

ASSAM RECORD
RULES.

418)

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ASSAM RECORD RULES

RULES RELATING TO RECORDS

*Section I.—Arrangement, Registration, Classification, and Destruction of English Correspondence**

1. The correspondence of a Deputy Commissioner's office

Arrangement by departments, collections and files. should be arranged—

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 distinctive "subject".

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

Files. subject, each paper being placed 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. Each letter will have assigned to it a consecutive number within the file to which it belongs, which may be styled the serial number, and will be affixed in the place appropriated to the file serial number in the docket stamp, or if the letter received or the draft is written in a docket form in the upper left hand corner. 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 do not bear separate serial numbers as part of the correspondence. Those papers which form a serial unit of the file will be stitched together with cotton in the upper left hand corner.

3. A "collection" is an aggregate of files, the subjects of which fall under some general classification and which are tied up together and kept together on the racks for convenience sake and for economy of space. For instance, the English correspondence regarding the

Collection.

*The rules of the section apply also to the office of the Commissioner of the Assam Valley Division.

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 collection consisting 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 will be found convenient, in starting this system that the Deputy Commissioner 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 every correspondence on a different question would form a separate file.

4. The correspondence should be divided into departments.
Departments. The following departments are suggested, but others may be added if found convenient :—

I.—General Department.

II.—Treasury and Account Department.

5. The smooth working of the system will depend much on the correct and careful registration of the letters received and issued. Three Registers
Registers.
(see Appendices I, II and III) will be kept up, viz.—

I.—Register of Letters received.

II.—Register of Letters issued.

III.—Index Register of Files.

IV.—Fortnightly pending list of letters received.

V.—Fortnightly pending list of letters issued.

[see Appendices III (a) and III (b).]

6. To facilitate the finding of any required letter in the Register of Letters received or issued, each of these registers should be divided into as many parts as there are departments, each department having its own series of numbers.

7. The Index Register should be divided into departments, and each department into collections; half a page at least, and more if the nature of the collection requires it, should be assigned to each collection so as to leave ample room to enter the subject of each new file, as it is formed, under the collection to which it belongs. The arrangement of the records on the shelves (as explained below in Rules 11 and 12) should be in collections exactly corresponding with the collection titles entered in this register. It has been explained in Rule 1 that the files contained in each collection should bear a separate series of consecutive number.

8. (a) As soon as a letter is received in the office, the date of receipt should be marked on it, as well as the department and collection [see clause (b) below] under which it shall be classed. These should be marked on it in pencil by the Head Clerk himself as guide for the Docketer. If the letter falls under no collection which has already been formed, the Head Clerk will have to assign to it a "collection title". If the letter is written in a docket form the letter should then be docketed and entered in the "Register of Letters received," columns 1 to 8 being at once filled in, but column 9 being left blank until the Deputy Commissioner disposes of the letter; any necessary entry should also be made in column 7 of the Register of Letters issued. If the letter is on plain paper, a docket stamp will be affixed in the blank space in the upper left hand corner where space should be left for this purpose. Letters to which reply is necessary are to be entered in red ink. The following form of docket stamp (which may be obtained from the Superintendent of Stationery) will be used on flat files, in place of the docket form, when letters not on docket forms are received or issued:—

File Serial.
Department.
Collection No.
File No.
Reply No. and date.
Class.

(b) If the letter be the commencement of a new correspondence, and not in continuation of an existing file, it should form the nucleus of a new file, to which should be assigned the next consecutive file number within the collection to which it belongs, and also the file "subject." An entry of the file will then at once be made in the Index Register.

(c) If the letter is in continuation of a file which has already been formed, the 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 letter of that file, and will place the fresh letter on the top of the file. He will also get out any other files which are required for elucidation of the matter. 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 separately. It will much facilitate the finding of letters referred to if their serial number in the file is indicated.

(d) The clerk will then submit the case so prepared to the Deputy Commissioner direct or to the Head Clerk, as the practice of the office may be.

