years, or fine, or both.

It is unnecessary to state in detail other provisions of the Act: but it may be mentioned that under section 9 a person who attempts to commit or abets the commission of an offence under the Act is liable just as if he had committed the offence.

(2) It is impossible to frame instructions that will prevent every possibility of leakage of official information. For that Government must depend on the loyalty and discretion of their servants. Thoughtlessness or lack of care may have consequences as serious as those of deliberate betrayal of confidence. Traffic in information for gain must be recognised by every one as base conduct and a grave offence: but Government servants are under a special obligation to see that official information is not disclosed through conduct in which there is no deliberately harmful intent, such as idle gossip, the desire to appear important by being “in the know”, the furtherance of communal or family interests, or the desire to gratify a person towards whom an obligation is felt. Common sense requires that more than usual caution should be used in conversation with, or in the hearing of, persons who may have a motive for obtaining some particular piece of information or persons whose business it is to get and publish news (press correspondents).

(3) Only the head of the office may give any information, or be accessible, to press correspondents and representatives of press associations. If any officers not authorised are approached by representatives of the Press, they should refer them to the head of the office.

(4) The treatment of particular documents as "confidential" or "secret" does not imply that the information contained in other documents is "public property". The object is to show that special care has to be taken in respect of the former, and that an additional responsibility lies on all persons who handle them.

3. Cancel the sub-paragraph to rule 50 and add the following at the end of the rule:—

"Letters or packets containing confidential or secret papers sent by post should invariably be registered, and those containing secret papers should be sent 'acknowledgment due'."

For the existing rule 52 substitute the following:—

Papers marked 'Confidential' should not pass in the ordinary course through the office but should be seen and dealt with by the head of the office and one or two trustworthy clerks (whose names are to be noted) directly or implicitly authorised in that behalf. They should pass from hand to hand from one authorised person to another and if not passed by hand they should be sent in sealed covers or in boxes provided for the purpose."

Insert the following as paragraph 1 of rule 57 and mark the existing rule as paragraph 2 of the rule:—

Papers marked 'Secret' are intended only for the perusal of the person to whom they are addressed and of persons to whom he is entitled to communicate them. The person to whom they are entrusted is personally responsible for their safe custody. For the transport of these documents boxes have been provided, which are fitted with special locks; the possession of keys for these boxes is permitted only to persons particularly trusted, and the safe custody of the keys is a matter of great importance in which each authorised officer is personally responsible."

[D. Group, Record Room Branch, file No. 16 of 1943.]

F.—Rules for the treatment of confidential correspondence.

49. The rules received with Government Circular No. 875P.; dated 10th March 1905, regarding despatch and preservation of confidential communications, which are given below should be carefully noted, and adhered to by all officers through whose hands confidential communications may pass. **Confidential communications.**

50. When confidential papers are transmitted by post they should be placed in double covers, the inner cover being sealed, marked "Confidential"—and superscribed with the name only of the officer for whom they are intended, the outer cover being addressed by his official designation only and without the addition of his name. When such papers are, however, transmitted by hand, single covers may be used.

Confidential papers by post should not be registered except in accordance with special or general orders passed by the head of the office.

51. When letters are received in an office they are usually opened by some trusted official whom the head of the office appoints to that duty. When he, on opening a cover, finds inside another envelope marked "Confidential" and addressed by name to the head of the office, he should be careful not to open it, even if the head of the office is away on tour. The addressee should invariably open the inner cover himself and allow no subordinate to open it.

52. Confidential papers should not pass through the office in the usual course. Only the head of the office and one or two trustworthy clerks (whose names are to be noted) should deal with them. They should pass from hand to hand and should either be delivered personally or be sent in sealed covers.

53. Confidential papers should be classified as follows:—

- (a) Papers (mostly printed) which are confidential in a minor or more or less degree, such as weekly reports on National sense, confidential circulars issued by various departments, and certain annual reports of the Political Department.
- (b) Character statements of subordinate officers.
- (c) Papers which are confidential only during the pendency of discussion and not after a decision has been arrived at.
- (d) Papers which are strictly confidential, such as weekly police abstracts and the demi-official correspondence of heads of the offices with one another.

54. Papers falling under heads (a) and (b) should be kept in the office in a box or almirah fitted with a Chubbis-lock, the key of which should remain with the Personal Assistant when there is one, or with the head assistant, unless for any reason the head of the office thinks it necessary to keep the key himself. They should be entered in a special register, in which should be entered the date of receipt,

the number and date of the letter, the subject to which it relates, and the nature of the action taken. When a case is taken out of, or returned to, the almirah or box, a note to that effect should be made in the register. An index to the register should be prepared in offices in which the cases are considerable in number. The register and index should also be under lock and key. When the officer in charge of these papers goes on leave he should hand over the key to his successor, after verifying the contents of the box or almirah in his presence.

55. Papers falling under heads (c) and (d) should be kept in a locked box or drawer in the personal custody of the head of the office. When vacating his office he should personally hand them over to his successor.

56. At the end of each year the papers of all four classes should be examined under the personal supervision of the head of the office, and papers which it is no longer necessary to keep should be destroyed, and papers falling under heads (c) and (d) should be transferred at his discretion to the office almirah.

57. When the officer initiating correspondence considers that there is need for special secrecy, he should always indicate that fact.

58. Commissioners of Divisions, district officers and heads of departments should keep specially confidential papers in a safe.

[N.B.—The head of the office in these rules is the officer who makes appointments in the office, gives leave, etc., i.e., a Commissioner, Collector, District Judge, Head of a Department, Secretary to the Board of Revenue, etc., as the case may be.]

✓ C.—Arrangement of files and collections of current and recent English correspondence.

Current correspondence.

59. In addition to the correspondence of the current year that of the preceding one, two, or three years (as found convenient) may be treated as "recent correspondence" and kept in shelves in the clerk's room for ready-reference in charge of a reference clerk. At the end of each year, the correspondence of the year which passes out of the category of "recent correspondence", for example, correspondence over three years, will be transferred to the record-room, as described below in rules 78 to 82.

Shelves to be divided into compartments.

60. The current correspondence shelves should be divided into compartments. If the correspondence of more than one department is kept in one room, a convenient number of compartments should be assigned to each department, and should be labelled accordingly.

61. Every collection should be kept in its proper place in the shelves, and every file in its proper place within the collection, except when it is in actual use.

62. In every file should be kept a fly-leaf, i.e., list of the letters which constitute it, an addition being made to the list, as before directed (*see* rules 17 and 32), as each letter is received or issued. The form is given in Form No. 21, Appendix B. Fly-leaf.

63. The fly-leaf of English correspondence will be printed on stout paper. It will at once indicate in which file any required paper is to be found or that it has been destroyed.

64. When a whole file is removed, otherwise ~~or~~ dealing with letters newly received as provided for in rule 17, the fly-leaf attached to a file board is to be left behind in its place. When the file is returned the fly-leaf will be replaced on the top of the file.

65. Whenever paper is removed from a file, a removal slip note is to be kept in it to indicate where the paper has been removed. The form of removal slip is given in Form No. 24, Appendix B. Removal slip

66. When any register or bound volume is sent out of the English office or record-room, a removal slip note (attached to a file board, as a mere slip by itself is likely to be lost) should always be put in the place whence the register, etc., was removed. This slip will give a description of what has been removed; and will show where and to whom it was sent, and the date of its removal. This removal slip should be destroyed when the register or bound volume is returned. Treatment of removal slip note.

66A. When any valuable document is transferred from any officer to any other officer or to the Government Pleader, the officer transferring should insist on taking a proper receipt for the same and such receipt should be carefully preserved.

66B. Valuable double lock registers taken out by the Government Pleader in connection with Government cases should not be retained by him in his possession beyond the period absolutely necessary, and in any case the Government Pleader should be asked to submit monthly certificates to the Collector certifying that the registers and the documents are in the personal custody of the Government Pleader and are being properly safeguarded.

67. Correspondence clerks are not to be allowed to keep on their desks masses of pending files in order to go over them periodically to see if in regard to any one of them action has to be taken. No clerk should be allowed to have by him any files save those actually required by him to dispose of work in hand. Clerks are not allowed to keep masses of pending files on their table.

68. At the end of the current year, before the correspondence of that year is transferred to recent correspondence and the recent correspondence of the third preceding year is transferred to the old correspondence in the record-room, every collection and file of the year just ended must be gone through and examined. Treatment of current correspondence after the close of year.

69. All the finished and completed files of the year just ended must be transferred to the rack assigned to the correspondence of the first year of recent correspondence. Similarly, the files of the first recent year must be transferred to the rack for the second year and those of the second year to the rack for the third year.

**Printed slip
for pending
files. Form
No. 29.**

70. As regards the correspondence of the year just ended, all the pending files, i.e., files in which correspondence is not completed, will ordinarily be retained with the files for the new year, their places in the original collections being taken by the printed slip for pending files, Form No. 29, Appendix B, properly filled up and completed. The separation of such files from the collections of which they originally formed a part, will be final. For the purpose of tracing them in future, a note must be made at once against the entry relating to such files in column 4 (remarks) of the Index Register No. 62 that "File No. ——— has been transferred to and has become file No. ——— of collection No. ——— of the year ———." Similarly, in column 4 (remarks) of the Index Register No. 62 of the new year a note will be recorded showing the old number of the previous year.

71. The files will be treated in every respect as files of the new year and fresh letters received and issued will be given serial numbers in continuation of the last number in the file so transferred.

72. When, however such files are already bulky, the transfer need not be made, and a new file may be opened for the new year starting with a fresh serial number. In such cases the previous year's file will be tied up with the new file so long as required, a removal slip being kept in its place as provided in rule 65. When no longer needed, it will be restored to its place in the collection of the year to which it belongs.

73. If at any time a matter is reopened, the file in connection with which has been transferred either to the first, second or third year's recent correspondence or to the record-room itself, the procedure in rule 72 should be carried out.

**Destruction
of "C"
papers.**

74. Before transferring any correspondence to the record-room under the above rules, all "C" papers should be removed from the files and destroyed.

**Spare
copies of
printed
letters.**

75. Spare copies of printed letters should be treated as "C" class papers and destroyed after 3 years.

76. Deleted.

77. Periodical returns will have assigned for them a separate shelf or compartment.

H.—Arrangement of files and collections of Old English correspondence.

78. As mentioned in rule 59, as soon as possible after the close of each year, the correspondence of the year which has passed out of the category of "recent correspondence" will be transferred to the record-room as old records, along with the registers of letters received and issued for that year and the Index Register of collections and files. Without these registers the record-keeper must decline to receive any correspondence, except under express orders of the Collector. It is also the duty of the record-keeper to make such a scrutiny of the records made over to him as will satisfy him that all "C" papers have been destroyed, that each file has a proper fly-leaf, and that the papers are arranged in due serial order. Transfer to record-room.

79. Before placing the files so transferred on the old record racks, all *file-boards* must be removed. The boards so removed, if fit for use, must be put aside with their tapes and made over to the Forms clerk to be entered in his Stock Register and issued as required. The record-keeper should have a supply of *file-boards* for use in connection with files called for by the reference department from the old record-racks. The boards not fit for use must be repaired, if necessary, by the daftri and put into stock of stationery and forms for re-issue as required. Removal of file-boards.

80. It is forbidden to the Forms Department, Bengal, to issue to the Board of Revenue and its subordinate offices or to any offices which have been transferred from the Board's control to that of Government *file-boards* containing any printed inscription.

81. When a year's correspondence is made over to the record-keeper, if any of the files are not made over to him because they have been transferred to the next year or because they are missing, he must report the facts to the Deputy Collector in charge of the record-room, and the Deputy Collector must satisfy himself in regard to the files alleged to have been so transferred that they have been transferred and must give the record-keeper a certificate to the effect. Any omissions that are discovered must be brought by the Deputy Collector to the notice of the Collector, and also the facts in regard to all missing files. Missing files to be accounted for.

82. All the records of one year deposited as old records will be kept on the old record-racks together. The record of each year will be divided into departments and the departments subdivided into collections, within which the files will be arranged numerically, i.e., according to the number which they bear in Index Register No. 62. At the top of each collection must be placed a list in Form No. 30, Appendix B, showing the number of subjects of the files of which the collection, as received from the current department for deposit, consists. The lists will show which of the files have been retained in the current department under rules 70, 72 and 73. Arrangement in record-room Form No. 30

Files to be placed vertically and tied up in packets of sufficient size to fill the depth of the shelves. Form No. 31.

83. As mentioned in rule 79 the *file-boards* are to be removed from the files, and the latter will then be arranged in due serial order in collections. The collection will be tied up with list in Form 31, Appendix B, on its front and placed upright on the shelf with sufficient space between each packet to allow of efficient dusting. If the collection is too deep for the depth of the shelf, it will be divided into two or more packets with Form 31, Appendix B, on each. If the collection is very small, it may be attached to the next serial collection or collections to make a packet deep enough to fill up the depth of the shelf. Each packet should be enclosed between wooden boards of slightly larger dimensions than those of the records and fastened with stout cords above and below.

Contents of packets. Form No. 31.

84. On the front of the wooden board of each packet will be pasted Form 31, Appendix B.

Packets to be arranged by departments.

85. The packets so formed will be arranged by departments on the record-racks, and the year to which the packets belong should be labelled on the part of the rack which is assigned to them.

86. On the label of Index Register No. 62 will be noted the number of the rack, compartment and shelf where the files entered in that register are to be found. Each rack, compartment and shelf must have its number conspicuously painted on itself, if possible; otherwise on a black tin label with white lettering, securely fastened in its place.

Checking of stamps by record-keeper.

87. It shall be the duty of the record-keeper on receiving records from any office or department for deposit in the record-room, to ascertain personally or through the examination of a responsible assistant that on every document chargeable with stamp-duty the head clerical officer concerned has made the prescribed entry as to sufficiency or otherwise of the stamp borne [rule (a), section IV, Part III, page 201 of the Stamp Manual, Volume I, 1931] and that the rules regarding cancellation of court-fee stamps have been properly carried out. Should any of the stamps show signs of having been tampered with, or should there be any deficiency or any suspicious circumstance, he must at once submit a report to his superior officer. This examination may be made at the time of second punching prescribed in rule 88 below.

Second punching by record-keeper.

88. The record-keeper of every court or office shall, when a case is decided and the record consigned to his custody, punch a second hole with a triangular punch in each label distinct from the first, and at the same time note upon the fly-leaf the date of his doing so. The second punching should not remove so much of the stamp as to render it impossible or difficult to ascertain its value or nature, and should be made on the day the records are received in the record-room, or as soon after as possible and should not await the inspection or examination of the

records. These directions apply only to adhesive labels used under the Court-fees Act. Impressed stamps used for denoting court-fees need not be cancelled or punched, otherwise than as required by section 30 of the Court-fees Act. The portions punched out must be destroyed by burning.

—Classification, preservation and destruction of English correspondence kept in both the current and the old record-rooms.

88. The following rules are issued for the offices of Collectors of Revenue and of all offices subordinate to a Collector. Commissioners and other officers will be guided by the spirit of the rules in dealing with the records of their own offices, and in accordance therewith will exercise their own discretion in directing the destruction of unnecessary papers. Preliminary.

90. English records will be classified on the same principle as vernacular papers. Class A will contain papers to be *permanently* preserved, class B will contain papers to be destroyed after *twelve years*; and class C will contain papers that need not be kept for more than *two years* excluding the years of disposal. It is generally possible to determine at once to which class a letter will belong, and to prevent an undue accumulation and neglect of this work, it is desirable at once to distinguish all letters as A, B, or C, and mark them prominently by the use of A, B and C stamps. These stamps should be rather small for correspondence. The C letters should, when the correspondence is closed, be separated from the rest and tied up in a separate packet. This packet should, however, be tied up with the packet of A and B letters of the same correspondence until the time comes for destroying the C letters. Documents marked D on the fly-leaf as prescribed in rule 17 should be left with the letters with which they were received and should be dealt with at the proper time as prescribed in rule 228. Classification of records:

91. The collectorate head assistant will be primarily responsible for seeing that the English records are intelligently classified in accordance with these rules. In cases of doubt, the head assistant will obtain the orders of the Collector. Responsibility of officers.

92. Before any officer is entrusted with A, B, C and D stamps, the Collector must ascertain that he has made himself thoroughly acquainted with the table given in rule 101. Knowledge of officer to be tested.

93. It will always demand the exercise of considerable tact, local knowledge, and intelligence to prevent the destruction of papers that may be needed for future reference. Much, therefore, must depend on the careful supervision of Collectors. No rules can be applicable to all Supervision of Collectors.

districts in all cases, and it is not intended that the classification now prescribed should be arbitrarily followed without the exercise of any individual discretion. Such discretion will generally be more soundly exercised in the preservation than in the destruction of a record of doubtful importance.

Object of the classification.

94. The three lists given in rule 101 contain the detailed classification by which officers are to be guided in the destruction of English correspondence. The object of this classification is to provide for the permanent preservation of all really important papers, and at the same time to ensure the periodical destruction of the mass of ephemeral and trivial correspondence that now blocks up the record-shelves and almirahs in the local offices. It will be observed that it is "correspondence of importance" only that is classified under class A. The object of this classification is to enable a Collector to weed the files of papers of no permanent value. It is evident, for instance, that correspondence regarding the establishments for making settlements and surveys needs not be kept for ever, though it may be well to keep it for more than two years. In such matters the discretion of a Collector must be exercised.

Correspondence bound up in books not to be destroyed.

95. No early correspondence that has already been bound up in books is on any account to be destroyed without the special sanction of Government. This sanction will, as a rule, only be given when such books are in such a state of decay as to be practically useless, or when a procedure has been followed similar to that described by Mr. Toynbee in the preface to his Sketch of the Administration of the Hooghly District from 1796 to 1845, published at the Bengal Secretariat Press in 1888.

Examination of unimportant "A" class papers for destruction.

96. Although, according to the lists, papers in Class "A" are to be kept "for ever", an expression used because it is unsafe to fix any period within which it is certain they can be destroyed without any danger, it is necessary, in order to prevent the excessive accumulation of papers, to make arrangements from time to time for relieving the record-rooms of old papers which have ceased to be important or which were originally wrongly marked "A". In order to weed out unimportant papers the record-keeper should examine a few bundles of "A" class papers on each working day. Detailed instructions for this examination are given in Appendix F (1) at page 215.

Destruction of Receipt and Issue Registers.

97. Receipt and issue registers of English correspondence should in future be preserved permanently. *Registers must now be preserved in duplicate, one in the original and one in a separate book.*

98. A note should be kept on a label inside the front cover of Register No. 62, showing—

- (a) where the collections and files referred to are stacked;
- (b) the annual total of letters received and issued in each department.

A specimen of the proposed entry is given below:—

Year 1906.	
Collectorate side.	
Department—Wards.	
Total number of collections	I to XX
Total number of letters received in 1906	2,000
Total number of letters issued in 1906	1,800
Total	3,800

Placed in record-room on Rack No. II, shelf No. 3.

99. Fly-leaves should be destroyed when the papers to which they refer are destroyed, but fly-leaves which give some indication of the contents of "A" papers should ordinarily be preserved, if the contents cannot be ascertained from registers of letters received and issued.

100. A memorandum of English correspondence destroyed must always be made and recorded, *vide* rule 230 (c). **Memorandum to be kept.**

101. The following table shows the classification of English correspondence and other English records prescribed in rule 92:— **Detailed classification**

Class A.

Papers so stamped with the letter A and to be retained for ever.

Correspondence of importance regarding—

Settlement.	Land registration.
Surveys.	Common and special registration.
Waste lands.	Malikana.
Embankments.	Civil suits.
Irrigation.	Service tenures.
Drainage.	Sales.
Government estates.	Enhancement of rent.
Escheats.	Court of Wards and other private estates managed by the Collector.
Endowments.	Land improvement.
Stamps.	Land Acquisition.
Resumptions.	*Road and Public Works Cess.
Boundaries.	Statistics.
Partitions.	Forest conservancy.
Redemptions.	Floods.
Transfers.	Famines.
Remissions and abatements.	Titles conferred by the Government of India.
Customs.	Pensions.
Opium.	Appeals, where the question is one of permanent interest.
Salt.	
Excise.	
Assessed taxes.	
Jurisdiction.	

*Old Cess returns are to be destroyed when a revaluation has been made.

