

Bundle of

In H.H.

Government of
Bihar and Orissa.

}

1912

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FINANCIAL
DEPT.

MISCELLANEOUS.

MAY.

File No. Est.27F.

Nos. 1-2.

Establishment for the office of the Director of Land Records,
Bihar and Orissa.

LIST OF PAPERS.

No.

PAGES.

1. To the Director of Land Records, Bihar and Orissa,
No. 199F, dated the 26th April 1912, sanctioning
the above.
2. To the Accountant-General, Bihar and Orissa, memo-
randum No. 200F, dated the 26th April 1912, for-
warding copy of above.
- A.—Enclosure to Nos. 1 and 2.—Statement showing the
establishment sanctioned.

NOTES.

FINANCIAL, MISC.—A, MAY 1912.

Nos. 1-2.

Establishment for the office of the Director of Land Records, Bihar and Orissa.

Note on the redistribution of establishments in Director of Land Record's Office, as required in Chief Secretary's demi-official No. 48A, dated the 17th January 1912.

The Calcutta Office at present consists of :—

One Head Assistant	Pay Rs. 150—10—200
Two Assistants	„ 120— 6—150
Three Assistants	„ 80— 8—120
Five Assistants	„ 60— 4— 80
Four Assistants	„ 40— 4— 60
Two Assistants	„ 30— 2— 40
One Draughtsman	„ 40— 2— 60

The total number of Assistants, exclusive of the Head Assistant and the Draughtsman, is sixteen. Of the sixteen, two are employed in the special jurisdiction branch, two are typists, five are engaged on routine work (sorting, despatching, comparing, correcting manuals, reference work), three on programmes, estimates, returns and accounts, and the remaining four on general correspondence.

The Calcutta Office seems to be much larger than the Dacca Office, which according to information received from the Director of Land Records, Eastern Bengal and Assam, includes only nine Assistants; of whom four are confined to Assam work.

If regard be had to past and pending programmes, and to the comparative expenditure of the past five years on (a) Bihar, Chota Nagpur and Orissa, and (b) the rest of Bengal, three-fourths of the Calcutta Office should be assigned to the former and one-fourth to the latter, but, in view of the fact that the new Province of Bihar and Orissa will have been completed in original survey settlement work about 12 or 15 years hence, and in consideration of the weakness of the Dacca Office, I would suggest that two-thirds of the Calcutta Office be taken over for the New Province of Bihar and Orissa, and one-third be left for amalgamation with the Dacca Office. I note below the appointments which should be kept for Bihar, but make no recommendations at present regarding *personnel*, though it is likely that the new Bihar Office will have to be recruited entirely from the Calcutta Office, as the whole of the Dacca Office will be wanted for Bengal on account of its acquaintance with Eastern Bengal and Assam work.

Bihar Office.

One Head Assistant	Pay Rs. 150—10—200
One Assistant	„ 120— 6—150
Two Assistants	„ 80— 8—120
Three Assistants	„ 60— 4— 80
Three Assistants (including Draughtsman)	„ 40— 4— 60
Two Assistants	„ 30— 2— 40

Total twelve.

Their duties might be roughly apportioned as follows :—

- Head Assistant—Supervision and special cases.
- One Assistant—Programmes and estimates, etc.
- One Assistant—Staff-allowances, Offices etc.
- One Assistant—Accounts, forms, stationery, etc.
- One Assistant—Progress Returns.
- One Assistant—Library, Jurisdiction branch (must be a Draughtsman as well).
- Two Assistants—Typists.
- One Assistant—Comparing clerk, etc.
- One Assistant—Reference clerk.
- One Assistant—Indexing, Correction of Acts, Manuals, etc.
- One Assistant—Sorter and Despatcher.

Total twelve.

H. McPHERSON.

I HAVE examined the proposals made by the Hon'ble Mr. McPherson and find nothing to which I can object.

To secure uniformity with rates adopted in other offices we might fix the typist's pay at Rs. 30—2—50, and add a shorthand allowance of Rs. 50 per mensem to the office. The total amount cost would thus be Rs. 12,320 + Rs. 600 = Rs. 12,920, viz. :—

1 on	150—10—200 average	187½
1 on	120— 6—150 „	142½
2 on	80— 8—120 „	220
3 on	60— 4— 80 „	225
*3 on	40— 60 „	165
2 on	30— 2— 50 „ सरका	86⅔ Typists.

1,026⅔

12

12,320

50 × 20

600

12,920

L. J. KERSHAW—17-2-1912.

* Alter to 3 on 35—3—50 average

138⅓

1,000⅕

12,005

12,605

L. J. KERSHAW—23-2-1912.

HIS HONOUR—

I submit under cover of one note proposals for the clerical and menial establishments of certain headquarters' offices of the new province. This, perhaps, will be a more convenient course than to submit each case separately.