(e) The Deputy Commissioner will either draft a reply or pass such order as may be required. If the order be written on a separate piece of paper, the piece should be of a shape uniform with that of the file. If the order is short, it may be written on the blank space on the left-hand margin of the letter, and continued in the blank space at the end of the letter. Nothing should be written across the letter and care must be taken that each order or remark follows the other in regular succession, one below the order being finally continued, if necessary, on blank paper to be attached to the letter.

(f) All letters received to which a reply is required and is pending at the end of each fortnight must be entered in a fortnightly pending list prepared in form at Appendix III (a) and placed before the Deputy Commissioner within three days of the expiry of the fortnight, with the explanation of the Dealing Assistant.

9. When a draft has been written or approved by the Deputy Commissioner, the clerk will make the fair copy for issue, and submit it for signature, after which he will—

Issue of letters.

(a) enter the issuing letter in his Register of Letters issued, filling in columns 1 to 6 ;

- (b) docket the draft, and add the register number and the date both to the draft which is to remain in the office file and to the fair copy which is to issue ; if the draft is not written on a printed docket form but on plain paper, he will affix a docket stamp on the left-hand upper corner and fill in the headings of the stamp ;
- (c) despatch the fair copy ;
- (d) write the date of issue on the draft, and place it in its proper place at the top of the file ;
- (e) full up column 9 (date of reply) in the Register of Letters received opposite the letter to which the outgoing letter relates, if any ;
- (f) assign to the draft its "serial number," or consecutive number in the series of letters within the file ; all the pages of the draft should be stitched together in the left-hand upper corner. As in the case of letters received, the serial number will be affixed in the place appropriated to it in the docket stamp, or if the draft is written on a docket form on the upper left-hand corner ;
- (i) 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 consecutive file number within its collection should be assigned, and the entry of the file should then be made at once in the Index Register under the collection to which it belongs.
- (g) The above operation having been completed, the file being no longer required, should be returned to its proper place in the collection to which it belongs.
- (h) All letters to which a reply is expected and no reply is received within a fortnight of issue of the letters are to be entered in a fortnightly pending list prepared in the form at Appendix VII (b) and placed before the Deputy Commissioner within three days of the expiry of each fortnight.

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

11. (a) The correspondence of one, two, or three years (as found convenient) may be treated as current correspondence and kept in shelves in the clerk's room for ready reference. At the close of each year, the correspondence of the year which passes out of the category of current correspondence should be transferred to the record-room, as described below in Rule 12.

(b) The current correspondence shelves should be divided into compartments of which a convenient number should be assigned to each department into which the correspondence of the office is divided, and should be labelled accordingly.

(c) In every file should be kept a list of the letters which constitute it, an addition being made to the list as each letter is received or issued.

A removal slip note should be placed in the file to indicate where the paper has been taken to, whenever a paper is removed from a file.

(d) Before the correspondence of any year is transferred from the current shelves to the record-room, a file should be opened and the files within it should be examined, file of which the correspondence is not in it. Every transfer taken out of the collection and restored to the complete examining collection the separation of such papers from the collection in which they originally formed a part will be made. of tracing them in future, they will be described in Rule 12 (a), on the shelves to which they originally belonged. to which they originally belonged. such a pending file (having been opened in 1892 from the papers of 1892) transferred to the record-room.

current shelves until the next letter on the subject of the file is received or issued. This fresh letter (the first on the subject received or issued in 1892) should not be numbered and dealt with as a continuation of the file of 1889 which has already been formed, but it should be treated as the nucleus (or No. 1) of a new file, which will bear its consecutive file number within its appropriate collection of the year 1892. The papers of the pending file of 1889 should simply be placed below this fresh letter as "back papers," and so kept in the proper place on the current shelves under the year 1892.

(e) 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. Clerks should be strictly prohibited from keeping files on their desks except when they are actually in use. As soon as the issuing letter has been issued, the file should be returned to its collection on the racks.

12. (a) As mentioned in Rule 11, as soon as possible after the close of each year, the correspondence of the year which has passed out of the category of "current correspondence" should be transferred to the record-room as old records. Before this is done, every collection will be opened, the papers examined, and the pending files taken out and restored to the current shelves [*vide* Rule 11(d)]. This separation should be final. In the Index Register of the year under transfer, against the collection from which the papers have been so removed, it should be carefully noted in each case that "the papers of file No. 34 have been transferred to collection No. II of the subsequent year 1892," or as the case may be. Eventually, when the papers are placed on the old record racks, column 4 of the Index Register should be filled up.