- ✓ All annual reports and returns.
- All resolutions on those returns.
- All circulars from Government, the Board, Legal Memmbrancer, Accountant-General, etc.
- ✓ All letters communicating rules and general instructions.
- ✓ Correspondence on other subjects of importance to be included at Collector's discretion.
- ✓ All old correspondence already bound up in books.
- All printed reports and books including regulations and laws.
- All maps and survey records.
- All lists of papers destroyed.
- Statistical tables and memoranda for the preparation of Annual Reports.
- The following papers appertaining to the Excise and Salt Department:—
- History sheet.
- The following records appertaining to the Cess Department:—
- Annual budgets and establishment returns.
- Quarterly and kistwar returns.
- ✓ District and Subdivisional Officers' confidential note-book (prescribed in Government order No. 42Misc., dated 25th November 1908).
- Papers regarding landed property held by gazetted officers.
- Papers regarding the establishment of a pound or a ferry.
- Papers regarding juvenile offenders.
- ✓ Papers regarding under-trial prisoners.

Class B.

Papers to be stamped with the letter B, and to be twelve years.

Correspondence regarding—

- Any of the subjects mentioned under class A, which is of comparatively small importance and which it is obviously unnecessary to keep beyond twelve years.
- Securities of officers, except those of clerical officers who are dead and no longer in service, in which case they become C papers, the period of retention being calculated from the date of termination of service.
- Tents.
- Economic museums.
- Takavi advances.
- Treasure-trove.

† They should be treated as "C" class papers if they are blank.
 * For records of cases relating to the grant of Land Improvement Agriculturalists' Loans, see Rule 166A.

- Execution of decrees.
- Public Works and Buildings.
- Record grant.
- Stationary.
- Matters of account.
- Budgets.
- Embezzlements.
- Recovery of stamp-fees.
- Opinion on Acts and Bills.
- Appeals, except where the question is one of permanent interest.
- Appointment and dismissal of clerical officers.
- Leave, appointment and charge.

Vakalatnamas and Mukhtaranamas, except when the records in which they are filed, are to be preserved permanently.

Other correspondence of a miscellaneous nature to be included at the Collector's discretion.

The following quarterly, half-yearly and *kistwar* reports and returns, viz. :—

- I—Detailed account of estates held under direct management.
- IA—Return of advances made on account of works of improvement in Government estates, outstanding more than three months.
- II—Proceedings under the Recent Laws.
- IVB—Progress made in assessment and collection under the Income-tax Acts II of 1886.
- V—Certificates filed under Bengal Act III of 1913.
- IX—Abatements of revenue and removal of estates.
- X—Demands, collections, remissions and of balances of land revenue.
- XVIII—Progress in taking up lands for public purposes.
- XVIII (a)—Progress made in the temporary occupation of land under section 35, Act I of 1894, for public purposes.
- Monthly returns XVIII and XVIII (a).
- XXXIV—Progress made in valuation or revaluation operations under the Cess Act.
- XXXVIII—Demands, collections and arrears of cess on lands and mines.
- XXXIX—Subsidiary statement or explanation sheet of figures shown in crosshead 5 of table II, of return No. XXXVIII (used in districts where the rate of road cess and public works cess is not the same).

Return of loans granted to Native States due to Government.

All resolutions on above returns.

Diaries of district officers in the sadar and of subdivision officers in the subdivision.

Inspection memoranda and orders.

Petition for leave to appear at the Revenue Agent Examination.

Destruction
of exhibits
or private
documents.

108. Deleted.

109. It is to be clearly understood that these rules for the destruction of English correspondence do not authorize the destruction of any exhibits or private documents. The rules which govern the disposal of such documents will be found in Chapter V.

India
Gazette.

K.—Classification, preservation and destruction of Gazettes.

110. The India Gazette is not required by district officers to whom its supply has been discontinued, under orders of the Government of India, with effect from the 1st January 1908. Copies of Parts V and VI of the Gazette, in which the India Council Bills and Acts are published, will, however, continue to be supplied. The volumes that have already been bound should now be sold off.

111. The preservation of the Calcutta Gazette* will be in accordance with the following instructions. Two copies are applied to each District Officer and one copy to each Subdivisional Officer:—

(1) District Officer's first copy

As soon as possible after the end of the year, Parts I and IA of the Gazettes of the year will be separated, bound and permanently preserved in the Library. All the remaining parts including the supplements and the appendices will be kept in packets for 3 years and then sold off in accordance with rule 112.

(2) District Officer's second copy

This copy will be kept unbound in office for 3 years only for reference and then dealt with under rule 112.

(3) Subdivisional Officer's copy

This copy will not be bound but will be kept in the subdivisional office for 12 years, all portions except Part I and Part IA being removed at the end of 3 years for disposal under rule 112. On the expiry of 12 years Parts I and IA also will be disposed of under the same rule.

112. In all cases the portions which are no longer required will be sold as waste paper at the times when, as described above, their preservation is no longer necessary.

113. The Bihar and Orissa and the Assam Gazettes at headquarters are to be sold as waste paper at the end of three years.

*The Calcutta Gazette consists of the following parts:—Part I.—Notifications. Part IA.—Government of India notifications. Part IB.—Notifications of results of examination, scholarships, text books. Part II.—Land sale notices of Revenue and Civil Courts, etc. Part III.—Bengal Acts. Part IV.—Bengal Bills. Part IVA.—Proceedings of the Bengal Council. Part V.—Acts of the Government of India. Part VI.—Bills of Council. Part VII.—India Supplements. Appendices.

L.—Classification, preservation and destruction of registers.

114. No more labels are being reprinted. When the stock of labels kept by the Press and Forms Manager is exhausted officers should arrange to type them in office and affix to the outside cover of each Register showing the number, name, period for which to be retained and the authority, whether of Government, the High Court, Board or Law (samples are given in Forms Nos. 22 and 23, Appendix B).

115. In Appendix E is given a list of all authorized registers branch by branch (corrected up to December 1916), showing the period for which each is to be retained. Registers which, according to that list, are to be preserved for three years or less should not be consigned to the record-room, but should be retained in the office in which they were written, and should be destroyed by that office with the Collector's sanction on the expiration of the prescribed period. All other registers are to be consigned to the record-room, as soon as completed. Those that are to be preserved permanently will be entered by the record-keeper in Register 57, and those that are to be preserved for more than three years, but not permanently, in Register 57A. The forms of Register 57 and 57A are given in Appendix A—Forms Nos. 7 and 8; Register 57 is to be preserved permanently and Register 57A is to be destroyed when all the registers entered therein are destroyed.

NOTE.—Registers of revenue deposits should not be regarded as "completed" until the outstanding balances lapse to Government after three years as laid down in Article 255 of the Civil Account Code, Volume I.

116. Registers 57 and 57A should be arranged by branches as given in Appendix E, and for each branch a separate volume or set of pages should be provided in accordance with the estimated requirements of space for the registers relating to that branch. Similarly, within the volume or set of pages one page or a series of pages according to estimated requirements of space should be set apart for the entries of the completed volumes of each separate register. When the allotted space has been exhausted, the entries should be carried forward to a new set of pages in the same volume, or in a new blank volume, as may be found convenient.

Each volume should be given a consecutive number which should be marked on the outside of the volume. The name or names of the branch or branches contained in each volume should also be written on the outside of the volume.

At the beginning of each volume should be pasted an index in the following form:—

Name of branch.	Description of Register.	Page where to be found.
Butwara ..	I—Cash-book of partition fees ..	11—16
Do. ..	II—Cash-book of stamp fees ..	17—20

An index of branches should also be kept in the following forms :—

Name of branch.	Number of volume or volumes.

and pasted into the first volume of Register 57 and of Register 57A.

Introduction and retention of registers not expressly authorized.

117. No unauthorized register should be kept in any department. If the Collector considers a certain register, not prescribed by higher authorities, essential, such register may be kept provided the Commissioner sanctions its adoption as necessary owing to local circumstances, but not otherwise.

List of registers kept in each department.

118. In Calcutta, however, Registers VA, VB and VII may be kept till no longer required, when the Collector should obtain the Commissioner's permission for their destruction.

119. In each department should be hung up a list showing the registers kept in such department. This list should be signed by the Deputy Collector in charge and be kept up to date. Where any clerk is found using a register not entered in this list, he and the clerical head of the department should be required to show cause why they should not be punished.

Destruction of registers after they are rewritten.

120. When all the entries in a volume of a register are recopied into a new volume, the responsible clerical officer should certify in writing on the new register that it is in accordance with the old register, and the Deputy Collector in charge of the department, or in the case of registers kept at subdivisions, the Subdivisional Officer should countersign and date such certificate after such test as the Collector may prescribe. The old register volume, provided it is not one of the registers prescribed by law, will then be destroyed.

Registers to be kept in English.

121. Registers must all be kept in English.

M.—Classification, preservation and destruction of Treasury records.

122. The Treasury records mentioned in Appendix F may be destroyed after the period noted against them. Records which are not to be destroyed as well as records which are to be destroyed after five years or more should be consigned to the record-room annually, and when they are so consigned the record-keeper will enter them in Register 57 or in Register 57A according as they are to be preserved permanently or not. The rest should be retained in the Treasury Office and destroyed on the expiration of the periods mentioned against them.

CHAPTER II.

VERNACULAR RECORDS

A.—Rules relating to current vernacular records.

NOTE.—Under the term "Vernacular" are included all case records, whether in English or the vernacular.

123. The business of a Collector's office is divided into departments, a clerical officer being placed at the head of each department and held responsible for all the papers of every case in his department until it passes into the hands of the record-keeper under rule 125. An officer may be in charge of more than one department. Departmental heads.

124. The Superintendent is responsible that the papers daily received are daily made over to the officers in charge of the different departments, and duly filed and entered on the combined title-page and fly-leaves and in the books, and disposed of with due care and attention to arrangement. It is the duty of the Superintendent also to see that cases required for the Collector's proceedings are duly brought forward by the officers in charge of the departments at the times appointed, and that each case or paper is returned daily to the proper department before the office breaks up. Superintendent to distribute and supervise.

125. The officer in charge of each department should enter every case as it is instituted in the particular register prescribed for the purpose. All records which are not required for immediate reference must be transferred by the department concerned to the record-keeper within the month following that in which the records have been disposed of. (The exact date on which each department will send its records will be fixed by the Collector under rule 146.) The date of transfer is to be written against the entry of the case in the departmental book. The record-keeper must receive every completed case whenever tendered to him, signing the entry in evidence of his having received the case. The Superintendent is responsible for these instructions being duly attended to. He will see that records are not unnecessarily detained by the departmental officers on the plea that they are required for reference. Procedure for delivery of vernacular records to record-keeper.

"As regards the records of landlord's fee notice cases, the Landlords' Fee Register—Register No. 2—need not be sent to the record-keeper for his initials; but duplicate lists of the records should be prepared each month as required by rule 171. These lists should be initialled by the record-keeper in token of receipt and one copy should be returned to the Landlords' Fee Department, where it should be kept in a guard file. The Landlords' Fee Department should note against each case in the Landlords' Fee Register—Register No. 2—the date and serial number of the list in which the case has been entered."

As regards the case records of Debt Settlement Boards, the record-keeper must not accept any record unless it is accompanied by the certificate prescribed in the proviso to sub-rule (1) of rule 132 of the Bengal Agricultural Debtors Rules, 1936.

Combined title page and fly-leaf for vernacular records.

126. To each case except as provided in rule 171 is to be attached a "combined title page and fly-leaf," on which a descriptive list of all the papers in the case is to be given with a suitable heading descriptive of the nature of the case, the name of the estate and pargana to which it pertains, and the names of the principal parties concerned. The entries of papers in the list are to be made daily by the responsible officer, as the papers are filed and in the order in which they are filed. The combined title page and fly-leaf must never be changed, and the writing of it must not be deferred till the case is ready for transfer to the record-room. In the case of certificate records or any other records which are ordinarily classified as "C" class papers "combined title pages and fly-leaves" are to be attached from the time it becomes known that they should be "B" records. The form of the combined title page and fly-leaf will be found in Form 26, Appendix B.

Entry in Combined title page and fly-leaf of exhibit or document filed by a private party.

127. Every exhibit or other document belonging to a private party filed with an application or other paper will have assigned to it a sub-number. For example, if the application or paper is numbered 13, the exhibit or private document filed with it will bear sub-number 13 (a). If more documents than one are received with an application or paper, sub-numbers 13 (b), 13 (c), etc., will be given to them. These sub-numbers will be entered in column 1 of the combined title page and fly-leaf, the description of the document in column 2 and the letter D in column 6.

Preservation and destruction of combined title page and fly-leaf.

128. The combined title page and fly-leaf of vernacular records will be printed on stout paper. It will have the class of the highest paper entered in it. If there is an A paper entered in it, then the combined title page and fly-leaf will be an A paper. Otherwise, it will be a B or a C paper, as the case may be, and destroyed along with its B or C contents. An exception to this rule is allowed in the case of fly-leaves containing a very large number of entries, mostly of C papers with a few entries only of A or B papers. In such cases, the fly-leaf should be treated as a C paper, but when the time comes for its destruction, a new fly-leaf, containing entries of the A and B papers in the record should be prepared and attached to it.

Order sheet.

129. To each record of land revenue cases is to be attached an "order sheet" in Form No. 20 in Appendix B, to enable the revenue officers to see at once the progress of every case from its institution to its close and the manner in which their orders have been carried out. The form is intended to contain a note of every hearing as well as every order made in the case.

B.—Arrangement of current and old records ordinarily kept in the vernacular when deposited in the record-room.

130. A separate press or other fit receptacle for the secure preservation of papers is to be assigned to each department of business, the key of which is to be in the custody of the officer in charge of the department.

Each to have separate press.

131. In the arrangement of the vernacular records of a district the principle to be followed is to keep together as much as possible all the papers which relate to one estate (whether it be revenue-paying or revenue-free) and to keep the papers of each estate separate from those of another estate. The papers relating to revenue-free estates are kept in a separate place from those for revenue-paying estates, and are arranged on the shelves according to their serial number in Land Registration Register B. The papers relating to revenue-paying estates are arranged according to the serial order of their tauzi numbers. If the papers of an estate are so voluminous as to require subdivision, they may be so subdivided according to local convenience.

Arrangement of vernacular records.

132. On each shelf, or compartment of a shelf, will be clearly and durably written or painted in a prominent place the tauzi numbers or Land Registration Register B numbers of the records thereon, e.g., T. Nos. 501—700 or B. Nos. 250—500.

Tauzi numbers and Register numbers to be written on shelf.

133. Papers of a general nature will have assigned to them a separate shelf or compartment.

134. It sometimes happens that estates, or, more frequently, portions of estates, are situate in one Collectorate, as defined by section 3, Act VI of 1853, and borne upon the revenue-roll of another. In such a case the records should be kept in the record-room of the district, on the revenue-roll of which the estate is borne, and not in that of the district where the lands or some of them lie.

Estate partly in other districts.

135. This rule should not apply to thakbust and survey maps, which should remain where they are now deposited. Patni records, i.e., records of the patni sales should be kept in the district where the sale takes place. The records of all cases finally disposed of under the Public Demands Recovery Act, or under the Rent Law in force in districts where rent suits are tried by revenue officers and records of cases under sections 12, 13, 14, 15, 18 and 167 of the Bengal Tenancy Act, should be kept in the district in which they are so disposed of.

Exceptions.

136. Where arrangements upon these principles may be impracticable, such other arrangement as is more suited to the condition of landed property in the district may be introduced, with the approval of the Commissioner. The object is that it should be known what papers are in the office and where they are to be found. Uniformity, though desirable, is not to be enforced at an expense of time and trouble which may be saved by adapting the arrangement to the circumstances of any district.

Exceptions and arrangements allowed.

137. The records appertaining to *chaukidari chakran* lands and land acquisition cases should be kept in the district in the jurisdiction of which the lands concerned are geographically situated.

Chaukidari chakran lands and land acquisition records how to be arranged.

Estate papers required for English correspondence.

English correspondence relating to a case to be filed with the records (nathis) of that case.

Arrangement of cases in bundles.

Comparison of contents of bundles with shelf Register 41.

138. The records of land situated as described in the preceding rule (i.e., not belonging to estates borne upon the district revenue-rolls) should be arranged, by estates, in a different series from that of the estates borne upon the revenue-roll.

139. Whenever important papers belonging to an estate bundle are required for reference in connection with a case and are placed in a file of correspondence, a slip giving the reference to the File No. and Collection No. and year should be put with the estate papers in the bundle in the record-room. The papers themselves, as soon as they are no longer required for reference, shall be restored to the bundle. When they are thus transferred from a file, a removal slip note, that they have been put back in the estate bundle, should correspondingly be made in the file.

140. Many important matters in connection with a revenue case are decided by correspondence, and in the absence of rules for the disposal (ultimate filing) of this correspondence the papers are, it is believed, kept sometimes with the case records (nathis) and sometimes in the office file of the English correspondence without any cross-references. It is to be distinctly understood that the originals of all important orders should always be kept with the case records (nathis) to which they relate copies being kept in the office file of English correspondence with clear references to the case records (nathis) with which the originals are kept. Reference notes should also be made in the case records (nathis) to the files of English correspondence where copies are kept.

A miscellaneous case should be started in the Munshikhana whenever a question of transfer of an estate from one district to another arises and the correspondence relating to it should be kept with the miscellaneous case record. The record when disposed of should, in the usual course, be consigned to the record room and kept with the relevant estate bundle.

141. All cases of whatever nature connected with one estate are to be kept together. Each case is to be tied up separately (between boards or in cloth if cheaper), and all the cases of one estate are to be included in one bundle. The cases in each bundle (not the papers, but merely the cases) and the date of the year in which they occur should be entered in shelf Register 41 (Form No. 1, Appendix A). When any fresh case is added, the name and date are to be added to the shelf Register. This rule does not apply to C papers separated off for eventual destruction.

142. The record-keeper should examine each working day the contents of one bundle to see if the contents agree with the entry in shelf Register 41 of records, which is to be signed and dated by him to show when he made the examination. As each bundle is examined, it should be plainly

marked, initialled and dated outside by the record-keeper. Opportunity should then be taken to see that all B and C papers have been destroyed in due time, and omissions of this nature, as well as the fact that any papers are missing, should be reported to the Deputy Collector in charge of the record-room.

143. The sanction of Government should be specially obtained whenever Register 41 is re-written. The form of the register is given in Form No. 1, Appendix A. **Register 41 (Form No. 1).**

144. Register 41A of records of cases not connected with any estate is also to be maintained. The form of the register is that shown as Form No. 2, Appendix A. **Register 41A (Form No. 2).**

For Debt Settlement Board case records transferred to the subdivisional record-room a separate Register 41C (Form No. 4, Appendix A) should be maintained there. For such records transferred to the Collector's record-room a separate Register 41A (Form No. 2, Appendix A) should be maintained there. The entries in both the registers should be made *thanawari* and a certain number of pages allotted to each *thana*.

145. Register 41B shall be kept by the record-keeper, showing the receipt of records by him and his disposal of them. The form of the register is given as Form No. 3 in Appendix A. **Register showing receipt and disposal of records. Register 41B (Form No. 3).**

146. A list of all the courts and departments from which the record-keeper has to receive records should be prepared and the Collector should fix the date on which each department is to transmit its disposed-of records to the record-room. The date should be fixed in consideration of the volume of work in each department so as to ensure as far as possible that the records will come in evenly throughout the month and that one batch will be registered and shelved before another batch is due. The last date for the month should be fixed so as to allow plenty of time for registering and shelving all the records before the end of the month. The roster should fix dates for receipt of subdivisional as well as *sadar* records. For the form of the list, see Form 19, Appendix A. A copy of the list should be pasted inside Register 41B, and another copy should be hung up in the record-keeper's office, and the record-keeper should examine it every day and send a reminder to each defaulting department on the morning after the default. The list should be shown to the Collector not less than once a month. **List of courts and departments from which the record-keeper has to receive records.**

147. The head of each department should forward to the record-keeper with each monthly or quarterly batch of records and each annual batch of registers a certificate that all records of the previous months have been deposited in the record-room except the records noted below which are required for immediate reference. The record-keeper should see that the records which have not been deposited during the month in which they were due to the record-room are accounted for in the next month. **Procedure for sending records to the record-keeper.**

Reference to
record-room
and removal
slip.

148. When any case is required from the record-room for reference, the officer of the department in which it is required is to give a note to the record-keeper, specifying the case required. The record is immediately to be furnished, and the note kept in the bundle threaded to the removal slip note the form of which is given in Form No. 25 in Appendix B. If the Collector thinks fit, the removal slip may be used as a requiring note by the officer sending for the record.

Register 4
(Form
No. 5.)

149. On the return of the record, the note is to be given up and cancelled. A register shall be kept by the record-keeper, showing the records sent out from the record-room. The form of the register is given as Register 41D, Form No. 5, in Appendix A. This form is to be used for all vernacular as well as English records removed from the record-room whether current or not.

Index of
unreturned
records.