Before dealing with the proposals in detail, I should explain that I have in each case endeavoured, first, to keep the total annual expenditure as near as possible to a figure which our financial position would justify, and in the second place to provide cadres which yield on the average a reasonably high rate of pay. In Bengal I find that while the average rate of pay drawn by clerks in the Secretariat is high, the average rates drawn in departmental offices (with the exception of the office of the Inspector-General of Police which has recently been re-organized) are exceedingly low. To remedy this and at the same time to keep within the limit of cost means the entertainment of fewer clerks, but His Honour will, I feel sure, agree that it is for every reason better to provide each Head of Department with a strong reasonably paid office rather than with a large ill-paid one.

It is desirable to encourage the use of shorthand writers, but as in many cases the employment of a whole-time man would, perhaps, not be justified, I have included in most cases a shorthand allowance of Rs. 50 a month, which would be drawn by a qualified clerk on the cadre.

In regard to peons, after allowing a head peon and two orderlies to each Head of a Department (except the Commissioner of Excise, who in Bengal has three orderly peons), I have provided office peons at the rate of one to every 5 or 6 clerks. In Bengal there is not, I find, any definite scale, but the proportion which I suggest is that enforced in Eastern Bengal and Assam, and has been found, I think, to work very well.

I have omitted sweepers altogether. We should take advantage of the orders issued about a year ago by the Government of India and treat such charges as contingent expenditure. In this way we avoid the employment of permanent men who may qualify for pension.

As many of the offices are very small, it is not possible to adopt a fixed pay system and in order to provide reasonably good prospects to clerks in this office, it has been found necessary to fix incremental rates.

I should add that the final proposals which I now submit, have been arrived, where possible, in personal consultation with the Head of the Department in Bengal and the new Head of the Department of Bihar and Orissa where one has been appointed.

* * * * *

Here the expenditure test is not of much value and we must be guided by the amount of Survey and Settlement work thrown upon the new province on a basis of past and pending programmes and of the expenditure during the past five years. The Hon'ble Mr. McPherson considers that three-fourths of the Calcutta Office should be transferred; he does not, however, propose to go so far as this, but suggests that two-thirds would be sufficient. The details below show, the establishment which Mr. McPherson and I, after discussion, consider suitable.

L. J. KERSHAW—3-3-1912.

Office of the Director of Land Records, Bihar and Orissa.

				Rate of pay.	Cost.
				Rs.	Rs.
1	Superintendent	150—10—200	187½
1	Clerk	120—6—150	142½
2	Clerks	80—8—120	220
3	"	60—4—80	225
2	"	35—3—50	92½
1	Draftsman	40—4—60	55
2	Typists	30—2—50	86⅔
1	Shorthand allowance	50	50
					1,059½
13					
1	Duftry	12	12
1	Peon	10	10
2	Peons	9	18
3	"	8	24
					64
7					

$$1,123\frac{1}{2} \times 12 = 13,478$$

L. J. KERSHAW—3-3-1912.

I accept these proposals.

C. S. BAYLEY—5-3-1912.

Calcutta, the 9th March 1912.

My dear McPherson,

Sir Charles Bayley has sanctioned the establishment shown in the appended list for the Director of Land Records, Bihar and Orissa. Formal orders will issue after the Province has been constituted. Will you now on behalf of the new Director fill up the appointments? You are no doubt taking the necessary steps for the transfer of the records of your office from Calcutta to Ranchi. Separately, I am arranging for stationery, demi-official note-paper and chaprasis' uniforms and badges.

Yours sincerely,

L. J. KERSHAW.

The Hon'ble Mr. HUGH McPHERSON, I.C.S.,

Issue formal orders.

L. J. KERSHAW—20-4-1912.

[No. 1.] To the Director of Land Records, Bihar and Orissa, No. 199F., dated the 29th April 1912.

[No. 2.] To the Accountant-General, Bihar and Orissa, No. 200F., dated the 26th April 1912.

201-8-1912

बिहार सरकार
मंत्रिमंडल सचिवालय विभाग
(बिहार राज्य अभिलेखागार निदेशालय)

001	001-8-001
002	001-8-002
003	001-8-003
004	001-8-004
005	001-8-005
006	001-8-006
007	001-8-007
008	001-8-008
009	001-8-009
010	001-8-010

1912/4

81	01
02	01
81	0
48	0
89					

201-8-1912

201-8-1912

201-8-1912

6

**Establishment for the office of the Director of Land Records,
Bihar and Orissa.**

[No. 1.]

No. 199F., dated Ranchi, the 26th April 1912.

