



Government of Bengal  
Board of Revenue

# The Bengal Records Manual 1943.

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## 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 Office 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 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 six monthly 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.**

### CHAPTER I. ENGLISH RECORDS.

#### **A. Rules relating to current English correspondence in > where the fiat 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

*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 placed 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. These papers will be stitched together with cotton in the upper left hand corner 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. But 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 lone 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**

**Departments.**

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

- 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 letter. (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 a 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 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.

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

**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.

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 or 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.**

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 documents 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 the two stamps, if possible, on the left and right-hand 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 diary of the collection under which it falls. The head assist responsible for the correct classification of the paper. 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 obtained 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.**

<b>Enclosures.</b>
<b>Map or Plans.</b>
<b>Spare copies.</b>
<b>Class of papers</b>
<b>Reply No.            issued: date</b>

**Right-hand docket stamp.**

<b>Diary or Register No.</b>	
<b>Department.</b>	
<b>Branch.</b>	
<b>Collection No.</b>	
<b>No. and year of file.</b>	
<b>No. and date of orders issued. No. reply.</b>	

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 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

**Procedure for putting up letters.**

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.

**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.

**Notes and orders.**

**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.

**Note and order-sheets.**

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

**Reminders**

**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 acknowledgment**

**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 "0" class papers.

**C.—Treatment of replies issued.**

**23.** When a draft has been written or approved, pages, if more than one, of the draft should be together in the left-hand upper corner. If there are enclosures to



**Issue of letters.**

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 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 earner and the other in the right-hand upper corner; and then make the necessary, entries thereon:—

**Left hand docket Stamp.**

<b>Maps or plans.</b>
<b>Spare copies</b>
<b>Class of papers</b>
<b>Reply received No. , date</b>

**Right hand docket stamp.**

<b>To be marked for takid.</b>	
<b>Department.</b>	
<b>Branch.</b>	
<b>Collection No.</b>	
<b>No. and year of file.</b>	
<b>Serial No. in file.</b>	
<b>Date of despatch.</b>	

- 27.** Assign the serial number to the issuing letter as for letter, received, *vide* rule 17.
- 28.** In the fair copy, fill in the number of the letter, *e.g.*, No. 707R.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<sup>1</sup> 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.
- 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".
- 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.

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<sup>1</sup> "Reference clerk in the current record-room.

**Entry of subject of letter.**

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

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.

**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 85, 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 dak 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 "ST. 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.

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. p.," dated 1st May 1909;' (for special or demi-official reminder).  
 "Tele, dated 8th May 190&" (for telegraphic reminder)..

**45.** It will be his business to scrutinize 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 Collectorates 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 indent from the Press and Forms Manager, "Bengal.

**F.—Rules for the treatment of confidential correspondence.**

**49.** The rules received with Government Circular No. 875P., dated 10<sup>th</sup> 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 sent 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 formal sense, such as weekly reports on Native papers, 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 (h) 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]

**G.—Arrangement of files and collections of current and recent English correspondence.**

**59.** In addition to the correspondence of the current year, that 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.

**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 labeled 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.

**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 than for dealing with letters newly

**Current Correspondence.**

**Selves to be divided into compartments.**

**Fly-leaf.**



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 desks.**

**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 after

**Treatment of current correspondence after the close of year.**

every collection and file of the year just ended must be gone close of through and examined.

Printed Slip  
for files.  
Form NO. 29.

**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.

**70.** As regards the correspondence of the year just ended, pending 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 "0" 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.**

**Transfer to record room.**

**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.

**Removal of file-boards.**

**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 the stock of stationery and forms for re-issue as required."

**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 Offset. 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 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 record-room Form No.30**

**83.** As mentioned in rule 19 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.

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

**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 labeled on the part of the rack which is assigned to them.

**86.** On the label of Index Register No. 63 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.

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

**89.** 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.

**Knowledge Of officer to be tested.**

**Supervision of Collectors.**

**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 districts in all cases/ and it is not intended that the classification now prescribed should be arbitrarily followed with out 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 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 1795 to 1845, published at the Bengal Secretariat Press in 1888.

**Examination of unimportant 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.

**97.** Receipt and issue registers of English correspondence should in future be preserved permanently.

**Destruction of Receipt and Issue Register.**

**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
	<b>3300</b>

Total

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, out 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 the English correspondence and other English records prescribed in rule 92:—

**Detailed classification.**



**Class A.**

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

Correspondence of importance regarding—

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

All annual reports "and returns."<sup>2</sup>

All resolutions on those returns.

All circulars from Government, the Board, Legal Remembrancer, Accountant-General, etc.

All letters communicating rules and general instructions.

Correspondence on other subjects of importance to be included at Collector's discretion.

All aid 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 Sub divisional Officers' confidential notebook (prescribed in Government order No. 42Misc, dated 25th November 1908).

Papers regarding landed property held by gazette officers.

Papers regarding the establishment of a pound or a ferry.

Papers regarding juvenile offenders.

Papers regarding under-trial prisoners.

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

2. They should be treated as "C" class papers if they are blank.

**Glass B.**

*Papers to be stamped with the letter B, and to be-kept for 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.

Tents.

Economic museums.

Takavi advances.<sup>1</sup>

Execution, of decrees.

Recovery of stamp-fees.

Public Works and Buildings.

Opinion on Acts and Bills.

Record grant.

Appeals, except where the question is permanent interest.

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.

Treasure-trove.

Stationery.

Matters of account.

Appointment and dismissal of clerical officers.

Budgets.

Embezzlements.

Leave, appointment and charge.

*Vahalatnamas* 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.:—

1-Detailed account of estates held under direct management.

1A-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.

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1. For records of cases relating to the grant of Land Improvement and Agriculturists' Loans, see Rule 166A,

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 sub-divisional officers in the subdivision.  
Inspection memoranda and orders.  
Petition for leave to appear at the Revenue Agents' Examination  
"Correspondence about inspection and tours.  
Leave and transfer of gazette officers and their joining reports.  
Appointment of pleaders in civil suits.  
Epidemic diseases.  
Honorary Magistrates.  
Vaccination.  
Engagement of Government pleaders under the new rules and payment of their fees.  
Emigration and immigration. Municipalities and district boards.  
Appointment of Marriage Registrars.  
Intestate and unclaimed property."

**Class C.**

***Papers to be stamped with the letter C, and to be destroyed after two years.***

All the diaries except those already noted under class B.  
All quarterly, half-yearly and *kistwaw* reports and returns except those already noted under Class B.  
All monthly returns except XVIII and XVIII (a).  
All returns from subdivisions and other subordinate officers, incorporated in the

district returns.

All resolutions on above returns.

All weekly and fortnightly returns.

All the blank reports and returns.

All reminders, memoranda, and similar unimportant small letters in classes A and B.

Dak and town dispatch book.

Applications from clerical subordinates; indents for forms and stationery.

Accountant-General's objection statements and explanations thereon.

Correspondence about—

Jurors and Assessors.

Railway accidents except papers of any special importance.

Passports including Pilgrims' Passports.

**102.** Such letters of transient interest as under rule 6 are placed in the Miscellaneous Collection are ordinarily to be included in class "C".

**103.** Assessment lists counterparts of chalans, records of abjection cases, Treasury officer's daily advice lists of income-tax collections and other miscellaneous papers should be considered as falling under class 0.

**104.** The records of the Excise and Salt Department will be treated in the same way as those of other departments according to the rules in this Manual, and will be preserved or destroyed according to the classification.

**Excise and Salt Department records.**

**J.—Procedure for destruction of B and C papers.**

**105.** There will be a destruction of English correspondence every year in the month of August; but if any record-room is generally so dark in this month as to impede the work materially, the Collector may select another month. As regards "0" papers they must in accordance with rule 90, be destroyed at the expiry of two years excluding the year of disposal and the duty of destroying them falls entirely on the department to which, they belong, and not on the record-keeper. If he is satisfied that the department has carried out the rules and classified all the papers properly in the beginning, the officer in charge of the

**Annual destruction of papers procedure.**

department will sanction the destruction of these papers without further scrutiny; but if in any file it is found that the classification has been left undone or carelessly done, it will at once order their classification. This annual task of sorting the records for "C" papers, their destruction, and the rearrangement of the remaining papers will be performed by the permanent staff of the department, and no temporary staff should ever be employed for these purposes without the special leave of Government. No separate list of these "C" papers need be prepared; for they are noted on the fly-leaf of the file at the time they are first received (or issued).

**106.** When the files are made over at the end of the three years to the record-keeper, all he will have to do as regards "C" papers is to satisfy himself that the fly-leaf contains an entry about every serial number of the file, and that the class of every serial number has been duly entered on the fly-leaf. It is not his business to check the classification. If he finds that any serial number is not entered, or has not been classified, he will immediately return the file to the officer in charge of the department for the omission to be repaired.

**Procedure for checking "C" papers in each file.**

**107.** Similarly, in August of each year, unless the record-room is so dark in that month as to necessitate the selection of another month, as permitted in rule 105, the record-keeper of old correspondence will, under the sanction of the Collector or Deputy Collector in charge of the record-room, destroy all the "B" papers which have completed their twelfth year. Instead of going through all the papers of each file, the record-keeper is to find out from Form 31 pasted on the front of the flat-board of each packet, what files require sorting for destruction, having completed their twelfth year in that year, and to *get* down those files only. Then the procedure prescribed for the destruction of "O" papers should be followed in the destruction of "B" papers. No separate list of "B" papers is required before destruction.

**Procedure to be followed in the destruction of 'B' papers.**

The principle followed in rules 90 and 105 in calculating the period of preservation of "C" class papers should be followed in calculating the twelfth year for the destruction of "B" class papers.

Destruction of exhibits or private documents. India.

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.

#### K.—Classification, preservation and destruction of Gazettes.

India Gazette.

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*<sup>2</sup> will be in accordance with the following instructions. Two copies are supplied 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 sub divisional office for 12 years, all portions except Part J. 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 Till 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.

<sup>2</sup> 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 XVA.—Proceedings of the Bengal Council. Part V.—Acts of the .Government of India. Part VI.—Bills of the Government of India. Supplements. Appendices. Part III.—Bengal Acts. Part IV.—Bengal Bills, Part XV"A.—Proceedings of the Bengal Council. Part V.—Acts of the .Government of India. Part VI.—Bills of the Government of India. Supplements. Appendices

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

**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 i 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 the Branch	Description of Register	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.

**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.

**118.** In Calcutta, however, Registers VA, V-B 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 upto 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.

**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.



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. Record 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.

**Departments heads.**

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.

**Superintendent to distribute and supervise**

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 for ward 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.

**Procedure for delivery of vernacular records to record-keeper.**

**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.

"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 ease 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.

**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 "0" class papers "combined title pages and fly- ' leaves"

**Combined title page and fly-leaf for vernacular records.**

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<sup>1</sup> 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 0 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 0 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.**

**Each to have separate press.**

**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.

**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 E 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

**Exceptional arrangements allowed.**

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.

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

**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.

**Estate papers required for English correspondence.**

**138.** The records of land situate as described in the preceding rule (i.e., not belonging to estates borne upon the district revenue-roll) 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 paper 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.

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

**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 Munshi-khana 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.

**Arrangement of cases in bundles.**

**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.

**Comparison of contents of bundles with shelf Register 41.**

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. 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 Collectorate 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.

**Register 41 A. (Form No. 2.)**

**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.)**

**List of courts and departments from which and where the record-keeper has to receive records.**

**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.

**Procedure for sending records to the record-keeper.**

**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.

**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 41D. (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 vernaculars as well as English records removed from the record-room whether current or not.

**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.

**Index of unreturned records.**

**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.

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

**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.

**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 Agriculturist 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.

**Valuable documents.**

**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.

**List of records kept in almirahs.**

**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.**

**Register 42. (Form No. 6.)**



**Settlement records under the Bengal Tenancy Act.**

**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.

**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.

**Duties of record keeper as to checking of stamps.**

**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.

**Second punching by record-keeper.**

**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 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.

**159.** It should be established as an invariable rule that when a record shows a certain Government due as recover able 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.

**Procedure when a record shows sum due to Government.**

**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.

**Check by record-keeper.**

**161.** Files A and B are to be deposited in the place on the racks to which the case properly belongs. File, 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 228 B (3) in Chapter V has been carried out.

**Distribution in record-room.**

**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.

**Arrangement of C papers.**

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

**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

**Explanation.**

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.

**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.

**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

**Classification of vernacular records.**

**Special cases.**

has been a reference to the Civil Court under section *b(l)* 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(l) (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 81 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.

**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.

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

**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.

**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	..

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

**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.

**Examination of unimportant "A" class papers for destruction.**

**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(l) at page 179.

**173.** 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 G papers of vernacular records.**

**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 227 to 229 below, applies is placed in the C files. Similar caution is necessary with regard to the B files.

**Destruction  
of C papers.**

**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.**

**Record-keeper.**

**177.** The duty of keeping the revenue records of a subdivision 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.

**Classification and deposit.**

**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.

**Monthly bundles.**

**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.

**Register 41C. Form No. 4.**

**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.

**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 box 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.
1	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.



No. of Register.	Name of Register	Period for which they are to be kept at subdivision and their destruction at headquarters.
1	2	3
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 now 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	Lands and houses, owned by clerical officers.	Should be sent to headquarters when a new register is opened, <i>live</i> 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.
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.

No. of Register.	Name of Register	Period for which they are to be kept at subdivision and their destruction at headquarters.
1	2	3
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 head-quarters.**

**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.**

**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.

**Check by district record-keeper.**

**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.

**Application of rules.**

**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 III A.**

#### ***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 Sub divisional Magistrate one month beforehand so as to enable him to make arrangements for their reception. On receipt of the registers at the sub divisional office the Sub divisional 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 Sub-divisional Magistrates to see that the registers are punctually despatched to the sub divisional 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 Sub divisional Magistrates. Reminders to the Circle Officers should, where necessary, be sent by the outlying Sub divisional 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 economize 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. Such 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

**Signature to be legible.**

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.

**Communications to the Board and Government.**

**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.

**Transmission of records. Records to be transmitted by parcel post.**

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

(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.

**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<sup>3</sup>, which provide for cases where records are called for by other courts are prescribed for adoption mutatis mutandis in Collectorate record-rooms.

<sup>3</sup> High Court's Circulars, 1918, Civil, Vol. I, Rules 88 and 90, page 106.

(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.

**Pending work  
in record-  
room.**

**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.

**How to  
trace  
documents.**

**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—

*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 labeled 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.

**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.

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

**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 being each 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.

**Almirahs.**

**202 (1).** 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, tharital (yellow arsenic solution) or phenyl. The expenditure on this account has been provided for in rule 238.

**Floors of record-rooms.**

**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

**Record-rooms.**



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.

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

**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.

**Responsibility of officers.**

**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.

**Disposal of useless papers.**

**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".

**205.** None but properly prepared paper must on any account be employed for purposes of record. Country paper<sup>4</sup> must never be used.

**Valuable records. Paper to be used.**

**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.

**Endorsement Form.**

**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.

**Letters to be avoided.**

**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.

**No letter with returns.**

**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

**Use of forms.**

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<sup>4</sup> NOTE.—This does not apply to paper manufactured in this country after European methods.

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 annexure 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—

**Maps sent with letters.**

(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 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.

**Use of postage service labels.**

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.

**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.

**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(1).** 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 continue as 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 subordinate 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 Collectorate 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 Mohafizkhana 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

**Index plans.**

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 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 be shown with 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 1896 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 1896 to . . . . . Fill in 1907 in the blank. Immediately 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 Kutcherry 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 sub-divisional 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 O 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 sub-divisional office, the notice should be published at the sub-divisional 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, 1	Name of the party from whom the letter was received. 2	Nature of document. 3	Remarks. 4

(3) On the expiry of one month from the date of publication of the aforesaid notice all unreturned private documents will be submitted to the Collector or Subdivisional Officer, as the case may be. The documents will then be destroyed under the Collector's orders, unless they are of permanent public interest or obviously of great importance to a private person. In the latter case they will be treated as A class papers, and the letter with which they were received should also be treated as an A class paper.

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

(1) It has been laid down in rule 165 of the Manual that in vernacular records, exhibits or private documents and the list or other subsidiary papers with which they were filed are to be placed in a separate packet to be called the D packet, and rule 161 lays down that this packet is to be placed on the same set of shelves as the C packets. The record-keeper at the annual destruction of C papers shall also examine all the D packets of that year (*i.e.*, D packets more than two years old) and shall make a list of all the unreturned exhibits or private documents found therein. The statutory general notice prescribed in rule 227 should then be hung up on the notice board of the Collector or Subdivisional Officer, as the case may be. In the case of records in the Collectorate record-room received from a subdivision, the notice should be published both in the subdivisional and in the sadar cut-cherry. A copy of the notice with an extract from the list should, as directed in the statutory rule, be served, if possible, on the party or the agent of the party from whom each document was received.

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

**Notice to take back documents contained in vernacular records.**

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. 1	Nature of case. 2	Names of parties. 3	Nature of the documents. 4	Names of persons filing. 5	Remarks. 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.

**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.

**B.—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 or useless from age, worms or other cause, it may be destroyed at 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.

**Destruction of spoilt documents.**

**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.

**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.

**Assignment for keeping record-rooms in order.**

**Budget estimates.**

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.

**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 :—

(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.

**Powers of Collector.**

**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 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

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

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 Government 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 sublimate.	Lanterns.
Powder of naphtha.	Other articles necessary for record-room.
Charcoal (coal).	

**Items not to be included in the estimates of record grants, but to be debited to the minor works grants for Commissioners**

**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, 0 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 grant.

**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. 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.'

**Sale-proceeds of useless papers.**

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

**CHAPTER VII  
Library.**

**One library in each district and each subdivision.**

**243.** The library attached to the office of every District and Subdivisional Officer is intended to be for the use of all his express permission. Members (for the time being) of the Council of State, the libraries in that district will be in general charge. If practicable, a separate room should be assigned for the library.

**Place, charge and librarian**

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

**Duties of librarian.**

**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.

**Lists of officers in charge.**

**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.

**Catalogue.**

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

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

**Revision of the catalogue.**

**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. 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 it for inspection to the District Officer/ Subdivisional Officer.

**251 A.** 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.

**Stamping of books.**

**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.

**Subjects.**

**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
(2) Acts of the Bengal Council	4-6	1,2,3.
(3) Ethnological and Linguistic (including Census).		A 4,5

Groups. catalogue.	Pages in the	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 Commissioner (Bengal).		
Sanitary Commissioner (India).		
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. catalogue.	Pages in the	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' beads—		
Archaeological.		
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.

**Arrangement  
of books on the  
shelves.**

**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.

**Arrangement  
of books in  
almirah.**

**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.

**How to utilize space in the almirah.**

**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 advised 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.

**Register of issues No. 78.**

**261.** A register of all books, reports, returns, etc., issued from the library on requisitions is to be kept in the following 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.

**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.

**Receipt to be taken for the books sent out of the 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 any defects.

**Verification of library.**

**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.

**Inspection.**

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

**Guard file.**

**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 book's, 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.**

**Indian Law Reports.**

**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.

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

**272.** With a view to economize 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.

**Official publications.**

**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.

**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' offices.

**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:-

**I.—Rules for applications.**

**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.

**Purposes for which applications are to be received.**

**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.

**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 separate applications to be made.**

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 piece 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 piece 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 (6), 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

**All applications are to be made stamped.**

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.

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.

**\*No. 361,  
dated 18th  
April 1883.**

**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 pre-  
servation.**

**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 «pen 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.

**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 rule.

**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.

**Filling up the form of applications for information.**

**Extra searching fee.**

**Rate of searching fees for information, regarding landlords' fees.**

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

			Rs. a.
For the first year	..	..	..10
For every additional year	..	..	..08

**III,—Rules for copies.**

**Presentation of applications 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.

NOTE.—The entries in different columns' of Register No. 55 (Form No. 16 at page 107 of the Records Manual, 1.943) 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.

**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 requires on the back of the application, sign and dates it and returns 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 Tight 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. Any special information necessary in any particular case should also be entered in this column.

**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.

**List of copies ready for delivery.**

**NOTICE.**  
**LIST OF COPIES BEADY FOR. DELIVERY.**

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

*Signature of Comparer.*  
*Date*

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

**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 initialed 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.

**Procedure for supplying court-fees, folios, etc., by the parties.**

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, LA, 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.

**Additional  
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 initialed 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.

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 or the typists of the remuneration due to them. In any case in which a copy is refused or cannot be granted the 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.

**Unused folios.**

**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.

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

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.

**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

**Duty of clerks through whose hands applications pass.**

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 12/13 7. 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.

**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 or words written by the copyist or typist on the back of the folios, so that the record-keeper, who should from

**Certified  
copies.**

time to time check the number so reported, may be enabled to verify the correctness of the stamp affixed.

**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	... 1 8

*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
(b) If such amount or value exceeds fifty rupees	... 1 0
When such decree or order is made by a High Court	... 4 0

*Article S.*—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.
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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 Act. 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<sup>5</sup> 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.

<sup>5</sup> Having regard to the provisions of section 76 of the Evidence Act, this concession refers to uncertified copies only.

- (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<sup>6</sup> 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;
  - (vii) Copies of all documents furnished under tile 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 ;

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<sup>6</sup> See now the Code of Criminal Procedure, 1898 (Act V of 1898), General ' Acts, Volume V.

- (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 fenceed 720—Rupee one.  
 If the number of words exceeds 720—Rupee olrre and annas eight.  
 [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 71, 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 II 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	0 8
or if the duty with which it was chargeable	
does not exceed one rupee	1 0
(ii) In any other case	

**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 Exe., dated the 8th May 1907, to the Government of Eastern Bengal and Assam, received with Bengal Government Order No. 111T.—S.R., dated the 22nd- May 1907.)

**299.** When a copy of a judgment, decree, sentence, or order is granted, the following particulars must invariably be recorded on the back of the copy itself, and in the form given below for the information of an Appellate Court section, 42, Act XI of 1908, the Indian Limitation Act):—

**Particulars to be recorded on the back of the copy.**

- Date of application for the copy;
- Date of notifying the requisite number of folios and stamps;
- Date of delivery of the requisite stamps and folis;
- 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 the registers and forms enumerated in the list below, they should be made on printed forms.

**Use of 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 registers 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 I), 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 16 A).
- (27) Forms of birth and death register (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 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 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 (6) of sub-section (1) of that section (Prescribed by rule 61 of the Bengal Agricultural Debtors - Rules, 1936).

**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.

**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 realized by court-fee stamps affixed to the applications.

**Procedure  
for using  
printed  
form.**

(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.

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

**302.** All stamps will be punched according to rule as soon 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 realized by court-fee stamps on account of copying fees during the month is Rs. and that stamps to this value have been marked 'cancelled' in my presence."

**Certified copies of maps or plans.**

**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.

**Maps available to the public.**

**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 Dew 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).

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

**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.

**Supply of maps from Collectorates and Sub-divisional offices.**

**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.

**Copies to be issued on prescribed stamp paper.**

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.

**307.** In the event of any copy being found to- be unfit for issue by reason that it—  
(i) has not been clearly, legibly or neatly written or typed 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 of the copying department when copies are found to be inaccurate or not easily legible or printed from a worn out 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 any 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 initialed.

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:-

**Certificate of costs.**

	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 word (English) or of 200 words (vernacular), four

**Charge to be made for manuscript copies.**

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.

**Charge to be made for typewritten copies.**

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

- (a) the impressed 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
- (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.

**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 thakbust 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 of cost for copies of cadastral maps.**

**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.

**Rate for ruling lines in copies of registers.**

**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.

**Exceptional cases.**

**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 endeavor should be made to write as many as 150 English words or 300 vernacular words on each folio.

**Copying fees For jamabandis, measurement papers, etc.**

**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.

**Plain cartridge paper to be pasted.**

**Additional charge to be levied.**

**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.**

**Collector is to license copyists or typists.**

**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.

**Commissioner's office.**

**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 preparation.

**Number of copyists and typists.**

**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 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 Us. 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 the Copyist or Typist	Total earnings.												Monthly average	
	April	May	June	July	August	September	October	November	December	January	February	March		

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

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

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 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.

**Payments to section writers or typists front contingent grant.**

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 from additional fees.

**327.** Out of the additional fee levied under rule 320, 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 Government 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, Tluberia, Ghatal, Jhargram, Cox's Bazar, Feni, Chandpur, Bhola, Patuakhali, Perojpur, Manikgunj, Munshigunj, Narayangunj, (xoyalundo, Gopalgunj, Jamalpur, Netrakona, Tang\*ail, Bon-gaon, Jhenidah, Magura, Naraii, Bagerhat, Satkhira, Jangi-pmr, Kandi, Lalbagh, Chuadanga, Meberpiir, Ranaghat, Baraset, Basirhat, Kalimpong, Kurseong, Siliguri, Balurghat, Thakurgaon, Alipur Duars, Serajgunj, Naogaon, Na.tore, G-aibandha 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, Tamluk, 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 re appropriation 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 almirah allotted to the Head Comparing Clerk. Care should 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.

**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 Remembrancer and the Commissioner or Collector may be given with the sanction of the Legal Remembrancer.

**Copies of public documents when to be withheld.**

A copy of a 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.

**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.

**Responsibility of officers.**

**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.

**Copies of orders to be given to which concern him personally.**

(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.

**Copies of orders of punishment, etc., to be given free of cost.**

**335.** Subject to the last preceding rule when clerical officers are department-ally 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 required by public officer.**

**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.

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

**Inspection of records.**

**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.

**Admittance to record-room prohibited.**

**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.

**Vernacular rules.**

**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.

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

Bengal Ex. No. 543z(4).

**APPENDIX A.**  
**Record-Room Registers.**

**Form No. 1.**

[See rule 143.]

NOTE.—Estates will be posted in tauzi number serial order and the estate bundles will be arranged in the same order. In column 4 the nature of the case will be entered, i.e. partition, settlement, etc. The remarks column should show when any papers are destroyed.

*Shelf Register 41 of Records.*

Tauzi No.	Name of Estate.		
Room No.	Rack No.	Shelf No.	Compartment No.
1.	Serial number of entry.		
2.	Date of filing.		
3.	Details of record filed.		
4.	Date of decision and nature of the case.		
5.	Class of paper.		
6.	Year when to be destroyed.		
7.	Remarks. (Destruction to be noted here.)		

Bengal Ex. No. 543z (5).