150. At the end of each year the serial numbers in Register 41D of records, which have not been returned, should be brought forward in red ink before any entries relating to the new year are made. It will be the duty of the Deputy Collector in charge to examine the register periodically and take steps to secure the return of these records, and as each is received back its serial red ink number should be crossed out.

Records
retained in
record-room
to be entered
in prescribed
register.

151. Except records under examination prior to admission, no records should be retained in the record-room which do not find entry in one of the prescribed record-room registers.

152. Registers 41, 41A and 42 must be kept up regularly. Collectors are held personally responsible for the expense of writing these up should they be suffered to fall in arrear.

Valuable
documents.

153. All quinquennial papers and rent-free registers, copies of title-deeds, bonds and certificates or orders for loans granted under the "Land Improvement and Agriculturists' Loans Act," etc., and other valuable documents, are to be kept, under double lock and key, either in a wired rack or in a separate almirah, the front and sides of which must be furnished with wire-work, so as to admit the free circulation of air.

List of
records kept
in almirahs.

154. In each of such almirahs or wired racks should be kept a list showing what is contained in the almirah or rack, and the documents should be arranged and the lists written in such a way that any document required can be at once found. The contents should be periodically compared with the list by the Deputy Collector in charge of the record-room and the result of his comparison recorded in his inspection note.

155. The survey records, which admit of arrangement by villages, are not to be mixed up with those relating to ordinary matters connected with land revenue, but are to have separate registers. All pargana volumes, estate and village registers, and such documents as consist rather of volumes than loose sheets tied together, must have a distinct shelf with a separate list forming an appendix to the general survey Register 42. The form of this register is given in Form No. 6, Appendix A. The survey records and maps must be specially inspected and mentioned in the Commissioner's report of his visit to the Collector's office.

Survey records.

Classification of vernacular records.

Register (Form No. 6.)

156. The original settlement records of private and wards' estates surveyed and settled under Chapter X of the Bengal Tenancy Act are to be made over to the Collectorate record-rooms of the districts in which the estates are situated. These records are public documents, and the rules for their custody are the same as those which apply to the custody of other public documents. If parties concerned with the survey and settlement proceedings desire to inspect the records and take copies of them, the rules in Chapter VIII are applicable to these as to all other records.

Settlement records under the Bengal Tenancy Act.

Special cases.

156A. After the records have been made over to the Collector, Subdivisional Officers and Munsifs the corrections or entries of results of cases to be made in the public copies of records under section 109D or 115B of the Bengal Tenancy Act will be made by the staff of the Collectorate record room. Correction slips will be issued by the Collector's record-keeper to Munsifs and Subdivisional Officers for incorporation in their copies of the records.

157. It shall be the duty of the record-keeper on receiving records from any office or department for deposit in the record-room to ascertain personally or through the examination of a responsible assistant that on every document chargeable with stamp duty the head clerical officer concerned has made the prescribed entry as to sufficiency—or otherwise of the stamp borne [rule (a), section IV, Part III, page 201 of the Stamp Manual, 1931], and that the rules regarding cancellation of court-fee stamps have been properly carried out. Should any of the stamps show signs of having been tampered with, or should there be any deficiency or any suspicious circumstance, he must at once submit a report to his superior officer. This examination may be made at the time of second punching prescribed in rule 158 below.

Duties of record-keeper as to checking of stamps.

158. The record-keeper of every court or office shall, when a case is decided and the record consigned to his custody, punch a second hole with a triangular punch in each label distinct from the first, and at the same time note upon the combined title page and fly-leaf the date of his doing so. The second punching should not remove so much of the stamp as to render it impossible or difficult to ascertain its value or nature, and should be made on the day the records are received in the record-room or as soon after as possible and should

Second punching by record-keeper

not await the inspection or examination of the records. These directions apply only to adhesive labels used under the Court-fees Act. Impressed stamps used for denoting court-fees need not be cancelled or punched, otherwise than as required by section 30 of the Court-fees Act. The portions punched out must be destroyed by burning.

Procedure when a record shows sum due to Government.

159. It should be established as an invariable rule that when a record shows a certain Government due as recoverable in connection with it, the record-keeper should refuse to take it over without the express orders of the Collector, unless it contains the Treasury receipt for this due.

Check by record-keeper.

160. It is the duty of the record-keeper to check the classification made by the departmental officers, and not to place any case on the rack until he has satisfied himself that the papers have been correctly distributed into the three files. He is also to compare the entries referred to in rule 169 below with the records themselves and sign the certificate at the foot of the combined title page and fly-leaf.

Distribution in record-room.

161. Files A and B are to be deposited in the place on the racks to which the case properly belongs. Files C and D are to be placed on a separate set of racks, set apart solely for C papers and private documents. File D will disappear at the same time as the C files, after the procedure described in rule 228B(3) in Chapter V has been carried out.

Arrangement of C papers.

162. The arrangement of the papers on the rack assigned to C files is not to be by parganas and estates, but according to dates kept in monthly bundles.

Shelf for cases decided in January 1910, subdivided into as many bundles as there are classes of cases.						Shelf for cases decided in February 1910, subdivided into as many bundles as there are classes of cases.					
Sales.	Rent suits.	Mutations.	Divisions.	etc.	etc.	Sales.	Rent suits.	Mutations.	Divisions.	etc.	etc.

Explanation.

163. For instance, if one shelf be allotted to the cases decided in January, one bundle on that shelf will contain the C papers in all cases of sale; another the C papers in all rent suits, and so on, there being as many bundles as there are denominations of cases. Again, within the bundles, the files of the cases will be arranged according to the date of their decision within the month. From the shelves thus arranged the record-keeper and his assistants will have no difficulty in finding any file which may be required for reference.

164. Sanads to revenue agents and licenses to stamp vendors are not to be treated each as a separate case, but they are to be kept in monthly bundles.

C.—Classification, preservation and destruction of vernacular records.

165. Under the term "vernacular" are included all case records whether in English or the vernacular. Upon the completion of a case it is the duty of the department to which it belongs to divide the papers of which it consists into four separate packets—A, B, C and D,—of which A, B and C will consist of public papers classified according to Appendix D, and D will consist of the exhibits and other documents belonging to private parties filed in the case together with the list or other subsidiary paper with which each such document was filed. Packet A will contain all papers that are of sufficient importance to be permanently preserved, packet B will contain papers that may be destroyed after 12 years, and packet C all papers that need not be kept for more than two years excluding the year of disposal. The papers in packet D will be disposed of in accordance with the rules laid down in Chapter V.

Classification
of vernacular
records.

166. Notwithstanding the classification in rule 173 below, the Collector is competent to direct in special cases that papers falling within class B or C may be retained for longer periods than twelve years or two years, as the case may be. When the Collector may deem it necessary to pass such an order, he should specify the number of years for which he considers the papers ought to be retained, and at the expiration of this period the necessity for their further retention will be again considered.

Special
cases.

166A. Records of cases under the Land Improvement Loans Act, XIX of 1883, and the Agriculturists Loans Act, XII of 1884, should be preserved (i) in the case of rejected applications, for one year from the date of disposal, (ii) in the case of accepted applications for three years from the date of repayment.

166B. Records of cases under the Bengal Alluvial Lands Act, 1920, shall be preserved for 12 years provided that all money in deposit has been disposed of and, when there has been a reference to the Civil Court under section 5(I) of the Act, such reference has been finally adjudicated".

166C. The impounded documents, forwarded to the Collector under section 38(2) of the Indian Stamp Act, II of 1899, if they are documents excluded from the provisions of section 40 of that Act, should be preserved for 12 years from the date of their receipt by the Collector.

166D. Notices under sections 12, 13, 15 and 18(I)(a), of the Bengal Tenancy Act will be stamped as "B" class papers but cases in which full payment of landlord fee has been made may be destroyed in the record room after one year. Other cases will not be kept for more than 6 years.

Notices under section 26C of the Bengal Tenancy Act will be stamped as C papers and may be destroyed after one year.

166E. Notwithstanding the classification in rule 173A, the Collector may after examination pass orders for the destruction of any "A" class paper before the expiry of 21 years if he considers its retention no longer necessary. For the purpose of such examination the record-keeper shall put up to the Collector all case records immediately after the close of the year shown against each in column 15 of Register 41A.

166F. Case records of education cess will be stamped as "B" class papers but will not be preserved for more than six years excluding the year of disposal.

A, B, C and D papers to be marked with stamps.

167. Every paper should, except when immediate classification is impossible, be marked prominently by the use of the A, B, C or D stamp as soon as it is received in the department, and it should be entered in the combined title page and fly-leaf at once.

168. The clerical officer in charge of the department must himself make the above classification, and himself mark the A, B, C and D papers. He will see that the combined title page and fly-leaf has been duly prepared as prescribed in rules 126 and 127.

Classification to be noted on combined title page and fly-leaf.

169. Before a record is transferred to the record-room, the departmental office must satisfy itself that the class of each paper has been duly entered in the combined title page and fly leaf, and that all A, B, C and D papers have been marked with the appropriate stamps. At the bottom of the combined title page and fly-leaf the papers under each class—A, B, C, and D—will be noted by their serial numbers as shown below:—

A	B	C	D
1	3	4	8
2	7	..	8(a)
5	..	9	..
6	..	10	..

Knowledge of officer to be tested.

170. Before any officer is entrusted with the marking of A, B, C and D papers with the appropriate stamps the Collector must ascertain that he has made himself thoroughly acquainted with the rules for the classification of records.

171. "C" class records shall have no combined title page and fly-leaves, and shall be sent to the record-room tied up in monthly bundles department by department. On the top of each bundle there will be a slip mentioning the Department, the month and the total number of single documents in it.

The records of notice cases relating to the payment of landlords' fees under the Bengal Tenancy Act, although B class records will be dealt with in accordance with the instructions in paragraph 1 except that on the top of each monthly bundle there should be a list in duplicate of records in the bundle showing the (1) case number and year of each record (2) number of sheets it contains, (3) total value of court-fees it contains, (4) nature of private document, if any, and (5) date of disposal; and that only the total number of cases in each bundle, and, when there is more than one bundle in a month, also the number of the last record in each bundle, should be entered in column 2 of Register 41A.

172. Although, according to the lists, papers in Class "A" are to be kept "for ever", an expression used because it is unsafe to fix any period within which it is certain they can be destroyed without any danger, it is necessary, in order to prevent the excessive accumulation of papers, to make arrangements from time to time for relieving the record-rooms of old papers which have ceased to be important or which were originally wrongly marked "A". In order to weed out unimportant papers the record-keeper should examine a few bundles of "A" class papers on each working day. Detailed instructions for this examination are given in Appendix F(1) at page 179.

Examination of unimportant "A" class papers for destruction.

73. The table showing the classification of vernacular records will be found in Appendix D.

173A. Records of cases under the Bengal Agricultural Debtors Act, 1935, Bengal Act VII of 1936, should be preserved according to the classification shown in the table in Appendix D. "A" class papers will be preserved for 21 years from the date of disposal subject to any orders that may be passed by the Collector under rule 166E. "C" class papers will be preserved for one complete calendar year after the close of the year in which the case is disposed of. The classification will be done by the Debt Settlement Board concerned but should be checked on receipt of the records in the Record Room to ensure that the Boards have done it properly. All "A" class papers tied together in one bundle will be at the top and all "C" class papers tied together in a separate bundle at the bottom, these two bundles being tied as one case record. These case records for any particular year will be kept together in the Record Room and when the complete calendar year after close of the year in which the case is disposed of, has expired, "C" class papers are to be taken out and destroyed.

173B. Records of cases under the Bengal Money-lenders Act or Rules, 1940, should be preserved according to the classification shown in the table in Appendix D. "A" class papers will be preserved for 21 years, "B" class papers for 5 years and "C" class papers for 3 years. For the calculation of the years in question the year in which the case is disposed of should be excluded.

D.—Procedure for the destruction of B and C papers of vernacular records.

Destruction of C papers.

174. In January of each year the record-keeper will take down from the shelves all the bundles of C papers which are more than two years old and destroy them in a mass. No further examination will be required if the rules as to classification have been strictly adhered to. It will, therefore, be necessary to take particular care that no document to which the rule under section 3, Act V of 1917, as described in rules 221 to 229 below, applies is placed in the C files. Similar caution is necessary with regard to the B files.

Destruction of B papers.

175. Similarly, in January of each year the record-keeper will, under the Collector's sanction, destroy all B papers which have completed their twelfth year. To get out these papers it will be necessary to open the bundles containing them; but Registers 41 and 41A will at once show in what bundles B papers are to be found which have completed their twelfth year so that no bundles need be unnecessarily taken down and opened.

Destruction to be annual

176. It will be understood that no C paper must be destroyed until two complete calendar years have elapsed since the decision of the cases. Records are to be destroyed once a year only, in January. The destruction made in January of any year will comprise no cases which were decided later than the 31st December of the third preceding year. The same principle is to be applied in calculating the twelve years for the destruction of B papers.

CHAPTER III.

Subdivisional Records.

177. The duty of keeping the revenue records of a sub-division is to be specially entrusted to one of the clerical officers who will, for the purpose of rule 126 of the Board's Miscellaneous Rules, 1934, be considered to be an assistant record-keeper. **Record keeper.**

178. At the end of each month the officers in charge of departments are to make over to the subdivisional record-keeper all the cases decided during the month, the papers in each case being first properly classified and marked and the combined title page and fly-leaves attached, as required by rules 126 and 168. **Classification and deposit.**

179. The cases thus received are to be sorted into classes, according to their character, as "settlements," "partitions," etc. (the cases of each class being arranged according to the date of their decision), and then tied together. The whole of the cases decided during each month, thus classified, are then to be tied together in one bundle, which is to be deposited in its proper place. **Monthly bundles.**

180. The subdivisional record-keeper will keep Register 41C instead of Registers 41, 41A and 41B. The form of register is given in Form No. 4, Appendix A. **Register 41C. Form No. 4.**

181. Whenever any case is removed from his charge, either for appeal or for any other purpose, the subdivisional record-keeper is to deposit in its place a removal slip note (vide Form No. 25 with the date and purpose of its removal) which slip note is to be destroyed on the case being returned. **Removal of records.**

182. The subdivisional records are to be kept either in boxes lined with tin or on shelves, as may be most convenient. **Receptacles.**

183. Records consisting solely of C class papers should be retained at subdivision and destroyed after two years. Before ordering their destruction the Subdivisional Officer should satisfy himself that they have been carefully examined to see that no paper that ought to be kept longer is left among them. With the Collector's sanction the following registers may also be destroyed at subdivisions:—

(a) Registers containing matter that is also to be found in district registers, such as settlement, partition, and land acquisition cases.

(b) Temporary registers after the period prescribed in this Manual.

The Subdivisional Officer should submit in April of each year a list of registers to be destroyed for formal approval by Collector of the order to destroy, and these should be destroyed in the Subdivisional Officer's presence on receipt of the Collector's sanction.

184. The registers enumerated below are permanent registers kept at subdivisions. Column 3 will show the

period for which these registers are to be kept at subdivisions and also when and how they are to be destroyed at headquarters:—

No. of Register.	Name of Register.	Period for which they are to be kept at subdivision and their destruction at headquarters.
	2	3
1	Estates under settlement.	Should be sent to headquarters when a new register is opened every 12 years, pending settlements being entered in the new register, and should be destroyed after comparison with the sadar register.
2	Proceedings for the partition of estates under Bengal Act V of 1897.	Should be sent to headquarters every 12 years, pending batwaras being entered in a new register.
5	Land acquisition cases.	Should be sent to headquarters when all cases in the register are finally disposed of.
6	Lands used for public purposes.	Should be sent to headquarters when a new register is opened, if old entries are recopied, and should be destroyed after comparison with the sadar register.
6A	Lands in the occupation of Municipalities, District Boards and Local Boards.	Should be kept permanently at the subdivision.
19B	Sales held under Bengal Act III of 1913.	Should be sent to headquarters when a new register is opened.
23	Under-tenures sold under Bengal Act VIII of 1865.	Should be sent to headquarters when a new register is opened.
32	Estates held under direct management.	Should be sent to headquarters when a new register is opened, only entries concerning estates still under management being copied in the new register, and should be destroyed after comparison with the sadar register.
34	Estates managed by the Revenue authorities.	Ditto ditto.
35	Attached estates.	Ditto ditto.
35A	Ledger of sums received and expended on account of attached estates.	Should be sent to headquarters when a new register is opened, only entries concerning estates still under management being copied in the new register, and should be destroyed 12 years after the release of the estates.
41C	Receipts and disposal of revenue records.	Should be kept permanently at subdivisions.
45	Plots and houses, owned by clerical officers.	Should be sent to headquarters when a new register is opened, like entries being recopied in the new register, but should be destroyed after comparison with the sadar register.
46	Leave of clerical officers.	Ditto ditto.
57	Of all registers to be preserved permanently.	Should be kept permanently at subdivisions.

No. of Register. 1	Name of Register. 2	Period for which they are to be kept at subdivision and their destruction at headquarters. 3
62	Index Register of English correspondence.	Should be kept permanently at subdivisions.
67	Particulars of newly formed island.	Should be sent to headquarters when a new register is opened, all pending entries being recopied in the new register, and should be destroyed after comparison with the sadar register.
73	Securities of clerical and non-gazetted officers.	Ditto ditto.
II	Applications for commutation of rent payable in kind under section 40.	Should be sent to headquarters when a new register is opened, all pending entries being recopied, and should be destroyed after comparison with sadar register.
IV	Application for registration of improvements under section 80.	Should be sent to headquarters when all the cases in the register are finally disposed of.
VII	Applications to record particulars specified in section 10 of the Bengal Tenancy Act (to make record of rights under section 101), whether made under section 103 or 101 (2) (a).	Should be sent to headquarters when all the cases in the register are finally disposed of.
IX	Notices of annulment of encumbrances under section 167 of the Bengal Tenancy Act.	Should be sent to headquarters when a new register is opened, all pending entries being recopied in the new register and should be destroyed after comparison with the sadar register.
1 to 16 and 18 prescribed by executive authority for use in districts in which Act X of 1859 is in force.	Of suits, applications, etc., under Act X of 1859.	Should be sent to headquarters when all the cases entered in these registers are finally disposed of.

185. The records of all decided cases, with the exception of C class records to be destroyed under rule 183, shall be forwarded quarterly to the district record-room in bundles after the expiration of one year from the date of their disposal.

Transmission to headquarters.

186. District officers are, however, authorized, according to local circumstances, to prescribe shorter periods for the retention at subdivisions of the records of several classes.

Retention of records at subdivision.

Check by district record-keeper.

187. The district record-keeper must check the A, B, C, D classification of the subdivisional officers before he destroys any papers, and before he deposits the cases in the district record-room.

Application of rules.

188. Except in so far as they clash with these special rules, the general rules contained in this Manual are applicable to subdivisional records and record-keepers.

Classification and preservation of English records at subdivisions.

189. The English correspondence of subdivisional officers is to be kept permanently at the subdivision. The general rules for the English correspondence contained in this Manual will apply as far as practicable to the classification, arrangement, preservation and destruction of English records at subdivisions.

Commissioner may sanction retention of establishment at subdivision to arrange records.

189 (1). Commissioners of Divisions are competent to sanction charges on account of establishment retained at a subdivision for arranging the records of the office left vacant by the removal or death of a Deputy Collector, subject to the condition that the pay of no individual appointment exceeds Rs. 100 per mensem and that the cost can be met from the District Budget. Such sanctions should be communicated to the Accountant-General, Bengal, direct.

Chapter IIIA.

Preservation and destruction of Birth and Death Registers.

189A. The birth and death registers should be deposited in the Magistrate's record room.

189A(1). On the 1st July of each year the local registrars should send the registers of births and deaths of the preceding year to the subdivisional office by a special messenger or by registered post, a complete list of such registers being sent to the Subdivisional Magistrate one month beforehand so as to enable him to make arrangements for their reception. On receipt of the registers at the subdivisional office the Subdivisional Magistrate should, not later than the 1st of August of that year, despatch them in proper order to the district record-room for preservation.

189A(2). It is the duty of Circle Officers and the Subdivisional Magistrates to see that the registers are punctually despatched to the subdivisional offices by the local registrars. The record-room Deputy Collectors should see that there is no delay in the receipt of the registers from the Subdivisional Magistrates. Reminders to the Circle Officers should, where necessary, be sent by the outlying Subdivisional Magistrates.

189A(3). The registers for each year should be arranged according to the thanas within the subdivision and according to unions within the thanas. To economise space the registers should be bound in as few volumes as possible, but registers relating to different subdivisions should not be bound together.

189A(4). The registers should be preserved for 30 years.