From—L. J. KERSHAW, Esq., C.I.E., I.C.S., Secretary to the Government of Bihar
and Orissa, Financial and Municipal Department,

To—The Director of Land Records, Bihar and Orissa.

I AM directed to convey the sanction of the Local Government to the clerical and menial establishment of your headquarters' office shewn in the appended statement with effect from the 1st April 1912.

2. His Honour desires me to say that while the greatest care should be taken to do no injustice to clerks who have been transferred to this province from Bengal and Eastern Bengal and Assam, many of whom have been put to considerable personal inconvenience and expense, all future vacancies that may occur should be filled up, unless it is really impossible to do so, by the recruitment of natives of Bihar and Orissa, including *bona fide* domiciled Bengalis. In the latter case, however, the question of domicile should in each case be carefully examined.

[No. 2.]

No. 200F., dated the 26th April 1912.

Memo by—The Under-Secretary to the Government of Bihar and Orissa.

Copy with a copy of the statement forwarded to the Accountant General, Bihar and Orissa, for information.

[A.—Enclosure to Nos. 1 and 2.]

Office of the Director of Land Records, Bihar and Orissa.

				Rate of pay.	Cost.
				Rs.	Rs.
1 Superintendent	150—10—200	187½
1 Clerk	120— 6—150	142½
2 Clerks	80— 8—120	220
3 „	60— 4— 80	225
2 „	35— 3— 50	92½
1 Draftsman	40— 4— 60	55
2 Typists	30— 2— 50	86¾
1 Shorthand allowance	50	50
<hr/>					<hr/>
13					1,059½
<hr/>					<hr/>
1 Duffry	12	12
1 Peon	10	10
2 Peons	9	18
3 „	8	24
<hr/>					<hr/>
7					64
<hr/>					<hr/>

$1,123\frac{1}{6} \times 12 = 13,478$

L. J. KERSHAW—3-8-1912.

7

REFERENCE TO FORMER CASES.

REFERENCE TO LATER CASES.

बिहार सरकार
मन्त्रिमंडल सचिवालय विभाग
(बिहार राज्य अभिलेखागार निदेशालय)

PAPERS OTHER THAN PROCEEDINGS.

I.—Printed.

Notes and orders.

II.—Unprinted.

Unimportant papers.

8

595

24-6-12

Est - 27 7

K. W.

to

Tril Msc A, May 1912

No. 142

बिहार सरकार
मंत्रि डल सचिक्ल विभाग
(Comprinted)
(बिहार राज्य अभिलेखागार निदेशालय)

Ku

D. L. R.

U. P.

Bengal.

E. B. A.

1	-	165-5-200
2	-	125-5-160
3	-	88-5-120
2	-	75
3	-	65
4	-	60
6	-	55
7	-	50
8	-	45
8	-	40
8	-	35
9	-	30
9	-	25
4	-	20
1	-	15

75

Rs.

Total cost - 43,320.

Average per clerk - 48 p.m.

Expre - $\frac{Rs.}{\%}$ 36.71.

↓

(excluding Supot $\frac{ce}{\%}$.)

6	-	101-200.
9	-	57-100.
3	-	50 & less.

18

Total cost, Rs. 18,216.

Average per clerk - $\frac{Rs.}{\%}$ 84 p.m.
Expre - $\frac{Rs.}{\%}$ 4.57.

1	-	200-300
1	-	150-200
2	-	100-125
2	-	50-75
2	-	30-50

8

Total cost, 10,104

Average per clerk - $\frac{Rs.}{\%}$ 105 p.m.
Expre. $\frac{Rs.}{\%}$ 2.36

बिहार सरकार

मंत्रिमंडल सचिवालय विभाग
(बिहार राज्य अभिलेखागार निदेशालय)

Baroda

E. H. & A.

Bengal

Apptt.	Grade	Apptt.	Grade
1 Clerk	200-300	1 P.A.	400
1 "	150-200		
2 "	100-125	6 cl.	101-200
2 "	50-75	9 "	51-100
2 "	30-50	3 "	50 & less
-----		-----	
8		19	

1 Daftry	15	1	13
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6 peons	8	1	10-8
---------	---	---	------

		1	9
--	--	---	---

		6	8
--	--	---	---

बिहार सरकार

7

9

मंत्रिमंडल सचिवालय विभाग
(बिहार राज्य अभिलेखागार निदेशालय)

D.O. no 68 KH



Dated Calcutta, the 15th
March 1912.

My dear Kershaw,

In reply to your D/O. of the
9th inst. I submit a list of the per-
sonnel of the new office of the Director
of Land Records, Bihar and Orissa.

I am taking the necessary
steps for the transfer of records to
Ranchi.

Yours sincerely,

Amul Kumar

To

The Hon'ble Mr. L. J. Kershaw, I.C.S.