**Form No. 2.**

[See rule 144.]

*Register 41A—of records of cases not connected with any estate.*

1. Class of cases.
2. Serial number.
3. Names of parties.
4. Date of decision.
5. Number of files.
6. Classification (A),
7. Date of depositing in the record-room.
8. Signature of the *amla* depositing the records.
9. Date of receipt by the record-keeper, with his signature.
10. Room number.
11. Rack number.
12. Shelf number.
13. Compartment number.
14. Number of bundles.
15. Years in which the last kist of the award is payable or in which certificate under section 21 of the Bengal Agricultural Debtors Act expires whichever is later
16. Date of destruction, with the signature of the record-keeper.
17. Remarks.



App. A.  
Bengal Ex. No. 543z (6).

**Form No. 3.**  
[See rule 145.]

*No. 41B.—Register showing the receipt and disposal of records by the record-keeper.*

Date of receipt.	Court or Department from which received.	Class of cases.	Year and month when disposed of by the Court or Department.	Total number of			Date when registered and shelved.	Remarks.
				Case records.	Monthly bundles consisting of single documents.	Other records.		
1	2	3	4	5a	5b	5c	6	7

Bengal Ex. No. 543z (7).

**Form No. 4.**  
[See rule 180.]

*Register 41C—of receipts and disposal of revenue records to be kept at subdivision only, instead of Registers 41, 41A and 41B.*

1. Serial number in this register.
2. Description of cases.
3. Number of case and year.
4. Names of parties.
5. Date of final disposal.
6. Number of files.
7. Where record is placed.
8. Date of receipt by record-keeper.
9. Date of deposit by record-keeper after examination.
10. Date of transfer to sadar with record-keeper's initials.
11. Remarks (note number and date of the letter acknowledging receipt of record).

Column 2.—where rent suits or other cases relating to estates are concerned, the number .of the estate and the name of the Pargana should be entered here.

Bengal Ex. No. 543z (8).

**Form No. 5.**

[See rule 149.] *Register 41D-of records (English and vernacular) sent out from the record-room.*

Serial number	Court or Department, etc., by which the record is required.	Description of record including collection and file number or tauzi or register B number.	Signature of person to whom the record is made over with if sent by the number and date of the forwarding memorandum.	Date of return and signature of record-Keeper	Remarks. (Here enter takids and note all other matters which concern the record between the dates in columns 4 and 5.)
1	2	3	4	5	6

Bengal Ex. No. 543z(9).

**Form No. 5A.**

*Shelf-Register 41E—of records of all classes of cases for use in Chittagong district only, instead of Registers 41 and 41 A.*

1. Serial number.
2. Number of case.
3. Names of parties.
4. Abstract of case.
5. Date of decision.
6. Classification (A or B).
7. Date of depositing in the record-room.
8. Signature of the *amla* depositing the records.
9. Number of files.
10. Number of bundle.
11. Number of room.
12. Number of rack.
13. Number of shelf.
14. Date of description, with the signature of the record-keeper.
15. Remarks.

Bengal Ex. No. 543z(10).

**Form No. 6.**

[See rule 155.] *General Register 42—of Survey Records.*

1. Room number.
2. Rack number.
3. Shelf number.
4. Compartment number.
5. Number and name of village.
6. Number of bundle.
7. Village plans.
8. Boundary cases.
9. Remarks.

App. A.]  
Bengal Ex. No. 543z (11).

**Form No. 7.**

[See rule 115.]

*Register 57—of all registers to be preserved permanently.*

1. Department to which the register refers.
2. Serial number of entry.
3. Name and number of register.
4. Period to which each register refers.
5. Number of volumes.
6. Number of entries in each volume.
7. Date of receipt by record-keeper and his signature.
8. Room number.
9. Rack number.
10. Shelf number.
11. Compartment number.
12. Remarks.

Bengal Ex. No. 543z(12).

**Form No. 8.**

[See rule 115.]

*Register 57 A—of all registers which are to be preserved for more than three years but not permanently.*

1. Department to which the register refers.
2. Serial number of entry.
3. Name and number of register.
4. Period to which each register refers.
5. Number of volumes.
6. Room, rack, shelf, compartment.
7. Date on which sent to record-room.
8. Date of receipt by record-keeper and his signature.
9. Year when to be destroyed.
10. Initial of officer sanctioning destruction and date.

**Form No. 9.**

[See rule 8.]

*No. 60.—Register of letter received, year 19\_\_\_\_\_Department.*

1. Consecutive number.
2. Date of receipt in office.
3. Letters, etc., subdivided into—
  - (a) From whom received.
  - (b) Number.
  - (c) Date.
4. Short subject.
5. Reminders, subdivided into—
  - (a) Number.
  - (b) Date.
6. Where the letter is placed, subdivided into—
  - (a) File number.
  - (b) Serial number.
  - (c) Number and title of the collection.
  - (d) Number of the file within the collection.
7. Brief note of action.

(Here enter number and date of order issued: "File" or "Await," as the case may be.)

*N.B.*—Sub-columns "File number" and "Serial number" under column 6 are not necessary for District, Subdivisional and Commissioners' offices and need not be filled in the offices.

**Bengal Form No. 19.**

**Form No. 10.**  
[See rule 8.]

*No. 61.—Register of letters issued, year 19 , Department.*

Consecutive Number.	Date	To whom addressed	Short subject	File number and serial number of letter in file	.Number and title of the collection.	Number of the file within collection	Number and date of reply received	Reminder		Value of stamp	remarks
								Number.	Date.		
1	2	3	4	5	6	7	8	9	10	11	12

*N. B.*—The sub-column "File number and serial number of letter in file" is not necessary for district and Commissioners' offices and need not be filled in these offices. Column 11 "Value of stamp" also need not be filled in as a separate stamp account register is maintained.

Bengal Form No. 22.

**Form No. 11.**  
[See rule 8.]

*No. 62. — Index register of English correspondence. Year 19 . Department— General.*

Number and title of collection.	Number of file within collection.	File subject.	Remarks, (See rule 70)
I.—Settlement	1	Settlement of Jamalpur.	
	2	Settlement of Jaipur. [Space of half a page at least to be left.]	
II.—Batwara	1	Batwara of Sibpur.	
	2	Batwara of Kalianpur.	
	3	Draft of new batwara law. [Space of half a page at least to be left.]	
III.—Miscellaneous	1	Miscellaneous. [Space of half a page at least to be left.]	
IV.—Acquisition of land.	1	For post-office. [Space of half a page at least to be left.]	
V.—Stamps	1	Embezzlement of stamps. [Space of half a page at least to be left.]	
VI.—Wards		Estate of Joynarain.	

*N. B.*—Care should be taken to leave ample room under each collection to admit of entering any probable number of files as formed.

All correspondence which begins within the year will be entered at once in this register as soon as it is begun. When on the transfer of the records of any year to the record room, any correspondence is detained among the current records because it is still pending, such correspondence will also be entered in the register for the new year under a new number under rule 70. The register will be divided into parts corresponding with the departments into which the correspondence of the office is classified.

**Form No. 11.**

[See rule 251.]

[Not to be printed, but kept in manuscripts.]

*Register 77—Books, Reports, Returns, etc., received in the Library.*

1. Month.
2. Date.
3. Title of books.
4. Number of volumes.
5. Number of copies.
6. From whom received.
7. How disposed of.
8. Remarks.

**Form No. 12A.**

[See rule 251 A.] [Not to be printed, but kept in manuscripts.]

*Register 77A.—Register of correction slips.*

- (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 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.

**Form No. 13.**

[See rule 261.]

[Not to be printed, but kept in manuscripts.]

*Register 78—Books, Reports, Returns, etc., issued from the Library.*

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

**Form No. 14.**

[See rule 247.]

[Not to be printed, but kept in manuscripts.]

*Catalogue of books in the Library.*

1. Title of book and serial number in group.
2. Number of volumes.
3. Number of copies in Library.
4. Almirah or rack No.
5. Shelf No.

Bengal Ex No. 543z (16).

**Form No. 15,**  
[See rule 276 ]

*Register of applications for information.*

[To be maintained in all revenue offices and to be preserved for three years.]

Number.	Date of application.	Name and residence of applicant.	Nature of information required.	Date on which information was-		Ordinary searching fee paid in court fee stamp.	Extra searching fee paid in court fee stamp.	Total of columns 6 and 7.	Signature of the officer receiving the application.	Remarks
				Ready.	Supplied.					
1	2	3	4	5a	5b	6	7	8	9	10

Bengal Ex. No. 543.(17)

**Form No. 16.**

[See rule, 276.]

*Register of applications for copies.*

To be maintained in all revenue offices and to be preserved for three years.]

Serial number	Name of applicant.	Date of application.	Nature of document copy of inspection for, and number and case in which filed.	Whether applicant		Number of folios or value of court-fee stamps.								No of folios used.			Number of printed form used.	Number of sheets of pl used.	Number of folios returned unused.			Number of words written by copyists or typists.		Extra fee for urgent copy	Court-fees for certified fees for search or inspection	Date on which copy x for delivery.	Date on which deli taken.	Remarks.					
						Certified copy.	Uncertified copy.	Filed with application.				Filed afterwards with date of filing.							For copying fees.	For price of printed forms and tracing cloth.	4 annas.	8 annas.	12 annas.						English.	Vernacular.			
				4 annas.	8 annas.			12 annas.	Court-fee.	4 annas.	8 annas.	12 annas.	Court-fee.																				
				1	2	3	4	5	6	7a	7b	7c	8	9a	9b	9c			10	11	12	13a	13b						13c	14	15	16a	16b

NOTE.--If the total of columns 8 and 10 does not agree with at of columns 11,12, 19 20 and 21 , the difference should be explained

Bengal Ex.  
No. 543z (18).

**Form No. 17.**

[See rule 329.]

*Register of earnings of copyists and typists for the month of*

Number and date of application.	Copies certified.	Copies uncertified.	Total number of folios copied.	Total number of printed forms copied.	Value of folios copied.			Value of Printed forms, copied.			Tracing fee.			Total of columns 6, 7 and 8.			Total copying fees realized.			Remuneration due to copyists.			Remarks.
					Rs.	a.	P.	Rs.	a.	P.	Rs.	a.	P.	Rs.	a.	P.	Rs.	a.	P.	Rs.	a.	P.	
1	2	8	4	5	6			7			8			0			10			11			12
					Rs.	a.	P.	Rs.	a.	P.	Rs.	a.	P.	Rs.	a.	P.	Rs.	a.	P.	Rs.	a.	P.	



Bengal Ex. No. 543z(19)

**Form 18**  
[See-rule 46.]  
*Forward Diary.*

Month.			Month.			
January.	February.	March.	July.	August.	September.	1
						2
						3
						4
						5
						6
						7
						8
						9
April.	May.	June.	October.	November.	December.	10
						11
						12
						13
						14
						15
						16
						17
						18
						19
						20
						21
						22
						23
						24
						25
						26
						27
						28
						29
						30
						31

**Form-19**

[Not to be printed but kept in manuscripts.]  
[see Rule 146.]

List of Courts and Departments from which record –keeper has to receive records.

	Name of Department and Class of Records.	
	Date when due.	
	Date of reminder	January 19__
	Date of receipt	
	Date of Certificate prescribed by rule 147.	
	Number of records received.	
	Number of records, if any remaining unsolved at the end of month.	
	Date of reminder	February 19__
	Date of receipt	
	Date of Certificate prescribed by rule 147.	
	Number of record received.	
	Number of record, if any remaining unshelved at the end of the month.	
	Date of reminder	March 19__
	Date of receipt	
	Date of certificate prescribed by rule 147	
	Number of record received	
	Number of record if any, remaining unshelved at the end of month.	

	Date of reminder	April 19__
	Date of receipt	
	Date of Certificate prescribed by rule 147.	
	Number of records received.	
	Number of records, if any remaining unsolved at the end of month.	
	Date of reminder	May 19__
	Date of receipt	
	Date of Certificate prescribed by rule 147.	
	Number of record received.	
	Number of record, if any remaining unshelved at the end of the month.	
	Date of reminder	June 19__
	Date of receipt	
	Date of certificate prescribed by rule 147	
	Number of record received	
	Number of record if any, remaining unshelved at the end of month.	

	Date of reminder	October 19__
	Date of receipt	
	Date of Certificate prescribed by rule 147.	
	Number of records received.	
	Number of records, if any remaining unsolved at the end of month.	
	Date of reminder	November 19__
	Date of receipt	
	Date of Certificate prescribed by rule 147.	
	Number of record received.	
	Number of record, if any remaining unshelved at the end of the month.	
	Date of reminder	December 19__
	Date of receipt	
	Date of certificate prescribed by rule 147	
	Number of record received	
	Number of record if any, remaining unshelved at the end of month.	

	Name of Department and Class of Records.	
	Date when due.	
	Date of reminder	July 19__
	Date of receipt	
	Date of Certificate prescribed by rule 147.	
	Number of records received.	
	Number of records, if any remaining unsolved at the end of month.	
	Date of reminder	August 19__
	Date of receipt	
	Date of Certificate prescribed by rule 147.	
	Number of record received.	
	Number of record, if any remaining unshelved at the end of the month.	
	Date of reminder	September 19__
	Date of receipt	
	Date of certificate prescribed by rule 147	
	Number of record received	
	Number of record if any, remaining unshelved at the end of month.	

App. B.J  
 Bengal Ex. No. 543z (20).

**APPENDIX B.**  
**RECORD-ROOM FORMS. Form No. 20.**  
 [See rule 129.]

*Order sheet, dated from*                      *to*  
*District*    *No. of 19* .  
*Nature of the case*

Serial No. and date of order. 1	Order and signature of officer. 2	Note of action taken on order. 3

Bengal Ex. No. 643\* (21).

Form No. 21  
[See rule 62.]  
FLY-LEAF OF ENGLISH CORRESPONDENCE.

1st PAGE]

19

Office  
Department.  
of 19

Collection No.  
File subject—

File No.

Serial No. in file. 1	Letters, etc., from whom received or to whom issued. 2	Number 3	Date. 4	Class of paper. 5	Remarks. 6

2ND PAGE.]

Serial No. in file. 1	Letters, etc., from whom received or to whom issued. 2	Number. 3	Date. 4	Class of paper. 5	Remarks. 6

**Form No. 22.**

[See rule 114.]

*Sample of labels to registers in Register No. 57.*

Name-19A.	Name—19A. Sales of Khas Mahal tenures under section 11, Act VII (B. C) of 1868, read with Act XI of 1859.
Prescribed by-	Appendix A, page 182, of the Sale Law Manual, 1940
To be Preserved—	Permanently.

**Form No. 23.**

[See rule 114.]

*Sample of labels to registers in Register No. 57A.*

Name—17.	Notices of deposit under section 5, Act VI (B. C.) of 1862, new section 61, Act VIII of 1885.
Prescribed by—	Section III, page 8, of the Register and Return Manual, 1917.
To be preserved—	For 3 years.

Bengal Ex. No. 543z (22).

**Form No. 24.**

[See rule 66.]

*Removal slip note for English correspondence.*

The paper marked—

1. { File serial No.-----  
Collection No.-----of year-----  
File No.----- }

Has been removed to—

2. { Collection No.-----of year-----  
File No.----- }

3. Vide { Dak Book No.-----Date-----  
or  
Register 61, No.-----Date-----  
or  
Register 41D No./year----- }

REMARKS.

Bengal] Ex.  
No-. 543z  
(23).

**Form No. 25.**  
[See rule 148.]

*Removal slip note for records other than English correspondence.*

The papers marked— Has been removed to—  
 Pargana----- Case No.-----  
 Tauzi No.----- II. Fyrist No.-----  
 Basta No \_\_\_\_\_ Register 41D No./year\_\_\_\_\_

III. Any other record (to be specified in details,  
below) :—

Bengal Ex, No. 553z (24).

**Form No. 26.**  
**[See rule 126.]**  
***Combined title-page and fly-leaf.***

1<sup>ST</sup> PAGE.]

DEPARTMENT-----  
 Case No. of year of Register No.  
 Estate Pargana Tauzi No.  
 Opposite Party. Petitioner

Under Act . of the year  
 Date of Decision Date of receipt in Record-room.

Serial No.	Description of paper.	Date of filing.	No of sheets.	Value of Stamps.	Class of paper.	Remarks.
1	2,	3	4	5	6	7

App. B.]

2ND PAGE.]

Serial No. 1	Description of paper. 2	Date of filing. 3	No. of sheets. 4	Value of stamps. 5	Class of paper. 6	Remark. 7

Serial number of papers in the file.	A	B	C	D	Total value of stamps _____

Classification compared and found correct.

*Record-keeper.*



**Form No. 27.**  
[See rule 277.]

Upper Portion

*Form of application for information.*

Number and date.  1	Name and residence of applicant.  2	Nature of the information required.  3	Ordinary searching fee deposited in court-fee stamp.  4	Extra searching fee deposited in court-fee stamp.  5	Date and (if extra fees have been paid) hour by which the information is to be ready.  6	Signature of officer receiving the application.  7	Remarks.  8
<p><b>LOWER PORTION.</b> Same as above, and divided from upper portion by a pricked line.</p>							

*Note 1.*—The signature of the applicant should be taken in the right hand corner of the form.

*Note 2.*—The grounds for applying for the information should be furnished by the applicant in the remarks column. If the grounds to be stated are lengthy they may be furnished in a separate sheet, the fact being noted in the remarks column."

REVERSE. ]

**INSTRUCTIONS.**

[To be printed in vernacular.]

1. All payments are to be made in adhesive stamps. No cash will be received
2. All applications must bear a one-anna adhesive stamp and also a searching fee of four" annas in stamps.
3. By paying an extra searching fee of one rupee in stamps, the applicants for information will be entitled to receive the information on the day of application.  
By paying in stamps an extra fee of one rupee (or if the copies exceed 4 folios of three annas each, of four annas for each folio of three annas) the applicant for copy will be entitled to receive the copy on the day of application.
4. For further information, see the rules hung up in the Notice Board of the record-room.

**Form No. 28.**

[See rule 277.]

Form of application for copies.

COUNTERFOIL.

Name of applicant.	Number and date of application.	Name, resident and description of applicants.	Specification of paper of which the copy is required.	Case or proceed such paper is or was filed.	Ordinary search cited in court-fees stamp.	Extra searching in court-fee petition fee stamp.	Number of stamped sheets filed with application.			Number of sheets of plain paper filed with application.	Court fee stamps for certified	Name of officer or department where the paper is submitted to be found	Date and (if extra searching fees paid) hour by which copy is to be ready.	Name of copyist.	Initial of record keepers who fills up the column.	Signature of officer receiving applications.	Remarks.
							4 annas.	8 annas.	12 annas.								
	1	2	3	4	5	6	7a	7b	7c	8	9	10	11	12	13	14	15
Date of receipt of application.																	
Time by which the copy required is to be ready.																	

"Note 1.—The signature of the applicant should be taken in the right-hand corner of the form.

Note 2.—The grounds for taking the copy should be furnished by the applicant in the remarks column. If the grounds to be stated are lengthy they may be furnished in a separate sheet, the fact being noted in the remarks column."

REVERSB.]

INSTRUCTIONS.

[To be printed in vernacular.]

1. All payments are to be made in adhesive stamps. No cash will be received
2. All applications must bear a one-anna adhesive stamp and also a searching fee of four annas in stamps.
3. By paying an extra searching fee of one rupee in stamps, the applicant for information will be entitled to receive the information on the day of application.

By paying in stamps an extra fee of one rupee (or if the copies exceed 4 folios of three annas each, of four annas for each folio of three annas) the applicant for copy will be entitled to receive the copy on the day of application.

4. For further information, see the rules hung up in the Notice Board of the record-room.

Bengal Ex. No. 543z (25).

**Form No. 29.**

[See rule 70.]

*Printed slip for pending files.*

-----Department.

Subject-----

File No.-----

This file is pending and carried over to-----

New file No.-----of year-----

Bengal Ex. No. 543z (26).

**Form No. 30.**

[See rule 82.]

*List of files included in collection No- . Department,*  
*Branch Year*

Serial No.	Subject-matter of file.	Note whether excluded under rule 70.	Note whether excluded under rule 72 or 73 and date of restoration to this collection. e

Bengal Ex. No. 543z (27).

**Form NO. 31.**

[See rule 83.]

*Contents of packet.*

Department----- Branch----- Year-----

Collection No.-----File No. From-----To-----

„ No.----- „ „-----„-----

„ No.----- „ „-----„-----

B papers to be destroyed in 19 .-----

Here note in pencil the files removed for reference, with the date of removal. Rub out when returned.

**Form No, 82.**

"Deleted.

Bengal Ex. No. 543z (29).

**Form No. 33.**

[See rule 228A (2).]

*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:—

Number and date of letter with which filed.	Name of the party from whom the letter was received.	Number of documents.	Remarks
1	2	3	4

Bengal Ex. No. 543z (30).

**Form No. 34.**

[See rule 228B (2).]

*Notice to take back documents contained in vernacular records.*

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 number.	Nature of case.	Names of parties.	Number of the documents.	Names of persons filing.	Remarks.
1	2	3	4	5	6

Bengal Ex. No. 543z (32).

**ROUTINE FORMS.**

**Form No. 35.**

[See rule 194.]

Enclosures :	19 .	Fair copy form	
	Office of the	Diary or register number.	
Maps or plans :	FROM	Department	
	THE	Branch	
Spare copies :		Collection number	
Class of paper :	File-subject :—	Number and year of file.	
Reply issued: No.            date		Serial number in file	
		Number and date of orders issued.	

No.

To

THE

Sir

Dated                    , the 19 .

**FORM NO. 36.**

[See rule 194.]

Department : Reve.	BOARD OF { 19 } REVENUE, BENGAL.	Diary number	
Branch:	_____	Year	
Date of receipt and number in Registers of letters Received :	FROM	Number of file	
Enclosures :		Serial number in file	
Maps or plan:	File-subject:—	Class of paper.	
Indexed :		Number and date of orders issued.	

No.

To

THE SECRETARY TO THE BOARD OF REVENUE, BENGAL.

Dated                    the                    19 .

SIR,

App. C]  
Bengal Ex. No. 543z (34).

**Form No. 37.**  
[See rule 194.]

Department : Reve.	BOARD OF { 19 } RREVENUE, BENGAL.	Diary number	
Branch:		Year	
Date of receipt and number in Register of letters received :	FROM	Number of file	
Enclosures :	File-subject:—	Serial number in file	
Maps or plans :		Class of paper	
Indexed :		Number and date of orders issued.	

MEMO. No.  
\_\_\_\_\_

*Dated* \_\_\_\_\_ , *the* \_\_\_\_\_ 19 .

The under mentioned document(s) \_\_\_\_\_ to the Board of  
Revenue Bengal,  
Revenue Department.

*Document(s) accompanying the above memorandum—*

Bengal Ex. No. 543z (35).

*So be printed on red paper.*

**Form No. 38.**

[See rule 194.]

<p>[To be kept in office of receipt.] No.</p> <p>FROM THE COMMISSIONER OF DIVISION,</p> <p>To COLLECTOR THE----- of DEPUTY COMMISSIONER</p> <p><i>Dated</i> , <i>the</i> 19 . OVERDUE RETURN. For the ending 19 . Return No. <i>Personal Assistant, for Commissioner.</i></p> <p><i>N.B.</i>—The office receiving this reminder should note here the date on which the return has been promised.</p>	<p>[To be returned to issuing office.] No.</p> <p>FROM THE <u>COLLECTOR</u> OF DEPUTY COMMISSIONER</p> <p>To THE COMMISSIONER OF DIVISION.</p> <p><i>Dated</i> , <i>the</i> 19 RECEIVED AND NOTED. OVERDUE Return No. will be submitted by 19</p> <p style="text-align: right;"><u>Collector.</u> <i>Deputy Commissioner.</i></p>
--	---

Bengal Ex. No. 543z (36).

**Form No. 39.**

[See rule 194.]

<p>[To be kept in office of receipt.] URGENT REMINDER. No. FROM THE To THE</p> <p><i>Dated</i> , <i>the</i> 19 .</p> <p>Sir, I HAVE the honour to draw your very early attention to this office No. of the - and to request you to return the right-hand portion duly filled up before the' SUBJECT— I have the honour to be, SIR Your most obedient servant, <i>N.B.</i>—Here note purport of reply sent.</p>	<p>[To be returned to issuing office.] No.</p> <p>FROM To THE</p> <p><i>Dated</i></p> <p>Your No. , dated 19 .</p> <p>SUBJECT-</p> <p>RECEIVED AND NOTED. REPLY will be submitted by the 19 .</p> <p>I have the honour to be, SIR, Your most obedient servant,</p>
--	--

Bengal Ex. No. 543z (37).

**Form No. 40.**  
[See rule No. 194.]

No.

COMMISSIONER'S OFFICE,

DIVISION.

DEPARTMENT,

BRANCH.

FROM

*Commissioner of the*

*Division,*

1

To

THE SUPERINTENDENT, GOVERNMENT PRINTING,

BENGAL.

*Dated*

*, the*

*19*

SIR,

I HAVE the honour to request that you will be so good as to publish the accompanying notification in an early issue of the *Calcutta Gazette*.

I have the honour to be,

SIR,

Your most obedient servant,  
*Personal Assistant, for Commissioner.*

Bengal Ex. No. 543z (38).	<b>Form No. 41.</b> [See rule 194.]	Diary number	
Department: Reve.	From THE COMMISSIONER OF THE DIVISION,	Year	
Branch :		Number of file	
Date of receipt and number in Register of letters received ;		Serial number in file	
Enclosures :	File-subject :—	Class of paper	
Maps or plans :		Number and date of orders issued.	
Indexed :			



To  
THE SECRETARY TO THE GOVERNMENT OF BENGAL,  
REVENUE DEPARTMENT.

Dated , the 19 .

SIR,

WITH reference to para. of your letter No.  
dated the , I have the honour to submit herewith, for the approval of  
Government, the final report and the statement of expenditure (appendices XIV and XV), together with  
Engineer's and Amin's plans regarding the acquisition of land required in the district of by for under  
declaration No. , dated the published at page . Part of the  
*Calcutta Gazette* of the

2. The certificate required by rule 67, Chapter I, page 66 of the Land Acquisition Manual, regarding the  
preparation of the Amin's plan of the land is enclosed herewith. A certified copy of the Amin's plan/plans  
has been forwarded direct to

I have the honour to be,  
SIR,  
Your most obedient servant,  
*Commissioner.*

Bengal Ex. No. 543z (39).