(b) The pending files having thus been separated from the collection of the year excluding the file boards under transfer, the remaining papers of the year should be removed from the current correspondence rack, and placed on the old record racks as described below. The boards so removed should be put aside with their tapes and brought into use again for current files called for by the Reference Department from the old record racks. The boards thus separated from the files should be repaired, if necessary, by the duftry and put into the stock of stationery and forms for re-issue as required.

(c) All the records deposited as old records in one year should be kept together on the old record racks. The records of each year should 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 the Index Register. At the top of each collection should be placed a list, showing the number of subjects of the files of which the collection, as received from the current department for deposit, consists. The list will show which of the files have been retained in the current department under clause (a) of this rule.

(d) Before they are placed on the record racks, the files belonging to each collection should be tied together into "packets," and placed between boards on strong paste boards. When the papers of one collection are numerous, it will be necessary to make them into two or more "packets" (each packet being secured between boards). Similarly two or more collections can be placed in one packet if they consist of few papers. On the board which is placed at the top of each packet will be written the names of the files or collections which it contains, thus:—

Year 1889.

Department—General.

Packet I.

Collection I, Settlement ; File VI, Mandals.

The packet so formed should be arranged by department on the record racks, and the year should be labelled on the part of the rack which is assigned to the records pertaining to it.

(e) As each bundle is placed on the racks, column 4 of the Index Register should be filled up.

(f) For files of the year under transfer which have been restored to the current correspondence racks under clause (a) of this rule, column 3 of the Index Register should remain blank until they are deposited on the old record racks at the end of the next or some future year.

13. (a) 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. Class C will contain papers that

need not be kept for more than two years. 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 with a seal. The C letters should, when the correspondence is closed, be separated from the rest and tied up in separate packets. These packets 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.

(b) The Head Clerk of the office will be primarily responsible for seeing that the English records are intelligently classified in accordance with these rules. In cases of doubt he will obtain the orders of the Deputy Commissioner.

(c) 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 careful supervision. 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 without the exercise of any individual discretion. Such discretion will generally be more soundly exercised in the preservation than in the destruction of a record of doubtful importance.

(d) The three lists contained in the Appendix IV contain the detailed classification by which officers should be guided in the destruction of English records. 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 all ephemeral and trivial correspondence. 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 papers of no permanent value to be weeded out. It is evident, for instance, that correspondence regarding the establishments for making settlements and surveys need not be kept for ever though it may be well to keep it for more than two years. In such matters the discretion of the Deputy Commissioner must be exercised.

(e) There will be destruction of English correspondence at the headquarters of districts every year in the month of August, any document or letter of any kind or class which may be ascertained, by the personal inspection of the Deputy Commissioner, to have become entirely illegible or useless from age or worms, may, with his sanction, be destroyed at any time, a memorandum of the fact, signed by him, being kept in its

place. In carrying out this destruction particular attention should be paid to the rule made by the Local Government under Section 3, Act V of 1917, relating to the destruction of exhibits (see Section II ; Rule 27 below).

14. English Registers, when no longer required in the office to which they belong, should be sent by the Head Clerk of the office to the record room with a list, in duplicate, in the form given in Appendix. V.

Preservation and
destruction of English
Registers.

After testing the list the record-keeper will sign his name in the column of remarks of the duplicate list to indicate that he has found the list correct, and he will then return it to the Head clerk. All such lists may be destroyed after the period has expired for which the registers included therein are required to be preserved. Registers should have a separate rack or portion of a rack assigned to them, separate compartments being respectively assigned to registers required to be preserved for 2, 3, 6, 12 years, and permanently. On the receipt of any register in the record-room the record-keeper will place it along with other registers of the same name and in the proper compartment. In the month of July of every year, he will take down from the Press all registers the period for the preservation of which has expired and destroy them.

*Section II.—Arrangement, Registration, Classification, and Destruction of Vernacular Records.**

General rule of ar-
rangement.