(on special duty).

Rp.

Jhm
15/3

(Proposed Personnel)

Proposed Grading	Names of Assistants	Bengal Office		Proposed initial pay under new grading	Remarks
		Present Substantive Grade and Pay	Present Officiating Grade and Pay		
1	2	3	4	5	6
150-10-200	Munshi Syed Ahmed	120-6-150 144	---	150/-*	
120-6-150	Charu Chandra Chatterjee	80-8-120 112	---	120/-*	
80-8-120	Tripuranando Sen	60-4-80 76	80-8-120 112	112/-	
80-8-120	Probodh Chandra Roy	60-4-80 76	80-8-120 96	104/-*	
60-4-80	Abhoy Charan Chatterjee	60-4-80 76	-	80/-*	
60-4-80	Ajoy Coomar Banerjee	60-4-80 68	-	68/-	
60-4-80	Susil Kumar Ghose	40-4-60 56	40-4-80 64	64/-	
40-4-60 (Draughtsman)	Subodh Chandra Mullik	40-4-60 56	40-4-80 60	* 60 + 4 Pers. Allow.	
35-3-50	Lalit Mohun Banerjee	40-4-60 48	-	48/-	Increment of Rs. 4/- due on 1st May 1912. when the actual will be Rs. 52/-
35-3-50	Dwijendra Nath Chatterji	30-2-40 38	40-4-60 44	44/-	
30-2-50	Jacob Biswas	30-2-40 34	40-4-60 44	44/-	
30-2-50	Ram Prosad Chatterji	Apprentice	30-2-40 30	30/-	
12/-	Mohesh Ram	10-8-15 13/8/-		12 + 2 Pers. allow.	
10/-	Shamsher Khan	10/-		10/-	
9/-	Enait Ulla	9/-		9/-	
9/-	Nadir Mahammed	9/-		9/-	
8/-	Ram Charan	8/-		8/-	
8/-	Bhaglu Ram	8/-		8/-	
8/-	Take place in as per order	8/-		8/-	

* Increments due on 1st April 1912 have been taken into account in filling up this column

Sd/- H. McPherson,
Director of the Dept. of Land
Records, Bengal.

D/o no 85-



Kew
13

Calcutta, the April, 1912.

Dear Kershaw,

In continuation of my D.O. No.68 of the 16th ultimo, I write to request that the following alterations may be made in the list of personnel of the new office of the Director of Land Records, Bihar & Orissa :-

For "Shamsher Khan" peon on Rs. 10/- may be substituted "Enayat Ulla".

For "Enayat Ulla" peon on Rs. 9/- may be substituted "Nadir Mahammad."

For "Nadir Mahammad" peon on Rs. 9/- may be substituted "Debi Mahto".

These alterations are due to the fact that Shamsher Khan who was the Head Peon on Rs. 10/- has been left in Bengal.

Yours sincerely,


Amir Kesh
To

To

19

The Hon'ble Mr. L. J. Kershaw, I.C.S.

T.G.

बिहार  सरकार

मंत्रिमंडल सचिवालय विभाग
(बिहार राज्य अभिलेखागार निदेशालय)

15
ROUTINE NOTES (which are not to be sent out of the office or printed)

Subject.

File No.

Routine processes and special orders

Initials.

Date.

Please see the enquiry made by the P. A. to the O. L. R. There is no objection to the proposals but Govt orders are necessary. In the case of B. O. N. Chatterjee Rs 47 as pay plus Rs 1 as Personal Allowance will have to be sanctioned. In the case of Mr. Biswas ~~there is no personal allowance~~ will be necessary as he is drawing Rs 46 as one of the steps of Rs 30-2-30. There are cases of increments in advance of out-of-pocket

Scanned by eGangotri

JSS

22/5/22

JSS

22/5

बिहार सरकार

मंत्रिमंडल सचिवालय विभाग


(बिहार राज्य अभिलेखागार निदेशालय)

Routine processes and special orders—continued.

Initials.

Date.

4. 2. 20 के अन्तर्गत प्रमाणित कि यह प्रमाणित
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बिहार  सरकार

मंत्रिमंडल सचिवालय विभाग
 (बिहार राज्य अभिलेखागार निदेशालय)

S

into 10/3

3

17

We may take into consideration
the acting allowances of these men
as follows

(1) Babu D.N. Chatterji to start
at the stage of 47/- with a p.a.
of 1/- to be absorbed when he
gets his next increment

+ (2) Mr. Biswas to start at the

stage of 44/-
Final sanction of Govt is necessary

बिहार सरकार

25/5

मंत्रिमंडल सचिवालय विभाग

(बिहार राज्य अभिलेखागार निदेशालय)

16/2/5

4