**Form No. 42.**

[See rule 194.]

No.

COMMISSIONER'S OFFICE, DIVISION.  
DEPARTMENT, BRANCH.

FROM  
THE COMMISSIONER OF THE DIVISION.

To  
THE

Dated , the 19 .

SIR,

I HAVE the honour to request that you will be good enough to submit the complete record of the  
case noted below decided by on the so as to reach this office on or  
before the

I have the honour to be,  
SIR,  
Your most obedient servant,  
*Personal Assistant, for  
Commissioner.*

*Records required.*



Bengal Ex. No. 543z (41).

To be printed on yellow paper.

**Form No. 44.**

*Takid.*

[See rule 194.]

To be kept in office of receipt.]

[To be returned to issuing office.]

No.

No.

Commissioner's office, Division.

Department. Branch.

FROM  
THE COMMISSIONER, OF  
DIVISION,

From

To  
THE COLLECTOR/DEPOTS COMMISSIONER  
Of

To  
THE COMMISSIONER OF

Dated , the 19 .

Dated .the 19 .

- SIR

I HAVE the honour to draw your attention to and to state that your return/report noted below should reach this office on or before the due date without fail. If the return/ report is not submitted in time please return the right hand portion of this slip to me on the date on which it is due with the blanks duly filled up.

Your No. , dated received and noted.

The return/report will be submitted by the

The delay is due to

I have the honour to be,

SIR,

Your roost obedient servant,

*Personal Assistant for Commissioner.*

*Collector.*

SUBJECT—

*Deputy Commissioner.*

*Due date—*

N. B.—*The office receiving this reminder should here note the substance of the reply.*

Bengal Ex. No. 543z (42). Department : Reve.	<b>Form No. 45.</b> [See rule 194.]	Diary number	
Branch :	FROM THE COMMISSIONER OF THE DIVISION;	Year	
Date of receipt and number in Register of letters received :		Number of file	
Enclosures :	File-subject ;—	Serial number in file	
Maps or plans :		Class of paper	
Indexed :		Number and date of orders issued.	

**To**

THE SECRETARY TO THE GOVERNMENT OF BENGAL,  
REVENUE DEPARTMENT.

*Dated*                      , *the*                      19 .

SIB,

I have the honour to acknowledge the receipt of the plans and schedules forwarded with your No.                      , dated                      19 .  
of the land required for

I have the honour to be,  
SIR, your most obedient servant,  
*Personal Assistant, for*  
*Commissioner.*

Bengal Ex. No. 543z (43).

**Form No. 46.**

[See rule 194.]

GOVERNMENT OF BENGAL. REVENUE DEPARTMENT.  
LAND ACQUISITION BRANCH.

FROM

TO

*No. B.*

*ESQ.,*

*Secretary to the Government of Bengal, Revenue Department.*

THE COMMISSIONER OF DIVISION.

*Dated Calcutta, the 19 .*

SIR,

With reference to your No. , dated the 19 , and its enclosures, I am directed to say that Government confirm the proceedings\* taken for the acquisition of the land required for  
2. The final report is herewith returned.

I have, etc.,

(Sd.)

*Secretary.*

\*Under declaration No. , dated the 19 , published at page , part , of the *Calcutta Gazette* of the 19 .

MEMO. No.

COPY forwarded to the Collector of for information, with reference to the correspondence ending with his letter No. dated

2. The final report is herewith returned.

*Personal Assistant,*

for *Commissioner of* *Division.*

*To be printed on red paper.*

Bengal Ex. No. 543z (44).

**Form No. 47.**

[See rule 194.]

**To**

THE SECRETARY TO THE

No. Dated

, the

19

The under mentioned return is blank:-

Number. 1	Subject. 2	Period. 3	District. 4

*Personal Assistant,  
for Commissioner of Division.*

Bengal Ex. No. 543z(45).

**Form No. 48.**  
[See rule 194.]  
BOARD OF REVENUE, BENGAL.  
MEMO. No. A.

To  
THE COMMISSIONER OF  
*Dated*

, *the* 19 .

ORIGINAL petition No. of  
forwarded to the Commissioner of the Division for report and  
submission of all English and vernacular papers\* of the case under rule 96, section I,  
Chapter IV, page 5 of the Practice and Procedure Manual, 1940, at least a week before  
the 19 , the date fixed for hearing.

The attention of the Commissioner is drawn to the requirements of the rule cited as to  
the mode of reporting on the allegations.

2. It will be the duty of the Collector to cause the accompanying duplicate notice to be  
served on the respondent at the cost of the appellant,-and to return the original notice  
direct to the Board's Office, with the respondent's signature and the date of receipt by  
him of the notice endorsed on its reverse at least a week before the date fixed for  
hearing. (*Vide* Rule 9 of the above section.)

3. The return of the petition is requested.

By order,  
*Secretary.*

\*Each nathi sent up should be paged and a fly-leaf annexed containing an index in  
English of the papers it contains. When a vernacular paper is referred to in the English  
report, the page of the nathi should be specified as well as the title of the paper in  
question.

MEMO. No.  
COMMISSIONER'S OFFICE.

*Dated* , *the* 19 .

COPY FORWARDED to the of with the request that the record  
of the case referred to may be submitted on or before the 19 .

2. The notice accompanying should be served on the respondent and service return  
submitted to the Board of Revenue direct.

*Personal Assistant,*  
*for Commissioner.*

App. C]  
Bengal Ex. No. 543z (46).

**Form No. 49.**  
[See rule 194.]

CASE NO. OF 19 -19.

COMMISSIONER'S COURT. *the*  
19 .  
*Bated* . ,

PRESENT

*Commissioner.*

Appeal from the order of the Collector of  
in the matter of the

Date  
Appellant.

*Versus*

Respondent.

For Appellant

*Pleader.*  
*Revenue Agent.*

For Respondent

*Pleader.*  
*Revenue Agent.*

DECISION.

Bengal Ex. No. 543z (47).

**Form No. 50.**  
[See rule 194.]

MEMO. No.  
COMMISSIONER'S OFFICE.

*The* 19

COPY with records forwarded to the Collector of for Information and guidance, with  
reference to his letter No. , dated

2. An acknowledgment of the receipt of the record is requested.

*Personal Assistant to Commissioner  
for Commissioner.*

MEMO, OF ACKNOWLEDGMENT

RECEIVED THE RECORD FORWARDED with Memo. No. - dated the 19 , from  
the Commissioner of

DATED

*The* 19

*Signature of Officer.  
Designation.*



Bengal Ex. No. 543z (48).

**Form No. 51.**

[See rule 194.]

No.

FROM

*Personal Assistant to the Commissioner of the Division,*

To

THE CONTROLLER OP STATIONERY,  
CALCUTTA.

*Dated* , *the* 19 ,

SIB,

I AM directed to forward herewith, duly countersigned, for favour of compliance an Indent in duplicate, for articles of stationery required for the use of the office of in the district of

I have the honour to be,  
SIR,  
Your most obedient servant,

*Personal Assistant to the Commissioner.*

Bengal Ex. No.,543z (49).

**Form No. 52.**

[See rule 194.]

No.

FROM

*Personal Assistant to the Commissioner of the Division,*

To

THE COLLECTOR OF

*Dated* , *the* 19 .

SIR,

WITH reference to your letter No. , dated the I have the honour to return herewith, duly signed by the Commissioner, the partition statement, engrossed on stamp paper, of Estate bearing Tauzi No.

• I have the honour to be,  
SIR,  
Your most obedient servant,

*Personal Assistant to the Commissioner.*

Bengal Ex. No. 543z (50).

**Form No. 53.**

[See rule 194.]

No.

GOVERNMENT OF BENGAL.

DEPARTMENT.

NOTIFICATION No.

*Dated* , *the* 19 .

By order of the Governor in Council,

(Sd.)

*Secretary to the Government of Bengal.*

*No.* *dated* 19 .

COPY of the foregoing Notification forwarded to the Commissioner of the Division for his information and for communication to the officer(s) referred to in the Notification.

(Sd.)

*Secretary to the Government of Bengal.*

DEPT.

MEMO. No.

COMMISSIONER'S OFFICE.

*Dated* , *the*

COPY forwarded to the Magistrate/Collector of for information and for communication to the officer concerned.

By order of the Commissioner,

*Personal Assistant to Commissioner.*

MEMO. No.

MAGISTRATE'S

COLLECTOR'S \_\_\_\_\_ OFFICE.

DEPUTY COMMISSIONER'S.

*Dated* , *the* 19 .

Copy forwarded to for information.

*Magistrate  
Collector  
Deputy Commissioner*

Bengal Ex. No. 543z (51).

**Form No. 54.**

[See rule 194]

MEMO. No.

COMMISSIONER'S OFFICE, DIVISION.  
LAND ACQUISITION DEPARTMENT.

Dated , the 19 .

Copy of Government Order No. , dated , and of the estimate of cost, together with the plans and schedules in original forwarded to the Collector/Deputy Commissioner of , with the request that he will be good enough to take the necessary steps in order to give effect to the orders of Government.

2. As soon as the land is made over to the Railway authorities, a certificate of possession in the prescribed form should be obtained from them and a copy thereof submitted to this office for transmission to Government.

3. An acknowledgment of the receipt -of the plans and schedules is requested.

4. The final result of the proceedings should be reported in due course.

*Personal Assistant,*

*for Commissioner of the Division.*

Notice fixing the date of hearing.  
To be printed on post-card size paper.

Bengal Ex. No. 543z (52).

**Form No. 55.**

[See rule 194.]

IN THE COURT OF THE COMMISSIONER OF THE DIVISION.

*Personal Assistant to the Commissioner.*

কাছারি কামিশনারী	ডিভিড্যান	১৯	১৯	১৯	১৯
নোটিশ বনাম					
মোকদ্দমা	নং				
	বনাম				
বেহেতু উপরোক্ত মোকদ্দমার বিচারের দিন আগামী তাং					
ধাৰী হইয়াছে, দ্বতএব অত্র নোটিশ দ্বারা	জেনাৰেল	সংবাদ দেওয়া যাইতেছে যে উক্ত তারিখে	তুমি	অত্র আদালতে	
উপস্থিত হইয়া মোকদ্দমার তদবিরাদি করিবে।	জেনাৰেল	ইতি সন ১৯	সাল তাং		

Bengal Ex. No. 543z (53).	<b>Form No. 56.</b> [See rule 194]	To be marked for takid.	
Map or plans.	19 .  OFFICE OF THE -  To THE	Department	
		Branch	
Spare copies :		Collection number	
Class of papers:		Number and year of file.	
Reply received: No. , date		Serial number in file.	
		Date of dispatch	
REMINDERS ISSUED- <i>1st No.        dated</i> <i>2nd No.        dated</i> <i>3rd No.        dated</i> ENCLOSURES—		<i>No.            dated</i>  SIR,	



Bengal Ex. No. 643z (66).  
**Form No. 59.**  
 [See rule 194.]

	19 .	Department	
Maps or plans:	COMMISSIONER'S OFFICE, DIVISION,	Branch	
Spare copies :		Collection number	
Class of papers :		Number and year of file.	
Reply received: No. date		Serial number in file.	
		Date of despatch	

**Enclosures—**

No.

*Dated* 19 .

\* Under declaration No. , dated the 19 , published at age , Part I of the *Calcutta Gazette* of the

SIR,  
 WITH reference to your letter No. , dated the 19 , I have the honour to confirm the proceedings taken\* for the acquisition of land required for 2. The final report is returned herewith.  
 I have the honour to be,

SIR,  
 Your most obedient servant,

*Commissioner.*

Bengal Ex. No. 543 z (57).	<b>Form No. 60.</b> [See rule 194.]	Diary of Register No.	
	19 .		
	OFFICE OF THE DISTRICT.	Department.	
Enclosures :		Branch	
Maps or plans :	From The COMMISSIONER of	Collection number	
Spare copies :		Number and year of file.	
Class of papers:	File-subject:-	Serial number in file	
Reply issued : No. , date		Number and date of orders issued.	

**No.**

To

THE COLLECTOR/  
DEPUTY COMMISSIONER OF

Dated , the 19 .

SIR,

WITH reference to your letter No. , dated the 19 ,

I have the honour to confirm the proceedings taken\* for the acquisition of land required  
for

2, The final report is returned herewith.

I have the honour to be,

SIB,

Your most obedient servant,

*Commissioner.*

Under declaration No. , dated the 19 ; published at page , Part I of  
the *Calcutta Gazette* of the

Bengal Ex. No. 543z (58).

**Form No. 61.**  
[See rule 194.]

	{ 19 -19 . }  COMMISSIONER'S OFFICE, DIVISION	To be marked for takid.	
Maps or plans:		Department	
Spare copies :		Branch	
		Collection number	
Class of papers:		Number and year of file.	
		Serial number in file.	
Reply received :			
No, , date		Date of despatch	

REMINDERS ISSUED—

*1st No.* , dated

*2nd No.* , dated

*3rd No.* , dated

ENCLOSURE—

LETTER NO. , dated the

from

*MEMORANDUM No.*

*Dated the 19 .*



Bengal Ex. No. 546.

**Form No. 62.**  
[See rule 194.]  
No. .

FROM  
To *Commissioner of*  
Dated , the 19

SIR,  
AT the instance of the Collector /Deputy Commissioner of , I have the honour to forward herewith a draft declaration and an estimate of cost, duly counter-signed by me, amounting to Rs. together with for the acquisition of land required by for  
If you decide to proceed with the acquisition, I request that you will be good enough to take the necessary steps to get the declaration published by Government.

I have the honour to be,  
SIR,  
Your most obedient servant,  
*Commissioner.*

Bengal Ex. No.543B (59).	<b>Form NO. 63.</b> [See rule 194.]  { 19 . }	Diary or register number.	
Enclosures	OFFICE OF THE	Department	
Maps or plans	DISTRICT.	Branch	
Spare copies:	FROM THE COMMISSIONER OF DIVISION;	Collection number	
Class of paper	FILE-SUBJECT :—	Number and year of file.	
Reply issued : No. , date		Serial number in file	
		Number and date of orders issued.	

Bengal Ex. No. 543 B(60).	<p><b>Form No. 64.</b> [See rule 194.]</p> <p>{ 19 . }</p> <p>OFFICE OF THE DISTRICT.</p>	Daily of register number.	
Enclosures :		Department	
Maps or plans	FROM THE COMMISSIONER OF	Branch	
Spare copies :		Collection number	
	FILE-SUBJECT :—	Number of file	
Class of papers		Serial number in file.	
Reply issued: No. , date		Number and date of orders issued.	

No.

COMMISSIONER'S RESOLUTION *on*

*Return No.* for the

Ending.

Table.	Heading.	Column.	Paragraph of Explanation sheet.

Bengal Ex. No. 543z (60) (a).

Form NO. 64 (a).

[See rule 194.]

GOVERNMENT OF BENGAL

REVENUE DEPARTMENT.

*Land Acquisition Branch.*

No.

FROM

*Assistant Secretary to the Government of Bengal,*

To the Commissioner of

Division.

*Calcutta / Darjeeling, the 19 .*

SIR,

With reference to the order of this Government in the Department, No. \_\_\_\_\_ dated the \_\_\_\_\_ 19 \_\_\_\_\_, to your address and declaration No. \_\_\_\_\_\*, dated the \_\_\_\_\_ 19 \_\_\_\_\_, published at page \_\_\_\_\_, Part I of the *Calcutta Gazette* of the \_\_\_\_\_ " idem, in request of the land required for/by the \_\_\_\_\_ I am directed to request that you will be so good as to issue instructions to the Collector / Deputy Commissioner of \_\_\_\_\_ to take order for the acquisition of the land. When acquired, the land should be made over to the \_\_\_\_\_

2. As the land is urgently required, the Collector/Deputy Commissioner of \_\_\_\_\_ is authorised, under section 17 (I) of the Land Acquisition Act, I of 1894, to take possession of such portions of it as are waste or arable.

3. A copy of order No. \_\_\_\_\_, dated the \_\_\_\_\_ 19 \_\_\_\_\_, from this Government in the \_\_\_\_\_ sanctioning the estimate of the cost of the land, amounting to Rs. \_\_\_\_\_ (rupees \_\_\_\_\_), together with a copy of the estimate and the plans and schedules, in original, is forwarded herewith.

4. I am also to request that the final result of the acquisition proceedings may be reported in due course.

5. I am also to request that, as soon, as the land is made over to the railway authorities, a certificate of possession may be obtained from them and a copy thereof submitted to Government in this department and that a copy of the Engineer's plans, with the necessary certificate of acquisition, may be forwarded direct to the \_\_\_\_\_ together with a memorandum showing the cost of acquisition, the date of transfer and the remission of revenue, if any.

6. An acknowledgment of the receipt of the plans and schedules sent, herewith, is requested.

I have the honour to be,

SIR,

Your most obedient servant,

*Assistant Secretary to the Government of Bengal.*

\*Six spare copies enclosed herewith.

To be printed on slip of paper.

Bengal Ex. No. 543z (61).

**Form No. B5.**  
PAPER UNDER DISPOSAL.

DIVISION.  
DISTRICT.  
19 .

The

Sir,

I have the honour by order to draw your attention to this office No. ,dated  
the 19 , regarding  
I and to request that you will be good enough to

I have, &c.,  
for *Commissioner / Collector.*

**O.H.M.S**



Bengal Ex. No. 543z (63).

**Form No. 67.**

[See rules 194 and 195 (6).]

*(Form of letter to accompany records.)*

No.

FROM

To

*Dated* , *the* 19 .

SIR,

I have the honour to herewith by parcel post the original record of the case  
noted on the margin, your No. , dated the 19 .

I have the honour to be,  
SIR,

Your most obedient servant,

[See rule 195 (d)]  
*(Memorandum of acknowledgment.)*

RECEIVED the record forwarded with letter No. , dated the  
19 , from the of  
*Signature and designation of Receiving Officer.*

*Dated* , *the* 19 .

**APPENDIX D.**  
**CLASSIFIED LIST OF VERNACULAR RECORDS.**  
**Class A.**

*(To be stamped with the letter A.)*

**To be kept permanently.**

I.—The cases or proceedings enumerated below:—

(1) All petitions, excepting those for sales under Regulation VIII of 1819, which are struck off on payment of the zamindar's demand, and also excepting those which have no bearing on the decision of the case, such as petitions for adjournment, etc., which should be placed under Class C.

(2) Plaints and pleadings.

(3) All lists of exhibits; and all receipts for returned exhibits.

(4) All measurement, allotment, or assessment papers.

(5) All maps.

(6) The autographic abstract of the evidence.

(7) The final judgment, and decision or order.

(8) The combined title-page and fly-leaf in which A papers are referred to.

(9) The papers in the following cases and proceedings, or in appeals connected therewith, excepting those which are struck off in default, which are to be preserved for two years only: —

(a) Settlements.

(b) All proceedings (*excepting Notices of deposit*) under the Rent Laws except Act X of 1859 and Bengal Tenancy Act, VIII of 1885, amended up to date.

(c) Applications for Separate Accounts and Common Registry, excepting those applications which are rejected, which last are to be preserved for two years—to make Deposits—or for Special Registry under the Sale Laws. Separate accounts cases, when batwara has taken place or the parent estate has been sold, need no longer be retained.

(d) Government suits.

(e) Resumption.

(f) Sales of all kinds with the exception of sales for arrears of revenue, i.e., sales under Act XI of 1859.

(g) Claims to compensation for lands taken up for public purpose.

(h) The security bonds should be retained permanently, or until it is certain that there is no necessity for keeping them any longer.

(10) Orders regarding opening of separate accounts in respect of Patni Taluks under section 6A of the Bengal Patni Taluks Regulation (Regulation VIII of 1819).

II.—Records in certificate cases—

(a) Cases connected with *recovery* of land revenue and fines from proprietors and farmers or the recovery of rent in Government and Wards' Estates in which an objection with respect to the title of Government or the landlord, as the case may be, has been preferred and *decided*, or in respect to which a civil suit contesting such title has been instituted and *decided*.—*To be kept for 25 years.*

(b) Other cases in which an objection has been preferred and *decided* or in respect to which a civil suit instituted and *decided*.—*To be kept for 12 years.*

(c) All cases when they relate to the sale of immovable property.—*To be kept for 12 years.*

And when they do not relate to such sale.—*To be kept for 2 years.*

<sup>7</sup>III—Cases under Act X of 1859—

*Part I.*—Original suits and cases.

*Part II.*—Execution cases and appeals.

**PART I.**

1. The records of Part I cases fall into two classes—

*Class I.*—(a). Suits between landlord and tenant to determine the rate of rent of which *patta* and *kabujjyats* are to be granted or in which a question of the right to enhance or vary the rent of a tenant or any question relating to a title to land or to some interest in land as between parties having conflicting claims thereto is to issue.

(b) Cases under section 2 to 12.

*Class II.*—Suits and cases other than those falling under class I (a) or (b).

2. Every record, under class I shall consist of three files to be styled and marked, respectively, File A, File B and File C, and every record under class II of two files to be styled and marked, respectively, File B and File C.

3. File C shall contain—

(1) List of contents-

(2) All summonses, processes, and returns thereto, lists of witnesses, petitions relating to the attendance of witnesses or adjournments, rubakaris calling for or sending papers or records and affidavits relating to matters in this rule mentioned.

---

<sup>7</sup> The onus of classification into classes of cases rests with the trying Court. It would save a considerable amount of time and ensure better classification, if the trying Deputy Collector marks the case on his order sheet when he disposes of it.

(3) Rent suits dismissed for default of appearance of plaintiff under section 54 or 55 of Act X of 1859—

File C shall be destroyed at the end of two<sup>8</sup> years.

*Exception*-.—When a case has been decided *ex parte*, all the papers of the C file of the case will be treated as B class and will be destroyed after 12 years from the date of the decree.

4. File B shall contain—

(a) In cases falling under class II— (1)" List of contents.

(2) *All* papers other than those specified in rule 3 above.

(b) In cases falling under class I—

(1) List of contents.

(2) All the evidence, oral and documentary, on which the subject-matter of the suit or case is decided.

(3) List of documents admitted in evidence.

(4) All petitions and papers, including those relating to proceedings incidental to the suit *not specified as included in Files A and C*. B Files shall be destroyed after 12 years, 5. File A shall contain— (a) Talfle of contents. (b) The plaint or application together with any schedule annexed thereto.

(c) The written statement of the defendant or the counter-petition.

(d) Memorandum of the issues.

(e) Award of arbitrators or petitions of compromise, if given effect to in the decree; also the return or report and the map and field book (if any) of a Commissioner in matters relating to immoveable property if referred to or given effect to in the decree, but not any portion of the evidence taken by such Commissioner; also in the case of minors or lunatics, any order of the Court sanctioning a compromise as beneficial to the minor or lunatic. (f) The order (if any) for administration or for partition, or for accounts! or enquiry, with the directions given and the judgment upon which such order is founded.

(g) The judgment.

(h) The final decree, (i) The order sheet. (j) The copy of the judgment and decree of the Appellate Court or Courts (if any). A files shall be preserved permanently.

## PART II.

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<sup>8</sup> The High Court rule three years.

6. The records of Part II cases are to be classified and preserved as follows: — (a) Proceedings on an application to execute a decree.

[NOTE.—Under the law all such proceedings are proceedings in the suit and they must be entitled as such; but for the purpose of the arrangement and ultimate disposal of the record each application for execution shall be treated as a separate case the record of which shall include the papers on all matters connected with the execution from the date on which the application was presented until it is finally disposed of excepting only proceedings under order 21, rule 99, 1st Schedule of the Civil Procedure Code (Act V of 1908), which are suits and come under Part I, class I (a) and (b).]

(1) Every record under paragraph 6 (a) shall except in the cases specified in the following rule, consist of one file, to be styled and marked file B, which shall contain all the papers relating to the case.

(2) If the application is to execute a decree in a suit included in Part I, class I (a) and (b), and a question is determined as to the construction of the decree, or its effect as regards all or any of the parties thereto, or if possession is given of immoveable property in pursuance of the decree, the record shall, as soon as the application is finally disposed of, be divided into two files to be styled and marked respectively— File A and File B.

In that case, File A shall contain—

(a) Table of contents.

(b) The application for execution.

When a question as to the construction, effect or scope of the decree is, raised and determined.

When possession of immoveable property is given in pursuance of the decree.

- (c) *The order sheet.*
- (d) The petition raising any question as to the construction or effect of the decree and any counter petition.
- (e) The judgment of the Court on such question.
- (f) The copy of the judgment of the Appellate Court or Courts (if any).
- (g) The Nazir's return of delivery of possession.

File B shall contain all other papers.

(3) The record of the Appellate Court shall be arranged in the same way as that of the Court of Original Jurisdiction except that there shall be no C File, the papers which would belong to the C File being attached to the B File.



(4) The files shall be marked A, B or C, as in the Court of first instance, according to the nature of the suit or case.

IV.—(i) In all cases where an application for mutation is unsuccessful the records may be treated as "C" class papers.

(ii) Where an application for mutation is successful: —

(a) in temporarily-settled estates the records may be preserved till resettlement or for 12 years if the term of settlement expires earlier; and

(b) in the case of permanently-settled estates or revenue-free properties in both contested and uncontested cases the records may be preserved for 15 years.

V.—The following miscellaneous papers:—

(a) Reports of the destruction of records, and list of papers destroyed.—*To be preserved permanently.*

(b) Assessment papers relating to a permanent settlement and the principal assessment papers as enumerated below relating to temporary settlements.—*To be preserved permanently.*

(i) Final, confirmation reports of successive regular settlements.

(ii) Confirmation orders only in eases where proposals in final confirmation reports have been modified.

(iii) Leases or kabuliats of regular settlements.

(iv) Any order of Government, Board of Revenue or Director of Land Records and Surveys dealing with a matter of special interest.