1. The vernacular revenue records of a Deputy Commissioner's office may consist of—

- (a) Cases, *e.g.*, mutation cases, settlement cases, partition cases, separate account cases, miscellaneous cases, etc., in which evidence is or may be taken, and each of these classes of cases has its separate register, and every case has its own register number.
- (b) Petitions, not connected with cases, which are separately registered and numbered in the Petition Register.
- (c) Reports and other papers not connected with cases or petitions which are separately registered and numbered in the register of other papers.

* The rules of this section, so far as applicable, should also be observed in the office of the Commissioner of the Assam Valley Division.

(d) Returns.

(c) Registers.

In the arrangement of vernacular records, the principle followed should be to keep together, as much as possible, the papers connected with each pargana, mauza, village, estate, or other recognised local area. In all other plains districts by mauza.

2. Every record of a revenue case of a judicial nature shall consist of two files, to be styled and marked A and C.

(i) File A shall contain only the following papers, which shall be arranged in the order given below:—

(a) The title page.

(b) The order sheet.

(c) The original application.

(d) Important petition. (This refers only to really important petitions which it is necessary to preserve permanently).

(e) The written statement (if any) of the opposite party.

(f) Oral evidence.

(g) Documentary evidence.

The documents filed by each party should be kept separate, and marked serially in the order in which they are admitted, with figures (1, 2, 3, etc.), in the case of documents filed by the petitioner, and with letters (A, B, C, D, etc.) in documents filed by the opposite party. A list of documents filed by each party should precede the documents.

N. B.—These figures and letters should be written in red ink to distinguish them from the numbers on the title page.

(h) Reports of enquiring officers.

(i) Measurement papers (if any.)

(j) Final judgment, decision, or order.

(k) Copy of the order of the appellate court (if any)

(ii) File C shall contain the following papers to be arranged in chronological order:—

(a) Title page.

(b) All summonses, processes, returns thereto, powers, of attorney or muktearnama, etc., lists of witnesses, petitions other than the application, important petition, and written statements, (c), (d) and (e) referred to in (i) above rubakaries calling for or sending papers or records, and miscellaneous papers incidental to the case.

3. A separate shelf or space in a rack should be set apart in the plains districts for each mauza and the name of the mauza should be clearly and durably written or painted on the front of the shelf or shelves on which the records of that pargana or mauza are arranged. Periodical returns and papers of a general nature, settlement records of rubber mahals, elephant mahals, etc., which cannot be classified as directed in this rule, should have a separate rack or shelf assigned to them.

For the purpose of this rule, the Eastern Duars in the district of Goalpara may each be taken as a separate pargana.

4. As a rule, the A and B papers of all cases, of whatever nature, connected with one mauza or estate, should be kept together in one annual mauza or estate bundle (as the case may be), tied up between boards not in cloth. Each class of cases, of which the annual bundle is composed, should be tied up separately into annual subsidiary bundles. With each subsidiary bundle should be put a list of the cases enclosed therein (Appendix VI). When any fresh case is added, it should be noted on the list. Similarly, each annual bundle should contain a list of the different classes of cases contained in it in the form given in Appeddix VII.* If the number of records in any year is very large, two or more annual bundles may be formed. On the other hand, if the number of records connected with any mauza or estate is annually very small, the records of two or more years may be included in one bundle or subsidiary bundle.

Note.—In terms of the Chief Commissioner's letter No 914Misc.—5083-R, dated the 30th December 1895, the A class records of a permanently-settled estate from the beginning to date are kept in Sylhet in one bundle instead of in annual subsidiary bundles.

* If any main bundle contains the records of more than one year, only one list is required for it. If, on the other hand, the records for any year are arranged in two or more bundles, a separate list should be prepared for each.

This rule does not apply to C papers connected with cases, or to C papers not so connected, such as miscellaneous petitions reports, etc. The arrangement of such papers will be governed by Rule 23.

5. A title page must be annexed to each case in the form given in Appedix VIII, which will be kept for the period for which the papers of the highest class entered in it are preserved. On it the description of every paper filed in the case should entered. These entries must be made daily by the responsible officer as the papers are filed, and in the order in which they are filed. This title page must never be changed, and the writing of it must not be deferred until the case is ready for tranfer to the record-room.