189A(5). Copies of entries in the registers may be supplied on payment of the usual fee prescribed in rule 310.

CHAPTER IV.

A.—Miscellaneous.

190. All correspondence between English officers and native officers qualified to write and understand English, is to be in English; the practice of corresponding by vernacular proceeding is forbidden. This prohibition applies both to gazetted and non-gazetted officers alike. Vernacular proceedings, unless prescribed by law, are to be discouraged. Subordinate officers are strictly forbidden to comment on, or contradict in a vernacular proceeding, the propriety of orders passed by their superiors. If a subordinate wishes to question the orders of a superior, he must do so in an English letter. This does not, of course, apply to a native officer who is acquainted only with the vernacular.

Correspondence in English.

191. Under Government circular No. 5 of the 28th February 1895, the name as well as the official designation of an official should, as a general rule, be mentioned in communications to Government, as this is of much use when the weight to be attached to any particular officer's opinion has to be considered.

Name and official designation to be mentioned.

192. Correspondence by formal letters between a Collector and his subordinates in the same station is prohibited. The Collector should establish an "order book", divided lengthways by folding or ruling, and correspond with his subordinates, if oral communication is impossible or undesirable, by question and answer on opposite portions of the page. Each officer should similarly maintain a book in which to insert matters requiring the Collector's instructions. If instructions are required in a particular case only, they should be obtained on a separate paper which should be filed with the record.

Formal correspondence between a Collector and his subordinates in the same station prohibited. Order book to be used.

193. Officers are required to take particular care that their official signature is always so distinctly and readily legible that there may never be any room to doubt hereafter that it is genuine and authentic. Whenever an officer affixes a date to his signature or when a date is given on an order sheet or other paper, the year should invariably be given, and not merely the month and day.

Signature to be legible.

194. All communications, whether by letter or by endorsement, should be written on forms prescribed by the Board, which can be obtained on indent from the office of the Press and Forms Manager, Bengal. There are separate forms for letters and for endorsements vide Forms Nos. 35 to 64a and 66 to 68 in Appendix C.

Communications to the Board and Government.

195. The following rules should be observed in connection with the transmission of records to the Board, and from one Revenue Court to another:—

Transmission of records.

(a) Records should be transmitted by parcel post, prepayment of the requisite postage being made in every instance in the manner prescribed by the postal rules, and no parcel should contain more than the papers connected with one case.

Records to be transmitted by parcel post.

- Forwarding letter to be enclosed.** (b) In the parcel containing a record should be enclosed a forwarding letter (Form 67, Appendix C), and the cover of the parcel should bear the distinguishing number and date of that letter.
- Letter of advice.** (c) A letter of advice (Form 68, Appendix C) should be forwarded simultaneously with the despatch of the parcel, but separately and by ordinary letter post, and in it the number and date of the forwarding letter referred to in the preceding clause should be quoted.
- Acknowledgment required.** (d) An acknowledgment (Form 67, Appendix C) should invariably be required from the office to which a parcel containing a record has been despatched, and in the event of none being received within a reasonable time, enquiry should be made to ascertain the cause.

Forms to be used.

196. In Appendix C are given the forms to be used in this connection, viz., No. 67, Form of letter to accompany records, and Memorandum of acknowledgment; No. 68, Form of letter advising the despatch of records. These forms may be obtained on indent from the Press and Forms Manager, Bengal.

Records when allowed to go out of the record-room.

197. In order to prevent revenue records being unnecessarily detained in Civil or Criminal Courts, the rules framed by the High Court*, which provide for cases where records are called for by other courts are prescribed for adoption mutatis mutandis in Collectorate record-rooms.

(1) When a document or record in original is called for by a Civil Court at the instance of a private party it should be examined first whether certified copies of all the papers required to be proved have been filed in the Court, and, when the paper called for is a public document, whether it has been stated that there are special reasons for an inspection of the original although a certified copy has been filed. The clerk taking the record to the Court should then be able to bring back with him the complete record without being detained.

As searching fee will have been paid by the party already when taking certified copy, no further searching fee shall be levied when a Civil Court calls for a record from any Collectorate or Commissioner's office at the instance of a private party.

(2) If it appears that certified copies of all the papers required for production have not been filed in the requisitioning Court or that in the case of public documents, though such certified copies have been filed, no special reasons have been stated for the production of the original or when the special reasons stated do not appear to the officer in charge of the records to be sufficient, an objection shall be framed and forwarded to the Court by a letter for its decision before the records are sent.

High Court's circular order No. 14 of 1926 (Civil)—Note (1) to Rule 23, page 88 of High Court's Rules (Civil)—is quoted below:—

NOTE 1.—All subordinate courts should take special care to prevent the unnecessary production in Court of public documents as defined in section 74 of the Indian Evidence Act, 1872, or documents forming part of public documents or in public custody. When such documents are called for, the Court calling for them shall state the circumstances which render the production of the documents necessary. When, however, the Collector or other public officer in charge of the documents has been summoned under Order XVI, Rules 1 and 6, of the Civil Procedure Code, 1908, to produce in Court a certain document, it will be his duty to send it to the Court: but such officer may at the same time, in person or by letter addressed to the Court, object to the production of the document, stating the grounds of such objection. The Court calling for the production of a document shall allow, on each occasion when the production of such document is necessary, sufficient time to enable the Collector or the public officer concerned, to consider, whether there is any objection to the production of the document requisitioned, and, if so advised, to frame and prefer the objection, and also to enable the Court to consider the same and decide, after hearing the parties, if necessary, whether it should compel the production of such document or not, and, in either case, to communicate its decision to the public officer concerned before the date fixed for the production of the document.

198. A statement should be prepared for and hung up in each record-room showing item by item what remains to be done to put such record-room in proper order—omitting structural alterations, and against each item should be noted the approximate date when the work is expected to be completed.

Pending
work in
record-room.

199. A statement should be prepared and hung up in each record-room showing briefly, but accurately for each class of documents to be preserved permanently, what has to be done in order to get a specified document of that class. For example—

How to
trace
documents.

English correspondence—Wanted a particular file collection of a particular year:—

- (a) Get Register No. 57—Register of Registers to be preserved permanently, in which the registers are entered by departments.
- (b) Look at the index and find out the number of the page on which Index Register of the English office or Excise office, etc. (as the case may be), is entered. There the Index Registers are entered in chronological order.
- (c) Find out the entry in the Index Register of the year in question, and against it will be noted the number of the press rack and shelf on which it has been placed.

(d) Go there and take out the register, and on its outer label you will find noted the number of the press, rack and shelf on which the correspondence referred to in the Index Register is stacked. There the correspondence is arranged in chronological order.

(e) Go to such shelf and get the file needed.

**Arrangement
of registers
and use of
iron
supports.**

200. All registers, books, etc., should, so far as possible, be arranged vertically and in chronological order, and not horizontally, and each should be labelled on the back of the covers with a number corresponding to that against which it has been entered in Register 57 or 57A. Where a shelf is devoted wholly or to some considerable extent to registers, it is necessary to relieve such registers from the lateral pressure which the mass exerts. For this purpose vertical battens or double-twisted thick wire, or iron supports should be used at suitable intervals. Care should be taken to see that small registers are not arranged on shelves where the inter-spaces are large and big registers on shelves where the inter-spaces are small, and that space between shelves is sufficient to permit of the registers being arranged vertically. Almirahs should not be used for registers. For convenience of arrangement both when deposited in the record-room and when in use on clerk's tables the use of thin volumes should, so far as possible, be avoided. When the entries for one year ordinarily occupy only a few pages, a suitably thick volume should, when possible, be used for the entries of a number of years.

**Back registers
not to
be kept on
clerks' table
unless
needed.**

201. Where a clerk or muharrir is allowed to keep by him many back registers, such as is often the case in the tauzi and cess offices, he should be made to keep a list of the occasions on which he has to refer to any of them, and of the reasons which necessitated the reference. In the case of the tauzikhana, no such entry need be made until after the yearly reconciliation of the new with the old registers has been completed. From this list can be judged whether the plea that such back registers must be kept by him is valid or not.

Almirahs.

202. Much needless expenditure is incurred and waste of space permitted in the matter of almirahs. Every consideration should be given to the height from shelf to shelf. Shelves can easily be adjusted, and thus much space saved and expenditure curtailed. Again, in many instances, each clerk is allowed a whole almirah when half an almirah would be ample. This can easily be arranged for, and the necessary security obtained by having the almirah doors cut through midway horizontally, the upper and lower portion provided with a padlock. In almirahs used for English correspondence the files and collections should be arranged lengthwise on edge, and flat. By so arranging them, the file required is more easily obtained, and the space provided in the almirah is more fully utilized.

**Floors of
record-rooms.**

202 (i). In order to prevent the ravages of white ants and insects, the floors of the record-rooms should be coal-tarred annually or washed once a week with some chemical

preparation, e.g., solution of corrosive sublimate, powder of naphtha, harital (yellow arsenic solution) or phenyl. The expenditure on this account has been provided for in rule 238.

202 (2). Record-rooms should be well lighted and, as far as possible, impervious to dust and damp. As ventilation by means of windows involves the admission of dust in dry weather and damp in the rains, it should be secured, wherever possible, by electric fans. The use of the fans for an hour or two daily would suffice.

Record-rooms.

202 (3). The substitution of fixed iron record ^{racks} of standard design for wooden racks should be carried out as funds are available. Wooden racks in use in the record-rooms as well as all shelves of racks on which any sign appears of insects likely to prove destructive of records should be wiped every two months with a rag soaked in kerosine oil and documents should be frequently shifted and dusted. Papers which have suffered from insects or are liable to their attacks, should be brushed over with a solution of corrosive sublimate and powder of naphtha. The records should be examined and, when necessary, mended with Bretnell's tracing paper obtained on indent from the Controller of Stationery.

Precaution against destruction of records, racks and shelves and use of Bretnell's tracing paper.

203. Any officer who permits the records of his office to fall into disorder is under the orders of Government, held responsible for the expenses incurred in their re-arrangement; and any officer receiving charge of an office, the records of which may be in disorder, or so unmethodically arranged as to prevent the ready production of papers when called for, who shall fail to make a timely report of their state, is similarly held answerable for the cost of time and arrangement.

Responsibility of officers.

204. All confidential records ordered for destruction under rule 56 should be burnt under the personal supervision of the Deputy Collector in charge. B and C papers sanctioned for destruction under rules 105, 107, 174 and 175 may be sold untorn. Registers sanctioned for destruction under rule 115 may also be sold untorn subject to the exercise by Collectors of their discretion in deciding which registers should be burnt. The Deputy Collector in charge will, on each occasion, consider whether the cost of arranging them for sale would exceed the probable sale-proceeds. If the Collector orders them to be burnt, the Deputy Collector will supervise the burning. If the manufacture of paper is carried on in the district jail, the useless papers, if not sold, should be sent to the officer in charge of the jail who will pay at the current market rate for waste paper. The expenses of sorting the condemned records may be charged against the sale-proceeds, the balance being credited to "XXV—Miscellaneous".

Disposal of useless papers.

205. None but properly prepared paper must on any account be employed for purposes of record. Country paper* must never be used.

Valuable records. Paper to be used.

*Note.—This does not apply to paper manufactured in this country after European methods.

Endorsement form.

206. When a letter from either a subordinate to a higher authority, or *vice versa*, contains ~~nothing~~ but a piece of information for the future guidance of such authority; or a piece of information sought for to complete any proceedings, or to rectify any error, or a direct affirmative or direct negative, to any question put either by the Board, the High Court, the Government, or the Secretary of State for India, it will be quite sufficient if the letter be endorsed or passed on with the signature of each successive authority. The transmitting authority to retain a trace of the letter should make a memorandum (duly numbered and dated) in his record book, but the same fact is not to be repeated in two, or, as is sometimes the case, in three, successive covering letters; nor to be entered in the record by a copy of the letter at length.

Letters to be avoided.

207. Memoranda and endorsements should be substituted generally as much as possible for covering letters, in forwarding documents, when a brief remark in reference to the document will suffice; all such memoranda and endorsements should be numbered and dated.

No letter with returns.

208. No letter is to accompany a monthly, quarterly, *kistwar*, or yearly statement of any kind which explains itself, or in regard to which a distinct and elaborate report is not required. The signature of the transmitting officer, with date and number to the document at the foot of the statement, will be sufficient in all such cases.

Use of forms.

209. It should be the aim of every officer to reduce as much as possible the amount of clerical labour in his office by the introduction of lithographed or printed forms. All statements, forms, and returns, such regular monthly bills as take some time to prepare, and any other documents which are in frequent use, should be lithographed or printed. The printing of the forms will be executed by the Press and Forms Manager; and each department or office will be separately debited with the cost of the forms indented for, proper check being exercised in the Forms Department over all applications for such forms which must be submitted in accordance with the rules separately laid down by Government. It is to be observed, however, that a form must be sanctioned by Government before it will be supplied.

Vernacular words.

210. The use of vernacular words in English correspondence unless, in any case, it is unavoidable, is prohibited. If a vernacular word is unavoidably used, the English equivalent must be added.

Vernacular dates and measures.

211. When the Bengali or any other native year is given, its corresponding English year should also be given. Similarly, when local land measures are mentioned, the equivalents in acres or square miles should be stated.

Form and despatch of letters.

212. The name and official designation of the writer of an official letter, with the number and date of the letter, is to be prefixed to it; the number and date of every letter referred to is invariably to be quoted, and every paragraph is to be numbered. All communications are to commence with a reference to previous correspondence whenever there has been any. Communications which form enclosures to an

official letter to a superior authority should be superscribed as in the case of principal covering letters, with the name as well as the designation of the officer by whose authority they are written.

213. When a District Officer has passed a draft while on tour, and the letter itself issues from his office, the signature should be as follows:—

A. B.,

Deputy Collector,
for Collector on tour.

214. If the draft has not been seen by the District Officer, the Deputy Collector should correspond in his own name, adding, if such be the case, that he writes under the instructions of his superior.

215. When District Officers are at their headquarters, they are expected to sign their own letters.

216. Letters sent in one envelope should be intelligently and carefully arranged, so as, with their enclosures, to be distinguishable easily the one from the other. **Arrangement in envelope.**

217. All reports to superior authority must be complete in themselves. Voluminous enclosures are not to be submitted with a simple expression of opinion. It is the duty of every officer making a report to superior authority to state the case concisely in his own language, avoiding all unnecessary prolixity, and not submitting enclosures that are not distinctly required to elucidate the subject. This rule applies with special force to vernacular documents, which it can be very rarely necessary to forward. It is a primary rule that all useless correspondence is to be avoided. **Reports to be complete.**

218. Maps sent up to the Board or Government as annexures to letters are frequently separated from the letters which they are intended to illustrate; sometimes three or four maps are received in the same proceedings with different letters. In such cases confusion often arises from the difficulty of connecting any particular map with the letter to which it was an annexure. Whenever Revenue officers send a map out of their offices, they are to have distinctly marked on the face of the map itself—

(a) the purpose for which it was prepared;

(b) the number and date of the letter to which it is an annexure.

219. Postage on the correspondence between public officers about the administration of local funds is a public charge, and service labels bought with public money should be used in such correspondence. Covers stamped with service postage labels should be superscribed "On His Majesty's Service" under the full signature and official designation of the Government official who sends the cover or of the head **Use of postage service labels.**

assistant or of other responsible officer to whom the duty of despatching is confided. The smallest possible number of postage stamps should be used on each cover.

The procedure to be adopted for keeping a check on the use of service postage stamps will be as follows:—

The gazetted officer in charge of the English office will indent for the stamps, which, when received, will be entered in the column for receipts in the Postage Stamp Account Register. The stamps will be in charge of the despatcher. All the letters of one day's despatch addressed to the same person or office are to be enclosed in one envelope, unless this would make the envelope inconveniently bulky. After putting the stamps on the covers, the despatcher will take the covers and the Postage Stamp Account Register to the head clerical officer of the English office. The latter will verify the entries in the register with the stamps on the covers and will initial the register if correct. He will check the amount expended on each telegram by examining the office copy of the telegram.

No letter
with bill.

220. No letter of any kind is ever to accompany a monthly bill for payments of salaries; or any contingent bill which is neither unusual nor extraordinary, nor likely to be disputed; or any bill regarding which only such short explanation is necessary as can be submitted, in a few words, at the foot of the bill, or in a side note.

Reference to
order
sanctioning
expenditure.

221. In case where grants are made, or charges sanctioned, by the Government, or the Board, the disbursing officer is not to send copies of the order sanctioning the charge to the Accountant-General. A copy of the order sanctioning the charge is sent to the Accountant-General direct. It is, therefore, sufficient to quote in the bill the number and date of the order.

Admittance
to record-room
prohibited.

222. Admittance to the record-room should be absolutely prohibited to all persons other than the Deputy Collectors and Assistant Collectors serving in the district and the officers of the Collector's Court, except on production of a written order for admittance signed by the Collector.

Measures for
the prevention
of fire in
record-rooms.

222 (I). The best precautions which local conditions admit should be taken against fire. A resident care-taker on Rs. 12 per month should be appointed in all record-rooms except when the Commissioner agrees with the Collector that the record-room is sufficiently protected by the proximity of the Treasury or other Police guard. The care-taker should be provided with a hurricane lantern and should sleep in one of the record-room verandahs and keep the lighted lantern by him. It will also be the duty of the care-taker during the day to keep the records and registers of the record-rooms from dust, damp, white ants, etc. A reserve of two hurricane lanterns should be kept unlighted with the Treasury guard to be lighted and used in case of an outbreak of fire. Axes for breaking open doors or windows in case of fire and of syringes for putting out fire may be purchased locally and should also be kept.

Sufficient red fire buckets should be provided to enable a continuous hand chain to be formed between the record-room and the nearest source of water-supply. Instructions should be written out in the vernacular and hung outside the record-room giving an outline of what should be done in case of fire, specifying where the water is and how to use it.

222 (2). The duplicate keys of the Chubb's locks which are in use for the record-room doors should be placed in a sealed packet and handed over to the head constable of the Treasury guard. The sealed packet should be examined once a week by the record-room Deputy Collectors. In districts where there is no Treasury guard and no other responsible guard, the sealed packet will be kept with such officer as the Collector considers will be most readily approachable in case of fire.

Duplicate
keys of the
record-rooms.

223. All the rules in this Manual are to be applied, so far as they are applicable, to the records of Commissioner's offices and those of other offices subordinate to the Board.

Records of
offices sub-
ordinate to
the Board.

224 (i). It is the Commissioner's duty, when on circuit, to make it a point of inspecting the state of every Collector's record-room, and when dissatisfied with it to make a report for the orders of Government.

Inspection by
Commissioner.

224 (ii). The Deputy Collectors in charge of departments of offices in which adhesive stamps are used or filed are required to cause an occasional inspection to be made of documents that have been filed, in order to ascertain that the stamps have been properly punched and have not been subsequently removed from the documents on which they are used. The inspection should be made at least once a quarter. The check herein prescribed applies equally to all papers which required adhesive labels, and they should be subjected to similar scrutiny.

Occasional
inspection of
stamped
documents
enjoined.

225. In Appendix H questions are given for the use of an officer inspecting the English Department and Mohafiz-khana of the Collector's office with reference to records and correspondence and also Library and Copying Department.

Inspecting
Officer.

B.—Rules regarding record-room plan.

226. For every separate room which is used for the storage of records of any description, except current correspondence, an index plan will be prepared showing clearly where every class of records in the charge of the record-keeper is to be found. This plan will be hung up on the wall of the room. In addition a copy will be prepared of the plans of all these rooms and hung up on the wall in the record-keeper's room. At the end of this Manual will be found a model plan. It is to be clearly understood that record-rooms need not be rearranged so as to be exactly the same as this model plan; but it should be imitated, as far as is convenient, in the arrangement of records and the method

Index plans.

of numbering the racks and shelves. In preparing the plan the following rules should be followed:—

- (a) The plan should be drawn out showing briefly but accurately for each class of records what exactly has to be done in order to find a document of that class. In fact there should be no class of records (vernacular or English), maps, plans and registers, the position of which is not shown in this plan. Almirahs containing valuable documents, etc., should also find entry therein. Each record-keeper, his assistants and his daftries should be familiar with it. The Deputy Collector in charge should also be fully conversant with it.
- (b) The plan in each case will be drawn to show the entrance to the record-room, the number and position of each room, the number and position of each rack, the A and B, i.e., left and right side of each rack, and the doorways leading from the various rooms.
- (c) The index portion will be arranged alphabetically upon the same principle as that shown in the model plan. The column "date of records" will contain the first year to which the records belong, and a blank will be left for the last year, e.g., 1876.