(c) Kabuliats executed by proprietors in favour of Government whether at Decennial or after Permanent Settlement or at any subsequent *Mudami* Settlement.—*To be preserved permanently.*

Those which are showing signs of decay should be copied and both original and copy *should be preserved.*

Kabuliats, properly called forms of agreement, executed by the proprietors or settlement-holders in temporarily-settled private estates.—*To be preserved permanently.*

Kabuliats executed by Izaradars for a term of years before the permanent settlement.—*Need not be kept.*

Kabuliats, executed by Izaradars of fishery mahals for a term of years even if the period of the lease be over.—*Are to be preserved permanently.*

Kabuliats, properly called leases, executed for a term of years in respect of Town Khas Mahals, dealt with in Chapter VI of the Crown Estates Manual, 1932.—*Only the last and current leases are to be preserved.*

All Kabuliats in Wards Estates.—*Are to be preserved permanently.*

(d) Powers of attorney executed before 1st of January 1865.—*Are to be preserved permanently.*

Those executed and registered since 1st of January 1865.—*Are to be preserved for as long a period as the records with which kept.*

The file of copies of Power of attorney maintained in the Collectorate under rule 212, page 38 of the Bengal Practice and Procedure Manual, 1940.—*Are to be preserved permanently.*

(c) *Vakalatnamas* and *Muktarnamas*.—*Are to be preserved for as long a period as the records with which kept.*

VI.—Of Survey Records\* lodged in Collector's offices, the following should be carefully preserved: —

- (1) Professional survey volumes.
- (2) Maps of all kinds prepared by Superintendents of Survey or Revenue Surveyors, • with the measurement papers and field-books appertaining thereto.
- (3) Mauzawar and Mahalwar registers, English and vernacular.
2. Records connected with boundary disputes and excess or untraceable mahals should be treated similarly to the records of Act X suits, etc., etc., according to the rules laid down above.
3. Records of all other cases of a miscellaneous nature should be treated as papers under class C.

VII.—Records of cases under the Bengal Tenancy Act, VIII of 1885: —

- |    |   |   |
|----|---|---|
| 1. | Section 12—Notices of transfer of tenures.                                | As "B" papers.  |
| 2. | Sections 13 and 15—Notices of transfer of tenures.                        | As "B" papers.  |
| 3. | Section 18 (1)(a).—Notices of transfer of tenures.                        | Six years (vide Rule 166D).   |
| 4. | Sections 26C, 26E and 26H.—Notices of transfer of occupancy holding, etc. | Six years (vide Rule 166D).   |
| 5. | Section 40.—Rent commutation  | Should be kept for 12 years (i.e., classed as "B") or until next settlement under Chapter X of the Bengal Tenancy Act whichever period be longer. |

- |    |  |  |
|----|--|--|
| 6. | Section 48H.—Notices of lease to an under raiyat.      | Six years (vide Rule 166D).  |
| 7. | Sections 69 and 70—Appraisalment or division of crops. | Should be kept for 12 years ( <i>i.e.</i> , class as "B" or until next settlement under; Chapter X of the Bengal Tenancy Act whichever period be longer. |
| 8. | Section 80—Registration of landlord's improvement.     | As "A" papers.   |
- NOTE.—Settlement records will be dealt with as laid down in Part II, chapter: XIX of the Survey and Settlement Manual I, 1917.
- |     |   |   |
|-----|---|---|
| 9.  | Sections 81(6), 78(a) and (6).—<br>Application for recording evidence of improvements and of right to make improvement. | As "A" papers.  |
| 10. | Section 87—Abandonment of holdings.   | Should be kept for 12 years ( <i>i.e.</i> , classed as "B") or until next settlement under , Chapter X of the Bengal Tenancy Act, whichever period be longer. |
| 11. | Sections 101(0)(a) and 103—<br>Record-of-rights.  | Should be kept for 6 years.   |
| 12. | Section 118—Determination of proprietor's private land.   | As "A" papers.  |
| 13. | Section 167.—Annulment of incumbrances.   | As "B" papers to be preserved for 12 5'ears.  |
| 14. | Section 58—Proceedings against <i>maliks</i> for not granting <i>pucea</i> receipts. Rejected applications              | As "B" papers.  |
| 15. | Rejected applications   | As "C" papers.  |

VIII.—The following records appertaining to the Cess Department: -

*Correspondence.*

1. General powers-of-attorney.
2. All documents filed with their lists and acknowledgments for their return.
3. Final orders in cases of objection.

IX.—The following papers prepared in Partition 'cases: -

1. Combined fly-leaf and title page (*vide* rule 128).
2. Order sheets containing important orders.
3. Joint applications under section 14(a) and (b).
4. Applications for Partition under sections 17 and 30.

5. Objections against applications successful under section 22.
6. Proceedings under sections 29 and 30.
7. Khatians, khewats (if any), final maps, plot index (if any), abstracts and dauls prepared or adopted under Chapter VI of the Act.
8. Petitions under section 51(1) and papers, approved by Collector under section 55.
9. Papers of Partition under section 57.
10. Orders of Collector under section 58.
11. Application for redemption of rent under section 67.
12. Proceedings for drawing lots under sections 72-75.
13. Proceedings for allotment of common lands under sections 84 and 86.
14. Objections with relevant papers and Collector's order under section 88
15. Orders of amendment by Commissioner under section 90.
16. Commissioner's order confirming partition under sections 90 and 91.
17. Partition deed (*vide* instruction 42, Butwara Manual, 1938).
18. Report of delivery of possession under section 94.
19. Separate engagements for payment of revenue, section 94.
20. Report of erection of boundary marks under section 96.
21. All petitions of appeal and orders thereon.

X.—The following paper appertaining to Excise and Salt Department—

*Form No. 221.*—General bond for import, export and transport of excisable articles without payment of duty.

*Class B.*

*(To be stamped- with the letter B.)*

To be kept in the Record-room for 12 years and then destroyed.

(No documents described in rules 227 to 229 shall be placed in this class,)

I.—Out of papers enumerated under head I, Class A, the following cases:-

- (a) Notices of and applications for deposit under the Rent Laws.
- (b) Execution of Government decrees.
- (c) Recovery of stamps in pauper suits.
- (d) Applications for waste lands.
- (e) Claims to money in deposit.
- (f) Combined title-page and fly-leaves in which B papers are referred to.

- (g) Uncontested separate account case records.
- (h) Summary settlements more than 6 years old except the last.

II.—The following applications:-

- (a) From khas mahal tenants, for lands, if the applications have been granted.
- (6) For payment of malikana.
- (c) For a certificate to obtain malikana, which certificate has been struck off.

III.—The following records appertaining to the Cess Department: —

(a) *Returns and Reports.*

- 1<sup>9</sup>. Cess returns received from zamindars, tenure-holders and rent-free landholders.
- 2<sup>10</sup>. Returns of serving officers.
- 3<sup>10</sup>. Valuation statements.

(b) *Correspondence.*

- 1. All petitions of objection.
- 2. Deposition of witnesses.
- 3. Important kaifiyats from parites reconciling discrepancies.
- 4. Special powers-of-attorney.
- <sup>10</sup>5. Acknowledgment receipts of registered covers issued under clause 2 of section 96.

NOTE:—The education cess records though stamped as "B" class papers will not be preserved for more than six years excluding the year of disposal (Rule 166F).

IV.—The following papers appertaining to the Excise and Salt Department: —

Inspection Reports of: —

Excise Office.

Distillery.

Liquor Warehouse.

*ganga*

-----gola.

*bhang.*

Bonded Laboratory.

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<sup>9</sup> Papers to be destroyed after effect is given to the next revaluation, but in district in which a record-of-rights has not been prepared, to be preserved until the preparation of such record is made.

<sup>10</sup> Papers to be destroyed after the next revaluation, is given effect to.

Stamped receipts given by liquor contractors for 'cost price of liquor paid to them.

NOTE.—The following papers appertaining to the Excise and Salt Department are *to be pre served for 6 years:-*

25. Grant of exclusive privilege of manufacture and of supply by wholesale of country spirit.

26. License for the sale by wholesale of country spirit.

V.—Records contested of mutation cases relating to names of tenants in Government estates should be kept together arranged chronologically in yearly bundles, and<sup>1</sup> "should, subject to the destruction of C papers, be preserved for 12 years from the date of decision.

VI.—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 V (1) of the Act, such reference has been finally adjudicated.

VII.—The impounded documents, forwarded to the Collector under section 38 {0y 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.

"VIII. — '*Kharcha hisqbs*' of the estates, property of individuals under khas tashil."

### **Class C.**

*(To be stamped with the letter C.)*

To be kept in the record-room for two full years and then destroyed.

(No document described in rules 227 to 229 shall be placed in this class.)

All papers of every description not enumerated above—whether returns, cases or parts of cases, or miscellaneous—are to be kept for two full years in the record-room and then destroyed, the papers relating to an enquiry under section IDA of the Court' Fees Act, 1870, in cases where the enquiry is not finished until *after* the issue of probates or letters of administration, being destroyed after 25 years:-

I.—Combined title-page and fly-leaves in which C papers only are referred to.

II.—Applications for exemption of estates from the sale for arrears of revenue whether refused or granted.

III.—Papers in the following cases:-

(a) All security cases of clerical officers who are dead and no longer in service provided no claim is outstanding.

(b) Rejected applications from khas mahal tenants for lands.

(c) Records of uncontested mutation cases in Government Estates.

(d) Cases started on application for refund of surplus sale-proceeds both in pati and revenue sales if the orders on the applications are noted in the records of the sale cases.

IV.—The following records appertaining to the Cess Department :-(a) Miscellaneous applications and papers.

V.—The following papers appertaining to the Excise and Salt Department:—

1. General conditions applicable to vend licenses under the Excise and Opium Laws.

1A. Conditions fixed by the Commissioner of Police, Calcutta, and included in the license granted for a hotel.

1B. Conditions fixed by the Commissioner of Police, Calcutta, and included in the license granted for a restaurant.

1C. Conditions fixed by the Commissioner of Police, Calcutta, and included in the license granted for a bar.

1D. Conditions fixed by the Commissioner of Police, Calcutta, and included in the license granted for shops for the wholesale or retail sale of foreign liquor or the retail sale of country spirit, tari, etc.

1E. Conditions fixed, by the Commissioner of Police, Calcutta, and included in the license granted for the sale of *gaiija*, *bhong* or *charas*.

1F. Conditions fixed by the Commissioner of Police, Calcutta, for shops licensed to sell opium.

2. License for the wholesale vend of foreign liquor (other than denatured spirit).

3. License for the compounding and blending of foreign liquor.

4. License for the bottling of potable foreign liquor.

5. License to work a brewery.

6. License for the retail vend of foreign liquor for consumption off the premises.

7. License for the retail vend of foreign liquor for consumption on the premises (except hotels, restaurants, bars, canteens, dak bungalows, railway refreshment rooms, steamers and dining cars).

8. License for the sale of foreign liquors to passengers and others on board steamers and other vessels.

9. License for the retail vend of foreign liquor in a railway refreshment room for consumption on the premises.
10. License for the retail sale of foreign liquor to passengers only *in* a dining car attached to railway train.
11. License for the retail vend of foreign liquor in a dak bungalow for consumption on the premises.
12. License for the retail vend of foreign liquor at a military canteen established under the canteen tenant system.
13. License for the retail vend of foreign liquor in a hotel to be consumed on the premises.
14. License for the retail vend of foreign liquor in a restaurant to be consumed on the premises.
15. Bar license (tenable by the holder of a hotel or restaurant license).
16. Bar license for theatres or other places of public resort and entertainment.
17. Late-closing license (*or* hotels or restaurants and bars attached to such hotels and restaurants).
18. License granted to auctioneers for the sale of foreign liquor.
19. License for the sale of medicated wines by druggists and chemists,
20. License for the retail vend of rectified spirit by chemists and druggists.
21. License for the manufacture of perfumes and toilet preparations consisting of or containing alcohol.
22. License for the wholesale vend of denatured spirits.
23. License for the retail vend of ordinary denatured spirits.
24. License for the possession of ordinary denatured spirits for business purposes in excess of the quantity fixed as the limit for private possession.
27. License to manufacture plain spirits in a distillery issued to the grantee of an exclusive privilege of supply of country spirit.
28. License to manufacture plain spirits in a distillery (not to be issued to a contract distiller).
29. License for the retail vend of country spirit.
30. License for the manufacture and wholesale supply of *tari*.
31. License for the retail vend of fermented *tari*.
32. License for the retail vend of unfermented *tari*.
33. Permit for the possession of *tari* for use in the manufacture of bread.



34. License for the manufacture and retail vend of *pachwai*.
35. License for home-brewing *pachwai* for domestic consumption.
36. License for home-brewing of *pachwai* for private consumption on a special occasion in the Duars portion of the district of Jalpaiguri or in the district of Darjeeling.
37. License for the wholesale vend of *ganja*, *bhang* stored in a licensed warehouse.
38. License for the retail vend of *ganja*.
39. License for the retail vend of *bhang*.
40. License for the possession of duty-paid *bhang* for *bona fide* medicinal purposes and for the manufacture there from and sale of *bona fide* medicinal preparations of *bhang* by chemists and druggists.
41. License for the wholesale vend of *char as*.
42. License for the retail vend of *charas*.
43. License for the sale of cocaine by druggists and chemists.
44. Pellet for the possession and use of cocaine by qualified medical practitioners or qualified dentists.
45. Permit for the possession and of use of cocaine by managers of hospitals and charitable dispensaries not under Government supervision.
46. License for the retail sale of opium.
54. Permit to a chemist or druggist to obtain rectified spirit from a distillery or warehouse for the manufacture of drugs, medicines or chemicals.
55. Permit to a chemist or druggist licensed to sell rectified spirits by retail for medicinal, industrial or scientific purposes to obtain rectified spirits from a distillery or warehouse.
56. Permit to a person authorized to obtain spirit duty-free or at a reduced rate of duty to transport the same from a distillery or warehouse to his premises.
- 56A. Permit to a distiller or license of a warehouse to transport spirit under bond to the premises of a person who has been authorized to obtain the same duty-free or at a reduced rate of duty.
57. Permit for the possession of country spirit, *tari* or *pachwai* in excess of the retail limit and purchased from a licensed shop.
58. General permit for the transport of *ganja* or *bhang* from a warehouse in another district to a retail shop.
- 58A. Special permit for the transport of *ganja* or *bhang* from a warehouse in another district to a retail shop.

59. General permit for the transport of duty-paid *bhang* from a retail shop in - another district.
- 59A. Special permit for the transport of duty-paid *bhang* from a retail shop in another district.
60. Permit for the importation of *charas*.
61. General permit for the transport of duty-pail *charas* from a wholesale shop to *in* another district.
- 61A. Special permit for the transport of duty-paid *charas* from a wholesale shop in another district.
62. Permit for the possession of confiscated articles.
63. Permit to obtain cocaine, opium, etc., from outside British India.
64. Permit for the purchase of cocaine.
68. Pass for export/transport of spirit under bond or duty-free.
69. *Tari* carrier's pass.
70. Pass for the export/transport of non-dutiable excisable articles (or on which full duty has been paid) from a *distillery* warehouse licensed premises.
71. Pass for the import/transport of *ganja/ bhang* under bond.
84. Lock-ticket registers (large).
85. Lock-ticket register (small).
86. Diary of distillery officers.
87. Daily return of tests of wash.
88. Bill for overtime work.
94. Statement showing the result of inspection of stock of *ganja/ bhang*.
97. Application for license to cultivate ganja.
99. *Ganja* cultivator's license.
103. Pass for transport of *ganja* from chatar to the public *gola*.
105. *Ganja* ticket form.
106. *Ganja* pass book.
108. *Ganja* broker's license.
112. Statement of purchases of *ganja*, as per accounts filed by the wholesale dealers or brokers. (Delivery order.)
122. Weekly return of check and measurements done by assistant supervisors.
123. Chatar weighment report.
124. Statement showing the work done by chatar officers.

125. Abstract statement showing *ganja* exported from Naugaon.
126. Certificate of monthly verification of stock of *ganja* in the public *golas*.
127. Report for sanction of destruction of useless *ganja*.
- 128.. Refinery license form A.
129. Refinery license form B.
132. Daily report.
134. Pass for the removal of salt from the. saltpetre refinery on payment of duty.
135. Quantities of saltpetre salt excised in the refineries of Bengal.
136. List of Government articles, books, etc.
137. Voucher form.
140. Advice of despatch of samples.
141. Label showing particular samplea.
146. Tour programme.
147. Diary of Excise and Salt officers.
148. Diary of Excise and Salt petty officers. 150. Shop inspection report.
- 150A. Partial shop inspection report.
154. Warrant of arrest.
155. Search warrant under Excise. Act.
156. Search warrant under Opium Act.
157. List of articles found on search.
158. Bail bond.
159. Requisition to police to receive persons and articles seized.
160. Summons to witnesses.
161. Preliminary report of arrest, seizure or search.
- 161 A. Report to Magistrate under the Excise/Opium/Salt Act.
163. Statement of work done,
164. Quarterly return of inspections.
165. Indent for uniforms for the inferior establishment.
168. List of licenses to be granted.
169. Detailed list of licenses proposed for settlement.
- 169A. Statement of reserved fees proposed for shops to be settled by auction.
170. Abstract list of licenses.
171. *Parwana* to a village headman to collect fees for the home-brewing of *pachwai*.
173. Promissory note.

- 174. Receipt for license fees for Excise shops.
- 175. Statement showing the progress in the settlement of Excise licenses.
- 176. Detailed statements showing the result of settlement of Excise licenses.
- 177. Statement showing the result of settlement of Excise licenses.
- 180. Statement showing the non-payment of license fees.
- 181. Distress warrant.
- 185. Application for the remission of irrecoverable Excise revenue.
- 188. Indent for opium to be submitted by districts.
- 189. Consolidated indent for Excise opium required for the province for the financial year.
- 194. Application for reward.
- 195. Reward statement in salt cases.
- 197. Reward Acquaintance Roll.
- 198. Receipt for rewards.
- 202. Monthly statement of comparative consumption of country spirit, *ganja* and opium.
- 203. Monthly statement of confiscated cocaine,
- 204. Quarterly statement showing retail prices of salt.
- 205. Quarterly return of Excise revenue.
- 207. Yearly return of charges in the Excise and Salt Department.
- 208. Yearly return of import, export and consumption, of *ganja* and *bhang*.
- 209. Statement showing allotments, expenditure, saving on account of non pre inicialized contingencies.
- 212. Receipts for *Abkari* opium supplied from the Ghazipur factory.
- 213. Receipt for *Abkari* opium supplied from sources other than the Ghazipur factory.
- 214. Daily stock account of opium in the Treasury.
- 215. Daily quantity of opium passed out from the Treasury.
- 222. Special bond for import, export and transport of excisable articles without payment of duty.
- 223. Special bond for export of *ganja* from Naugaon to United Provinces.
- Sale notification.
- Stamped receipts given by liquor contractors for cost price of liquor paid to them.

VI.—The following papers prepared in Partition cases—

- (1) Copies of rent-rolls and specification of measurement papers under section 19.
- (2) Objections rejected under section 22.
- (3) All notifications and notices unless otherwise classed in this list.
- (4) Report of record-keeper under instruction 2.
- (5) Estimate of cost under section 37.
- (6) Khasra, miscellaneous classification papers, routine notes, thak comparison, traces and statements, proceedings prepared under Chapter VI of the Act, and the accounts records (*vide* Instruction 55).
- (7) Miscellaneous partition proceedings.

[Vakalatnamas and agent names will be retained according to the class of paper with which they are filed.]

*Note— Final Electoral Rolls should be preserved for 3 years or until the final publication of the next electoral roll of the constituency to which it pertains.-*

**"Debt Settlement Board Case Records.**

*Class A. (Rule 173A.)*

To be preserved for 21 years.

- (1) Table of contents.
- (2) Order sheets of all cases, whether ending in an award, dismissal certificate under section 21 or a certificate of discharge under section 22(5).
- (3) All applications under section 8 together with schedules prescribed under section 11.
- (4) All statements of claims and debts called for under section 13(1).
- (5) All orders under section 13(2).
- (6) All certificates under section 21.
- (7) All certificates under section 22(5).
- (8) All awards under section 25.
- (9) All summaries of the evidence recorded under rule 12. '
- (10) Case Register and Disposal Register (to be kept in Board's office).
- (11) Copies of all orders, decisions and directions by Appellate officers on appeal or revision.
- (12) Agent names or other written authorizations given under rules 92-98 of the Bengal Agricultural Debtors Rules, 1936.
- (13) All records containing orders under section 28(2)".-

*Class C.* To be preserved for one complete calendar year. All papers other than those included in the list above."

**Records of cases under the Bengal Money Lenders Act or Rules, 1940.**

**(Rule 173B.)**

*Class A.*

To be preserved for 21 years.

- (1) Table of contents.
- (2) All circulars from Government and the Provincial Registrar of Money-lenders, Bengal.
- (3) All letters communicating amendments of the Act and Rules and general instructions.
- (4) Forms VI to VIII referred to in rule 18.
- (5) Register of Money-lenders in Form I.
- (6) Inspection Book referred to in rule 29.

*Class B.* To be preserved for 5 years.

- (1) Register of fees in Form XXII.
- (2) Register of miscellaneous applications in Form XXIII.
- (3) All order sheets of cases dealing with applications for licenses under sections 12 and 16 and cancellation of licences under section 17.
- (4) Applications for money-lending licences under section 11.
- (5) Affidavits referred to in rule 9.
- (6) Records of enquiry under rule 10.
- (7) Orders issued under rule 14.
- (8) Papers regarding establishment required for the administration of the Bengal Money-lenders Act, 1940.
- (9) Papers connected with the stationery, furniture, accounts and budget.
- (10) Lists of papers destroyed.
- (11) Register of appeals referred to in rule 14(4).
- (12) Case Register of applications for licences and cancellation of licences referred to in rule 31.

*Class C.* To be preserved for 3 years.

- (1) Records connected with the grant of duplicate licences under rule 11.
- (2) Orders issued under section 23.
- (3) All Reports and Returns.

- (4) Papers, connected with the examination of persons on oath under section 18.
- (5) All pother papers connected with the grant or cancellation of license except those classified under "B" above.
- (6) All other correspondence of minor importance.

**APPENDIX E.**  
**Classification, preservation and destruction of registers.**  
 [Vide Rule 115.]

Serial No. 1	Number of Register. 2	Name of Register. 3	Period for which to be retained. 4	Authority prescribing. 5
<b>ACCOUNTS BRANCH.</b> <i>(Treasury Records.)</i>				
1	A.-G. B. 108	Register of revenue deposit receipts ...	Permanent	Civil Account Code, Article 351.
2	171	Register of powers-of-attorney	Ditto	Civil Account Code, Article 215.
3	175	Register of transfers of Government Promissory notes.	Ditto	Accountant-General, Bengal.
4	176	Register of stock certificates	Ditto	Civil Account Code, Article 235.
5	162	Treasurer's cash-book	6 years	Civil Account Code. Article 306.
6	184	Treasurer's daily balance sheet	6 „	Civil Account Code, Article 323 W.
7	6 & 203	Extract register of deposit receipts from subdivisions.	6 „	Accountant-General, Bengal.
8	245	Register of orders for payments of bills on sub-treasuries.	6 „	Ditto.
9	246	Register of cheques issued in lieu of cash on sub-treasuries.	6 „	Civil Account Code, Article 363.
10.	M. A. Form 345.	Check register of native military pensioners.	9 „	Paragraph 387 of the Treasury Manual.
11	15	Register of stamp sales	6 „	Accountant-General, Bengal.
12	93	Register of stamp sales and store-book of opium.	12 „	Paragraph 344 of the Bengal Treasury Manual.
13	A.-G. B. 109	Personal ledger account of deposits ...	12 „	Civil Account Code, Article 356.
14	110	Register of bills issued	12 „	

	(a)	Subsidiary register of payments	12	„	Civil Account Code, Article 371.
16	144	Register of repayment of deposits	12	„	Civil Account Code, Article 317.
16A	152	Register of payment of malikana	12	„	Civil Account Code, Article 250. Paragraph 161, page 75 of the Bengal Treasury Manual.
17		Register of embankment advances	12	„	Paragraph 180, Bengal Treasury Manual.
	(a)	Register of receipts subsidiary to the cash-book, except register of revenue deposit receipts.	12	„	Civil Account Code, Article 317.
19	169	Check register of bills payable.	12	„	Civil Account Code, Article 387.
20	217	Contingent registers	12	„	Civil Account Code, Vol. I (eighth edition), Article 94.
21	168	Register of permanent pay orders	25	„	Civil Account Code, Article 343.
22	162	Cash-book	25	„	Civil Account Code, Article 818.
23	286.	Acquittance rolls			Civil Account Code, Article 63.
				When these are maintained separately of Government servants for whom no establishment returns are submitted and no service books are maintained, they will be preserve*: for 35 years. Acquittance rolls of other classes, where these are separately maintained, will be preserved for 6 years. Acquittance rolls up to and for the year 1928 may be preserved for 35 years.	
24.	170	Register of advices of Promissory notes (Civil Account Code, No. 21).	Permanent		Civil Account Code, Article 179.
25	185	Defect register of inspection notes	6 years from the date of last entry.		Civil account Code, Articles 339.
26.	252	Register of items under objection	3 years <sup>1</sup>		ACCOUNTANT-GENERAL, Bengal.