Note.—No title pages should be attached to applications to resign annually-settled lands and miscellaneous applications.

N. B.—All exhibits filed in the case must be entered on the title page. When they are returned to the persons filing them (see Rule 27), a note showing the persons to whom returned and the dates of return should be made in the remarks column of the title page.

6. The papers composing the record of a case must before being sent to the record-room be paged consecutively, the page numbers of each document being assigned to it at the time when it is added to the record.

7. From the list of contents of the bundles prescibed in Rule 4, a general register of A and B records must be kept up for each self or rack in the form given in Appendix IX. A separate register in the form given in Appedix X should be kept of records not appertaining to any particular mauza or estate.

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

9. Title deeds, conveyances, and other valuable documents (e. g., oil and mining concessions) should be sent in registered covers to the Inspector-General of Registration for safe custody, copies being kept on plain paper in the Deputy Commissioner's office for reference.

Note.—The counter-parts of leases for waste land grants under the 30 years' lease rules are not valuable documents and need not be sent to the Inspector-General of Registration for safe custody.

10. Survey records which have to be permanently preserved (*see* Appendix XV, Class A, Heading III) should not be mixed up with those relating to ordinary matters connected with land revenue but should have separate racks assigned to them and separate register called the Register of Survey Records. All pargana volumes, estate and village registers, and such documents as consist rather of volumes than loose sheets tied together, should have a distinct shelf assigned to them.

The Register of Survey Records should be in the forms given in Appendices XI to XIII. Survey records to be entered in this register include maps, or village plans, *chittas khasras*, *terijes*, *khatians*, *jamabandis* and other similar measurement and assessment papers, connected with a cadastral or other professional survey. They do not include ordinary survey and settlement papers prepared by unprofessional amins, tahsildars, mauzadars, mandals and others in connection with the annual or periodic settlement of temporarily-settled estates. These need not be permanently preserved (*See* Appendix XV, Class B, and special class) and should ordinarily be entered in the General Register of Records (*See* column 25 of Appendix IX), Maps and records connected with special surveys made with a particular object, and which the Commissioner or Deputy Commissioner considers of sufficient importance to be permanently preserved, may be entered in the Survey Record Register, even though the survey was not a professional one.

11. Register of the registers to be permanently preserved in the record-room must be kept up for each department by the ministerial officer at the head of it. The register itself to be placed in the record-room, and obtained from it when an entry has to be made, and returned to the record-keeper after the entry has been made.

12. (a) The business of a Deputy Commissioner's office on the vernacular side is divided into departments, a ministerial officer being placed at the head of each department and held responsible for all the papers of every pending case in his department until it has been disposed of and passed into the hands of the record-keeper. An officer may be in charge of more than one departments.

(b) A separate almirah or other fit receptacle for the secure preservation of current records should be assigned to each department of business, the key of which should be in the custody of the officer in-charge of the department.

(c) The Serishtadar 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 title page and in the proper registers, and disposed of with due care and attention to arrangement. It is the duty of the Serishtadar also to see that all cases, petitions, applications, reports, etc., requiring the Deputy Commissioner's orders are duly brought forward by the officers in charge of the departments at the times appointed, and that each case or paper is returned daily to the proper department before the office breaks up.

(d) The officer in charge of each department will keep the prescribed registers, in which he will enter every case, petition, application, report ; etc., as it is instituted or received.

13, (a) The records of all cases, and all petitions, reports, etc., disposed of at the headquarters of a district must, in and before the close of the month succeeding that in which the case was disposed of, be despatched through the Serishtadar, by the officer in charge of each department to the district record-keeper, who will acknowledge the receipt of the records in the register in which the cases are entered on institution. The records of the Subdivisional and Circle offices must be despatched to the District Record-keeper with a list in duplicate in the form given in Appendix XIV. A separate list should be sent with each separate class of cases, and also a separate list with petitions, reports and with returns which have no connection with cases.