The blank will be used in the following way:

Take the first item in the specimen Index "Application for exemption from revenue sale". Assume that these records have become so numerous between the years 1895 and 1907 as to fill rack 2, shelf 1-B, and the 1908 records have to be put on another shelf. In the column "date of record", the entry will be 1895 to Fill in 1907 in the blank.ly beneath it enter the next year's records 1908 to For the remaining columns fill in the numbers of the new room, rack and shelf on which the records for 1908 have been placed.

- (d) The column "room number" will contain the number of the room where the particular records are placed.
- (e) The column "rack number" will contain the number of the rack on which the records are placed.
- (f) The column "shelf number" will contain the number of the shelf on which the records are placed.
- (g) If at any time the plan or the index become illegible owing to age or alterations, new copies should be prepared.
- (h) On each plan is to be written the date of its preparation and it is to be signed by the record-keeper who will be solely responsible that it is accurate and up-to-date.

CHAPTER V.

A.—Rules relating to the destruction of exhibits or private documents.

227. In exercise of the powers conferred by clause (2) (b) of section 3 of the Destruction of Records Act, 1917 (Act V of 1917), the following rule is made by the Board of Revenue, with the approval of the Governor in Council:—

"No unreturned exhibit or private document shall ever be destroyed until a notice has been publicly advertised in the Collector's Cutcherry that, unless objection is made, it will be destroyed after the expiry of one month from the date of publication. A notice to the same effect should also, when possible, be served on the parties interested."

228. The following subsidiary instructions under the above rule have been issued for the guidance of revenue officers. They apply, as far as possible, both to subdivisional offices and to sadar offices.

(A) Exhibits or private documents received in connection with English correspondence—

(1) At the time of destruction of C class papers of a file of English correspondence, or at the time of consignment to the record-room of files that do not contain C class papers, the clerical officer in charge of the department should have all the papers in each file carefully examined and cause a list to be prepared of all the unreturned documents found in it belonging to private parties. The general notice prescribed in rule 227 should then be hung up on the Collector's notice board. If the document was originally filed in a subdivisional office, the notice should be published at the subdivisional office as well as at the Collectorate. A copy of this notice with an extract from the list should, if possible, be served on the party or the agent of the party from whom each document was received.

(2) The notice and the list may be prepared in the following form—

Notice to take back private documents.

Notice is hereby given to the parties who filed the documents shown in the list below that they will be destroyed unless they are applied for and taken away within one month from the date of this notice—

No. and date of letter with which filed.	Name of the party from whom the letter was received.	Nature of document.	Remarks.
1	2	3	4

(B) Exhibits or private documents in connection with vernacular records—

(2) The notice and the list should be prepared in the following form:—

Notice is hereby given to the parties who filed the documents shown in the list below that they will be destroyed unless they are applied for and taken away within one month from the date of this notice:—

Case No.	Nature of case.	Names of parties.	Nature of the documents.	Names of persons filing.	Remarks.
1	2	3	4	5	6

(3) On the expiry of one month from the date of publication of the aforesaid notice all unreturned exhibits or other private documents will be submitted to the Collector or Sub-divisional Officer, as the case may be, who will order their destruction unless they are of permanent public interest or obviously of great importance to a private person. In the latter case they, as well as the list or other paper with which they were received, should be treated as A class papers and placed in the A file of the case to which they belong.

When, however, an appeal is pending

229. In the case of exhibits or other private documents that were consigned to the record-room before the separate D packet was introduced, a similar procedure should be carried out at the following times:—

- (a) in respect of B and C papers at the annual destruction of the B and C files;
- (b) in respect of A files at the quinquennial revision of the record-room directed in rule 172:

229 (1). In the case of all returned exhibits or other private documents the date of return and, if possible, the signature of the party to whom returned should be given in the remarks column of the fly-leaf.

—Rules relating to destruction of documents whether public or private, rendered entirely illegible or useless.

230. When a document is found to be entirely illegible **Destruction of spoilt documents.**
less from age, worms or other cause, it may be destroyed any time subject to the following conditions:—

- (a) The document must be personally examined by the Collector or Subdivisional Officer.
- (b) In the case of a Subdivisional Officer, the sanction of the Collector must be obtained.
- (c) In every case a memorandum must be prepared stating the fact of the destruction and the nature of the document destroyed, and this must be signed by the Collector or Subdivisional Officer.
- (d) If the document is a private exhibit or document, the procedure laid down in rule 227 above for the return of such documents to their owners must be carefully observed.

C.—Rules relating to destruction of documents regarding advances to Government servants for the purchase of motor cars and for cycles, for house-building purposes, for defraying the cost of passages of the officers belonging to places outside India and for the development of the industrial firms, which are sent to the Inspector-General of Registration for safe custody.

230 (a). (1) As soon as a loan advanced by the State, with interest thereon, has been fully recovered, the authority sanctioning it may, after ascertaining from the audit office, if necessary, call back, after citing appropriate references, the documents concerning the loan from the Inspector-General of Registration, Bengal, or the District Registrar with whom they might have been lodged for custody.

(2) If the depositor does not come forward within a reasonable time; the deed should be destroyed by the Inspector-General of Registration after the lapse of one year from the date on which all the amounts due have been realized.

(3) Should the period of recovery of a loan covered by such a deed be extended by the competent authority, the authority granting the extension should intimate the fact to the Inspector-General of Registration and advise him to keep the deed in his custody up to the extended period, after which the Inspector-General of Registration will deal with the document in the manner laid down in paragraph (a) (2) above.

230 (b). The procedure prescribed in the preceding rules should also be followed, *mutatis mutandis*, with regard to mortgage deeds in connection with house-building advances deposited with the District Registrars under Government order No. 5134F., dated the 11th September 1916.

CHAPTER VI.

Record grant and record-room receipts.

231. The following rules are prescribed for the guidance of local officers in providing for the record grants and applying for assignments therefrom.

Assignment for keeping record-rooms in order.

232. An estimate should be submitted to Government on or before the 1st October in each year, by each Commissioner, showing the probable requirements of his own office as well as those of the offices of the Collectors under him (for which estimates should be furnished to him by the Collectors concerned, not later than the 15th September). A consolidated estimate will then be prepared in the Revenue Department of Government, including the amount estimated for the Board's office, and forwarded to the Accountant-General, Bengal, for incorporation in the Provincial Civil Estimate on the 15th October. After the budget estimate is finally passed by Government, the Revenue Department will distribute the grant to Commissioners of Divisions and to District Officers according to their requirements as far as possible.

Budget estimates.

233. From the district grant which has been allotted to him, the Collector is empowered to incur necessary expenditure on bills supported by the requisite vouchers and also to create the temporary establishment required in his record-room, subject to the following conditions:—

Powers of Collector.

(a) that the annual district grant which is allotted to him to meet record-room charges is not exceeded; and

(b) that the pay of no individual appointment shall exceed Rs. 35 per mensem.

234. The budget estimates for record-room establishment should be prepared in the form prescribed by rule 299 of the Bengal Financial Rules and explanations should be furnished separately as required by rule 300 (c) (ii) of the Bengal Financial Rules. The amounts required for establishment and contingencies should be shown separately in the estimates.

Procedure for the preparation of budget estimates.

235. Government will reserve a small fund to meet unforeseen exigencies. In case any such should arise in the course of the year, Commissioners may submit supplementary applications, which will be complied with, if possible.

Supplementary applications.

236. District Officers should submit with their yearly estimates the figures representing the actual expenditure incurred from the allotment of the previous year, and those representing the sanctioned grant of the year then current. In connection with this rule the attention of all officers is drawn to rule 145 of the Board's Miscellaneous Rules, 1934. That order requires the reservation of one-quarter of the salaries of temporary establishments, other than menial establishments, until the termination of the periods for which they have been sanctioned, such reserved sums to be expended in each case in which the work may not have been completed.

Annual estimates of District Officers, and conditions of temporary establishments.

within the period specified, in the employment of the same or other hands to finish it. It will, therefore, be necessary that, in applications for sanction to the entertainment of establishments payable from the record grant, the periods during which it is proposed to employ them, should be regulated so as to leave time, after the expiration of those periods, for the completion, before the year expires, of any work left undone by such establishments.

Power to
vary details
of temporary
establishment
(India Govern-
ment Order
No. 4393 Ex.,
dated the
22nd August
1910).

237. Commissioners of Divisions and other heads of departments are empowered to vary details (namely, the number of persons employed and the period of employment) of any temporary establishment employed under them. This power has been delegated in respect of all temporary establishments, whether employed for full periods of one year or for longer or shorter periods. The following conditions should, however, be observed:—

(a) That the annual budget grant which is allotted to them to meet record-room charges is not exceeded.

(b) That the pay of no individual appointment shall exceed the minimum of the time-scale of pay of similar posts in their offices except with the special sanction of Government, or unless there is any special scale of pay devised and approved by Government for these temporary posts.

Items to be
included in
the estimates
as
contingencies.

238. The following items, if required for record-rooms, may be included in the estimates as contingencies:—

Almirahs.	Rat-traps.
Shelves.	Rags.
Oil (kerosine).	Fire extinguishing appliances.
Tar (coal).	Dusters.
Wooden boards.	Brushes.
Cloth (<i>kherua</i>).	Rope.
Repairs to furniture.	Iron supports.
Buckets.	Axes.
Solution of corrosive sublimates.	Lanterns.
Powder of naphtha.	Other articles necessary for record-room.
Charcoal (coal).	

238(1). The cost of structural alteration of, or additions to, record-rooms and the cost of improvements, such as paving, coal-tarring floors, electric fittings and constructing iron racks, even if required for record-room purposes should not be charged to the record grants, but should be met from the grants made to Commissioners of Divisions for minor works out of the Public Works budget.

239. The cost of establishments for binding books and registers kept in the record-room for sorting, arranging and destroying records, and for recopying revenue records other than those belonging to the Survey Department, may be debited to the grant. Establishments.

240. The survey maps and records, when they get worn out, are recopied for use in the record-room and the charge on that account is debitable to the record grant. But the cost of copying such maps and records when required for other purposes is not debitable to that grant. The Land Registration registers (A, B, C and D) are, however, kept in the record-rooms for the convenience of the Land Registration Department, and all cost on their account, including their binding charges also, should be charged against the Land Registration registers. Survey maps and records and Land Registration registers.

241. Articles procurable from the Stationery Office should not be charged to this grant. Petty stores not obtained from it, when required for use in the record-room, should, of course, be charged to the grant. The latter include such as the following:—

Country ink.	Paste.
Stamping ink.	Stamping inkstand.
Thread.	Twine.
Country pens.	Pounce.
Book-binding.	Sand.
Lac for sealing.	Sand-pots.
Talc for native colours.	Country envelopes.
Vinegar.	Repairing scissors, etc.
Ghee.	Pins and needles.
Oil for lights, etc.	

242. All expenditure for keeping the office records in proper order will be made under the orders of Government in the Revenue Department from the record grant. Sale-proceeds of useless papers.

When condemned records are sold under rule 204 the expenses of sorting and selling them may be charged against the sale-proceeds, the balance being paid into the treasury and credited to Government under the budget head 'XXXV—Miscellaneous.'

Mention must be made in the annual report of the amount so realised and credited and of the cost, incurred.

CHAPTER VII.

Library.

243. The library attached to the office of every District and Subdivisional Officer is intended to be for the use of all Government officers in the district or subdivision. All books required, both for the magisterial and collectorate work of the office, are to be placed in this library, and no separate official library is to be kept by any officer subordinate to the District Officer (other than a Subdivisional Officer) without his express permission.

Members (for the time being) of the Council of State, the Legislative Assembly and the Bengal Legislative Council ordinarily residing within a district are also allowed to use the libraries in that district.

244. The books in each library are to be collected together in one place under the charge of the head assistant, who will be responsible for the library. The ordinary work in connection with the library at a district headquarter office will, however, be performed by a clerk of the English office, who should be appointed librarian. A specified gazetted officer will be in general charge. If practicable, a separate room should be assigned for the library.

244(a). In subdivisions the head clerk should be in charge of the library but a junior clerk should be appointed as librarian, who should do the duty of pasting the correction slips in the Manual, and should furnish a separate security.

245. The librarian should keep a complete list of all manuals, etc., in all departments (all of which really belong to the library) and call them in when necessary and post the correction slips. It should be strictly forbidden to any department to get manuals except through the librarian, who will be held responsible that the manuals, codes, books of references, etc., relating to every department are kept corrected up to date.

246. Lists should be prepared, dated, signed and hung up in the library in a conspicuous place, showing during what periods what gazetted officers and what librarians have from time to time held charge of the library.

247. A catalogue of the books in the library is to be kept in the following form—*vide* Form No. 14, Appendix A:—

Group No.	Title of Group			
Title of Book and serial No. in group.	No. of volumes.	No. of copies in library.	Almirah or rack No.	Shelf No.
1	2	3	4	5

248. The catalogue should be revised every *fifth* year, and a report about all books then missing should be submitted by the Subdivisional Officer to the District Officer and by the District Officer to the Commissioner, respectively. **Revision of the catalogue.**

The letter A should precede the almirah number entered in column 4; the rack number should be entered alone with no letter preceding it.

249. In preparing a catalogue a bound volume with an appropriate typed flap heading should be used. Under each class where all entries relating to existing books have been made, a certain number of blank pages should be left for future entries. At the end of the volume a few blank pages should be reserved for the purpose of entering therein books of any class for which the space allotted has proved insufficient. The necessary cross reference to such pages should be made.

250. The library is to be kept open during office hours, the keys being in the charge of the librarian, or, in his absence, of such clerk as the head clerk may depute. **Access to library.**

251. A register of all books, reports, returns, etc., received in the library is to be maintained in the following form—*vide* Form No. 12, Appendix A:— **Register of books received No. 77.**

Month.	Date.	Title of book.	No. of volumes.	No. of copies.	From whom received.	How disposed of.	Remarks.
1	2	3	4	5	6	7	8

In column 7 above a note should be made showing the almirah and shelf in which the book in question has been placed. The librarian's signature should appear in the remarks column against each book received. As soon as anything is received in the library, it must at once be entered in this register. Once a quarter the head clerk will submit for inspection to the District Officer/Subdivisional Officer.

251A. A register of all correction slips received is to be maintained in the following form—*vide* Form No. 12A,

Appendix A:—

- (1) Serial number.
- (2) Description of correction slips:—
 - (a) Slip number.
 - (b) Name of Manual.
- (3) Date of receipt of correction slips in office with initials of Superintendent or head assistant.
- (4) Number of copies received.
- (5) Number of copies of the Manual in the library.

- (6) Number of copies corrected.
- (7) Date of receipt by the librarian and his initial.
- (8) Date of pasting of slip by the librarian and his initial.
- (9) Remarks.

As soon as correction slips are received, the Superintendent or head assistant should send for the register and after filling up columns 1 to 4, should send the slips and the register to the librarian, who should fill up column 7. At the time of pasting which should not be more than 7 days from the date shown in column 7, the librarian should fill up columns 5, 6 and 8. Once a quarter the register should be submitted to the District or Subdivisional Officer.

252. All books, reports, returns, etc., received in the library should be stamped with the library seal on the title page, and also on one or two pages within and should be duly entered in the catalogue under their proper heads.

On the back of each book should be affixed a label in the following form:—

Office	..
Group No.	..
Serial No.	..
Rack No.	..
Shelf No.	..

When, besides its own permanent cover, a book has also a paper cover, two labels should be affixed—one to the permanent and the other to the paper cover.

253. The books in the library will be arranged according to subjects. The following main groups will probably be found to be sufficiently comprehensive. A list of them will be put at the beginning of each catalogue with numbers and reference letters showing the pages in the catalogue, the rack or almirah and the shelf or shelves where the books of that group are to be found. This will form the index to the catalogue.

Groups.	Pages in the catalogue.	Almirah. Shelf.
(1) Acts of the Governor-General in Council.	1-3	AI
		1,2,3.
(2) Acts of the Bengal Council	4-6	A
		4,5
(3) Ethnological and Linguistic (including Census).		

Groups.	Pages in the catalogue.	Almirah. Shelf.
(4) Gazetteers and Historical (including services of officers, list of officers and civil list).		
(5) Manuals, Codes and Rules (non-legislative).		
(6) Botanical and Zoological.		
(7) Agricultural. [See also "Annual Reports 2" Group (10)].		
(8) Industrial and Technical (including monographs).		
(9) Educational.		
(10) Annual Reports—		
General Administration.		
Land Revenue.		
Registration.		
Stamps.		
Dispensaries.		
Police.		
Jails.		
Sanitary (Bengal).	Commissioner	
Sanitary (India).	Commissioner	
Excise.		
Civil Justice.		
Criminal Justice.		
Settlement Reports.		
Survey Reports.		
Agriculture.		
Season and Crop Reports.		
Agricultural Statistics.		
Co-operative Banks.		
Agricultural experiments.		
Road and Public Works Cess.		
Income-tax.		
Wards' and Attached Estates.		
Resolutions by Municipal Department.		
Forests.		
Bengal Veterinary College.		
Reformatory Schools.		

Groups.	Pages in the catalogue.	Almirah. Shelf.
Vaccination.		
Trade—Rail-borne Traffic.		
Trade—River-borne Traffic.		
(11) Occasional Reports—		
Famine Reports.		
Plague Reports.		
Fisheries Reports.		
Supply of Labour.		
(12) Scientific, not included under preceding heads—		
Archæological.		
Meteorological.		
(13) Law Reports and Digest—		
Indian Law Reports—		
Calcutta Series.		
Bombay "		
Madras "		
Allahabad "		
(14) Miscellaneous.		

254. The names of the annual reports should be shown in the index. The years for which the reports exist should be shown in the catalogue proper.

255. Ample space should be left to add other annual reports as they are received in the library. They should be kept on the shelves vertically. As each annual or periodical report comes in, it should be put in its proper place on the shelf.

256. Where possible, books that properly fall in the same group should be kept side by side in the same almirah. For example, the bulky volumes of the Linguistic Survey and small pamphlets like Grierson's Seven Grammars of the Behari Languages really belong to the same group and should be kept together. Where, however, space does not admit of this arrangement and books belonging to the same group have to be placed in different parts of the library, the almirah and shelf number or letter should be properly shown against them in the catalogue.

257. It is often found that the library almirahs are far too deep for the books in them, and thus much valuable space is wasted. In such cases, provided that the depth of the almirah is not less than 16 inches, it is possible to place the almirah with its end, and not its back, against the wall, and to convert the back portion by means of doors into a second receptacle. The almirah will thus open from both sides and the available space would be thus doubled. An almirah only 16 inches deep from front to back can be

utilized in this way for books such as the ordinary manuals, Imperial gazetteer, etc. The doors to almirahs when possible, be sliding and not swing doors.

^{should} 258. All racks, almirahs and shelves should be lettered or numbered. The numbering of the racks and almirahs should be done with paint in white letters on the rack, shelf or almirah itself. The use of paper labels pasted on should be discontinued, because in a short time they either fall off or are eaten by insects. Similarly loose tin labels tied on to a shelf are not suitable, as they often get displaced and lost.

Paint in
white letters
on racks,
shelves
or almirahs.

259. A good deal of useless expenditure has in the past been incurred by binding in a separate half-leather binding each separate Act passed by the Imperial or Provincial Legislature. In future such Acts as they are received shall be kept in a bundle between two flat boards. One bundle should be kept for "Acts of the Governor-General in Council" and one for "Acts of the Bengal Council". These bundles should ordinarily be bound annually, though occasionally it may be advisable to bind the Acts for two or three years in one volume.

Binding of
Acts.

260. No book is to be issued from the library except on the written requisition of a gazetted officer or the head clerical officer of an office requiring it for reference on public matters. These requisitions are to be preserved chronologically in files till the books, etc., are returned to the library. When a book is returned, the requisition relating to it should be returned to the borrower or cancelled.

System of
issue.

A Member of the Council of State, the Legislative Assembly and the Bengal Legislative Council may also borrow from the library any book (other than a book which is intended for the use of Government officials only or such books as Manuals and Dictionaries which by reason of the nature of their contents ought not, in the opinion of the Collector or Subdivisional Officer, to be removed from the library): Provided that—

(i) No book is retained by the Member for a period exceeding 15 days from the date of issue.

(ii) Books which are in demand shall be returned within seven days from the date of issue, if the Collector or Subdivisional Officer so requires.

(iii) No Member shall at any time have more than three books in his possession.

(iv) No book will be sent to a Member by post.

(v) It is not permissible for the Member to lend the library book to any stranger.

NOTE.—Law Books, Law Reports and Calcutta Gazettes may be issued to prosecuting Police Inspectors on their own requisition.