Serial No.	Number of Register.	Name of Register.	Period for which to be retained.	Authority prescribing.
1	2	3	4	5
		ACCOUNTS BRANCH— <i>contd. (Treasury Records)—contd.</i>		
27	A.-G. B.	Register of sub-treasury inspection ...		Board's No. 2698A., dated 7th April 1903, to the Commissioner of Bhagalpur.
28	XI, XII	Register of opium	6 years	Board of Revenue.
29	179	Check register of transfer for payment	3 years	Paragraph 354, Bengal Treasury Manual.
30	118	Bound receipt register for general use	12 „	Civil Account Code, Article 317.
31	1	House rent receipt register	12 „	Ditto.
32		Office copy of Treasury cash account and lists of payment.	25 „	Ditto.
33	34	Abstract account (monthly)	25 „	Civil Account Code, Article 328.
34	3	Memorandum of local fund receipts ..		Civil Account Code, Article 274.
35	2	Register of miscellaneous valuables kept by the Treasury Officer for safe custody.	12 years	Board of Revenue.
36	A.-G. B. Form 85.	Register of stoppage of currency notes	12 „	Civil Account Code, Article 619, note. .
37	A.-G. B. 757A.	Register of uncurrent coins	12 „	Civil Account Code, Article 587 A.
38	A.-G. B. Form 82.	Register of silver coins cut but not paid for. <i>For use in the Calcutta Treasury.</i>	12 „	Ditto.
39	Bengal Form No. 3058.	Stock register of stamps, Part I— General (non-judicial).	12 years.	
40	Bengal	Stock register of stamps,	12 „	

	Form No. 3062.	Part II— Judicial— Adhesive impressed stamps.			
40A		Bengal Form No. 3063-- Stock register of stamps—Part II— Judicial— Small Cause Court stamps.	12	„	
40B		Bengal Form No. 3064— Stock register of stamps (Judicial) for the accounting of High Court Service and some other denominations of stamps.	12	„	
41-42	Bengal Form No. 3062.	Deleted.			
43		Bengal Form No. 3051— Register of ordinary postage stamps.	12	years	
44		Bengal Form No. 3053— Register of Service postage stamps.	12	„	
Serial Nos. 45-49-		Deleted. <i>Receipt registers subsidiary to cash-book.</i>			
50	88	Register of Land Revenue, Part I	12	years	Civil Account Code, Article 317.
51	89 A.-G. B. 90	Register of Land Revenue, Part II ...	12	„	Ditto.
52		Register of Excise receipts	12	„	Ditto.
53	91	Register of Income-tax	12	„	Ditto.
54	92	Register of Salt	12	„	Ditto..
55	93	Register of Stamps, Part I	12	„	Para. 344, Bengal Treasury Manual.
56	94 Stamp serial No. 30 (new) 3 (old).	Register of Stamps, Part II	12	„	Ditto.
57	95	Stock Register of Stamps, Part III —Postage.	12	„	Controller-General.
58		Register of Stamps E2	12	„	Para. 344, Bengal Treasury Manual.
59	96	Register of Law and Justice	12	„	Civil Account Code, Article 317.
60	97	Register of Jail	12	„	Ditto.
61	98	Register of Reoperation	12	„	Ditto.

62	99	Register of Police	12	„	Ditto.
63	100	Register of Education	12	„	Ditto. -
64	101	... Register of XXV— Miscellaneous	12	„	Ditto.
65	102	Register, Medical	... 12	„	Ditto.
66	103	Register, Post Office	12	years	. Civil Account Code, Article 519.
67	104	Register, Telegraphs	12	„	....
68	105	Register, Excluded Local Fund	12	„	Para. 258, Bengal Treasury Manual. .
69	110	Register of bills issued	12	„	Civil Account Code, Article 351. .
70	111	Road cess (other districts)	12	„	Para. 293, Bengal Treasury Manual. .
71	113	Military receipts	12	„	Civil Account Code, Article 505.
72	114	Register of recoveries of service payments.	12	„	Para. 346, Bengal Treasury Manual.
73	115	Loans and advances	12	„	Ditto.
74	117	Customs receipts	12	„	Civil Account Code, Article 317. .
75	119	Public Works Department receipts ...	12	„	Civil Account Code, Article 462. .
76	122	Road cess	12	„	Para. 292, Bengal Treasury Manual. .
77	177	Civil deposit and criminal deposit ...	12	„	Civil Account Code, Article 351. . .
78	183	Register of balance sheet	12	„	Civil Account Code, Article 323(a).
79	240	Register of Subdivision cheque	6	„	Ditto.

*Registers of repayments subsidiary  
to cash-book.*

80	112	Postal register	12 years	Civil Account Code, Article 519.
81	74/ 133 75/ 134	Salary of gazetted officers	12 „	Civil Account Code, Article 317.
82	135	Establishment charges	12 „	Ditto.
		Pension Register	12 „	Ditto.
84	<u>77</u> 136	Register of local bills paid	12 „	Civil Account Code, Article 395.
85	<u>78</u> 137	Register of foreign bills	12 „	Ditto.
86	140	Register of Public Works Department	12 „	Civil Account Code, Article 449.
87	<u>82</u> 141	Register of interest on Government Promissory note.	12 „	Civil Account Code, Article 199.
88	142	Register of payments on account of the Cess Department.	12 „	Para. 78, Bengal Treasury Manual.
89	<u>84</u> 145	Register of contingent charges and travelling allowance.	12 „	Para. 347, Bengal Treasury Manual,
90	139	Register of education	12 „	Para. 87, Bengal Treasury Manual.
91	<u>85</u> 146	Register of local funds	12 „	Para. 258, Bengal Treasury Manual.
92	86	Register of forest	12 „	Civil Account Code, Article 447.
93	148 /87	Register of loans and advances	<sup>11</sup> 12 „	Civil Account Code, Article 3J7.
94	149 /151	Register of telegraph	12 „	Ditto.
.95	162	Register of cash-book'	25 „	Civil Account Code, Article 318. .
96	168	Register of pension P. P. O.	25 „	Civil Account Code, Article 343. . .
97	170	Register of notes on which interest is payable.	12 „	Civil Account Code, Article 179. . 250.
98	177	Register of civil and criminal deposits	12 „	Civil Account Code, Article
99	182	Register of retrenchment orders issued by Accountant-General, Bengal.	12 „	Rule 4 under Article 16, Civil

<sup>11</sup> Loans for Municipalities, Native States, etc, should be preserved for 20 years.

Serial No.	Number of Register.	Name of Register.	Period for which to be retained.	Authority prescribing.
1	2	3	4	5
100	189	Register of personal deposit	12 years	Civil Account Code, Article 359.
101	191	Register showing names of gazetted officers and the salary drawn by them.	12 „	Civil Account Code, Article 317.
102	246	Register of orders on sub-treasury issued and adjusted.	12 „	Civil Account Code, Article 363.
103	43	List of payments on account of military cheques.	12 „	Civil Account Code, Article 505.
104	44	List of payments on account of military services.	12 „	Ditto.
105	..	Daily register of currency notes	6 years	Article 112(6), Resource Ma-nual
106	..	Memorandum of Government Promissory notes deposited for safe custody.	Permanent	Article 85(a), Government Securities' Manual.
107	..	Advice list of Government Promissory notes sent for renewal, subdivision and cancellation.	Ditto	Article 63(6), Government Securities' Manual.
108	..	Enfacement and cancellation of Government Promissory notes received from bank.	10 years	„ Article 33(a), Government Securities' Manual.
109	..	Extract register of receipts and payments of personal deposits.	12 „	Articles 353 and 355 of the Civil Account Code.

110	..	Register of receipts and issues of gold coins.	3 ,,	Article 82, Resource Manual.
BENGAL TENANCY ACT BRANCH.				
1	334	Deleted.		
2	IV	Applications for registration of improvements under section 80 of the Bengal Tenancy Act.	Permanent	Board's circular order No. 2 of January 1887.
3	337	Applications to record particulars specified in section 102 (to make record-of-rights under section 101) whether made under section 103 or 101(2)(a) of the Bengal Tenancy Act.	6 years	Ditto.
4	338 / VIII	Applications for determination of proprietor's private land and orders thereon under section 118 of the Bengal Tenancy Act.	12 ,,	Ditto.
5	339/ IX	- Notices of annulment of encumbrances under section 107 of the Bengal Tenancy Act.	12 ,,	Ditto.
6	.. 331	Application for execution of decrees for costs in cases under sections 105 and 106 of the Bengal Tenancy Act.	12 ,,	Rule 565 of the Bengal Survey and Settlement Manual, 1935.

7	1(a)	Notices of transfers of tenure of raiyati holdings at fixed rates under sections 12, 13, 15 and 18(l)(a) of the Bengal Tenancy Act.	6 years after the date of the last entry.	Page 9 of the Bengal Register and Retinfinrnual, 1919.
8	335	Deleted.		
9	V/ 336	Applications to record evidence of improvements under section 81(1), and applications to decide questions of the right to make improvements under sections 78(a) and 78(6) of the Bengal Tenancy Act.	Need not be kept more than 12 years after the date of the last entry in it (provided there is in some other form a permanent record of the final result of the proceedings taken upon the notices or application in question).	Board's circular order No, 2 of January 1887.
10	VI	Notices of land record's intention to enter on abandoned holdings, section 87(2) of the Bengal Tenancy Act.	To be destroyed 6 years after the date of the last entry.	Ditto.
11		Deleted.		
12	••	Price list register	To be destroyed 6 years after the date of the last entry.	Section 39, Bengal Tenancy Act
13				

Serial No.	Number of Register.	Name of Register.	Period for which to be retained.	Authority prescribing.
1	2	3	4	5
1	I	Estates, revenue-paying and revenue-free and cess payable <i>and all corresponding old registers.</i>	Permanent	Rule 149 of the Bengal Cess Manual, 1939.
2	II	Land held without payment of rent, and paying cess direct to the Collector under section 71 of the Act.	Ditto	Ditto.
3	III	Chaukidari chakran lands of which cess is payable to the Collector direct.	Papers to be destroyed after the next revaluation is given effect to.	Ditto.
4	IV	Immovable property under Part II, Chapter V of the Act.	Ditto	Ditto.
5	V	Separate accounts of cesses payable by registered holders of revenue-free estates under clause 2, section 46 of the Act.	Ditto	Ditto.
6	VII	Notices under sections 78 and 80 of the Act.	6 years or till re-valuation, whichever period is shorter.	Ditto.
7	VIII	Pines imposed under the Act	Ditto	Ditto.
8	IX	Progress made in the valuation or re-valuation of estates.	Ditto	Ditto.
9	X	Valuation and arrear cesses of un-assessed rent-free lands under sections 59, 64, 66 and 67 of the Act.	Papers to be destroyed after the next revaluation is given effect to.	Ditto.
10	XI	Register of returns filed under the Cess Act.	3 years	Ditto.
11	XII	Valuation statement under section 34 of the Cess Act. ESTABLISHMENT BRANCH.	Ditto	Ditto.



1	45	Immovable property held by clerical officers and managers, sub-managers or tahsildars (non-gazetted officers) of Government and wards estates.	35 years from the date of entry of last item.	Rule 50 of Board's Miscellaneous Rules, 1934.
2	46	Leave of clerical officers drawing Rs. 10 a month and upwards.	Ditto	Rule 241 of Board's Miscellaneous Rules, 1934.
3	64	Territorial and political pensions	12 years	Rule 180 of Board's Miscellaneous Rules, 1934.
4.	31	Admitted probationers	6 „	Rule 149 of Board's Rules, 1910.
5	73	Securities of clerical and non-gazetted officers.	To be kept so long as the officers concerned are in service.	Rule 136 of Board's Miscellaneous Rules, 1934.
6	46A	Casual leave register CROWN ESTATES BRANCH.	3 years	Rule 240 of Board's Miscellaneous Rules, 1934.
1	32 (Part I).	Estates and tenures managed direct..	Only the current volume and the previous one to be kept and all other volumes to be destroyed.	Rule 41, page 10 of the Crown Estates Manual, 1932.
	32-(Part II).	Lands of other departments managed by Collector.	Ditto	Ditto.
	32 (Part III).	Government estates and tenures thereof leased for periods.	Ditto	Ditto.
	32 (Part IV).	Government estates and tenures without demand.	Ditto	Ditto.
2	33 (Part I).	Estates settled with proprietors	Ditto	Ditto.
	33 (Part II).	Estates let in farms	Ditto	Ditto.
	33 (Part III).	Estates or tenures managed direct by Government.	Ditto	Ditto.

	33 (Part IV).	Estates without demand	Ditto	Ditto.
3	I -	Jamabandi Register or Rent Roll ...	All sets except the last and the current set to be preserved, but in the case of riparian districts, the last two sets and the current set to be preserved.	Rule 23, page 5 of the Crown Estates Manual, 1932.
4	69	Payments of commission on account of khasmahal collections.	Three years after last entry.	Rule 163, page 32 of Crown Estates Manual, 1932.
5	II	Tenants' ledger	12 years from the closing of register.	Rule 24, page 5 of Crown Estates Manual, 1932.
6	III	Register of collections	6 years	Rule 26, page 6, Crown Estates Manual, 1932.
7	IV V240	Cash-book	6 „	Rules 27 and 158 of the Crown Estates Manual, 1932.
8	8	Treasury pass book	6 „	Rule 28, page 7, Crown Estates Manual 1932.
9	VI	Register of miscellaneous demand of a recurring nature.	9 “	Rule 29, page 7, Crown Estates Manual, 1932.
10	VII	Register of miscellaneous collections	9 „	Rule 30, page 7 of the Crown Estates Manual, 1932.
11	VII L.F.	Landlord's fee	8 „	Ditto.
12	VIII (Part I).	Register of unoccupied lands (public easement not to be settled).	Permanent	Rule 31, page 8 of the Crown Estates Manual, 1932.

	(Part II)	For settlement *	To be revised every 6 years and the previous volume destroyed 3 years after the date of rewriting.	Rule 32, page 8, Crown Estates Manual, 1932.
	(Part III)	Purchased, resumed or abandoned holdings.	Ditto.	
13	IX (Part I).	Application for mutation—Inheritance, etc.	To be revised every 5 years and previous volume destroyed 6 years after the date of rewriting or revision.	Rule 32, page 8, Crown Estates Manual, 1932.
14	(Part II) IXA	Landlord's fee cases Landlord's fee notices	Ditto 3 years	Ditto. Rule 33, page 9 of Crown Estates Manual, 1932.
15	X	Register of leases for a term of years	3 years after the term of the settlement that was last to expire had terminated.	Rule 34, page 9 of Crown Estates Manual, 1932
16	XI	Abatement and remission	6 years	Rules 35-37, page 9 of the Crown Estate Manual, 1932.
17	XII	Proposals for settlement	8 „	Rule 38, page 10 of the Crown Estates Manual, 1932.
18	XIII	Miscellaneous cases	4 „	Rule 39, page 10 of the Crown Estates Manual, 1932
19	XIV	Petitions, etc., sent out for local enquiry	3 „	Rule 40, page 10 of the Crown Estates Manual, 1932
20	40	Alteration of demand	15 „	Rule 44, page 12 of the Crown Estates Manual, 1932.
1	••	LAND REGISTRATION BRANCH. A. Parti ..	Permanent	Rules 7-9 and section 7 of the Land Registration Manual, 1938.

2		A. Part II	Ditto	Rules 7-9 and section 8 of the Land Registration Manual, 1938.
3	••	B. Part I	Ditto	Rule 16 and section 10 of the Land Registration Manual, 1938.
4	••	B. Part II ...	Ditto	Rule 16, section 10 of the Land Registration Manual, 1938.
5		B. Part III...	Ditto	Rule 16, section 12 of the Land Registration Manual, 1938.
6	••	C.	Ditto	Rule 78, section 15 of the Land Registration Manual, 1938.
7		D. Part I ...	Ditto	Rule 80, section 18 of the Land Registration Manual, 1938.
18	"	D. Part II ...	Ditto	Rule 80, section 19 of the Land Registration Manual, 1938.
9	.. 4	Mutation cases Index of mutation cases entered in	12 years	Board's circular orders Nos. 5 of November 1878 and 4 of January 1894.
10		Register No. 4.	12 „	Rule 49 of Land Registration Manual, 1938.
11	.. 12	Register of separate accounts under sections 10 and II of Act XI of 1859 and section 70 of Bengal Act VII of 1876.	12 „	Section 70 of Land Registration Manual, 1938.

Serial No.	Number of Register.	Name of Register.	Period for which to be retained.	Authority prescribing.
1	2	3	4	5
		LAND REGISTRATION BRANCH— <i>concl'd.</i>		
12	65	Receipts of malikana due to proprietors during the currency of a settlement and payment of such malikana.	12 years	Rule 155, Board's Miscellaneous Rules, 1934.
13	66	Recipients of permanent malikana. LOANS BRANCH.	12 „	Rule 157, Board's Miscellaneous Rules, 1934.
1	21	Ledger of advances under the Land Improvement-Loans Act.	12 years or until all the accounts entered in the register are closed.	Paragraph 5 of the Executive Instructions issued under the Act.
2	22	Ledger of advances under the Agriculturists' Loans Act.	Ditto	Ditto.
3	23	Chalans for realizations on account of Land Improvement Loans.	12 years	Paragraph 7 of the Executive Instructions under the Act.
4	23A	Chalans for realisations on account of Agriculturists' Loans.	12 „	Ditto.
5	24	Advances made to officers for distribution of Land Improvement Loans.	12 „	Paragraph 9 of the Executive Instructions under the Act.
6	24A	Advances made to officers for distributions Agriculturists' Loans.	12 „	Ditto.
7	A.-G. B. 126	Taccavi ledger	25 „	Rule 10 of the Bengal Treasury Manual.
8	A.-G. B. 47	Memorandum of loans and advances MISCELLANEOUS BRANCH.	6 „	Paragraph 12 of the Executive Instructions under the Act.
1	E	Special register of istimrari tenures held	Permanent	Section 44, Act XI of 1859.

		at fixed rent from time of permanent settlement. (The register is finally closed).		
2	F	Special register of tenures existing at time of settlement which have not been held at fixed rent (finally closed).	Ditto	Ditto.
3	G	Common register of talukdari and other similar tenures and farms created since the time of the settlement and held immediately from the proprietors of estates.	Ditto	Section 41, Act XI of 1859.
4		Special register of ditto	Ditto	Section 42, Act XI of 1859.
5		Common register of leases of lands wherein dwelling houses, etc., have been erected.	Ditto	Section 43, Act XI of 1859.
6		Special register of ditto	Ditto	Ditto.
	12	Separate accounts under sections 10 and 11 of Act XI of 1859 and section 70 of Bengal Act VII of 1876'.	Ditto	Appendix A, page 280 of the Sale Law Manual, 1940.
8	12A	Particulars of separate accounts opened under sections 10 and 11 of Act XI of 1859 and section 70 of Bengal Act VII of 1876.	Ditto	Ditto.
9	13	Deposits made under section 15, Act XI of 1859.	Ditto	Appendix A, page 280 of the Sale Law Manual, 1940. Sections 7 and 35 of Land Registration Manual, 1938.
10		Applications for registry, common or	Permanent	Appendix A, page 281 of the

		special, under sections 40 to 44, Act XI of 1859.			Sale Law Manual, 1940.
11	15 A.-G.B.	Appeals of all kinds from the decisions of the Collector and his subordinates.	12 years or when all the records entered in it are destroyed.		Section III, Chapter I, page 5 of the Register and Return Manual, 1912.
12	<u>118A 24</u>	Miscellaneous receipt register, Part III	12 years		Civil Account Code, Article 317.
13		Forest receipt register	12 „		Civil Account Code, Article 440.
14	81	Public Works Department cheque payment.	12 „		Civil Account Code, Article 317.
15	19	Sales for arrears of revenue	Permanent		Appendix A, page 281 of the Sale Law Manual, 1940.
16	19A	Sales of khasmahal tenures under section 11, Bengal Act VII of 1868, read with Act XI of 1859.	12 years		Ditto.
17	19B	Sales held under Bengal Act III of 1913	12 „		Rule 42 of the Certificate Manual, 1936.
18	20	Sales of patni taluks under Regulation VIII of 1819.	12 „	...	Appendix A, page 282 of the Sale Law Manual, 1940.
19		Deleted.			
20	80	Chaukidari chakran lands transferred by Collector under section 50 or 53 of the Bengal Act VI of 1870.	12 „		Rule 231 of the Boards Miscellaneous Rules, 19? ..

Serial No.	Number of Register.	Name of Register.	Period for which to be retained.	Authority prescribing.
1	2	3	4	5
		MISCELLANEOUS BRANCH— <i>contd.</i>		
21	B	Register of Civil Suits	12 years	Rule 18, page 85 of the Legal Remembrancer's Manual, 1930.
22	••	Register of cases under Regulation VII of 1799.	12 „	
23		Quinquennial Register	Permanent	....
24	6	Register of lands used for public purposes.	Ditto	Page 14 of the Register and Return Manual, 1919.
25	6A	Register of lands in the occupation of Municipalities, District Boards and Local Boards.	Ditto	Ditto.
26	8	Miscellaneous cases	6 years	Circular order No. 26 of 6th October 1853.
27	9	Requisition for certificates under Bengal Act III of 1913.	6 years from the date of consignment to the Record Room.	Rule 42, pages 82-83 of the Bengal Certificate Manual, 1936.
28	10	Certificates made under Bengal Act III of 1913.	Ditto	Ditto.
29	25	Claims to money in deposit	6 years	Circular order No. 26 , 6th October 1853.
30	26	Inspection book	6 years from the last transaction mentioned in it.	Rule 13 of Inspection Manual . 1919.
31	26A	Standing order book	12 years from the last order entered in it.	Section III, Chapter I, page 6, Register and Return Manual, 1919, and Board's C. O. No. 1 of July 1892.
32	27	Petitions	6 years	Rules 209 and 210, Practice and Procedure Manual, 1940.
33	29	Precepts	12 „	C. O. No. 26 of



34	37	Revenue fines	12 „	6th October 1853. Rules 347-51 of the Bengal Practice and Procedure Manual, 1940.
35	38	Prisoners	3 „	C. O. No. 26 of 6th Octob 1853.
36	1	Register of applications for grant of permit for removal of timber or other forest produce.	6 „	Government order No.913, dated 12th February 1902.
37	6	Register of receipts on account of timber and other forest produce.	12 „	
38	3	Register of licenses for grazing	3 „	Ditto.
39	10	Register of papers received and issued from the Forest office.	Should be destroyed when all cases relating to it have been destroyed.	Ditto.
40	33	Register of licenses for manufacture of catechu and rearing tasar.	3 years	Ditto.
41	16	Register of licenses for potters, washer-men and others.	6 „	Ditto.
42	48	Locks and keys	When a new book has to be opened (entries of locks and keys in actual use may be copied forward into the new book and the old book destroyed).	Rule 318 of Board's Revenue 1910.
43	11	Processes of all departments made over to the nazir for service.	3 years	Rule 42 of the Certificate Manual, 1936.
43A	11A	Guard file of lists of processes	3 „ ...	Rule 195 of the Bengal Practice and Procedure Manual, 1940.
44	70	Attendance of witnesses in Revenue Courts.	3 „	Rule 42 of the Certificate Manual, 1936.
45	71	Receipt and issue of	3 „	C. O. No. 17 of

46	C	printed forms ... Register of execution of Government decrees.	12 „	June 1907, Rule 2, page 86 of [the Legal Remembrancer's Manual, 1930.
47	269	Treasury remittance book	3 „	Rule 262, section VII, Chapter IV, page 108 of the Board's Rules, 1910.
48	209	A.-G. B. No. 158, Stock book	To be retained for three years after a new one is written up.	Ditto.
49	D	Register of stamp fees due to Government in pauper sift.	12 years	Rule 2, page 8 of the Legal Remembrancer's Manual, 1930.
50	A	Register of valuables lodged in the Treasury for safe custody.	Permanent	Page 220 of Treasury Manual.

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Serial No.	Number of Register	Name of Register.	Period for which to be retained.	Authority prescribing,
1	2	3	4	5
RECORDS BRANCH— <i>contd.</i>				
9	60	Register of letters received	For General Department—50 years, for Survey and Settlement Department—12 years, for other departments (except Accounts) not specifically mentioned—20 years.	Rule 8 of Records Manual 1943.
10	61	Register of letters issued	For General Department—12 years, for Survey and Settlement Department—6 years, for other departments (except Accounts), not specifically mentioned—12 years.	Ditto.
11	62	Index Register of English correspondence.	For General Department—Permanent, for Survey and Settlement Department—12 years, for other departments (except Accounts) not specifically mentioned—20 years.	Ditto.
12	77	Books, reports, returns, etc., received in the library.	During the currency of the catalogue.	Rule 251 of Records Manual, 1943.

13	78	Books, reports, returns, etc., issued from the library.	During the currency of the catalogue (when a new book has to be opened, entries of unreturned books, etc., may be copied forward into the new book and the old book destroyed).	Rule 261 of Records Manual, 1943.
14	"	Catalogue of books	To be destroyed after 5 years when the quinquennia] revision is made.	Rule 247 of Records Manual, 1943.
15	168	Register of application for information	3 years	Rule 276 of Records Manual, 1943.
16	170	Register of application for copies	3 „	Ditto.
17	168A	Register of receipts of copyists and typists. TAUZI BRANCH REGISTER.	12 „	Rule 329 of Records Manual, 1943.
1	3	Tauzi-Roll	Permanent	Rule 13 of the Tauzi Manual. 1940.
2	36	Redemptions of petty estates	Ditto	Rule 21(t) of Tauzi Manual, 1940. Ditto.
3	39	Creation and abolition of estates	Ditto	
4	40	Alteration in assessment of existing estates. TAUZI BRANCH FORMS.	Ditto	Ditto.
1	Appendix A (Forms Nos. 4-7).	Tauzi ledger	12 years	Rules 38 and 51(i) of Tauzi Manual, 1940;
2		Tauzi-navis' manuscript chalan book	3 „	Rule 64(b) of Tauzi Manual, 1940.
3		Tauzi muharrir's manuscript chalan book.	3 „	Rule 64(d) of Tauzi Manual, 1940.
4	Appendix A [Form No. 8(i) and (ii)].	Land Revenue goshwara	6 „	Rule 118(i) of Tauzi Manual, 1940.
5	Appendix A- (Form No. 9).	Cess goshwara	... 6 „	Ditto.