Transmission of records
to district record-room

In the case of "C" class papers which are disposed of at the Circle Office, these need not be despatched to the Sadar Record-Room, but should be kept in the Circle office and destroyed after a lapse of two years from the date of their disposal, under personal supervision of the Circle office.

(b) The records of all cases and of all petitions and reports disposed of by Revenue courts or officers in the interior of a district other than subdivisional courts or officers, must be despatched to the district record-room with similar lists not later than the last day of the month succeeding the quarter in which they were disposed of.

(c) The list, after examination and such correction as may be necessary under Rule 21, will be signed with the initials of the record-keeper against each entry. One copy will be returned as an acknowledgment to the remitting court or officer, and the other will be filed in the record-room. These lists should be preserved for 12 years.

14. When any case is required from the record office for reference, the officer of the department in which it is required must give a note to the record-keeper, specifying the case required. Records required for reference The record must immediately be furnished and the note kept in the bundle. On the return of the record, the note must be given up and cancelled.

15. It should be established as an invariable rule that when a record shows a certain Government due as recoverable in connection with it, the record-keeper should refuse to take it over without the express order of the Deputy Commissioner unless it contains the treasury receipt for this due. Procedure when a record shows sums due to Government.

16. Before the record of a case is made over to the record-keeper, the papers of which it consists must be divided into three separate files, A, B and C according to the classification given in Appendix XV. Classification of vernacular records A contains all papers which are of importance enough to be preserved *permanently*; B and C consist of such papers as may be destroyed *after twelve years, and two years* respectively.

This rule does not apply to survey records as defined in rule 10 of this section.

17. In supersession of all existing order on the subject, the Government prescribe the following procedure for the destruction of the old rent suit records now lying in the District Record Rooms in this Province:—

(i) These records shall be kept in each district until a records-of-rights has been prepared in respect of that district and for three years thereafter. If it appears that within this period no use has been made of these records or that the use made of them is insufficient to justify their preservation, they may be destroyed three months after the date of the publication of the general notice referred to below.

(ii) An index of documents which are to be destroyed should be prepared in duplicate and one copy hung up outside the record-room for the inspection of the public; and a general notice should be issued in the accompanying form. *The work of indexing the documents and issuing the notice should be taken up immediately after the settlement has been completed. When everything is ready for destruction a report should be submitted to the Government as to the use, if any, made of the record since the completion of the settlement; this report will be taken into consideration before orders are passed to destroy the paper.

* Assam Schedule XXI—Records.

Form No. 20.

Form of notice for the destruction of old rent suit records.

By the order of the Government of Assam, all the rent suit records of cases decided between the years.....to.....now lying in the.....Collectorate record-room will be destroyed after three months from the date of this notice. Any one claiming any document or exhibit filed in any of these records must take it back within three months from the date of this notice, otherwise it will be destroyed along with the records.

18. Notwithstanding the classification given in Appendix XV, the Deputy Commissioner 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 Deputy Commissioner 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 should be again considered.

19. Each officer in charge of a department should be supplied with three stamps (A, B and C), with which he should mark every paper in the record, except exhibits. No officer should be entrusted with such stamps who is not thoroughly acquainted with the classification given in Appendix XV.

20. Before any case is transferred to the record-room, each document entered on the title page should be marked with the letter designating the file (A, B or C) in which it is to be placed; and at the bottom of the title page the document under each class A, B and C will be noted by their serial Nos. thus :—

Classification to be noted on title page.

A	B	C
1	3	4
2	6	8
5	7	9
	11	10

As the title page will be kept for the period for which the papers of the highest class entered in it will be preserved, it will at once indicate in which file any required document is to be found, or that it has been destroyed.

21. Before depositing vernacular records in their proper shelves in the record-room, the Record-keeper will examine every record, comparing the contents of the files with their title pages and the files with the lists submitted. He must check the entries on the title page of each record. He will also check the A, B and C classification of the papers composing each record, and will not place any case or papers on the racks until he had satisfied himself that the papers have been correctly distributed into three files. He will also see that all stamps have been punched according to rule. He will punch a second hole in each label distinct from the first and at the same time note upon the title page the fact of his having done 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. If the hole which is first punched on a used stamp is round, the second should be either square or triangular. These orders refer only to adhesive labels, and not to impress stamps, which need not be cancelled or punched otherwise than as required by section 30 of the Court-fees Act. He will report, for the orders of the Deputy Commissioner, every instance in which he finds either the entries in the title pages or the lists of cases are inaccurate or incomplete, or in which the rules for the arrangement of files or cancellation of stamps have been disregarded. The Deputy Commissioner, in his discretion, will return the lists to the Court or officer from whom they were received for correction.