261. A register of all books, reports, returns, etc., issued from the library on requisitions is to be kept in the following register of Issues No. 78.

form and all books issued must be entered therein—*vide* Form No. 13, Appendix A:—

Serial number.	Title of book.	Catalogue number of copy.	Officer to whom issued.	Borrower's initial with date.	Date of issue.	Date of return and librarian's initial.	Date of each reminder.	Remarks.
1	2	3	4	5	6	7	8	9

Issue of reminders for books not returned.

262. Except in the case of books required by courts or officers for continuous reference, if a book is not returned within a month from its issue, a reminder must be sent at once, and repeated every fortnight until the book is returned. At the end of each year the entries relating to books issued but not returned within the year should be brought forward in red ink.

The District Officer may call upon a Member of the Council of State, the Legislative Assembly or the Bengal Legislative Council to refund the cost price of any book borrowed by him which is not returned to the library within a reasonable time of the issue (by registered post) of a notice to such Member calling upon him to return the book.

Time of stock taking.

263. When charge of the library is made over or stock is taken, the officer taking charge of the stock must satisfy himself and note the fact in his report that all the books alleged to have been issued as necessary to officers or courts for continuous reference are really in existence.

Receipt to be taken for the books sent out of the library.

264. Where possible, the signature of the receiving officer should be taken in column 5 as provided. When, however, this cannot be conveniently obtained, a separate receipt should be taken. These receipts should be filed in chronological order, serially numbered and the serial number entered in column 5 of the above register.

Verification of library.

265. Every officer upon receiving charge of an office to which a library is attached is to satisfy himself about the state of the library. Unless he then reports that the books are out of order, or that any volumes are missing, it will be assumed that he received the library in good order, and he will be thenceforward personally responsible for defects.

Inspection.

266. A thorough inspection of the library is to be made by the librarian once in three months and the result reported to the District Officer/Subdivisional Officer by the gazetted officer in charge. That officer will inspect the library every six months.

Guard file.

267. A guard file should be kept in the library in which should be entered the periodical inspection reports of the gazetted officers in charge and copies of all inspection notes made regarding the library by the Collector or by officers superior to the Collector. These copies should be pagged and

indexed and should be on half margin, the action thereon being noted, dated and signed on the margin against each paragraph concerned.

268. There should also be a register in which the gazetted officer in charge should enter his periodical inspection remarks.

Register of inspection report.

269. When a District Officer has ascertained by a personal inspection of a district or subdivisional library that more space is required on the shelves for new books, he should examine the existing books and make a list of such books as are obsolete or useless and pass orders for their disposal.

Disposal of obsolete or useless books.

270. The state of the library is to be described in the annual report, it being specially stated whether all the books are in good condition or not and if any of them are missing.

Annual report.

271. One copy of the Indian Law Reports, Calcutta Series, is supplied by Government to each District Officer and to each of the Subdivisional Officers of Barrackpur, Gopalganj, Kalimpong, Kurseong and Siliguri, free of cost. The copy of the publication supplied to them is to be entered in the library catalogue of each officer and should be bound and preserved for purposes of reference in yearly volumes. These officers will have to purchase other series of the Indian Law Reports if they require them. The accumulated monthly issues of an incomplete volume are to be counted as one volume, only for the purposes of the Catalogue.

Indian Law Reports.

272. With a view to economise space in collectorate libraries all the old volumes of the Bengal Quarterly Civil Lists, the India Office List and the History of Services of Gazetted and other officers should be disposed of as waste paper, only the volumes for the last three years being preserved. As soon as a new number of any of the above publications is received in his office, the Collector may send the next previous number to one of the subdivisional offices to which Government does not supply these periodicals. The subdivisional officers will deal with copies received by them as ordered above. It is open to Commissioners to keep the above publications in their office libraries for a longer period, not exceeding twelve years, if they desire to do so, and if there is room for them in their libraries.

Bengal Quarterly Civil Lists, India Office List and History of Services of Gazetted and other officers.

272 (1). The classification of official publications, reports, etc., will be found in the General Department Miscellaneous Circular No. 40, dated the 20th July 1901, to the address of Commissioners, which should be strictly followed.

Official publications

272 (2). The Bengal Legislative Council Proceedings preserved in the Collectorate Libraries should be classed as B papers and destroyed after 12 years. One set of these proceedings should, however, be preserved permanently in the Commissioners' office.

CHAPTER VIII.

Rules for the supply of copies of, and information respecting, papers and documents in district offices.

A Deputy or Sub-Deputy Collector to be in charge.

The Deputy Collector or Sub-Deputy Collector in charge of the record-room will be in charge of the copying department and the record-keeper will be responsible under him for the carrying out of the following rules:—

1.—Rules for applications.

Purposes for which applications are to be received.

273. Applications may be received from the public for—

- (i) information respecting the contents of papers and documents in the district office, whether such information be or be not required for the purpose of correctly describing such documents in application for copies of the same;
- (ii) unstamped copies of papers and documents of which copies may by law be given on unstamped paper;
- (iii) stamped copies of papers and documents.

In granting such applications regard shall be had to rules 332, 333 and 334 below and any other rules or provisions of law in force regarding the supply of information or copies.

273A. Defective applications and applications in respect of which the information or the copy asked for cannot for any reason be given shall be rejected.

NOTE 1.—It should be impressed upon the staff that applications are not to be rejected on frivolous grounds. If there are means for finding the right record or register, it must be traced even though the description given by the applicant may in some respects be inaccurate or defective.

273B. Information requiring anything but short answers shall not be given. If any extract from the record or the substance or any order, etc., or document is desired the proper course is to apply for a copy.

When separate applications to be made.

274. Only one application need be made for copies of papers or for information required in connection with a single cause or matter, e.g., if copies are required of four separate papers in one record, only one application is necessary. When copies of, or information relating to, papers connected with different matters or causes are wanted, as many applications are necessary, as the matters or causes to which they relate.

When a person applies for copies of Settlement records or maps of more than one village, he will be required to make only one application. The application for copies of maps should, however, be separate from that for copies of records. But this concession will not apply in the case of manuscript records of non-Khas Mahal arrears of the district of Bakarganj.

275. When information is required relating to more than one serial entry in column 1 of Register D, a separate application must be submitted for each serial entry in respect of which the information is asked: provided that one application only need be submitted when the information wanted is of a simple character, though relating to more than one entry, e.g., the number of separate accounts or the number of proprietors in an estate.

Supply of information relating to Register D.

276. All applications for information or copies must be made on printed forms and with the exception of those on which expedition fees are paid, are to be made to the Deputy Collector in charge between the hours of 11 a.m. and 1 p.m., except when office is held in the morning, when the hours should be between 6-30 a.m. and 8-30 a.m. The forms of application for information and for copies are given in Appendix B, Forms 27 and 28. They are obtainable from the nazir or from stamp vendors at one pice per sheet. One of the comparers will attend the Court-room of the Deputy Collector in charge, and will take charge of the applications for information or copies together with the court-fee stamps and folios as soon as they have been presented to the Deputy Collector. The comparer will check them and punch the court-fee stamps (other than those for authentication) in presence of the Deputy Collector who will then initial and date the applications. They will then be entered by the comparer in the prescribed registers Appendix A Forms 15 and 16, and the court-fee stamps in the Court-fee Register. The Deputy Collector in charge will check and initial all these registers daily.

When and to whom applications are to be made.

Registers to be maintained.

NOTE. Urgent applications will be entered in the register in red ink.

277. The forms (27 and 28) of applications for information and for copies referred to in rule 276 may be obtained by stamp vendors from Collectors' offices at the rate of 80 copies per rupee for retail to the public at one pice per sheet.

Terms of sale of forms 27 and 28 to stamp vendors.

278. Applications for information in cases in the revenue courts and offices in which the amount or value of the subject matter is less than Rs. 50 should bear a court-fee stamp of two annas under Article 1 (a), paragraph 4, Schedule II of the Court-fees Act, while applications for information in all other cases and all matters not relating to cases should bear a court-fee stamp of four annas under Article 1 (b), paragraph 2, Schedule II of the Court-fees Act, as reduced (from twelve annas) under Judicial Department notification No. 2784J, dated the 31st March 1937. All applications for copies, whether certified or uncertified, are required by Article 1 (a), Schedule II of the Court-fees Act, VII of 1870, as modified by the Bengal Court fee Act of 1922 to bear a two-anna stamp. By Government notification* it has been decided that this shall be in all cases an adhesive stamp.

All applications are to be made stamped. *No. 361, dated 18th April 1883.

NOTE.—(1) Under Government of India Notification No. 1180Exc. dated 24th February 1905, the fee chargeable on applications for copies of the documents detailed in clauses (4) and (15) of Government of India Notification No. 4650, dated 10th September 1889 (see pages 70-72 Bengal Stamp Manual, 1911), has been remitted. (2) Under Government of India Notification No. 1180Exc. dated 10th September 1889 (see pages 70-72 Bengal Stamp Manual, 1911), has been remitted.

Searching fee.

279. The ordinary searching fee shall be uniformly four annas for all cases, leviable in adhesive court-fee stamps. This stamp is to be affixed to the application in addition to the stamp required under rule 278 before being presented to the proper officer. One searching fee only shall be charged for any number of copies taken from the same record and included in the same application.

Applications to be numbered. Method and period of preservation.

280. All applications for information and copies received from the applicants shall be numbered consecutively according to the number given to them in Registers 15 and 16, Appendix A, and filed in the office arranged in monthly bundles in order of their numbers. No fly-leaf is required. At the close of each quarter they will be examined by the record-keeper who will report any irregularity or unpunctuality discovered. The Deputy Collector in Charge, after satisfying himself as to the working of the office by an examination of the forms recorded, will then direct the destruction of those more than three months old.

Time for furnishing copies and information slips.

281. The time to be fixed for supplying the information required shall not, without the special orders of the Deputy Collector, in each case be later than 4 p.m. (or 11 a.m. when office is held in the morning) of the third open day after the presentation of the application, the day of presentation being excluded. Similarly, the time for furnishing the copies required shall not be later than 4 p.m. (or 11 a.m. when the office is held in the morning) of the third open day after the completion of the application by the supply of the necessary folios, stamps, etc.

Distribution of copies and information slips to the parties.

282. All copies and information slips should be distributed to the public in the presence of the Deputy Collector in charge of the record-room. This should ordinarily be done at an hour of the day after 3 p.m. or 10 a.m. (in the case of morning sittings).

II.—Rules for Information.

Filling up the form of applications for information.

283. Applications for information shall be presented in duplicate in Form 27. The applicant is to present the application with the duplicate spaces reserved for the date, his name and residence, the particulars of the information required and the searching fee tendered by him filled up. The comparer will enter in duplicate in the first column the consecutive number, and the Deputy Collector will put his initial in duplicate in the seventh column. If the information can be furnished at once, the comparer will note the same on the upper portion of the form in the column for remarks and make that part over to the applicant, taking the latter's receipt in the column for remarks in the lower portion which will be retained and recorded in the office. If he cannot furnish the information at once, he will enter in duplicate in the sixth column of the form, the date, and, if possible, the hour by which the information can be furnished. The upper and lower portions of the form, with columns 1 to 7 thus filled up, will then be separated. The lower part will be made over to the applicant with a direction to return with it at the time fixed. (The upper portion will be passed on to

the clerk to whose department it pertains who will enter in the column for remarks the necessary information and return it to the receiving officer before the time prescribed.) On the applicant's reappearance, this upper portion, bearing the information, will be made over to him, and the lower portion, bearing his dated receipt in the column for remarks, will be taken from him and recorded in the office.

NOTE 1.—The officer in charge of the record-room or the presiding officer, as the case may be, will fix the hours within which the applicant should reappear for taking delivery of the paper containing the information.

NOTE 2.—Each clerk through whose hands an application for information passes shall put his initials and the date and hour of receipt and passing on by him on the back of the application in the manner indicated in r.

284. By paying an extra searching fee of one rupee, the applicant shall be entitled to receive the information applied for by 4 p.m. (or 11 a.m. when the office is held in the morning) of the day on which his application is presented. This additional fee shall be paid by means of an adhesive stamp with the application. Under the orders of the High Court, when fees for searching records in the Collectorate and other revenue offices are remitted by the Civil Courts, they should be sent in court-fee stamps, and not in cash.

285. The rate of searching fees to be levied on applications from landlords for information regarding landlords' fees shall be—

Extra searching fee.

Rate of searching fees for information regarding landlords' fees.

	Ra. a.
For the first year	1 0
For every additional year	0 8

III.—Rules for copies.

286. Applications for copies should be presented in Form 28. The date of receipt and the serial number of the applications shall be noted on the application and on the counterfoil. If it is possible at once to inform the applicant what court-fee stamps and folios will be required, and if such stamps and folios have not been filed with the application, the comparer should note the requisite information on the back of the counterfoil and return it to the applicant. If the information cannot be given at once, the applicant should be informed that the information will be posted on the record-room notice board (see rule 288) at the opening of the office on the following day and the words "told to attend at the opening hour on" shall be noted on the counterfoil which should then be returned to the applicant. (If the requisite stamps and folios have been filed with the application, the document required to be copied shall be at once sent by the office with the application to the copying department.)

Presentation of applications for copies.

NOTE.—The entries in different columns of Register No. 55 (Form No. 16 at page 107 of the Records Manual, 1943) as required by this and other rules in this chapter must be made by the Head Comparing Clerk contemporaneously with the various stages through which the application for copy passes before its preparation and delivery.

Application for copies from parties residing outside the district.

286A. Parties, residing outside the district, may apply for copies in form No. 28 by post with an extra fee of Re. 1, in adhesive court-fee stamps, for postage. This stamp is to be affixed to the application, in addition to the stamps required under rules 278 and 279 and is to be entered in the court-fee register. On receipt of the application the applicant will be informed what court-fee stamps and folios will be required, which must then be supplied by him in full. Service stamps should be used in sending copies to the applicant and in corresponding with him, if necessary. Copies should be sent by registered post with acknowledgment due.

Condition of commencement of preparation of copy.

287. No application will be considered complete nor will the preparation of the copy be commenced until the applicant has supplied in full the court-fee stamps, folios, etc., required. If they are not deposited within three days of intimation of the quantity required, the application should be struck off.

Applications for copies, when struck off, should not be revived. If an applicant wants the copy he should file a fresh application when the usual procedure should be followed.

NOTE.—The fact that an application for a copy is not followed up by folios for making the copy should be regarded with suspicion and enquiries should be made to ensure that no surreptitious copy has been taken.

288. When the comparer has completed the procedure laid down in rules 276 and 286, he shall at once, if possible, or during the same day, but not later than the following day, ascertain the amount of court-fee stamps payable for the copy applied for and the number of folios required for its preparation.

288A. For this purpose the Head Comparing Clerk shall forward the application by one of his copyists to the officer in whose custody the record is, who will at once note legibly or stamp thereon the name of his department and court and the date of receipt, signing by his initials thereunder. He will refer to the document or record and with the assistance of the copyist or typist conveying the application estimate the number of folios required for each document of which a copy is required. He shall then enter the amount of court-fee stamps and the number of folios required on the back of the application, sign and date it and return the completed application by the copyist to the Head Comparing Clerk. The document or record shall be kept in readiness for delivery to the copying department as soon as it is sent for preparing the copy. If owing to insufficient or incorrect description the document cannot be traced, the application should be so endorsed and the endorsement signed and dated.

NOTE.—This rule is not intended to allow copyists the right of entry into the record-room and they must in all circumstances be excluded therefrom. If the record from which copies are required is in the record-room, the copyist should be shown the record in the Record-keeper's office and should not be permitted to handle it himself more than what is necessary to enable him to assist in making the computation provided for in this rule.

288B. The number of folios required should be carefully calculated, so as to obviate the necessity of obtaining additional folios from the applicant, a contingency which under a proper system, ought never to arise.

288C. Application for copies should ordinarily be returned on the same day and never later than the following day to the Head Comparing Clerk with the report required by rule 288A above.

288D. On receipt of the necessary reports under rule 288A the comparer shall before leaving office estimate the number of impressed stamped sheets and court-fee stamps necessary and note them on the back of the applications and unless these have already been filed shall prepare a list in the following form which shall be hung up on the notice board as soon as the office opens next day. Rejected applications shall also be shown in this list.

NOTICE

INFORMATION TO APPLICANTS FOR COPIES.

The applicants mentioned below are warned that their applications will not be considered complete nor will the preparation of any copy be commenced until the full court-fee stamps and the full number of folios specified in column 4 have been supplied.

If in any case the said stamps and folios are not supplied within 3 days of the date of this notice, the application will be struck off.

Date of application.	Serial number of application.	Name of applicant.	Information given to applicant.	Remarks.
1	2	3	4	5

Signature of Comparer

Signature of Deputy Collector-in-charge

Date

Date

NOTE.—In column 4 the quantity of stamped folios, plain paper, court-fee stamps, etc., required, should be entered.

List of
copies ready
for delivery.

289. The comparer will prepare daily and hang up on the record-room notice board between 2 and 3 p.m. or in case of morning sitting between 9 and 10 a.m. a list of the copies ready for delivery. The list shall be in the following form—

NOTICE.

LIST OF COPIES READY FOR DELIVERY.

Date of application.	Serial No. of application.	Name of applicant.
1	2	3

Signature of Comparer. Signature of Deputy Collector-in-charge.
Date Date

Procedure
for supply-
ing court-
fees, folios,
etc., by the
parties.

290. The applicants must present the requisite folios, stamps, etc., to the Deputy Collector-in-charge within the prescribed hours. They should file along with the folios list showing the number and date of the application, the name of the applicant, and the number of folios filed. Court-fee stamps for either copying fees or for value of forms or tracing cloth should be affixed to sheets of plain paper, on which the value of each court-fee stamps together with the number and date of the application and the name of the applicant should be noted. These lists and papers are to be stitched to the respective original applications and should be compared with the estimates of stamps and folios noted on the back of the applications and should be initialled by the Deputy Collector-in-charge as a token that the correct number of folios, plain paper and court-fee of required values has been filed.

The applicant should at the same time present along with the folios, etc., the counterfoils of their original applications. The comparer will give on these counterfoils a receipt for the folios, stamps, etc., filed and will note on them, and also on the applications the date and hour at which the copy will be ready. He will then return the counterfoils to the applicants and it shall be his duty to attend on the fixed date for the purpose of receiving the copy.

290A. After making the proper entries in the Register of application for copies the comparer shall forward the application to the proper officer having custody of the record with an endorsement requiring him to make over the necessary document or record. Such officer shall immediately send the original record or document with the application noting thereon the fact of compliance and the date. The comparer shall put in his initials and the date as a token of acknowledgment.

NOTE.—Only those papers of the records of which copies are actually required are to be sent to the copying department and in every case a removal slip shall be inserted in that place.

290B. Immediately on receipt of the original papers the Head Comparing Clerk shall make them over to one of the copyists for the preparation of the copy and enter his name in the appropriate column of the applications for copies. The work should be so distributed amongst the copyists that normally no copyist has more than one day's work in his possession at one time.

290C. In the case of certified copies of applications made in Form Nos. I, IA, II and III or of notice in Form No. XVI prescribed under the Bengal Agricultural Debtors Rules, 1936, the applicants should present the printed forms of applications and notice as the case may be in lieu of folios. These printed forms can be had from the stamp vendors and after presentation will be dealt with in the same manner as folios.

291. If the folios supplied by the applicant fall short of what is required, additional folios should be called for in the list prescribed in rule 288. The additional folios should be filed during the prescribed hours with a list in the same way as ordinary folios are filed, and before they are distributed to the copyists concerned the list should be stitched with the original application, should be compared with the report of the copyist and initialled by the gazetted officer in charge, and the comparer attending the Court will enter them in the prescribed register. A receipt for them should be given on the counterfoil as prescribed in rule 290. Additional folios.

NOTE.—When court-fee stamps supplied for certified copies are found to be short, a similar procedure should be adopted for obtaining the deficit.

291A. Care will be taken to have the copy ready in each case by the time fixed. The Head Comparing Clerk will be held personally responsible that all originals are returned and a receipt for them obtained from the record-room or department concerned on the day the copy is ready for delivery. The officer receiving back the record shall sign and date the appropriate column of the Register of application for copies.

292. Unused folios, if any, should not be retained in the office, but should be attached to the copy for the preparation of which they were filed and returned to the applicant together with the copy, a receipt for both being taken on the back of the application. Should the applicant in any case fail to appear to claim either the copy or the unused folios, both must of necessity be retained temporarily; but on the last day of each month all unclaimed copies ready for delivery before the close of the preceding month, together with all unused folios attached thereto, shall be destroyed in the same manner as is prescribed in the case of the impressed stamps of folios used for copies. The number of folios so liable to destruction is to be ascertained from the entries in Column 16 of the Register maintained in Form No. 16. Nothing in this rule shall, however, deprive the copyists of the benefit of the remuneration due to them for the copies of the records of which copies are actually required. Unused folios.

and stamps supplied by the applicant shall be returned to him when he is so informed. This should be done also where the application is withdrawn and the folios and stamps have not been used. Such stamps would not include searching fee and expedition fee affixed to the application.