Serial No,	Number of Register	Name of Register.	Period for which to be retained.	Authority prescribing.
1	2	3	4	5
		TAUZI BRANCH FORMS— <i>conoid.</i>		
6	Appendix A (Form No. 20).	Land Revenue arrear list	6 years	Rule 143 of Tauzi Manual, 1940.
7	Appendix A (Form No. 21).	Default record	12 years from the date of last entry.	Rule 144 of Tauzi Manual, 1940.
8	Appendix A (Form No. 2).	Index to Tauzi-Roll	Permanent	Rule 15 of Tauzi Manual, 1940.
9	Appendix A' (Form No. 3).	Kistwar abstract of tauzi-roll	12 years	Rule 20(i) of Tauzi Manual. 1940.
10	Appendix (Form No. 14).	Land Revenue, Road and Public Works Cess chalans.	3 „	Rule 62(i) of the Bengal Tauzi Manual, 1940.
COLLECTOR'S OFFICE REGISTERS.				
1	1	Register of landed property owned by managers, assistant or sub-managers (non-gazetted officers).	So long as the officers concerned remain in office.	Rules 27 and 59 of the Bengal Wards Manual, 1939.
2	2	Register of candidates for employment as managers, assistant Or sub-managers.	Register to be revised every 5 years and new register opened retaining the old ones for 12 years.	Rule 24 of the Bengal Wards Manual, 1939.
3	3	Register of letters received	Permanent	Rule 59 of the Bengal Wards Manual, 1939.
4	4	Register of letters issued	Ditto	Ditto.
5	5	Standing order books	12 years	Ditto.
6	6	Register of petitions	12 „	Ditto.
7	9	Register of leave	3 „	Ditto.
8	10	Register of all other papers received in the office except English letters.	12 „	Ditto.
9	11	Register of miscellaneous cases	12 „	Ditto,

10	12	Register of Government securities, stocks, bank-shares, etc.	Permanent	Ditto.
11	13	Register of title deeds, other valuable documents, jewellery, etc., kept in the treasury.	Ditto	Ditto.
12	14	Register of estates managed by the Revenue authorities under Act IX (B.C.) of 1879 or Act VIII of 1890.	Ditto	Ditto.
13	15	Register of claims against the estate MANAGER'S OFFICE REGISTERS.	12 years	Rule 16 of the Bengal Wards Manual, 1939.
14	3	Register of letters received	To be retained till made over to the proprietor after the release of the estate.	Rule 59 of the Bengal Wards Manual, 1939.
15	4	Register of letters issued	Ditto	Ditto.
16	5	Standing order book	To be retained for 12 years and the last one not destroyed being made over to the proprietor.	Ditto.
17	6	Register of petitions	Ditto	Ditto.
18	7	Register of accounts showing the cost on account of postage and telegram.	Three years or until audit is over, whichever comes later.	Ditto.
19	8	Register of attendance and occupation of officers.	3 years	Ditto.
20	.9	Register of leave	To be preserved till made over, to the proprietor after the release of the estate.	Ditto.
21	10	Register of all other papers received in office, except English letters.	Ditto	Ditto.
22	11	Register of miscellaneous cases	Ditto	Ditto.

Serial No.	Number of Register	Name of Register.	Period for which to be retained.	Authority prescribing.
1	2	3	4	5
		MANAGER'S OFFICE REGISTERS — <i>contd.</i>		
23	12	Register of Government securities, stocks, bank-shares, etc.	To be retained Till made over to the proprietor after the release of the estate.	Rules 59 and 145 of the Bengal Wards Manual, 1939.
24	13	Register of title deeds, other valuable documents, jewellerys, etc., kept in the treasury.	Ditto	Rule 59 of the Bengal Wards Manual, 1939.
25	14	Register of estates managed by the Revenue authorities under Act IX (B.C.) of 1879 or Act VIII of 1890.	Ditto	Ditto.
26	15	Register of claims against the estate	Ditto	Rule 16 of the Bengal Wards Manual, 1939.
27	16	List of estates, tenures and under-tenures belonging to the estate.	Ditto	Rule 59 of the Bengal Wards Manual, 1939.
28	17	Copy of khatians or jamabandi register I.	Ditto	Rules 209 and 223 of the Bengal Wards Manual, 1939.
29	18	Register of application for mutation	To be retained For 12 years and the last register made over to the proprietor on release of estate.	Rules 209 and 281 of the Bengal Wards Manual, 1939.
30	19	Settlement register	To be retained Till made over to the proprietor After release of estate.	Rule 59 of the Bengal Wards Manual, 1939.
31	20	Register of holdings purchased in execution of decrees.	Ditto	Rules 209 and 280 of the Bengal Wards Manual, 1939.
32	21	Register of demands, collection and remission of rent and cesses, etc., receivable by the estate.	Ditto	Rule 150 of the Bengal Wards Manual, 1939.



33	22	Ledger of periodically recurring dues payable by the estate.	Ditto	Rules 59 and 145 of the Bengal Wards Manual, 1939.
34	23	Rent receipt books	Ditto	Rule 59 of the Bengal Wards Manual, 1939.
35	24	Register of civil suits, original and appeal, in all Civil Courts.	To be retained till made over to the proprietor after release of estate.	Rule 59 of the Bengal Wards Manual, 1939.
36	25	Register of civil suit decrees in favour of the estate realized and outstanding.	Ditto	Ditto.
37	26	Register of civil suit decrees against the estate paid and outstanding.	Ditto	Rules 59 and 145 of the Bengal Wards Manual, 1939.
38	27	Register of requisition for certificates under Bengal Act III of 1913.	Ditto	Rule 59 of the Bengal Wards Manual, 1939.
39	28	General ledger	To be retained till made over to the proprietor after release of the estate.	links 59 and 145 of the Bengal Wards Manual, 1939.
40	29	Cash-book showing money received direct into the treasury and cheques issued against the treasury balance.	Ditto	Rule 146 of Bengal Wards Manual, 1939.
41	30	Subsidiary cash-book showing all moneys (except receipts and disbursements of cheques drawn in favour of manager) received in manager's office.	Ditto	Rule 147 of the Bengal Wards Manual, 1939.
42	31	Disbursement of cash drawn on cheques in favour of manager.	Ditto	Rule 149 of the Bengal War'us Manual, 1939.
43	32	Register of permanent advance accounts.	Three years or till the audit of the accounts is over, whichever comes later.	Rules 122 and 148 of the Bengal Wards Manual, 1939.
44	33	Ledger of debts due to the estate	To be retained till made over to the proprietor after release of estate.	Rules 59 and 145 of the Bengal Wards Manual, 1939.

45	24	Ledger of debts payable by the estate	Ditto	Ditto.
46	35	Register of works ...	Twelve years (the last register not destroyed to be made over to the proprietor).	Ditto.
47	36	Ledger of advances	To be retained till made over to the proprietor after release of the estate.	Rules 59 and 145 of the Bengal Wards Manual, 1939. -
48	37	Adjustment register of advances..	Ditto ...	Ditto.
49	38	Ledger of deposits	Ditto	Ditto.
50	39	Monthly abstract of outstanding deposits.	Ditto	Ditto.
51	40	Register showing lands and houses acquired by the employees of estate excluding menials the and village officers, who are not whole-time servants.	Ditto	Rule 30 of the Bengal Wards Manual, 1939.
52	41	Ledger of Provident Funds	Six years after the release of the estate.	Rule 59 of the Bengal Wards Manual, 1939.
53	42	Monthly abstract of balances shown in the Provident Fund Ledger.	Ditto	Ditto.
54	43	Temporary establishment	Three years or till the audit of the accounts of the estate is over, whichever comes later.	Ditto.
55	44	Security furnished by officers in the employ of the estate.	Twelve years after the release of the estate.	Ditto.
56	45	Register of peons	3 years	Ditto.
57	46	Register of occupation of peons	3 „	Ditto,
58	47	Index of correspondence ••	To be retained till made over to the proprietor	Ditto.

Serial No.	Number of	Name of Register.	Period for which to be	Authority prescribing.
			after release of the estate.	
59	48	Register of records received into the record-room.	Ditto	Ditto.
60	49	Register of records issued from record-room.	Until all records mentioned therein are returned. When a new book has to be opened, entries of unreturned records which contain the receipts of the recipients may be cut out and pasted into the new book and the old book destroyed. In case there be an entry on each side of the same sheet of the old register that has to be carried into the new register, the portion cut out should be pasted in as a fly slip.	Ditto.
61	50	Register of movable properties	To be retained till made over to the proprietor after release of the estate.	Ditto.
62	51	Stationery stock-book ••	To be retained for 3 years and the last register made over to the proprietor after release of the estate.	Ditto.
Serial No.	Number of	Name of Register.	Period for which to be	Authority prescribing.

Register.			retained.	
1	2	3	4	5
63	52	Catalogue of books, gazettes, etc. in the library.	To be retained till made over to the proprietor on the release of the estate.	Ditto.
64	I	Jamabandi register	To be retained till made over to the proprietor on the release of the estate.	Rules 209 and 223 of the Bengal Wards Manual, 1939.
65	II	Tenants' ledger	Ditto	Rules 209 and 224 of the Bengal Wards Manual, 1939.
66	III	Collection register	Ditto	Rules 209 and 225 of the Bengal Wards Manual, 1939.
67	IV	Cash-book	Ditto	Rules 209 and 226 of the Bengal Wards Manual, 1939.
68	V	Treasury Pass-book ...	Ditto	Rules 209 and 227 of the Bengal Wards Manual, 1939.
69	VI	Register of daily receipts and disbursements other than rent, cesses and miscellaneous collection.	Ditto	Rules 209 and 228 of the Bengal Wards Manual, 1939. '
70	VII	Miscellaneous fluctuating demands ...	Ditto	Rules 209 and 229 of the Bengal Wards Manual, 1939.
71	VIII	Register of unoccupied lands	Ditto ••	Rules 209 and 279 of the Bengal Wards Manual, 1939.
72	IX	Register of application for mutation	To be retained for 12 years and the last register made over to proprietor on the release of the estate.	Rules 209 and 281 of the Bengal Wards Manual 1939.
73	X	Register of leases for a term of years	To be retained Till made over to the proprietor on release of estate.	Rules 209 and 271 of the Bengal Wards Manual, 1939.

74	XI	Register of holdings purchased in execution of decrees.	Ditto	Rules 209 and 280 of the Bengal Wards Manual, 1939.
WASTE LANDS.				
1	16	Applications for leases of waste lands	2 years after destruction of all cases.	Rule 29, Part I, Chapter 2. of the Bengal Waste Lands Manual, 1936.
2	2(a)	Register of leases of grants of lands in the Sundarbans under waste lands rules.	Permanent	Bengal Government, notification No. F377L.R. dated 29th March 1897.
3	3	Register of leases granted under the Sundarbans waste lands rules.	Ditto	Bengal Government notification, dated 12th November 1879.
4	4	Register of amalnamahs under the rules for leases to small capitalists of waste lands in the Sundarbans.	Ditto	Ditto. "
5	5	Register of leases to small capitalists of waste lands in the Sundarbans.	Ditto	Ditto.
6	6	Register of leases of waste lands in Saugor Islands.	Ditto	Bengal Government notification No. 1377L.R. dated 29th March 1897.
7	68	Applications for prospecting licenses	To be destroyed 1 years after the date of the entry. last	Rule 27, page 5 of the Mining Rules and the Standard Forms of Prospecting License and Mining Lease, 1926.
8	••	Register of new settlements of arable waste lands in Western Duars.	Permanent	Rule 13, page 31 and Form, A, page 34 of the Waste Lands Manual, 1936.
9		Register of applications for mutation of names of jotedars in Western Duars.	12 years	Rule 27, page 34 of the Waste Lands Manual, 1936.
10	-	Register of applications for mutations of names of chukanidars in Western Duars.	12 „	Ditto.
11	-	Register of grazing dues	12 „	Rule 28, page 34 of the Waste Lands Manual, 1936.
Serial No.	Number of Register.	Name of Register.	Period for which to be retained.	Authority prescribing.
1	2	3	4	5
BATWARA BRANCH. REGISTERS.				
12		Register of capitation tax	12 „	Ditto.

13		Register of fisheries	12 „	Ditto.
14	••	Register of renewal of leases granted under the rules of 1888 in the Western Duars, Jalpaiguri.	Permanent	Rule 20(e), page 34 and Form D, page 41 of the Waste Lands Manual, 1936.
15	68A	Application for mining lease	12 years after the date of the last entry.	Rule 43, page 11 of the Mining Rules and the Standard Forms of Prospecting" License and Mining Lease, 1926.
16	68B	Application for lease for quarrying stones (other than limestone) for ballast.	Ditto	Rule 7, page 74 of the Waste Lands Manual, 1936.
1	2	Proceedings for the partition of estates under Bengal Act V of 1897.	Permanent	Instruction 1 of the Batwara Manual, 1938.
2	2A	Register of Batwara Amins	Ditto	Instruction 100 of the Batwara Manual, 1938.
3	I	Cash-book of partition fees	Ditto	Instruction 30 of the Batwara Manual, 1938.
4	II	Cash book of stamp-fees	Ditto	Ditto.
5		Apportionment statement register of estimated cost and actual expenditure of partition of each estate among the proprietors.	Ditto	Ditto.
6	••	Apportionment statement register of partition charges debitable to all estates in proportion to area.	Ditto	Ditto.
7	III	Partition fees ledger	12 years	Ditto.
8	IV	Stamp fees ledger	12 „	Ditto.
9	V	Proprietor's ledger of partition fees	12 „	Ditto.
10	VI	Establishment bill-book	3 „	Ditto.
11	VII	Contingent register	7 „	Ditto.
12	VIII	Amin's bill-book	3 „	Ditto.
13	IX	Travelling allowance bill-book	3 „	Ditto.

Serial No.	Number of Register.	Name of Register.	Period for which to be retained.	Authority prescribing.
1	2	3	4	5
FORMS.				
1		Chalan by which payment of partition fees-is made by proprietors.	12 years or 3 years after adjustment of accounts of an estate under section 40 of Bengal Act V of 1897, whichever period be shorter.	Instruction 53 of the Batwara Manual, 1938.
EXCISE AND SALT BRANCH.				
1	95	Register of persons to be kept under surveillance.	Permanent	... *
2	96	Register of persons debarred from holding licenses to cultivate <i>ganja</i> .	Ditto	
3	143	Village register of information	Ditto	
4	179	Register of misconduct of excise and opium vendors and their salesman.	Ditto	
5	82	Gauging and tabulation register (for fermenting vessels only).	As long as any of the tabulations contained in them are in use.	
6	83	Gauging and tabulation register (for spirit vessels only).		
7	190	Register of comparative issues of opium.	12 years	
8	100	Licensed cultivators ledger	3 „	
9	115	Abstract register of daily exports of <i>ganja</i> .	3 „	
10	130	Register of refinery licenses	'12 „	
11	183	Register of challans of money on account of excise revenue paid into treasury.	12 „	
12	184	Register of claims for refund	12 „	
13	191	Circle register of cases under the excise and opium, dangerous drugs, etc., laws.	6 „	
14	196	Reward contingent register	6 „	
15	72	Register of manufacturing operations and spirits produced.	3 „	

16	73	Register of spirits collected in spirits and feints receiver.	3	„		
17	74	Register of spirits received into, reduced or blended in and issued from each vat or store cask.	3	„		
18	75	Weighing book for casks or drums filled from vat at distillery.	3	„		
19	76	Register of casks and metal drums received and of spirit issued, there from.	3	„		
20	77	Metal drum and cask gauging register	3	„		
21	78	Balance account of spirits in hand and summary of transactions at distillery-warehouses.	3 years		••	
22	90	Daily account of country spirit issued from a warehouse to retail shops.	3	„	••	....
23	91	Brewing book	3	.		....
24	92	Register of <i>ganja/bkang</i> issued from golas to retail shops.	3	„		••••
25	93	Daily abstract of receipts and expenditure of <i>ganjajbhang</i> stored in a licensed warehouse.	3	„		....
26	105	Cultivator's or owner's <i>gauja</i> deposit registers.	3	„		
27	79	Register of persons employed in distillery/warehouse.	3	„	••	....
28	81	Register of attendance of guards at distillery/warehouse.	3	„	••	....
29	98	Register of applications for licenses to cultivate <i>gauja</i> .	3	„		...
30	101	Circle Officer's note book	3	„		....
31	103	Charter register of licensed cultivators	3	„		....
32	107	Warehouse daily abstract register of receipts, issues and balance of <i>ganja</i> .	3	„		....
33	111	Register of permits and weighments ..	3	„		....
84	120	Register of orders served by peons .-	3	„		....
35	131	Daily register of operations in a refinery	3	„		....
36	133	Abstract register of operations	3	„		....



37	149	Check register of diaries.	3	„	
38	151	Register of monthly working of excise and opium shops.	3	„	
39	152	Statement of licenses issued for the home-brewing of <i>pachwai</i> .	3	„	...
40	153	Register of information laid and action taken thereon.			To be kept in range, circle, for 3 years etc., after the year in which last information recorded.
41	166	Register of receipts and issues of clothing.	3	years	
42	167	Individual stock account of clothing.	.3	„	
43	182	Register of distress warrants	3	„	
44	186	Register of <i>ganja/bhang</i> imported or transported under bond.	3	„	
45	201	Register of receipts and issues of books of license and other forms.	3	„	....
46	Bengal Form No. 451.	License fee calculation registers for single shops.	3	„	
47	Bengal Form No. 452.	License fee calculation registers for combined shops.	3	„	
48	Bengal Form No. 458.	License fee calculation registers for foreign liquor shops.	3	„	
49	Bengal Form No. 465.	Demand and collection register	6	“	....
LAND ACQUISITION BRANCH.					
1	5	Register of land acquisition cases under Act I of 1894- (Form II of the Land Acquisition Manual, 1917).	25	years	Paragraph 55 of the Executive Instructions by the Government of Bengal in the Land Acquisition Manual, 1917.

Serial No.	Number of Register	Name of Register.	Period for which to be retained.	Authority prescribing.
1	2	3	4	5
2		Register of applications for estimates (Form 4 of the Land Acquisition Manual, 1917).	12 „	Paragraph 17 of the Executive Instructions by the Government of Bengal in the Land Acquisition Manual, 1917.
3	81	Register of villages in which resumed chaukidari chakran land is acquired (Form 15A of the Land Acquisition Manual).	Permanent	Paragraph 73 of the Executive Instructions by the Government of Bengal in the Land Acquisition Manual, 1917.
4	63	Register of reference cases (Form 17A of the Land Acquisition Manual).	12 years	Paragraph 84A of the Executive Instructions by the Government of Bengal in the Land Acquisition Manual, 1917.
5	82	Lotbundi register for the sale of class-lands of the—Railway in the district of—(Form 26 of the Land Acquisition Manual).	12 years	Paragraph 143 of the Executive Instructions by the Government of Bengal in the Land Acquisition Manual, 1917.
6	83	Register of lands in the occupation of a railway in a district (Form 31 of the Land Acquisition Manual).	Permanent...	Paragraph 151 of the Executive Instructions by the Government of Bengal in ' the Land Acquisition Manual, 1917.
7	85	Register of lands in the occupation of the—Railway Company in the district of—(Form 33 of the Land Acquisition Manual).	Ditto	Ditto.

8		Form of Ledger Account of each project (Form 34 of the Land Acquisition Manual).	To be destroyed after 2 years from the date of confirmation of the Land Acquisition Proceedings, provided that all undisbursed amounts actually refunded. have been	Paragraph 159 of the Executive Instructions by the Government of Bengal in the Land Acquisition Manual, 1917.
9		Counterfoils of the Land Acquisition receipts taken from parties as acknowledgments on payment of awards ' (A.-G. B. Form No. 311, Appendix 1, Form C of the Bengal Land Acquisition Manual, 1917).	6 years	Government order No. 3258-L.A., dated the 17th March 1925.
STAMPS BRANCH.				
1	47	Register of stamp cases	12 years	Board's resolution of the 20 <sup>th</sup> March 1888. Board's circular order No. 17 of September 1888. Board's circular order No. 25 of October 1897.
2	58	Daily register of court-fees realized in Revenue Courts.	3 „	Board's circular order No. 7 of September 1895.
3	59	Register of applications for refund of the value or renewal of stamps.	3 „	Rule 42, section I, Part I, pages 44-54 and Rule 2, section IV (b), Part JJ, page 163 of the Stamp Manual, 1911.
4	72	Register of stamp vendors' licenses...	12 „	Board's circular order No. 7 of July 1895.
5	59A	Register of impressed non-judicial stamps kept by <i>ex-officio</i> and licensed vendors under rule 10 of the Bengal Government rules issued under section 74 of the Indian Stamp Act, II of 1899.	6 „	Rule 10, section II, Part II, and page 158 of the Stamp Manual, 1911.
6	86	Register of valuation of	12 „	Board's circular order

		property in respect of which application has been made for probate or letters of administration.		No. 3 of March 1902, printed on pages 67-69, Appendix A-n of the Stamp Manual, 1911.
7	3	Stock register of stamps. Part I-General (non-judicial).	12 „	Board's letter No. 10673B., dated 9th November 1903, to Superintendent of Stationery.
8	3	Stock register of stamps, Part II— (Judicial).	12 „	
9	3	Stock register of stamps, Part I— General (non-judicial).	12 „	Board's letter No. 528B.—T., dated 27th May 1905, to the Controller of Stationery.
10	3	Stock register of stamps, Part II— (Judicial).	12 „	
<b>SURVEY AND SETTLEMENT BRANCH.</b>				
1	81	Register of boundary disputes and appeals.	Permanent	Rule 13, Inspection of Cadastral and Khanapuri, Technical rules and rule 565, Survey and Settlement Manual, 1935.
1-A	67 (of the Register and Return Manual)	Particulars of newly formed islands ...	12 years from the date of last entry.	Rule 649 of Survey and Settlement Manual, 1935.
2	Appendix B, Form (1), Case Work Rules, Technical Rules and Instructions.	General Register of cases under section 105 of the Bengal Tenancy Act.	12 years	Rule 21, Case Work, Technical Rules and Instructions read with rule 565, item No. 2, Survey and Settlement Manual, 1935.
3	Ditto No. (2).	General Register of cases under section 106 of the Bengal Tenancy Act.	12 „	Ditto.
4	Appendix	Mouzawar Register of cases	Permanent	Rule 21, Case Work,

	x B, Form No. 5, Case Work Rules, Technic al Rules and Instruc- tions.	under sec- tion 105 of the Bengal Tenancy Act.		Technical Rules and Instructions read with rule 565 of Survey and Settlement Manual, 1935.
5	Ditto . No. (6).	Mouzawar Register of cases under section 106 of the Bengal Tenancy Act.	Ditto	Ditto.
6	Appendi x B, Form No. 7, Case Work Rules, Technic al Rules and Instruc- tions.	General Register of cases under section 108 of the Bengal Tenancy Act.	12 years	Rule 21, Case Work, Technical Rules and Instructions read with rule 565 of Survey and Settlement Manual, 1935.
7		General Register of cases under section 109C of the Bengal Tenancy Act.	30 years or till resettlement, whichever period is ear- lier.	Ditto.
8	High Court M(49)- Civil.	General Register of execution of decrees for costs.	12 years	Ditto.
9	Appendi x B, Form (4), Case Work Rules, Technic al Rules and Instruc- tions.	Register of result of appeals in cases under sections 105 and 106 of the Bengal Tenancy Act.	Permanent	Ditto.
10		Camp Register of section 103A, objections under the Bengal Tenancy Act.	12 years	Rule 9, Draft Publication and Objection Rules, Technical Rules and

				Instructions read with rule 565 of the Survey and Settlement Manual, 1935.
11	Appendix B (Case Work, Technical, Form 8).	Register of cases under section 115B of the Bengal Tenancy Act.	12 „	Rule 21, Case Work, Technical Rules and Instructions read with rule 565 of the Survey and Settlement Manual, 1935.
12		Register of fines and fine appeals ...	12 „	Rule 565 of the Survey and Settlement Manual, 1935.
13	No. 10— Board's Register and Return Manual.	Certificate Register	6 „	Ditto.
14		Thana Statistical Register with which the thana notes will be bound.	Permanent	Rules 464 and 566 of the-Survey and Settlement Manual, 1935.
15	172 and 173	District Register of tenures	Till next settlement	Rules 466 and 566 of the Survey and Settlement Manual, 1935.
16	••	Tenure Trees	Ditto	Rule 566 of the Survey and Settlement Marsal, 1935.
17	106	List of revenue paying and revenue-free estates (Mahalwar Register).	Ditto	Rules 463 and 566 of the Survey and Settlement Manual, 1935.
18	167	Village Register of revenue paying and revenue-free estates (Mouzawar Register).	Ditto	Ditto.
19	..	Index Register of important correspondence.	Ditto	Rules 567 and 568 of the Survey and Settlement Manual, 1935.
20	Form given in rule 569 of the Survey and Settlement Manual, 1935.	Register of village records	Permanent	Rules 568 and 569 of the Survey and Settlement Manual, 1935.
21		Register of revisional records	Till next	Ditto.

22		Register of Registers	settlement Permanent	Rule 568 of the Survey and Settlement Manual, 1935.
23	26	General Cash Book	6 years	Rules 104, 106 and 568 of the Survey and Settlement Manual, 1935.
24	28	Acquaintance Roll of Establishment (or Disbursement Certificate).	35 years or 6 years if service books are maintained for officers. The instructions are laid down in Note 2 under Bengal Financial Rules, Appendix 15 (b) should however be observed before the Acquaintance Rolls are destroyed.	Bengal Financial Rules, Appendix 15, clause (b) at page 265 of the Bengal Financial Rules, 1930, and rule 568 of the Survey and Settlement Manual, 1935.
25	High Court M. (61), also Register 58 of Board's Register and Return Manual.	Register of Court and Process Fees ...	6 years	Rule 568 of the Survey and Settlement Manual, 1935.
26	30	Compilation Register of Court and Process Fees.	6 „ ..	Rules 112 and 568 of the Survey and Settlement Manual, 1935.
27		Contingent Register	6 „ ..	Rules 104 and 568 of the Survey and Settlement Manual, 1935.
28		Stock Books of tents, instruments, furniture, stationery, forms, medicine, books.	3 „ ..	Rules 250, 251 and 568 of the Survey and Settlement Manual, 1935.
29	29	Register of indirect charges	6 „ ..	Rules 106(2) and 568 of the Survey and Settlement Manual, 1935.