22. Files A and B will be kept together and deposited in the place on the racks which properly belong to the case. File C should not be put with files A and B, but on a separate rack set aside for all C papers promiscuously.

23. The arrangement of the papers on the rack assigned to C files should not be by parganas and estates, or by any other local area. Such papers should be placed in subsidiary monthly bundles, there being a separate bundle for each class of cases, and also for petitions, reports, etc., unconnected with cases, and these subsidiary bundles should be tied up in one monthly main bundle. Each main bundle should show on its face to what year and month it contents belong. Similarly the subsidiary bundle should show to what year and month they belong, and

the class of cases, etc., included in them according to dates of decision and classes of cases, thus :

Shelf for cases decided in January 1893, subdivided into as many bundles as there are classes of cases.						Shelf for cases decided in February 1893, subdivided into as many bundles as there are classes of cases.					
Sales	Rent suits	Mutations	Partitions	Etc.	Etc.	Sales	Rent suits	Mutations	Partitions	Etc.	Etc.

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

24. Vernacular records should be destroyed once a year only in January. The destruction of C papers will comprise no cases which were decided later than the 31st December of the third preceding year. The same principle must be applied in calculating the twelve years for the destruction of B papers. 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 27 applies is placed in the C file. Similar caution is necessary with regard to the B files. No C papers must be destroyed until two complete calendar years have elapsed since the decision of the case.

25. Similarly, in January of each year, the Record-keeper will, under the Deputy Commissioner's sanction, destroy all the B papers which have completed their twelfth year. To get out these papers, it will be necessary to open the bundles containing them ; but the

shelf register 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.

26. Any document, of any kind or class, which may, at any time be ascertained by the personal inspection of the Deputy Commissioner, to have become entirely illegible or useless from age or worms may, with his sanction, be destroyed, a memorandum of the fact, signed by him, being kept in its place. The personal inspection and the signing of the memorandum by the Deputy Commissioner must be strictly carried out with all care and attention.

27. Under section 3, Act V of 1917, the Governor in Council has made the following rule :

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

The notice here referred to should be in the following form :

Notice to take back documents.

In the Court of

Case No.	of	Applicant.
regarding		Objector.

The parties in the above case are hereby required to take back the documents produced by them, which are exhibits in the above case. If they fail to take them back, the documents will be destroyed when the record is destroyed.

Date Deputy Commissioner.

Provided that in the case of copies of periodic or annual *jamabandis* in temporarily settled areas it shall suffice only to publish in the Deputy Commissioner's cutcherry one single notice for specified groups of documents, no further notice to the parties interested being necessary.

28. Registers kept in the vernacular department of a Deputy Commissioner's office and in tahsil offices, are either written up in the vernacular or in English. Section I, Rule 14, laying down the procedure to be observed in sending English registers to the record-room, and the duties of the Record keeper in respect of them, must be observed in regard to all registers kept in the vernacular department of a Deputy Commissioner's office, and also in regard to all registers kept at tahsils.

Preservation and destruction of registers kept in the vernacular department.

Section III.—Subdivisional Records

1. Except in so far as they clash with the special Rules of this Section, the general rules given above in Sections I and II are applicable to subdivisional records and record-keepers.

Application of rules.

2. The duty of keeping the records, including the English correspondence of a subdivision, should be especially entrusted to the ministerial officers.

Record keeper.

3. At the end of each month the officers in-charge of departments will make over to the subdivisional Record-keeper the vernacular records of all the cases decided during the month, the papers in each case being first properly classified and stamped and title pages attached, as required by Rules 16 to 20 of Section II.

Classification of vernacular records.