Extra fee.

*This is a fee for credit to Government, and no part of it is payable to the copyist or typist.

293. When an applicant requires his copies to be furnished on the day of application, an extra fee of one rupee (or, if the copies exceed four folios of four annas each, of four annas for each folio of four annas each)* shall be charged on all copies so furnished to be levied from him by a court-fee stamp which should be affixed to the application for the copy. Care, however, is to be taken that other applicants for copies do not materially suffer by the arrangement. If the granting of other copies be much delayed by this rule, an extra hand ought to be told off to furnish the copies urgently required.

NOTE 1.—No application is regarded as complete nor the preparation of a copy taken up until the necessary stamps and folios have been filed. When these are not filed with the application, the applicant is not entitled to obtain his copy on the day on which the stamps and folios are filed.

NOTE 2. If sufficient stamps and folios to cover the full charge for a copy under this rule are not filed with the application, the estimate of the deficit in respect thereof shall at once be personally communicated to the applicant, if available. Otherwise the procedure laid down in rule 291 should be followed."

Duty of clerks through whose hands applications pass.

294. Each clerk through whose hands an application for copies passes shall put his initials and date of receipt and passing on by him on the back of the application and shall mention in the endorsement the name of the officer to whom he delivers such application. These entries should be made one below the other (the first to be about two inches from the top and three inches from the left hand side of the reverse of the application) and must be legibly written. When a clerk receives and passes on the application on the same date, that day's date and his initials will suffice. When, however, he retains the application over the day, he must enter both the dates of receipt and passing on thus 137. These entries must also be initialled by the clerk concerned.

NOTE 1.—Applications for copies must not be returned or rejected on frivolous grounds and if the particulars given are insufficient to identify a record every effort must be made to trace it even though the description given in the application may be inaccurate in some respects.

NOTE 2.—There should be no unnecessary delay in complying with the requisition of the copying department.

295. When the copy is delivered to the applicant, his signature therefor and the date should be taken on the reverse of the application. The counterfoil of the application should at the same time be taken back from the applicant and kept attached to the application.

Applicant's signature to be taken when copy delivered.

296. Any person producing an uncertified copy may get it certified, if the original is in existence, on his filing, with his application, a court-fee stamp of two annas and a search fee of four annas as prescribed in rules 278 and 279 above in addition to the fee required for authentication."

NOTE 1.—Copies with notes written on them or portions marked or underlined shall not be accepted for conversion into certified copies.

NOTE 2.—If the original has been amended or added to or if any order has been endorsed on it after issue of uncertified copy the uncertified copy cannot be converted into a certified copy.

297. In the case of certified copies, the court-fee chargeable under the Court-fees Act shall be levied by affixing the necessary stamp to the first folio of the copy. It shall be the duty of the officer who authenticates the copy to see that the stamp is correct before he does so, taking the orders of the Deputy Collector in charge in all cases of doubt or dispute. The officer who compares the copies shall note the number of words written by the copyist or typist on the back of the folios, so that the record-keeper, who should from time to time check the number so reported, may be enabled to verify the correctness of the stamp affixed.

Certified copies.

297A. When a certified copy is granted, the following particulars must invariably be recorded on the back of the copy itself, and in the form given below:—

Date of application for the copy—
Date fixed for notifying the requisite number of folios and stamps—
Date of delivery of the requisite folios and stamps—
Date on which the copy was ready for delivery—
Date of making over the copy to the applicant—
Cost of copy—

297B. When an uncertified copy is, under rule 296, converted into a certified copy, the cost of such copy and certification shall be recorded in the particulars on the back of the copy as prescribed in rule 297A.

298. The following fees are prescribed by law:— Stamp duty.

Articles 6—9, Schedule I, Act VII of 1870.

Article 6.—Copy or translation of a judgment or order not being, or having the force of, a decree.—

When such judgment or order is passed by any Civil Court other than a High Court, or by the presiding officer of any Revenue Court or office, or by any other Judicial or Executive authority—

Rs. As.

(a) If the amount or value of the subject-matter is fifty or less than fifty rupees 0 6

(b) If such amount or value exceeds fifty rupees 0 12

When such judgment or order is passed by a High Court

Article 7.—Copy of a decree or order having the force of a decree.—

When such decree or order is made by any Civil Court other than a High Court, or by any Revenue Court—

Rs. As.

(a) If the amount or value of the subject-matter of the suit wherein such decree or order is made is fifty or less than fifty rupees ... 0 8 -10-

(b) If such amount or value exceeds fifty rupees ... 1 0 -4-

When such decree or order is made by a High Court ... 4 0 -5-

Article 8.—Copy of any document liable to stamp duty under the Indian Stamp Act, 1879,* when left by any party to a suit or proceeding in place of the original withdrawn.—

Rs. As.

(a) When the stamp duty chargeable on the original does not exceed eight annas (the amount of the duty chargeable on the original) ... 0 0

(b) In any other case ... 0 8

Article 9.—Copy of any revenue or judicial proceeding or order not otherwise provided for by this Act, or copy of any account, statement, report or the like, taken out of any civil or criminal or Revenue Court or office, or from the office of any chief officer charged with the executive administration of a Division—

Rs. As.

For every three hundred and sixty words or fraction of three hundred and sixty words ... 0 8

NOTE 1.—Under Government of India Notification No. 4650, dated the 10th September 1889, the following reductions and remissions of duty have been ordered:—

(a) The fees chargeable on—

(i) copies of village settlement-records furnished to land-holders and cultivators during the currency or at the termination of settlement operations, and

(ii) lists of fields extracted from village settlement-records for the purpose of being filed with petitions of plaint in settlement courts have been remitted:

*See now the Indian Stamp Act, 1899 (II of 1899), General Acts, Volume V.

Provided that nothing in this clause shall apply to copies of judicial proceedings, or to copies of village settlement-records (other than lists of fields) extracted as aforesaid which may be filed in any court or office.

(b) The fees chargeable under articles 6, 7 and 9 of the first schedule to the Court-fees Act on copies furnished by civil or criminal courts or revenue courts or offices for the private use* of persons applying for them have been remitted:

Provided that nothing in this clause shall apply to copies when filed, exhibited or recorded in any court of justice or received by any public officer.

(c) The fees chargeable on a copy of an order passed under section 26 of Bengal Act II of 1886 have been limited to one anna.

(d) The fees chargeable on the following documents have been remitted:—

(i) Copy of a charge framed under section 210 of the Code of Criminal Procedure, 1882† or of a translation thereof, when the copy is given to an accused person;

(ii) Copy of the evidence of supplementary witnesses after commitment, when the copy is given under section 219 of the said Code to an accused person;

(iii) Copy or translation of a judgment in a case other than a summons-case and copy of the heads of the Judge's charge to the jury, when the copy or translation is given under section 371 of the said Code to an accused person;

(iv) Copy or translation of the judgment in a summons-case, when the accused person to whom the copy or translation is given under section 371 of the said Code is in jail;

(v) Copy of an order of maintenance, when the copy is given under section 490 of the said Code to the person in whose favour the order is made or to his guardian, if any, or to the person to whom the allowance is to be paid;

(vi) Copy furnished to any person affected by a judgment or order passed by a Criminal Court, of the Judge's charge to the jury or of any order, deposition or other part of the record, when the copy is not a copy which may be granted under any of the preceding sub-clauses without the payment of a fee, but is a copy which, on its being applied for under section 548 of the said Code, the Judge or Magistrate, for some special reason to be recorded by him on the copy, thinks fit to furnish without such payment;

*Having regard to the provisions of section 76 of the Evidence Act, this concession refers to uncertified copies only.

†See now the Code of Criminal Procedure, 1898 (Act V of 1898), General Acts, Volume V.

- ✓ (vii) Copies of all documents furnished under the orders of any Court or Magistrate, to any Government Advocate or Pleader or other person specially empowered in that behalf for the purpose of conducting any trial or investigation on the part of the Government before any Criminal Court;
- ✓ (viii) Copies of all documents which any such Advocate, Pleader or other person is required to take in connection with any such trial or investigation, for the use of any Court or Magistrate, or may consider necessary for the purpose of advising the Government in connection with any criminal proceedings;
- ✓ (ix) Copies of judgments or depositions required by officers of the Police Department in the course of their duties.

2. Under Government of India Notifications No. 4634 Exc., dated the 17th August 1905, and No. 5919 Exc., dated the 3rd November 1909, respectively, the fees chargeable on certified copies of entries in records-of-rights furnished in accordance with any rules for the time being in force under the Bengal Tenancy Act, VIII of 1885, and the Chota Nagpur Tenancy Act (Bengal Act VI of 1908) after the final publication of such records-of-rights under sections 103A(2) and 83(2) of these Acts, have been remitted.

3. Under Government of India Notification No. 4174 Exc., dated the 9th August 1910, the fees chargeable on copies of documents furnished by a District Magistrate in Bengal to a pleader appointed by the Court to defend a pauper accused of murder have been remitted.

4. Under Government of Bengal notification No. 2332J., dated the 4th March 1938, the court-fees chargeable on certified copies of entries in a record-of-rights of a village or a portion thereof maintained under the Bengal Tenancy Act, 1885, shall be as follows:—

If the number of words does not exceed 360—Annas eight.

If the number of words exceeds 360 but does not exceed 720—Rupee one.

If the number of words exceeds 720—Rupee one and annas eight. 1-14-0

[The above order relates to copies granted subsequently to the free distribution of copies of record-of-rights under note 2 above.]

5. Deleted.

6. Under section 34(2) of the Cess Act (Bengal Act IX of 1880), the Board of Revenue has directed that—

- (i) copies of so much of the valuation roll and of the returns as relate to the lands included within the applicant's estate, tenures or holding may be given to him on payment of the copying fees only;

- (ii) on application, which may be in plain paper, from the superior holder in whose estate or tenure the rent-free land has been included under section 11, copies of returns (without boundaries) filed by the rent-free land-holder should be given on the printed form free of cost.

Article 24, Schedule I, Act 11 of 1899.

Article 24.—Copy or extract, certified to be a true copy or extract, by or by order of any public officer and not chargeable under the law for the time being in force relating to court-fees—

Rs. As.

- (i) If the original was not chargeable with duty or if the duty with which it was chargeable does not exceed one rupee

... 10 8

- (ii) In any other case

... 1 0

Exemptions.

(a) Copy of any paper which a public officer is expressly required by law to make or furnish for record in any public office or for any public purpose.

(b) Copy of, or extract from, any register relating to births, baptisms, namings, dedications, marriages, deaths or burials.

NOTE.—The expression “any register relating to marriages” in the clause includes registers relating to the dissolution of marriages. (Government of India Order No. 2806 Exc., dated the 8th May 1907, to the Government of Eastern Bengal and Assam, received with Bengal Government Order No. 111 T.—S. R., dated the 22nd May 1907.)

299. When a copy of a judgment, decree, sentence, or Particulars to order is granted, the following particulars must invariably be recorded, be recorded on the back of the copy itself, and in the form on the back of given below for the information of an Appellate Court the copy. (section 12, Act XI of 1908, the Indian Limitation Act):—

Date of application for the copy;

Date of notifying the requisite number of folios and stamps;

Date of delivery of the requisite stamps and folios;

Date on which the copy was ready for delivery;

Date of making over the copy to the applicant.

NOTE.—It has been held that the time requisite for obtaining a copy is the time by which the copy is ready for delivery (IX Cal. L.R., 293).

300. Whenever copies are required of any portion of Use of printed the registers and forms enumerated in the list below, they forms should be made on printed forms.

Collectors should allow for the requirements under this rule in preparing their indents for these forms. In doing so it should be remembered that if forms run short the public will either have to wait for their copies or pay the greater cost of copies to be made entirely by hand;—

- (1) Settlement khatians.
- (2) Working khatians.
- (3) Settlement khasras.
- (4) Settlement khewats.
- (5) Settlement village notes.
- (6) Terij in settlements under the Bengal Tenancy Act.
- (7) Bhuinhari register and map under Bengal Act II of 1869.
- (8) Forms of kabuliyats.
- (9) Forms of pattas.
- (10) Road-cess revaluation rolls under section 35 of the Cess Act.
- (11) Road-cess valuation statements under section 34 of the Cess Act.
- (12) Road-cess form (old) No. 24, (new) No. 1—Forms of return prescribed by section 14 of the Cess Act.
- (13) Land Registration Registers A, Part I, and D, Parts I and II.
- (14) Application for mutation of names.
- (15) Decree and kaifiyat in land registration cases.
- (16) Board's miscellaneous Forms Nos. 58 and 211 (rubakari and intimation slip).
- (17) Land Revenue and cess tauzi ledgers.
- (18) Sale proclamations.
- (19) Form D—Agreement under the Land Improvement Loans Act.
- (20) Forms of certificates.
- (21) All kinds of chalans.
- (22) Register II—Ledger of each raiyat in a khasmahal.
- (23) Land acquisition awards.
- (24) Partition statements.
- (25) Khasras, khatians and khewats prepared under the Partition Act.
- (26) Rent suit faisalas (High Court Civil Process Form 16A).
- (27) Forms of birth and death registers (Bengal Forms Nos. 2993-2995 and 2999-3001).
- (28) Form VII—Order under section 13(2) of the Bengal Agricultural Debtors Act, 1935 (Prescribed by rule 35 of the Bengal Agricultural Debtors Rules, 1936).

- (29) Form IX—Certificate under section 21 of the Bengal Agricultural Debtors Act, 1935 (Prescribed by rule 54 of the Bengal Agricultural Debtors Rules, 1936).
- (30) Form XII—Award under the Bengal Agricultural Debtors Act, 1935 (Prescribed by rule 61 of the Bengal Agricultural Debtors Rules, 1936).
- (31) Form XIII—Form of award when a debtor is declared insolvent under section 22 of the Bengal Agricultural Debtors Act, 1935, and an order is passed by the Board under clause (a) of of sub-section (1) of that section (Prescribed by rule 61 of the Bengal Agricultural Debtors Rules, 1936).
- (32) Form XIV—Form of award when a debtor is declared insolvent under section 22 of the Bengal Agricultural Debtors Act, 1935, and an order is passed by the Board under clause (b) of sub-section (1) of that section (Prescribed by rule 61 of the Bengal Agricultural Debtors Rules, 1936).
- (33)

300A. Whenever copies are required of any portion of the forms enumerated in the list below they should be made on printed forms, which are saleable ones and which are to be supplied by the applicants after purchase from the stamp vendors:—

- (1) Form No. I.—Application by debtor—prescribed by Rules 14, 31 and 32 of the Bengal Agricultural Debtors Rules, 1936.

Form No. IA—Copies of pages 5 and 6 of Form No. I mentioned above.

- (2) Form No. II—Application by creditor—prescribed by Rules 15 and 33 of the Bengal Agricultural Debtors Rules, 1936.

- (3) Form No. III—Application by joint debtors—prescribed by Rule 16 of the Bengal Agricultural Debtors Rules, 1936.

- (4) Form No. XVI—Notice under section 35 of the Bengal Agricultural Debtors Act, 1935—prescribed by Rule 74 of the Bengal Agricultural Debtors Rules, 1936.

(5)

301. The forms enumerated in rule 300 will be supplied by the office, and the charge for each form used for copies will be two annas in the case of serial Nos. (30), (31) and (32) and one anna in all other cases, to be paid by a court-fee stamp on the application for the copy. Thus the forms need not be treated as saleable forms, and no further account need be kept of them than is kept at present. The forms enumerated in Rule 300A will be supplied by the applicants after purchasing them from the stamp vendors. Copies of obsolete forms are to be given on folios, as in the case of ordinary copies. A table or slip may be prepared which will show the number of printed words for every form

mentioned in rule 300, in order to save the trouble of counting the words for the purpose of ascertaining fees for authentication on every occasion.

(a) Copying fees will be charged only for such part of the copy as is written by hand or type-written, and will be realised by court-fee stamps affixed to the applications.

(b) Court-fees for certified copies will be charged both for the printed and written or typed words and will be affixed to the copies.

(c) If the copies are made on printed forms and the headings of the columns are in two languages, the court-fee will be calculated on the number of words in one language only.—If the forms are printed on both sides and one side only is used for the copy, the court-fees will be calculated on the number of words on one side only of the form.

302. All stamps will be punched according to rule 300 as filed; but, in addition to the ordinary punching, stamps for copying fees will be marked "cancelled" in the presence of the Deputy Collector in charge, at the close of each month, and copyists or typists will be paid one half of the total value of these stamps on bills, to which will be attached a certificate by the Deputy Collector in the following form:—

"Certified that the total amount realised by court-fee stamps on account of copying fees during the month of _____ is Rs. _____ and that stamps to this value have been marked 'cancelled' in my presence."

303. Authenticated copies of maps or plans even if they contain words are chargeable with a duty of one rupee under Article 24 of Schedule I of the Indian Stamp Act, II of 1899 (as modified in Bengal), such duty being leviable in addition to, and irrespective of, the cost of preparation of the maps or plans (vide rules 312-315 and 317). The stamp duty payable under the above article for copies of maps or plans certified to be true copies shall be denoted by means of a one rupee adhesive Court-fee stamp.

NOTE.—A thak statement should not be treated as part of the thak map whether it is written or pasted on the same paper as the map or is separate and the authentication of a copy of the thak statement should be charged for separately under Article 9 of Schedule I of the Court-fees Act, 1870.

304. Among the maps of the old surveys there are surveyors' village plans or revenue survey maps, diara survey, thakbust and khasra maps, and amongst those of recent cadastral surveys there are village cadastral maps consisting of one or more field sheets. The village maps of the recent cadastral surveys are in future to be printed, and the rules for supply and sale to the public are to be found in Appendix G.—Copies or extracts of such maps or portions thereof may, however, be supplied to persons who apply for the same, and Collectors are to encourage, in every legitimate way, the widest distribution of copies of all kinds among parties interested.

305. Copies of maps of the old surveys and of those of new surveys when necessary should be supplied on tracing cloth, of which two kinds are supplied to the District Officers, viz., (i) bright, and (ii) dull black, in pieces of 24 yards long by 36 inches wide, and the quantity required of either kind is to be supplied to applicants for copies of those maps at the rate fixed by the Controller of Stationery in his price list for each year. The cost of the tracing cloth is to be paid for in the same way as the copying fees leviable in respect of the supply of copies of these maps, namely, in court-fee stamps. The amount of such stamps is to be noted in column 12 of the register of applications for copies (Form 16, Appendix A).

305A. The rules for the supply of printed maps from Collectorates and Subdivisional offices sanctioned in Government order No. 2498, dated the 9th March 1914, are reproduced in Appendix G of this manual.

306. To protect the interests of Government, care must be taken to see that all copies issued from the office (except those referred to in rules 300 and 305 and those issued free of cost) are prepared on the prescribed stamp paper. They must be written or typed on one side of the sheet only, and must not contain more than the authorised number of words. On the other hand, care must be taken to see that applicants are not imposed upon by the copyists or typists spreading their writing or typing over a larger number of sheets than is necessary. By insisting on the number of lines in each sheet or space being uniform, control may easily be exercised in this matter, the number of words in a few of the lines in each folio being carefully checked by the comparer. The record-keeper and the Deputy Collector in charge should also from time to time check at random. The business of a copyist and typist is (like most other occupations) one calling for skill, and is greatly dependent for its successful practice on experience. Copyists and typists, therefore, must possess or acquire skill in their business, or they ought not to be retained.

NOTE.—It is the duty of each copyist to copy as nearly as possible 150 English words or 200 vernacular words (i.e., one folio), and of each typist to type 300 English words or vernacular words (i.e., two folios of 150 words each) on each stamped sheet. Copyists and typists violating this rule will be liable to fine or dismissal according as their fault is occasional or systematic.

306(1). The use of carbon paper, except on express instructions for the preparation of extra copies for Government by the Deputy Collector in charge in the copying department is prohibited. Under no circumstances should copyists be permitted to retain carbon paper which has been issued in accordance with special instructions as above.

Tracing cloth and copying fees for copies of maps, how to be paid and accounted for.

Supply of maps from Collectorates and Subdivisional offices.

Copies to be issued on prescribed stamp paper.

Cancellation of stamps for copying fees and payment of remuneration to copyists.

Certified copies of maps or plans.

Maps available to the public.