30		Accountant's Subsidiary Registers	6	„	..	Rules 104 and 568 of the Survey and Settlement Manual, 1935.
31	..	Bill Book	6	„	..	Ditto.
32	27	Pass Book—Settlement Department	6	„	..	Ditto.
33		Files of challans of money credited at the Treasury.	6	„	..	Rule 568 of the Survey and Settlement Manual, 1935.
34		Guard files of copies of bills of temporary and contract establishment.	3	"	..	Ditto.
35		Subsidiary account registers for bills of contract payments.	3	..		Ditto.
36	159	Recovery Demand Register	6	„	..	Ditto.
37	III	Mouzawar Demand Register	6	„	..	Rule 1 of computation Technical Rules and Instructions of the Settlement Department and rule 568 of the Survey and Settlement Manual, 1935.
38	27	Recovery Treasury Pass Book	6	„	..	Rule 568 of the Survey and Settlement Manual, 1935.
39	Form No. 10B of Board's Register a Return Manual.	Certificate Sale Register	12	„	..	Ditto.
40		Register of claims to money in deposit after sales.	6	„	..	Ditto.
41		Certificate, deposit and repayment register.	6	„	..	Ditto.
42	161	Village Note		Till next settlement		Rules 460, 464 and 566 of the Survey and Settlement Manual, 1935.
43	Appendix O-Survey and Settlement Manual, Form No. 2.	Register of receipts and issue of village maps.	6 years			Rule 7, Appendix 0 and rule 668 of the Survey and Settlement Manual, 1935.
44	Ditto, Form (3).	Record-keeper's register of	3	„	..	Ditto.



		challans and requisition for the supply of maps.			
45	Ditto, Form No. 5.	Register of stock of maps	6	„	..
					Rule 11, Appendix 0 and rule 568 of Survey and Settlement Manual, 1935.
46	Appendix W— Survey and Settlement Manual, Form (2). Ditto,	Mouzawar register for the issue of records.	6	„	..
					Rule 8, Appendix W and rule 568 of Survey and Settlement Manual, 1935.
47	Form (3).	Register of applications or challans and requisitions for the supply of records.	3	„	..
					Ditto.
48	Ditto, Form (5).	Stock of records	6	„	..
					Rule 12, Appendix W and rule 568 of Survey and Settlement Manual, 1935s

*N.B.*—All other registers used In settlement will be maintained for the period of operations and need not be made over to the Collectorate, Record Room, any departure thought necessary should be reported to the Board for orders.

**APPENDIX F.**  
**Classification, Preservation and Destruction of Treasury Records.**  
*[Vide Rule 122.]*

Chalans for money paid into the Treasury	..	..	}	After 3 years.
Sub-vouchers retained by Disbursing or Controlling Officers	..	..		
Invoices of Cash Remittance	.....	..		
Daily sheets of receipts and disbursements received from Sub-Treasuries				
Daily sheets of receipts and disbursements from the Bank that keeps the Government cash balance			}	After 6 years.
Applications for Remittance Transfer Receipts and Supply Bills				
Tri-monthly estimates				
Advices of salary bills, etc., enfaced for payment at the Sub-Treasury	..	..		
Account of stock notes with Treasurer or in Subdivisional Treasury	..	..		
Register of sale of stock notes	..	..		
Daily advice list of payment orders issued by Judicial Officers				
Advice list of Trust Interest payment orders				
Advice list of bills and transfer receipts	..	..		

Plus-minus memorandum of stamps	...	..	}	After 12 years.
Ditto ditto of deposits	...			
Ditto ditto of zamindari	...			
Plus and minus memorandum of stock notes	...	...	}	After 12 years.
Account of stock notes under double locks				
Fine statements			}	After 3 years.
Travelling allowance bills	..	..		
List of stock notes held in deposit	..	...	}	Not to be destroyed.
Office copies of annual list of G. P. notes sent to the Bank				
Quarterly return of currency notes	...	..	}	After 12 years.
Annual mortality returns of pensioners	...	..		
Treasury cash balance report	...	..	}	After 5 years.
Abstract account	...	..		
Return of counterfeit coins	...		}	After 3 years.
First stage of compilation				
Actual receipts and disbursements of Treasuries		...	}	After 3 years.
Review of outstanding objection	...	..		
Office copies of requisition for correction			}	After 3 years.
Counterfoil of R. T. R. issued				
Office, copies of Trust Interest List received from Accountant-General, Bengal			}	After 2 years.
Advice list of cheques issued from the Wards and Encumbered Estates				
Advice List of Revenue and ordinary official money-orders received	..	...	}	After 2 years.
Accountant-General, Bengal's objection and admission slips				
Treasury requirements..	..	..	}	After 1 year.
Shroff marked statements	..	..		
Weekly cash balance report	...	..	}	After 1 year.
Do. Statement of sovereigns	...	..		
Returns showing silver coins out or broken	..	..	}	After 2 years.
Objection slips	..	..		
Credit orders and assignments, etc.	..	..	}	After 6 years.
Plus-minus memorandum of loans and advances		..		
Ditto ditto of local funds -		..	}	After 6 years.
Ditto ditto of deposits for work done for public bodies		..		
Statement showing receipts under selected major heads of accounts submitted to Government	..	..	}	After 3 years.
Plus-minus memorandum of Municipalities	...	..		
Abstract account of receipts and issues of Court-fee stamps	...	..	}	After 5 years.
Register showing the detailed statement of the permanent establishment	..	..		

**APPENDIX F(1).****Detailed instructions regarding destruction of papers in the record-room.**

1. The progress of sorting correspondence files in accordance with the instructions of the Revenue Department circular No. 13857 of 6th August 1928 by daily examination of one or more records by the Record-keeper instead of quinquennial revision has been slow and unsatisfactory because detailed instructions have not been given to the Record-keeper. When the Record-keeper examines a file he will put aside in a separate flat file all serials which he does not consider likely ever to be referred to for the purposes of the administration of the district.

Examples are given in the list below, which is only intended as a guide and is not exhaustive: —

- (1) Letters about telegraphic addresses or changes of addresses and designation of Government officers.
- (2) Sanction of temporary appointments of both clerical and menial officers and of temporary increase of their pay.
- (3) Circulars which have been followed by amendment slips in Manuals or which have since been incorporated in Fundamental Rules or Manuals or which have been superseded by later circulars, e.g., casual leave rules, motor car advance rules, powers to buy typewriters, distribution of landlords' fees, etc.
- (4) Blank returns and letters forwarding them.
- (5) Forwarding letters of which the enclosures have disappeared.
- (6) Notifications regarding army contracts or other things which do not concern the district to which sent, e.g., drawing office rates in Shillong.
- (7) Notifications regarding Glanders Act.
- (8) Settlement of claims of British subjects during the war, and circulars about war loans and subscriptions.
- (9) Circulars about public holidays.
- (10) Purchase of books.
- (11) Correspondence about insurance policies, pensions, or house advances of clerical officers.
- (12) Supply of furniture, forms, indents, tents, etc.
- (13) Sale of fruits in office compounds.
- (14) Departmental examinations.

- (15) Appointment and powers of gazetted officers.
- (16) Letters about agricultural loans, house-building advances, and the formation of co-operative credit societies, if more than 10 years old.
- (17) Crop returns and statistics.
- (18) Correspondence about endowments and stamps.
- (19) Quarterly returns of Cess Department.
- (20) Land acquisition estimates.
- (21) Notification under section 4 of the Land Acquisition Act.
- (22) Declaration under section 6 of the Land Acquisition Act.
- (23) Returns and reports bearing little administrative importance, as for example, "the report regarding use made of the record-of-rights" as after 12 years such reports have no importance in a district office.
- (24) Income-tax.
- (25) Excise and salt.
- (26) Government pleader's fees.
- (27) Transfer of clerical officers.
- (28) Proposal for amendment of Acts.
- (29) Notices under section 80, Civil Procedure Code and connected papers.
- (30) Repairs of steam launches and boats.
- (31) Deputation of clerks under officers commanding depot of units in Indian Labour Corps.
- (32) Annual Returns more than 25 years old.
- (33) Correspondence about service of processes and attendance of officers in other Courts.
- (34) Correspondence about renewal of certificates of Revenue Agents.
- (35) Correspondence on Marching of troops.
- (36) Landed property held by gazetted officers, if more than 30 years old.
- (37) Juvenile offenders, if more than 25 years old.
- (38) Under-trial prisoners, if more than 25 years old.

This list can be added to when other papers come to the notice of the Collector, which like the above are papers which should never have been marked A, or are superseded by more recent orders on the same subject, or do not at all concern the district in which they are kept. Additions made should be reported to the Board for information.

All files or papers so extracted from files can be destroyed after examination by the gazetted officer in charge without reference to the Collector. Reference need only be made when the Deputy Collector is in doubt whether a particular file or class of paper should be destroyed.

2. Similarly papers about which the Record-keeper is doubtful should be put up to the Deputy Collector in charge, who will himself examine them, and either transfer them to the bundle of papers to be destroyed or put them up for the Collector's orders. In putting up the bundle or file containing such papers, the Record-keeper should note the serial numbers of the papers to be checked by the Deputy Collector, or, if the serial numbers are not readily ascertainable, should affix flags to those papers he suggests should be seen without removing them from their places in the file. The category of doubtful papers might include correspondence about sale appeals and probate cases, proposals for changes of law or rules about which Collectors were merely consulted, subjects proposed for discussion at conferences which do not show the actual results of the conferences, instructions about recording shares in the Land Registration Register, and circulars which the Record-keeper thinks may have been superseded but about which he is not sure.

3. Most of the papers referred to above will be found in the collections headed Miscellaneous or Circulars. In the other collections it may be hardly worth while separating particular papers for destruction unless the whole file can be destroyed. In some record-rooms Land Acquisition files take up a lot of space. If they are paper's proposing or giving estimates of acquisitions which have not been carried out the whole file can be destroyed. If the acquisition has been made and the land is entered in Register VI and if there is a special Land Acquisition Case record in the Tauzi bundle, most of the papers in the correspondence file can be destroyed. If there is a letter confirming the proceedings or sanctioning abatement of land revenue it should be filed with the Land Acquisition Case.

4. *Correspondence about notice cases, civil suits and revenue appeals.*—Usually the papers in correspondence files are forwarding letters and explanations which give no index of the subject matter of the case and the grounds on which it was decided. The case records are separately available in the record-rooms of the Collector or some other officer. If this is not the case, the complaints and written statements might be kept or transferred to the appropriate Tauzi bundle. Usually most of the papers in the correspondence file can be destroyed without any danger.

5. Letters about striking tauzis off the roll or transferring tauzis to other districts or converting revenue-paying estates into revenue-free estates or removing estates from the Register of revenue-free lands may be important, though as a rule the orders will have been given effect to in the Tauzi Roll. But the letters, if wanted, would seldom be looked for in the files where they are now kept. Such letters may remain where they are, if there are objections to transferring them to Tauzi bundles, but a cross reference must be made relating to them in the Index Register under the collection headed "Tauzi."

There are many cases where records are not in the correspondence file where they would be looked for if wanted. Thus the resettlement records and maps of a Government state may be with the correspondence file of a particular civil suit. They should be transferred to the Khas Mahal Office or to the Tauzi bundle.

6. If papers are transferred to another collection or file, or if a new file is opened with a different heading, the new file should be entered in Register 62 of the year concerned and the transfer should be noted against the original file in that Register.

7. Office copies of Administration Reports can be destroyed for 4 out of, 5 years. Thus those of 1905, 1910, 1915, etc., might be kept and the rest destroyed unless there is anything of striking importance in any intermediate year.

8. No fly leaves need be preserved when all the cases or letters of which they give lists have been destroyed.

9. The papers kept in estate bundles vary much in different districts. Sometimes Cess Revaluation papers, Certificate cases, etc., are kept separately, sometimes they are not. As the daily examination prescribed in the Revenue Department circulars is taking the place of the quinquennial revision, files which would be destroyed according to the record-room rules one or two years later should be destroyed without reference to the Collector in anticipation provided they are of no particular interest. This applies especially to applications for Separate Accounts, Land Registration cases and Certificate cases if they were not contested. Generally speaking, however, no papers in the estate bundles should be destroyed which are earlier than 1870 unless they have been seen by the Collector.

10. If as the result of the revision the correspondence files have been considerably reduced, it may be convenient to put together the files on the same subject for 5 years, i.e., to keep one correspondence-bundle, for, say, 1870-74. This was done in some Collectorates as regards correspondence before 1870. Many files go on from year to year and are kept in an incomplete state because the orders in Records Manual, Rule

70, have not been observed. If an officer is looking for old papers about a particular subject, he is more likely to find it if he can see all the correspondence files of 5 years on that subject bundled together than if he has to search for them in 5 correspondence bundles.

11. The above instructions should apply *mutatis mutandis* to the correspondence of other departments. They should also be applied to the Commissioner's record-room as far as practicable.

As for the correspondence and registers of departments which are no longer under the Collectorate, e.g., Income-tax, they should be disposed of after sending an intimation to the departments concerned.

12. The work is not uninteresting, and if the officer-in-charge of the record-room has not helped the Record-keeper up to date, he should be changed. If a gazetted officer goes through the correspondence of each collection for one year (there is no reason why he should not take a bundle home and do it there), and himself selects the papers for the destruction bundle referred to in paragraph 1 and the Collector then looks through the remaining papers himself, it will give the Record-keeper a good idea of what to sort out and will make his examination of similar files in future much more efficient.

13. Twice a week at least a gazetted officer must check the files made ready by the Record-keeper instead of leaving a large accumulation as is now often the case.

## **APPENDIX G.**

### **Rules for the supply of maps and jurisdiction lists from Collectorates and Subdivisional Offices.**

1. These rules refer to the jurisdiction lists and the following classes of maps: —
  - (i) Vandyke reproductions of village cadastral maps.
  - (ii) Thana (jurisdiction) maps.
  - (iii) District maps issued by the Director of Land Records and Surveys, Bengal.
  - (iv) Jurisdiction lists.
2. The main depot for the sale and issue of these maps and jurisdiction lists will be the district headquarters, but village maps can be sold also at subdivisional headquarters where there is a demand.

*N.B.*—In the district of Chittagong the khas tahsil offices are, "for the purposes of this rule, to be considered as subdivisional offices.

3. At the conclusion of settlement proceedings in any district, the surplus stock of vandyke reproductions of village maps will be made over to the Collector of the district and kept, by the Collectorate record-keeper with the exception of such as may, under rule 2, be sent to the subdivisional headquarters.
4. The stock of maps will be replenished by an indent, in Form No. 1, addressed to the Director of Land Records and Surveys.
5. When the number of copies in stock of any village map is reduced to four, the Collector should consider whether the map should be reprinted, and, if so, should submit an application to the Director of Land Records and Surveys, who will, if he agrees, accord the necessary sanction and cause fresh copies to be printed.
6. The maps will be kept in the custody of the Collectorate or subdivisional record-keeper. They should be kept unfolded between stiff boards, large enough to cover the whole of the map, the village maps being kept by convenient groups of villages within one thana, and the thana maps by thanas. In the case of village maps a ticket should be tied to the upper board of each bundle specifying the maps (thana name and village numbers) covered by it, and all maps of the same village should be kept together. In the case of village maps consisting of more than one sheet, similar arrangements should be made to keep in separate subsidiary bundles copies of the same sheet, the village number and the sheet number being written on the ticket (*e.g.*, 2/1, 3/2, 5/1, 5/2, 5/3, etc.), the numerator showing the village number, and the denominator the sheet number.
7. The record-keeper will keep one register (Form No. 2) in as many volumes as may be convenient, in which all transactions will be entered. A page will be kept for each map or sheet. The balance will be struck at the end of each financial year. For<sup>12</sup> district and thana maps the necessary alterations should be made by hand in the heading of the form. The record-keeper will also keep a register of applications and requisitions (Form No. 3) which will be verified once a month by the Record-Room Deputy Collector.
8. Maps and jurisdiction lists will be supplied without payment on the public service under orders of the Collector on a requisition in Form No. 4, and on payment of the price in court-fee stamps to private applicants. The record-keeper will keep a guard-file of applications and requisitions to support his register.
9. The price per sheet to private applicants will be—

	...	..	Rs. a.
District maps, scale 4 miles to 1 inch, plain paper (black)	...	..	1 0

<sup>12</sup> Howrah District only 2 miles to 1 inch.



*Ditto	scale 4 miles to 1 inch, plain paper (printed in colours)	..	..	1	8
Thana maps	(final), scale 1 mile to 1 inch, printed in colours		..	1	8
Ditto	(final), scale 1 mile to 4 inches, printed in black	..	..	0	4
Ditto	(not final), scale 1 mile to 1 inch, printed in black	..	..	0	6
Village map		..	..	..	0 4
Jurisdiction lists		..	..	..	..- 1 8

A stock of jurisdiction lists is kept for sale to the public by the record-keeper.

10. Applicants for maps will file applications in the prescribed form (Form No. 8), obtainable from the nazir or stamp vendors at one pice per sheet, stating what they require bearing a two-anna stamp for court-fee for application, before the Record-Room Deputy Collector, who will be attended by the record-keeper before noon. The record-keeper will give each application a number according to the Register of Applications (Form No. 3) and fill up the counterfoil, which, after being initialed by the Deputy Collector, will be handed to the applicant as a receipt. The applicant will be informed at what time he has to appear at the record-room. The applications will then be taken to the record-room and entered up in the register of such applications. The record-keeper will ascertain whether the required maps are in the record room and, if so, will note the amount payable on the applications or report that no copy is available. He will inform the applicants and direct them to file the amount payable in, stamps, which will be attached to the applications and treated in the prescribed manner. The record-keeper will then hand over to the applicants the required maps. These maps must be delivered the same day. At the close of each quarter all applications for copies of maps (Form No. 8) will be examined by the record-keeper with a view to ensure an agreement between the Court-fee Register and Register 3 (Stamp Branch). The Deputy Collector in charge, after satisfying himself, by examination of these applications, that the registers are correct, will direct the destruction of all application forms more than three months old.

*Note.*—Form No, 8 of application for copies referred to in this rule may be obtained by stamp vendors from Collector's office at the rate of eighty copies per rupee, for retail to the public at one pice per sheet. The same procedure should be followed in connection with the sale of jurisdiction lists.

11. A gazetted officer will count the stock of maps in hand at the end of the year and verify the number with the registers. Unbroken sealed packets should be accepted as correct and broken bundles should be subjected to a five per cent, check. He will initial in the Register of Stock (Form No. 5) the balance carried forward and will report any

deficiency in the total number of maps to the Collector, who will, after due enquiry, pass such orders as he may think fit.

12. The Collector will annually submit to the Director of Land Records and Surveys on the 15th April a return in triplicate in Form No. 6. The return will bear the certificate of the gazetted officer who has verified the balance under rule 11.

13. The return will be entered as an Appendix in the Annual Report of the Director of Land Records and Surveys after verification of supply during the year by the Survey Department.

14. The Director of Land Records and Surveys may examine the stock of maps in the Collectorate or subdivisional record-room, and the working of these rules.

15. The sale of jurisdiction lists will be entered in Form No. 7 of this Appendix.

<i>Indent No.</i>	<i>, dated</i>			<b>Form No. 1.</b> <i>Indent for supply of maps.</i> <i>Thana list No. , dated ,</i> <i>for the supply of maps as per indent No. , dated , from the</i> <i>Collector of district.</i>				<i>Record-keeper's receipt No.</i> <i>supply of niaps as per indent No</i> <i>dated , from,</i> <i>the of district.</i>			<i>for the</i> <i>Collector</i>		
Name in case of district or thana.	Number of copies required.			Particulars of maps despatched.				particulars of maps despatched.					
				Name in case of district or thana.		Number of copies supplied.		Name in case of district or thana.		Number of copies supplied.			
Name, number, thana and sheet number in case of village.	District map.	Thana map.	Village map.	Name, number, thana and sheet number in case of village.	District map.	Corrected thana map.	Village map.		District map.	Corrected thana map.	Village map.		
Forwarded to the Director of Land Records and Surveys, Bengal, for favour of supply to the Collector,				To The Director of Land Records and Surveys, Bengal.				To The Director of Land Records and Surveys, Bengal.					
<i>Dated Collector. Director of Land. Records and Surveys, Bengal.</i> (To be retained by the Director of Land Records and Surveys.)				I acknowledge receipt of foregoing list. <i>Dated</i> (To be returned to the Records and Surveys.)			the maps in the <i>Collector.</i> Director of Land		Received <i>Collectorate</i> (This portion to be record-keeper.)			<i>Record- keeper.</i> retained by the	



**Form No. 3.**

*Record-keeper's register of applications and requisitions for the supply of maps and Jurisdiction lists.*

Sale.						On public service.					
Date of presentment to record-keeper.	Application number.	Amount.				Date of presentment to record-keeper.	Requisition number.	Number of maps and Jurisdiction list.			
		District map.	Thana map.	Village map.	Jurisdiction list.			District map.	Thana map.	Village map.	Jurisdiction list.

*Instruction.*—To be verified at the end of each month by the Record-room Deputy Collector.

**Form No. 4.**  
*Requisition of maps and Jurisdiction lists.*

Requisition number

Serial number.	Description (sheet by sheet).	Number of maps and Jurisdiction lists.				Remarks.
		District maps.	Thana maps.	Village maps.	Jurisdiction lists.	
1	2	3	4	5	6	7
<i>Dated</i>		<i>Collector of district.</i>				

Received the maps specified in the above list with the following exceptions :—

*Dated*                      **19** .                      (Signature.)

**Form No. 5.**  
*Register of the book of maps.*

1st April 19 . to 31st March 19 .				1st April 19 . to 31st March 19 .				1st April 19 . to 31st March 19 .				1st April 19 .. to 31st March 19..			
Date.	Number of maps.		Balance at the end of each day's transaction .	Date.	Number of maps.		Balance at the end of each day's transaction.	Date.	Number of maps.		Balance at the end of each day's transaction.	Date.	Number of maps.		Balance at each day's transaction.
	Re-ceive d.	Issue d.			Re-ceive d.	Issue d.			Re-ceive d.	Issue d.			Re-ceive d.	Issue d.	
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
	Opening balance.				Opening balance.				Opening balance.				Opening balance.		

*Instruction.*—The register will be verified at the end year by a gazetted officer who will initial as correct the opening balance of the following year

**Form No. 6.**

*Return of maps in stock, received and sold during the year 1st April 19 to 31st March 19 at*

Particulars.	Number of maps.	Receipts.	Remarks.	Number of maps of which there are less than four copies in stock.	Action taken by the District Officer .
<i>District maps.</i>		Rs. a. p.	Rs. a. p.		
Balance on 1st April ..			<i>Deduct</i> receipts for maps not issued during the <i>Add</i> receipts for maps issued during the year, but paid for previously. Net number of maps sold in the year  Unexplained balance Surplus maps Deficit maps		
Additions during the year Total ..	••				
Issues on public service Total ..		••			
Issues by sale					
Balance on 31st March ..					

*Signature of verifying officer.*

*Designation—*

<i>Thana maps.</i>					
Balance on 1st April			<i>Deduct</i> receipt for maps not issued during the year. <i>Add</i> receipt for maps issued during the year but paid previously.  Net number of maps sold in the year Unexplained balance .. Surplus maps Deficit maps		
Additions during the year Total		••			
Issues on public service, Issues by sale					
Balance on 31st March Total		"			

*Signature of verifying officer.*

*Designation—*





**Form No. 7.**

*Register of stock accounts of thana village lists sold.*

Date.	Name of thana.																					Number sold	Price	Chalan No.	Remarks.
	Burdwan	Satgachia	Jamalpur	Rayna	Khandaghosh	Galsi	Ausgram	Sahabbagan	kalna	Purbasthali	Manteswa	Katwa	Ketugram	Mangalkot	Asansol	Raniganj	Kanksha								
1	2																					3	4	5	6
	1	2	3	1	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21				
10th May 1917	56	55	66	57	63	61	63	67	61	62	64	65	67	65	23	26	53					2	0 12	LB, II. 11, dated 10th May 1917.	Given to Deputy Collector Babu P. C. Ghosh.
							1	1				1		1								4	1 8	L.B.II. 12, dated loth May 1917.	
									66					63	22	25									

- Instruction—
1. Receipt to be entered in red ink.
  2. Balance when struck to be entered in red ink.
  3. When jurisdiction lists are issued free of cost for public service the name of the officer receiving will be entered in the "Remarks column.

(Sample entries are shown in the form.)

**Form No. 8.**

<b>Counterfoil.</b>	<i>Form of application for copies of maps and Jurisdiction lists.</i>								
	Serial number (as entered in the register of applications) and date of receipt of application.	Name, residence and postal address of applicant.	Cost.				Initials of record-keeper.	Signature of officer receiving application.	
(To be handed over to applicant as a token of receipt of application for copies of maps, jurisdiction lists, etc.)			Specification of the maps and jurisdiction list of which copy is required.	Price of maps and jurisdiction lists.	Packing and postage charges (including registration charges), if maps and jurisdiction list are to be sent by post provided that if this fee is insufficient to cover such charges the actual cost will be levied.	Total.			Remarks.
	1	2	3	4	5	6	7	8	9
To be filled up by applications. 1. Name of applicant, applicant.				Rs. a, p.	Rs. a. p.	Rs.a. p.			-
To be filled up by record-keeper. 2. Serial number of application 3. Date of receipt of application.									
Initials of Record-Room Collector with date.									
N.B.—1. Co 2 will be filled up by applicant and columns 1 and 4 to 7 by the record-keeper, 2. Payment will be made in court-fee stamps,									

**APPENDIX H.  
Form No. 73.**

*Questions for the Inspection of Records.*

*Observations by  
Inspecting Officers.*

[References are to the Records Manual, 1943, when no other Manual is specified.]

**OFFICE RECORD**

**(A)—English Records—Current Correspondence**

*N.B.*—In regard to questions marked thus (J) the reply should be given after testing a few instances.

I. In the last three years, how often has the Deputy Collector in charge been changed"; (Note 2, Preamble.)

1A. In the last three years, how often have the head clerical officer and the reference clerk been changed? (Note 2, Preamble.)

IB. What is the name of the Deputy Collector in charge, and how long has he been in charge? (Note 2, Preamble.)

1C. What are the names of the head clerical officer and the reference clerk, and how long has each held his appointment? (Note 2, Preamble.)

ID. Is a statement kept up to date hung up showing the names of the gazetted officers and clerical heads in charge from time to time and the date when each took and relinquished such charge? Rule 224 of the Bengal Practice and Procedure Manual, 1940.)

IE. Does the clerical head of each Department keep a note book alphabetically in which are noted references to important orders and precedents relating to his department? (Rule 230 of the Bengal Practice and Procedure Manual, 1940.)

IF. Is a list hung up showing the registers kept in the department, and is it signed by the Deputy Collector in charge and kept up to date? (Rule 119.)

2. Are all covers received and opened by the Collector? If not, to whom is the duty entrusted? (Rule 13.)

\*3. Does the head assistant affix docket stamps on each letter and 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? (Rule 13.)

4. Are all letters received and issued said to be entered in the registers, the subject being given clearly but concisely? (Rule 33.)

5. As regards the procedure followed in putting up letters, note any deviation from that laid down in rule 17.

6. Is every fresh letter said to be treated in the manner laid down in rules 16 and 17?

7. Is every letter, whether received or issued said to be serially numbered and entered in the fly-leaf as soon as received or issued (Rules 17, 32 and 62.)

8. Are registers 60, 61 and 62 kept up to date? (Rule 8.)
9. Are new registers opened every year? (Rule 8.)
- 9A. Is care taken to avoid waste by having the registers of an appropriate size? (Rule 10.)
10. Is attention paid to rules 7 to 12, prescribing the mode of keeping the Index Register No. 62 and Registers 60 and 61?
- 10A. Does each department keep its own set of registers of letters received and issued, and Index Register? (Rule 9.)
- 11, 11A and 12—deleted.
- \*13. Is the retention of a file at the expiration of a year noted in the Index Register for 'that year? (Rule 70.)
- \*14. Is the collection system thoroughly understood? (Rule 5.)
- 14A. Are the files within each collection kept serially in the shelves of the current records? (Rule 82.)
- \*15. Are office notes or "keep-with" kept in the file to which they belong and sewn to the letters to which they belong? (Rule 4.)
16. Is care taken not to mix up two or more different subjects in a single file? (Rule 5).
- 16A. Are new files intelligently opened? (Rules 16 and 23.)
17. Are the files examined in regard to classification arrangement in serial order and fly-leaves prior to their transfer to the record-room of old correspondence? (Rule 78.)
- 17A. Are C papers sorted and destroyed before, sending them to the record-room? (Rule 74.)
- \*18. Are rules 59 to 77 regarding the arrangement of files and collections of current correspondence strictly attended to by the head assistant and the reference clerk?
19. Are removal slips placed in the proper place, when any paper or bound volume is removed and are they destroyed when received back? (Rules 65 and 66.)
20. Are all letters to the address of one authority said to be enclosed and despatched in a single envelope? (Rule 213.)
21. Are the Collector's diaries filed together in a form convenient for reference?
22. Does the Collector correspond with his -subordinates at headquarters by note and order and not by formal letters? (Rule 192.)
- \*23. Are the papers within each file ordinarily all of foolscap size or folded in foolscap size? Are all the papers smaller than this size parted on to a sheet of foolscap? (Rule 1.)
- \*24. Are spare copies of printed letters kept in accordance with rules 75 and 76?

24. A. Are the spare copies of more than three years old sent to the record-room? (Rule 75.)
- \*25. Are all blank reports and returns ""treated as C class papers? (Rule 101, class C.)
26. Has the system of classification of A, B and C papers been carried out with regard to all the collections in the current record-room? If not, state the explanation when the work will be completed and who is responsible for the failure to keep the classification up to date.(Rule 90.)
- \*27. When a year's collections are made over to the record-keeper, does the department concerned first make over to the clerk in charge of forms and stationery all the mill-boards not required for tying up the files in bundles by collections, and does such clerk enter these mill-boards in his stock register? (Rule 79.)
28. Is the date of drafting noted in each fair copy of a letter under the place for the Collector's signature? (Rule 23.)
29. Are rules 78, 79 and 81 regarding the transfer of English correspondence to the record-keeper duly observed, in the current record-room?
30. Are any registers kept in almirahs? (Rule 200.)
31. Are there any registers on the clerk's table other than those in actual use? (Rule 201.)
32. Is a work-card kept up to date by each clerk or muharrir showing the particulars regarding each register? (Rule 226 of the Bengal Practice and Procedure Manual, 1940.)
33. Are the registers and manuals kept vertically with their backs duly labeled and arranged alphabetically between two iron supports on clerk's tables? (Rule 200.)
- 33A. Are correction slips regularly inserted in the Manual and is it up to date?
34. Are returns punctually submitted? Is the procedure referred to in rule 13, Chapter II, section I. page 62 of the Register and Return Manual, 1919, followed to increase punctuality in the submission of returns?
- \*36. Examine the methods of checking pending letters and issuing reminders punctually, and state whether they are satisfactory. (Rules 18 and 38.)
36. Does each responsible clerk properly keep the forward diary or a reminder-card cabinet in which to note the proper dates for putting up files? [Rules 40 and 47(d).]
- 36A. Does he enter clearly but concisely the subject-matter on each kind of reminder? (Rule 39.)
37. Is correspondence in arrear? If so, what action is necessary to work off the arrears?
- \*38. Except for immediate reference, do the clerks keep disposed-of files on their tables? (Rule 67.)

39. Is a list of returns and reports due hung up before or near the head-clerk, with a view to their punctual submission to the higher authorities?

40. Has necessary action been taken on all the points raised in the last inspection notes of (a) Commissioner, (b) Collector, (c) Deputy Collector?

**(B)—English Records—Old Correspondence.**

*N.B.*—In regard to questions thus marked (\*) the reply should be given by testing a few instances.

41. Deleted.

\*42. Is a note kept on a label inside the front cover of Register No. 62 showing where the collections and files referred to are stacked and the annual total of letters received and issued in each department? (Rule 98.)

43. Deleted.

43A, Do the fly-leaves show every letter in the file whether "A." "B" or "C" P (Rule 63.)

43B, Are fly-leaves preserved or destroyed in accordance with rule 99?

\*44. Do the reference clerks of the various departments concerned regularly send in their year's collections to the record-keeper? (Rules 59 and 78.)

45. If not, what department records are delayed? What is the explanation?

45A. Does the record-keeper bring the delay to the notice of the Deputy Collector? (Rule 78.)

\*46. Are the C papers destroyed by the department to which the files belong before the files are made over to the record-keeper? If not, state the reason. (Rule 105.)

\*47. Are Registers 60, 61 and 62 bound, the blank pages having been removed? If not, when will this be done? (Rule 10.)

\*48. Where these registers of a department for each year contain but few pages, are such registers for several years bound together chronologically in one volume? If not, when will -this be done? (Rule 10.)

\*49. Are the files in the collections arranged in numerical order? (Rule 82.)

\*50. Where a file is missing in a collection, is there in its place a removal slip to show With whom the file is or to what year it is transferred? If not, who is responsible? (Rule 81.)

\*51. Are the files of each collection tied together in, numerical order in a bundle and is there on the outer mill-board a label pasted showing to what department and year the collection belongs, and: the number and name of the collection? (Rules 83 to 85.)

\*52. When two or more collections are tied together in one bundle, are they arranged in numerical order, and is there on the outer face of the bundle a mill-board on which is noted what collections are in the bundle and the year and department they belong to? (Rule 83.)

\*53. Are the bundles of collections arranged in numerical order and vertically on the shelves? (Rule 83)

\*54. When a letter only is given out from a file on a requisition is a removal slip kept in proper place? (Rule 65.)

55. Is the procedure laid down in rules 110 to 113 with regard to the preservation of the *Calcutta* and *Vernacular Gazettes* followed?

**(C)—Current Vernacular Records.**

*N.B.*—In regard to questions thus marked (\*) the reply should be given by testing a few instances.

56. Is a clerical officer placed at the head of the department and held responsible for all the papers of all the cases in his department? (Rule 123.)

57. Does the Superintendent see that papers duly received are duly made over to the departmental officers? (Rule 124.)

58. Are rules 123 to 125 of the manual duly attended to?

\*59. Are all papers connected with each case classified strictly in accordance with the rules 165 to 173A of the Manual?

59A. Are Debt Settlement Boards sending up records regularly and properly arranged? (Rule 173A.)

\*60. Is a combined title-page and fly-leaf attached to each record and filled up according to the rules of the Manual? (Rule 126.)

60A. Are "miscellaneous cases," as far as possible, arranged chronologically in months, quarterly or annual bundles (as may be most convenient locally)? (Rule 6.)

60B. If there be an excessive multiplication of "cases" and combined title-page and flyleaves, what steps can be taken to reduce work by arrangement of cases in monthly bundles, etc., as above indicated? (Rule 171.)

\*61. Is an order sheet attached to each record of land revenue cases?. (Rule 129.)

\*62. Are the vernacular records not required for immediate reference transferred to the record-keeper within the month following that in which final orders have been passed?(Rule 125.)

62A. If the limit of exact date is exceeded, was sanction to the deviation obtained from the Collector? (Rule 125.)

62B. And is a list showing the dates on which records are due kept as prescribed in rule 146?

**(D)—Old Vernacular Records.**

*N.B.*—In regard to questions thus marked (\*) the reply should be given by testing a few instances.

63. On what principle are the records of each department arranged? Is that principle invariably observed? (Rule 131.)

64. Are the records of estates not borne on the revenue-roll of the district arranged by estates in a different series from that of estates borne upon the district-roll? (Rule 134.)

65. With the exceptions permitted by rule 135, are the records of lands belonging to the district, but borne on the revenue-roll of other districts, kept here? (Rules 134 and 136.)

66. Are the records of lands belonging to other districts, but borne on the revenue-roll of this district, kept here, and not in that of the district where the lands, or some of them, lie? (Rule 134.)

\*67. Are the records of *patni sales* which have taken place in the district kept in the district record-room with the same estate? (Rule 135.)

\*68. Are the records of all cases finally disposed of in the district 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 kept in the district record-room? (Rule 135.)

\*69. Are the papers of one estate kept separate" from those of another estate? (Rule 131.)

70. Are the papers relating to revenue-free estates kept in a separate place from those for revenue-paying estates and arranged in shelves according to the serial number in Register B? (Rule 131.)

\*71. Are the papers relating to revenue-paying estates arranged according to the serial order of their tauzi number? (Rule 131.)

\*72. Are the tauzi numbers or Register B numbers of the revenue-free records clearly and durably written or painted prominently on each shelf or compartment of shelf on which they are kept? (Rule 132.)

73. Are records appertaining to land acquisition cases and chaukidari chakran lands kept in the district in the jurisdiction of which the lands are geographically situated? (Rule 137.)

\*74. Does each bundle contain a list of the enclosed cases with the date of the year in which they occurred? (Rule 141.)

74A. Is the name and date of the case inserted in the list when a fresh case is added to the bundles (Rule 141.)



75. Are all the valuable documents referred to in rule 153 kept in almirahs under double lock and key? (2) Who keeps the keys? Is a separate list for each almirah kept of these records in such a way that any document required can be found at once? (3) Does the Deputy Collector in charge periodically inspect and compare the contents with the list? (Rules 153 and 154.)

76. Are such documents in good condition? (Rule 153.)

76A. Are they kept in a wire rack or in a separate almirah? If an almirah, is it tin-lined, and are the front and sides fitted up with wire-work to admit of the free circulation of air? (Rule 153.)

77. Does the gazetted officer examine regularly Register 41B and see that the records received are duly entered in the register by the record-keeper, and promptly dealt with? (Rules 145 and 146.)

78. Up to what date have the records been received from each subdivision? (Rule 185.)

79. Is the list kept up to date of all the courts and departments from which the record-keeper has to receive records? Is it signed and; dated by the Deputy Collector in charge and hung up in the record-room? (Rule 146.)

80. Does the record-keeper bring to the notice of the Deputy Collector in charge any delay in depositing records in the record-rooms in due dates? (Rule 147.)

80A. And does he see that the records which have not been deposited during the month in which they are due are duly accounted for in the next month? (Rule 147.)

80B. Has any undue delay been brought to the notice of the Collector? If not, why not? (Rule 146.)

\*81. Are the A, B files kept together, and the C files on a separate rack? (Rule 161.)

\*82. Are the C papers on their separate racks arranged according to dates of decision and classes of cases? (Rule 162.)

83. Are C papers more than two years old destroyed in January of each year? (Rule 174.)

84. Does the record-keeper examine each working day the contents of one bundle of vernacular records to see whether the contents agree with the list in the bundle and whether B and C papers have been duly destroyed? (Rule 142.)

\*84A. Is this list as well as the corresponding entry in the shelf Register 41 of records signed and dated by him? (Rule 142.)

(23)—*Record-room—General.*

*N.B.*—In regard to questions thus marked (\*) the reply should be given by testing a few instances.

[The registers to be seen in the record-room and Registers A to D (Land registration), 12, 12A (Separate accounts), 41, 41 A, 41B (41C in subdivision only), 41D, 42, 57, 57A (Record-room); also copying department registers of applications for information and for copies and earnings of copyists.]

85. Is a list kept up to date showing in the last three years how often the record-room Deputy Collector has been changed? (Note 2, Preamble.)

85A. In the last three years how often the Record-keeper has been changed? (Note 2, Preamble...)

85B. What is the name of the record-room Deputy Collector, and how long he has been in charge? (Note 2, Preamble.)

85C. What is the name of the record-keeper and how long he has held the appointment? (Note 2, Preamble.)

86. Is the record-room (English and Vernacular) old correspondence under the charge of a Deputy Collector? Who is held responsible for the proper working of the record-room in accordance with the rules of the Records Manual? (Note 2, Preamble.)

87. In addition to the daily supervision of the record-room and staff, does the Deputy Collector make a thorough inspection at least each half-year? (Note 2, Preamble.)

88. Is a note-book kept in the record-room in which all important orders are noted? (Note 2, Preamble.)

89. Are the inspection notes of the Deputy Collector kept in a separate inspection register? (Note 2, Preamble.)

90. Does the record-keeper say that (1) all records received have been entered in one of the Registers 41, 41A, 41B, 41C, 41D and 42?

(2) All registers received have been entered either in Register 57 or 57AP. If not, what are the exceptions (excluding record registers just recently received) and the cause and when will these omissions be supplied? If there are any old records or registers which have not been entered in Registers 41-42, 57 and 57A, what steps are being taken to register them and when will it be completed? (Rule 151.)

91. When was the record-room last inspected by the Deputy Collector in charge, the Collector and the Commissioner?

93. When were the quinquennial and annual destruction of papers made under rules 96, 172, 174 and 175?

94. Have exhibits and private documents been ever destroyed? If so when and under what authority? Was notice of destruction duly served on the parties and published in the *kachari*? (Chapter V.)

95. Is a plan of the record-room hung up in a conspicuous place? (Rule 226.)
- 95A. And does it (or does an index connected with the plan) show the numbers of the rooms, racks and shelves, and the class of papers to be found on each? (Rule 226.)
- 95B. Is it prepared and corrected up to date? (Rule 226.)
- "96. Is a statement hung up in the record-room showing how to find where a particular document is deposited? (Rule 199.)
97. Is it so prepared that any intelligent person could by using it obtain any particular class of record with ease? (Rule 199.)
98. Report after a practical test whether each clerk in the record-room knows where to find a particular record. (Rule 199.)
99. Have periodical returns and papers of a general nature a separate press assigned to them. (Rules 77 and 133.)
100. Are survey and settlement records and maps carefully kept on iron racks, or in tin-lined almirahs? (Rules 154 and 155;)
- 100A. Have they got separate registers of their own? (Rules 154 and 155.)
- 100B. How are they arranged? (Rules 154 and 155.)
- 100C. Are they in good condition? (Rule 155.)
101. Are they periodically inspected by the Deputy Collector in charge or the Collector? (Rule 154.)
102. When were they last inspected? (Rule 154.)
105. What is the total number of records received in the record-room? (2) Is there an excessive number of records recently received in the record-room not deposited in their proper places within the month of receipt? (Rule 146.)
104. What is the oldest date on which any of these, were received? (Rule 125.)
105. Are the postings in registers 57 and 57A made up to date in accordance with the classified lists of registers? (Rule 115.)
106. Does the record-keeper admit keeping or allowing to be kept up any unauthorized registers? If so, report whether the Commissioner's sanction should be obtained to their retention. (Rule 117.)
107. Are the statements required by Rule 119 kept up to date?
108. Is there any arrear in any branch of the work of the record-room? If so, state the reason.

\*109. Are the rules 148 and 149 observed in furnishing records, required for reference, and in receiving them back?

\*109A. Are removal note-slips used? (Rule 148.)

\*109B. Is Register 41D of records sent out of the record-room properly kept up and receipts taken for issue: (Rule 149.)

\*109C. What steps are taken to see that the records issued from the record-room are not allowed to remain out unduly long? (Rule 150.)

\*109D. At the beginning of each year are all issues not yet returned brought forward in red ink? If not, give the reason. (Rule 150.)

110. Does the record-keeper satisfy himself that the classification of all papers has been properly entered in the fly-leaf by departmental officers before placing a record on its proper rack or shelf? (Rule 160.)

\*111. Are all B papers destroyed annually after 12 years? (Rule 175.)

111A. If not, specify the classes of papers for which a longer preservation has been prescribed by the Collector? [Rule 228B (3).]

111B. Are "C" class papers of Debt Settlement Board case records being destroyed and "A" class papers being put up to the Collector for orders for destruction regularly? (Rule 173A and Rule 166E.)

111C. Is Register 41A for Debt Settlement case records properly kept? (Rule 144.)

\*112. Up to what year have the ordinary B papers been destroyed? (Rules 107 and 175.)

113. Are there said to be any C papers in the record-room more than 2 years old? (Rules 105 and 174.)

114. What prevented the destruction of the ordinary B and C papers at the prescribed time? (Rules 108 and 176.)

115. Are the sale-proceeds of useless papers regularly paid into the treasury? If the cost of arranging these papers for sale exceeds the probable sale-proceeds, are these papers burnt? (Rule 242.)

\*116. Does the record-keeper on receiving records from any office or department for deposit in the record-room ascertain that on every document chargeable with stamp duty the head clerical officer concerned has made the prescribed entry as to sufficiency or other-wise of the stamp borne? [Rule (a), section IV. Part HI, pages 207-8 of the Stamp Manual, 1911.] (Rules 87 and 157.)

- \*117. (1) Are all the Court-fee stamps contained in the record properly punched as required by section 30 of the Court-fees Act?  
(2) Is the round punch used for this purpose? (Rules 88 and 158.)
- \*118. Are records punched a second time in the record-room with a triangular punch? (Rules 88 and 158.)
- \*119. Are the dates of punching by the record-keeper duly recorded upon the fly-leaf? (Rules 88 and 158.)
120. Are the punched-out pieces said to be regularly burnt or otherwise destroyed? (Rules 88 and 158.)
121. Are the labels affixed under the Court-fees Act to copies, certificates or other similar documents said to be cancelled by punching out with a square punch a portion of the label in such a manner as to remove neither the figure-head nor that part of the label upon which its value is expressed? [Board's Rule 3 in Part I, section II, page 55 of the Bengal Stamp Manual, 1911 (Court-fees portion).]
122. As an additional precaution does the record-keeper state that the signature of the officer attesting the document with the date is written across the label and upon the paper *on* either side of it? [Board's Rule 3 in Part I, section II, page 55 of the Bengal Stamp Manual, 1911 (Court-fees portion).]
123. Was inspection of records made at least once a quarter during the past year by Deputy Collectors in charge of departments in order to ascertain that the stamps have been properly punched and have not been removed? If not, who has omitted to comply with the rule? [Rule 224 (ii).]
124. Is the accommodation sufficient"? (Rule 124A. Are the compartments and shelves of convenient height? (Rule 200.)
- 124B. Are desk, or small tables, folding flaps on hinges with brackets provided below the racks or in convenient corners for careful handling of volumes of registers by clerks and copyists ?
125. Who has access to the record-room? (Rule 222.)
126. Is there a "No admittance" notice posted above the door? (Rule 244 of the Practice and Procedure Manual, 1940.)
127. Has adequate security been given by the record-keeper and his assistants? (Rule 126 of Board's Miscellaneous Rules, 1940.)
128. Have the Commissioner's or any higher officer's instructions (if any) about the record-room on his last inspection been carried out?

129. Has any report been submitted by the "record-keeper to the Deputy Collector about any missing paper? What action is taken on such report? (Rule 81.)
130. Are the monthly files considered as one record? (Rule 171.)
131. Are the iron racks labeled or painted? (Rules 86 and 132.)
132. Is the floor regularly kept clean? Are coal tar and naphthalene used for the floor racks and records?
133. Are the wooden racks (if any) wiped with kerosene oil rags every two months?
134. Does a caretaker sleep near the record-room at night? Who keeps the key of the record-room?
135. How many buckets are kept and where, inside or outside the record-room, and are they *easily and promptly* accessible in the event of fire breaking out? Are these sufficient?
136. Are *sanads* to Revenue Agents and licenses to Stamp Vendors kept in monthly bundles? (Rule 164.)

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**Form No. 74.**

*Questions for the Inspection of Library.*

*Observation by  
Inspecting Officers.*

[Reference are to the Records Manual, 1943, when no other Manual is specified.]

**OFFICE-LIBRARY.**

*N.B.*—In regard to questions thus marked

(\*) the reply should be given by testing a few instances.

1. In the last three years how often has the Deputy Collector in charge and the librarian been changed, and what is the average period of change in each case during that time? (Rules 244 and 246.)

1A. In the last three years how often has the head clerical officer in charge of library been changed? (Rules 244 and 246.)

1B. What are the names of the gazetted officer and of the librarian in charge, and how long has each been in charge? (Rules 244 and 246.)

1C. What is the name of the head clerical officer, and how long has he held the appointment? (Rules 244 and 246.)

1D. Is the record-room Deputy Collector in charge of the library or any other gazetted officer? (Rules 244 and 246 and Note 2, Preamble.)

1E. When was the library last inspected by the Deputy Collector in charge, the Collector and the Commissioner? (Rules 266 and 267.)

1F. Has the clerical officer in charge a guard-file of extracts from the inspection remarks of Collectors and other superior officers relating to the library and are such arranged chronologically and are they paged and indexed? (Rule 267.)

2. Have the books been collected together in one place and placed under the charge of the Collectorate head clerk? Is there a separate librarian? \*Are all codes and manuals corrected up to date by him? (Rules 244 and 245.)
3. Has a separate room been assigned for the library? If not, why not? (Rule 244.)
- \*4. Are additions and alterations promptly made in the Board's Manuals, Board's circular orders, and Civil Service Regulations and other manuals, by the librarian as printed slips are received from the issuing office? (Rule 245.)
- 4A. Are corrections made in the Regulations and Acts (both of India and Bengal) whenever by any new enactment a part or the whole of any Act or Regulation is repealed or amended? (Rule 245.)
5. Has the catalogue been revised in accordance with Rule 253?
- 5A. When was it last revised? (Rule 248.)
6. Have missing books, if any, been accounted for? (Rule 248.)
- \*7. Are books issued from the library except on the written requisition of a gazetted officer? (Rule 260.)
- \*8. Have receipts been invariably taken on officers removing books? (Rule 264.)
- \*9. Have these receipts been always returned or cancelled when the books are returned to the library? (Rule 260.)
10. Are reminders issued for books not returned within a month and repeated every fortnight until they are returned? Are entries relating to books issued but not returned within the year brought forward in red ink at the end of each year? (Rule 262.)
- \*11. Do Collectors and gazetted officers in charge of library, upon receiving charge of the office, satisfy themselves as to the state of the library? (Rules 263 and 265.)
12. Does the librarian keep the keys of the almirahs? (Rule 250.)
13. Who is in charge of the library during the absence of the librarian or head-clerk from office? (Rule 250.)
- \*14. Has a list been kept of all maps in the library? (Rule 154.)
- \*15. Is special care taken to see that the maps are in good order?
16. Are India and Bengal Council Acts received annually kept in a bundle and bound annually? (Rule 259.)
17. Have the Indian Law Reports and quarterly Civil Lists been dealt with as ordered in rules 271 and 272?

18. Have any steps been taken to get rid of useless and obsolete books from the library, where space is needed for other books? (Rule 269.)
19. Are the lists of officers in charge prepared up to date and hung up? (Rule 246.)
- \*20. Are registers of books received and issued kept jiroperly ? (Rules 251 and 261.)
21. Does column of the register of books received show the almirah and shelf number where each book is placed? (Rule 251.)
- \*22. Are all books, etc., stamped as soon as they are received in the library? (Rule 252.)
23. Is the library thoroughly inspected periodically and by whom? (Rule 266.)
24. Has necessary action been taken on all the points raised in the last inspection notes of (a) Commissioner, (b) Collector and (c) Deputy Collector?

**Form No. 75.**

*Questions for the Inspection of Copying Department.*

*Observations by Inspecting Officers.*

[References are to the Records Manual, 1943, when no other Manual is specified.]

OFFICE,  
COPYING DEPARTMENT.

*N.B.*—In regard to questions thus marked (\*) the reply should be given by testing a few instances.

1. When was the department last inspected by the Deputy Collector in charge, the Collector and the Commissioner? (Note 2, Preamble.)
2. In last three years how often have the Deputy Collector and the clerical officer in charge of the Copying Department been changed? What are the names of the Deputy Collector and the clerical officer in charge, and how long has each been in charge? (Note 2, Preamble.)
- \*3. Are applications for information as well as for copies made in printed forms? (Rule 277.)
4. Has the Nazir a good supply of these forms? (Rule 276.)
- \*5. Are the registers of applications for information and copies regularly maintained and axe they up to date? (Rule 276.)
6. (1) Are applications numbered consecutively as they are registered in registers 15 and 16? (2) Are they filed consecutively in monthly files without fly-leaf? (Rule 280.) Are they destroyed when three months old after inspection by the Deputy .Collector in charge ?



7. After examining some of the entries in the registers of applications for information and for copies, do you find any cases of undue delay? Mention the two cases of the longest delay, and are reasons given and whether you are satisfied with those reasons? (Rule 289.)
8. How\* many applications for unstamped papers and documents, and how many for stamped copies are now pending for disposal? (Rule 289.)
9. How many copyists or typists are employed? What is the average monthly earning of each for the past six months? Are any outsiders allowed to do any copying? If so, why? (Rules 323 and 325.)
10. Does the officer in charge of the Copying Department keep a list of all copyists and typists employed under the District Officer showing the total remuneration drawn by each man month by month whether in revenue, criminal or civil work? (Rule 325.)
11. Are copies and information slips distributed to the public in the presence of the Deputy Collector in charge of the record-room? (Rule 282.)
- \*12. Is the procedure prescribed in rules 286—290-correctly followed? Are the copyists or comparers allowed to have any dealings with the public otherwise than in the presence of the Deputy Collector in charge?
13. Is a Bengali abstract of Chapter VIII exhibited on the notice board? (Rule 339.) (The rules referred to in questions 14—17 are those reproduced in Appendix G.)
14. Are the maps carefully preserved and arranged in accordance with the instructions? (Rule 6.)
15. Is the record-keeper's register of chalans and requisitions verified once a month in respect of chalans and requisitions? (Rule 7.)
16. Is the price of maps paid into the Treasury by applicants?
17. Was the stock of maps, verified at the end of the last year, and, if so, with what result? (Rule 11.)
18. Has necessary action been taken on all the points raised in the last inspection notes of (a) Commissioner, (b) Collector and (c) Deputy Collector?