307. In the event of any copy being found to be for issue by reason that it—

- (i) has not been clearly, legibly or neatly written and with proper ink;
- (ii) is not in the prescribed form;
- (iii) is so incorrect that revision has rendered it unfit for issue;
- (iv) is otherwise incomplete, defective or open to objection,

the examining or certifying officer shall report the matter to the officer-in-charge of the copying department who will cancel the copy and require the copyist or typist to make a fresh copy at his own cost.

NOTE 1.—All copies, whether granted free of cost or on payment, should be written or typed legibly with good ink.

NOTE 2.—Pleaders or parties to whom copies are delivered should bring to the notice of the officer-in-charge the copying department when copies are found to be inaccurate or not easily legible or printed from a worn ribbon.

307A. It is of great importance that copies of documents issued by courts should be absolutely free from error. The officer-in-charge of the copying department should therefore from time to time examine the copies prepared.

307B. If any material error or omission is detected in a copy by the person to whom it has been supplied or by the court before which it is filed for use, it should be promptly brought to the notice of the officer-in-charge of the copying department.

NOTE 1.—Such errors should be corrected after comparison with the original and initialled.

NOTE 2.—The officer-in-charge should take such disciplinary action as he thinks proper against the Head Comparing Clerk or the copyist responsible for the copy. The responsibility for incorrect copies is also shared by the officer who certifies the copy to be correct.

308. Uncertified copies should only be marked as "examined" and initialled by the examiner or comparer. Certified copies must, as required by section 76 of the Indian Evidence Act, bear at the foot the words "certified to be a true copy" over the signature (not initials) of the officer having custody of the original, who shall add his designation and the words "authorised under section 76, Act I of 1872." All these words except the signature itself may be impressed by a stamp. The officer in question is the record-keeper, who, under rule 288, has in his custody all documents of which copies are made. In subdivision this officer will be the head clerk.

NOTE.—The above certificate shall not be given on a blank sheet. If the last sheet has been fully taken up by the copy, the certificate may be given on its reverse.

IV.—Rules for copying fees.

309. All the costs paid by the parties applying for copies, including cost for authentication, searching fee, extra fee for folios, for paper and for printed forms used in each copy, should be shown on the back of the copy by means of a rubber stamp in the form given below:—

	Rs.	A.	P.
Cost for—			
Application for copies	...		
Searching fee	...		
Extra fee	...		
Authentication fee	...		
Number of—			
Papers			
Folios			
Plain paper			
Printed forms			
Tracing-cloth			
Copying fee (number of words)			

Total

(In words) Rs.
As. Ps.

Deputy Collector in charge of Record-room.

310. A uniform charge shall be made for the preparation of manuscript copies (whether certified or uncertified) at the rate of four annas per folio. This term, it is to be carefully explained to all subordinate officers, merely denominates a certain quantity of manuscript; the folio to consist of 150 words (English) or of 200 words (vernacular), four figures counting as one word. This charge should be levied by an impressed stamp of four annas on each sheet of paper corresponding with the folio to be provided by the applicant for a copy.

311. In the case of typewritten copies, certified or uncertified, the following uniform charges shall be made, viz—

- (a) stamped paper of four annas referred to in the preceding paragraph for copies of documents containing 150 type-written words or less;
- (b) the same impressed stamped paper of four annas with an adhesive stamp of four annas affixed thereto for copies of documents containing from 151 to 300 type-written words; and

Charge to be made for manuscript copies.
Charge to be made for type-written copies.

Attestation:
Certified to
be a true
copy.

- (c) for copies of documents exceeding 300 words, an additional impressed stamp paper or papers of 4 annas with an adhesive stamp of 4 annas affixed thereto, if necessary, according to the number of words to be typed.

NOTE 1.—The adhesive stamp will be supplied loose by the parties and affixed in the copying department according to necessity.

NOTE 2.—Impressed stamp sheets should never be received and cancelled in lieu of adhesive stamps.

311A. Copies of English documents shall be typewritten.

311B. Every copy of a deposition, judgment, order, report or other document shall show in the margin at the proper places the page numbers of the original within brackets.

Rate of cost for copying surveyor's village plans.

312. For copies of the surveyor's village plans the ordinary rate is to be one rupee and six annas, per plan, but should the internal delineations be intricate and the labour be enhanced in proportion, the rate may be increased, at the discretion of the Collector, within a limit of two rupees and twelve annas per plan.

Differential rates of cost for copies of thakbust and cadastral maps necessary.

313. Thakbust and cadastral maps required to be copied by placing the tracing cloth over them, and marking the salient points, and then ruling or tracing lines from point to point. The thakbust maps show large chaks with their numbers and in addition, at each angle of the boundary line, each station is also numbered, but cadastral maps show only plots with their numbers and boundaries. Owing to the curves in the boundaries it is often difficult to distinguish one line from another, and it is, therefore, necessary to prescribe differential rates for copies of these two classes of maps.

Rate of cost for copies of thakbust maps.

314. For copies of thakbust maps each chak, tank, jhil, water-course, well or garden should be counted as ten and each number (whether inside a chak, being the chak number, or at an angle on the boundary line, being the station number) and each written word on the face of the map or each tree should be counted as two vernacular words copying fees should then be calculated for the whole under rule 310.

Rate of cost for copies of cadastral maps.

315. For copies of cadastral maps each plot, tank, jhil, water-course, well or garden, including its number, should be counted as five vernacular words, but where no separate number is given to any of the above, the plot should be counted as equivalent to four vernacular words; each written word on the face of the maps should also be added as one vernacular word, and copying fees for the whole should then be calculated under rule 310.

Rate for ruling lines in copies of registers.

316. The rate for ruling lines in any register should be calculated at one vernacular word for each line, each line being taken the whole length or breadth of the page or sheet.

317. In the case of other maps and plans no general rule can be laid down. In each case a charge will have to be fixed with reference to the difficulty or intricacy of the work done and to the cost of tracing cloth. In such cases the cost to be charged should be fixed by the Deputy Collector in charge, personally.

318. In the case of documents, such as jamabandis, measurement papers, order-sheets, accounts and others, which are not written continuously like a deposition, or which are not written right across the page, every endeavour should be made to write as many as 150 English words or 300 vernacular words on each folio.

319. If it is found impossible to do this on each folio without distorting the form of the original document, as many additional sheets of plain cartridge paper as may be necessary (to be provided by the applicant for the copy) should be pasted on below, or at the side of the first sheet.

320. In consideration of the additional time and trouble involved in copying documents of the nature described above, an additional charge may be levied from the applicants according to the following scale:—In all cases requiring more than three folios, one additional folio may be taken for every four folios, that is to say, one additional folio may be taken in cases requiring four to seven folios, two additional folios in cases requiring eight to eleven folios, three additional folios in cases requiring twelve to fifteen folios, and so on. No additional charge should be levied in cases which require from one to three folios.

V.—Rules for copyists, typists and comparers.

321. The Collector is to license as many copyists or typists as can ordinarily supply all applicants with copies within the period specified by these rules, and no one but a licensed copyist or licensed typist shall be employed in the preparation of copies. Typists proficient in both English and vernacular typing and providing their own type-writing machines, should be given the preference over others when fresh appointments are made. But when the copies applied for are few or not sufficient to induce an outsider to take a license for the work, and the work generally is light, the Collector may employ an officer of the fixed establishment to do the copying work if he can do it without detriment to his other duties. An officer of the fixed establishment shall not, however, get any additional remuneration for doing such copying work. Care must be taken that copies which are paid for are made only by licensed copyists or typists, or, in the case last mentioned, by an officer of the fixed establishment.

322. Commissioners are at liberty, if the demand for copies from their records makes the arrangement advisable, to appoint a licensed copyist or licensed typist for their office.

323. The number of copyists and typists licensed should, as far as possible, not be greater than will admit, in ordinary circumstances, of each copyist earning at least Rs. 40 and typists

of each typist who provides his own type-writing machine at least Rs. 65 a month. If practicable, a higher minimum should be secured, and a minimum of Rs. 50 for copyists and Rs. 80 for typists should be aimed at. Ordinarily, no person should, in future, be appointed a copyist unless he can copy both English and vernacular efficiently. The monthly detail bill of remuneration of copyists and typists will show the Collector at a glance the amount earned by each copyist or typist and will enable him to regulate the establishment and to take measures, if necessary, for the reduction of the number of copyists. The number should be so reduced as to bring the earnings of each at least up to the prescribed minimum.

323A. Services of licensed copyists and typists whose work is inaccurate or in other respects unsatisfactory on account of old age or other reasons should be dispensed with, and in any case no copyist and typist shall be retained in service after the age of sixty years.

323B. Copies of English documents shall invariably be typewritten and in making new appointments no one except a typist shall be appointed.

323C. The Head Comparing Clerk shall be responsible that the work of copying is distributed as equally and fairly as possible subject to such direction as may be given by the officer-in-charge. Work shall be so distributed that no copyist or typist has more than sufficient for one day in his possession at one time. To ensure copies being fully and legibly written or typed no copyist or typist should be given more work than he is capable of performing efficiently.

324. Copyists and typists shall be given to understand that after they have earned the minimum above stated, and when no copies for which payment has been made remain to be taken in hand, their spare time will be at the disposal of Government for such unremunerative copying as may be found necessary.

325. The officer in charge of the copying department shall keep a list of all copyists employed under the District Officer in the following form:—

List of copyists and typists showing total remuneration drawn by each month by month, whether in revenue, criminal or civil work.

Name of copyist of typist	Total earnings.												Monthly average
	April	May	June	July	August	September	October	November	December	January	February	March	

From this list, which must be filled up carefully each month, the officer in charge will perceive what copyists and typists are receiving an excessive share of the remunerative work, or are not doing a sufficient amount of work, and will take steps to equalize earnings or to dispense with the services of those copyists and typists who are in excess of requirement or habitually fail for insufficient reasons to earn an adequate income.

326. One-half of the charge of four annas per folio levied by means of the impressed and adhesive stamp represents the payment to Government on account of the contribution payable by them to the Provident Fund for the copyists and typists, and on account of the salary of examiners, cost of paper, etc.; the remaining half will represent the earnings of the copyists or typists whose accounts will be made up monthly and the amount due to each paid out of contingencies. These payments must be checked at the time with the upper part of each stamp, which, when the copy is ready, must be torn off each sheet, along the perforated line, and then endorsed with the copyist's or typist's name and kept till the end of the month. Care must be taken to see that nothing in excess of one-half the amount realized in stamps is paid away.

NOTE 1.—The copyist or typist is paid by the folio; he would get his remuneration according to the number of folios copied, whether the copies are subsequently taken out or not.

NOTE 2.—Expedition fees are for credit to Government, and no part of them is payable to the copyist or typist.

NOTE 3.—The folio head must not be torn off and billed for before the copies are actually ready for delivery. The folio head which can be allowed to be detached should be marked with a date stamp before it is torn off by the copyists and typists.

NOTE 4.—The number and value of the folios of copies delivered or ready for delivery up to the last date of the month as per Register of application for copies should be totalled up at the close of every month and checked against the bills submitted by the copyists and typists in order to see whether the two agree. Folios supplied during the month in respect of applications for copies which are not ready for delivery by the last date of the month should be carried over in red ink to the beginning of the next month's page of the register, or the serial numbers of such items should be marked in red ink with a note in the remarks column in the same ink showing the unused folios and the month in which they are to be billed for when copies are ready.

NOTE 5.—The different columns for folios and stamps in the register should be carefully filled in at the proper stages indicated in the rules and a cross mark put into the columns remaining blank, all corrections being attested with dated initials. All the columns showing folios and stamps supplied, used and returned unused, should be totalled up each month and it should be seen that the total number of folios supplied agree with those used and unused.

Payments to
section writers
or typists from
contingent
grant.

pare time of
copyists and
typists to be at
the disposal of
Government.

to equalize
earnings of
copyists and
typists a list
to be
maintained.

Payments from
additional fees.

327. Out of the additional fee levied under rule 290, one-half will be credited to Government and other half will be paid to copyists or typists; all other fees, e.g., the expedition fees levied under rule 293, are to be credited entirely to Government.

Remuneration
of copies
for copying
maps and what
materials they
are to supply.

328. One-half of the copying fees of maps, after deducting from the total the cost of tracing cloth, are to be paid to the copyists out of contingencies, under rule 326. For the copying of these maps ink only is to be supplied to the copyists from the Collector's office, but the other materials, such as paints, pencils, brushes, etc., which may be required, are to be supplied by the copyists, themselves, and no charge for these articles is to be levied from private parties.

Register of
earnings of
copyists or
typists.

329. A register of earnings of copyists or typists should be maintained in Form 17 given in Appendix A. The register must be checked weekly by the comparing clerk and monthly by the Deputy Collector in charge of the copying department. The fact that such check has been made should be duly noted from time to time in the register, the note being signed and dated by the checking officer.

Stamped slips
to be burnt.

330. To prevent the risk of stamped slips being used more than once, the officer passing a copyists' or typists' account will, after checking it as directed, tear the slips to pieces and cause them to be burnt in his presence. A certificate that this has been done must be attached to the contingent bill on which the copyists' or typists' fees are drawn.

Comparers.
India Govern-
ment order
No. 5873 Ex.,
dated the 9th
November
1910.

331. The duty of comparing copies must, in all cases, whether the copies be certified or uncertified, be performed by a salaried officer, and copyists or typists must not compare for themselves or each other. On the general reorganization of district and subdivisional offices, the comparing clerks were merged in the general permanent establishment. District Officers are authorized to entertain in district and subdivisional offices, without reference to higher authority, additional temporary comparing clerks on Rs. 35 a month without any limit to their number, according to the following scales:—
At Sadar a comparing clerk may be temporarily employed when the surplus annual net receipts derived from copying fees amount to Rs. 1,440, a second comparing clerk may be entertained when the surplus reaches Rs. 2,160 (Rs. 1,440 + Rs. 720), but a third only when it rises to Rs. 4,320, a fourth when it reaches to Rs. 5,760 and so on, an additional clerk beyond the third being employed for each additional whole sum of Rs. 1,440. From the surplus annual net receipts derived from the copying fees of the revenue and criminal sides in each of the copying departments at Sadar should be deducted the amounts calculated according to the above scale for the number of comparing clerks of each side who have been merged in the general permanent establishment. If there is a balance of such surplus receipts then remaining, the District Officer may appoint additional temporary comparing clerks for that balance in accordance with the scale laid down above. In the subdivisional offices of Vishnupur, Rampurhat, Kalna, Katwa, Arambagh, Uluberia, Ghatal, Jhargram, Cox's Bazar, Feni, Chandpur, Bhola,

Patuakhali, Perojpur, Manikgunj, Munshigunj, Narayangunj, Goalundo, Gopalgunj, Jamalpur, Netrakona, Tangail, Bongaon, Jhenidah, Magura, Narail, Bagerhat, Satkhira, Jangipur, Kandi, Lalbagh, Chuadanga, Meherpur, Ranaghat, Baraset, Basirhat, Kalimpong, Kurseong, Siliguri, Balurghat, Thakurgaon, Alipur Duars, Serajgunj, Naogaon, Natore, Gaibandha and Nilphamari and in the Sealdah Police Court a temporary comparing clerk may be entertained as soon as the surplus annual net receipts derived from the copying fees reach Rs. 1,440. In the subdivisional offices of Asansol, Serampore, Contai, Tanluk, Brahmanbaria, Madaripur, Kishoregunj, Kushtia, Diamond Harbour and Kurigram, Rs. 720 should be deducted from the surplus annual net receipts for the comparing staff merged in the permanent establishment before a temporary clerk is entertained for the purpose. In the Barrackpore subdivisional office Rs. 360 should be deducted from the surplus annual net receipts before a temporary comparing clerk is entertained. This permission is, however, subject to the conditions that—

- (1) When the surplus receipts from copying fees fall short of the requisite standard, steps should be taken for the discharge of the temporary comparing clerks; and
- (2) the reduction of permanent clerks should only be effected by absorption.

~~If there is no budget provision for the entertainment of any temporary comparing clerks, the Accountant-General, Bengal, will report the probable excess to Government, and the necessary reappropriation will be made. The salary of the temporary comparing clerks should be drawn on separate bills supported in the case of the first bill of each year for each temporary appointment by a certificate from the officer making the appointment that the conditions stated above are satisfied.~~

The above scale will apply to Commissioners' offices also.

331A. Every copy must bear the signature of the copyist making it and the date on which the copy was completed. It must also bear the signature of the clerk who examined the copy and the date on which such copy was examined.

331B. All undistributed work should be kept under lock and key in the possession of the Head Comparing Clerk and arranged in the serial order of applications relating thereto.

331C. At the close of each day all original papers and all copies made during the day if not delivered to the parties as well as all stamped papers not yet used for copies shall be taken back from the copyists and typists and secured for the night under lock and key in the ~~store~~ ^{store} allotted to the Head Comparing Clerk. Care should ~~be~~ ^{be} taken to see that nothing remains with the copyists and typists.

NOTE.—The officer-in-charge should satisfy himself from time to time that this rule is being strictly followed every day.

331D. Surreptitious supply of information or copies by copyists and typists is strictly forbidden and any copyist or typist furnishing such information or copies shall be dismissed. If it is proved to the satisfaction of the officer-in-charge that such practices are prevalent the Head Comparing Clerk should be warned that failure to check such abuses will be taken as an indication of inefficiency on his part and he will be severely dealt with, and this procedure shall be followed whether responsibility can be fixed on any particular person or not.

NOTE.—The Head Comparing Clerk should from time to time go round the place where the copyists sit and see that outsiders are not permitted there.

VI.—Miscellaneous rules

Copies of public documents when to be withheld.

332. Copies of public documents which applicants may have a right to inspect are never to be withheld from them even though they may be used as evidence against the Government; but copies, whether certified or not, of written arguments, discussions, or opinions of public officers written previously to a decision, as they can be no legal evidence, and as no one has a right to inspect them, are not to be given. Copies of correspondence on the subject of suits or proceedings pending in, or suspected to be likely to be instituted in, courts of justice are not to be granted without the permission of Government. Collectors may, however, grant any copies of correspondence between the several officers of Government on the subject of suits relating to estates, with the previous sanction of the Divisional Commissioners. Copies of correspondence which has passed between the Legal Revenue Officer and the Commissioner or Collector may be given with the sanction of the Legal Revenue Officer.

Copy is to be granted only when good grounds are shown for not taking it from the original, i.e. for not applying to the office where the original is kept. When copies of copies are granted, it shall be expressly indicated on the copy that it has been copied from a copy and not the original.

Responsibility of officers.

333. The clerical officer in charge of the department in which the document of which a copy is applied for is kept shall be held personally responsible for the observance of the above rule. In every case in which there shall be any doubt as to the propriety of giving the copy, such officer shall take the Collector's order on the subject before the document is made over to the copyist or typist.

334. (1) As a rule, in the case of orders, other than judicial, concerning an officer personally, only the substance of a decision should be communicated to him, with such statements of the grounds upon which it is based as may be necessary for his information and may be considered expedient having regard to the circumstances of the case. The orders of the officer who gave the decision or of his successor should be taken in each case as to how much is to be supplied.

(2) Despatches from or to the Secretary of State, and correspondence indicating a difference of opinion between the Local Government and the Government of India should only be communicated with the express permission of the Government of India.

335. Subject to the last preceding rule when clerical officers are departmentally punished or ordered to retire, copies of such orders, if applied for by them, are to be given free of cost. Such copies are to be made on plain paper by the salaried establishment. Copies of orders of punishment, etc., to be given free of cost.

336. No fees are to be demanded or paid for searching for or copying or typing papers required by public officers for public purposes. In such cases the copies are to be made on plain paper by the salaried establishment. Copies required by public officer.

NOTE.—Local bodies and Managers under the Court of Wards are not to be treated as public officers for the purposes of this rule.

337. Nothing in these rules is to be held as interfering with the inspection by parties or their authorized agents of the records of pending cases which they may have a right to inspect; but this must be done under such safeguards as the gazetted officer on whose file they are, or the Collector may think necessary against the removal or alteration of documents and the publication of privileged communications. All current registers should be accessible, under proper precautions and on payment of the searching fee prescribed by rule 279, to parties desirous of consulting them. Inspection of records.

338. Admittance to the record-room should be absolutely prohibited to all persons other than gazetted officers serving in the district and the officers of the Collector's Court except on production of a written order for admittance signed by the Collector. Admittance to record-room prohibited.

339. A printed Bengali copy of an abstract of the portions of this Chapter which concern the public shall be conspicuously exhibited on the notice board of the record-room. Vernacular rules.

340. The rules in this section apply also to all officers subordinate to the Board *mutatis mutandis*.