4. The subdivisional vernacular records of cases which have been disposed of should be kept on shelves in the subdivisional record-room, until they are despatched to the headquarters of the district. The records thus received should be sorted into classes according to their character, as "settlements" "partition," 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, will then be tied together in one bundle, which will be deposited in its proper place.

Deposit in monthly bundle.

5. Whenever any case is removed from his charge either for appeal or for any other purpose, the subdivisional Record-keeper will deposit in its place a note of the date and purpose of its removal, the note being destroyed when the case is returned.

Removal of record.

6. (1) No vernacular records are to be destroyed at a sub-division "Registers intended to be preserved permanently should be sent to the Sadar Record-room when no longer required for reference at the subdivision. The Deputy Commissioner will decide what Registers are required for reference at the subdivision and for what periods they are required. The Commissioner will have discretion to sanction temporary departures from this rule in respect of particular subdivisions for special reasons" as, for instance, if there is insufficient space in the Sadar Record-room, and the arrangements at the subdivision for custody of "A" Registers are good.

Registers to be destroyed after a term of years should not be sent to the Sadar Record-room but should be kept at the subdivision and destroyed there under the District Officer's orders after the prescribed term.

(2) All papers which it is proposed to preserve permanently should be marked A at time of receipt and before submission to the Subdivisional Officer; issues should be marked when the draft is passed and before issue. All other papers should be marked C. No papers should be left unmarked. No papers of subdivisional correspondence should be marked B. The procedure laid down in the next following paragraphs should be followed when it is considered necessary to preserve any such paper for more than two but less than 12 years. In a subdivision as few papers as possible should be marked A, as copies of all or nearly all important papers are at the Sadar.

(3) All files should be kept complete for reference for two years. Files or parts of files, of which papers other than A papers are likely to be or parts required for more than two, but less than 12 years, should be marked S (Special) for preservation for a longer period. The number of years for which it is considered necessary to preserve them should be shown in brackets thus S (4 years), S (6 years), etc. The S mark may be affixed and C papers changed to S papers at any time.

(4) After the prescribed or specified period, all papers except those marked A should be destroyed under the Deputy Commissioner's orders. At the end of each calendar year the Deputy Commissioner, when inspecting a Subdivisional office, should, after consulting the Subdivisional Officer, decide what papers should be destroyed.

(5) The A paper should be kept at the subdivision for reference.

7. On the 1st January, 1st April, 1st July, and 1st October, the vernacular records of all decided cases shall be forwarded to the district record room in bundles, with the lists prescribed in Section II, rule 13(a) : Provided that no record of any case shall be forwarded to the district record-room until after the expiration of one year from the date of its disposal.

8. Copies of the lists of records (Appendix XIV) sent to the subdivisional record-room shall be regularly placed in a file by the Record-keeper. This file will serve the purpose of the General Register of records prescribed in Section II, Rule 7, which need not be maintained in subdivisional offices.

9. The district Record-keeper must check the A, B, C 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.

Section IV.—Rules relating to the treatment of records by the Circle Sub-Deputy Collectors in the Assam Valley

1. Except in so far as they are at variance with the special rules laid down below, general rules Nos. 1, 2, 5, 6, 13, 16, 19 and 20, Section II, relating to the arrangement, registration and classification of vernacular records in district and subdivisional offices apply also to circle offices.

2. No title page or order sheet should be attached to relinquishment petitions, miscellaneous petitions and Kabula petitions unless they are contested, the orders being recorded on the back of the petition.

3. The records of cases other than mutation cases, which have been disposed of, should be kept in monthly bundles and despatched quarterly to the sadr or subdivisional record-room, as required by rule 13, Section II. A certificate should simultaneously be submitted that all cases of the preceding quarter, which have been disposed of, have been so despatched. The records of mutation cases should be sent monthly to the Registrar Kanungo with the lists, prescribed in rule 13 referred to above, and the Registrar Kanungo, after noting the corrections in the Jamabandi Register, will send the records to the Record-keeper direct for deposit in the record-room.

4. The copy of the list which is returned by the Record-keeper as an acknowledgment under rule 13(c), Section II, should be filed in the circle office and destroyed after 12 years.

5. The registers intended to be preserved permanently should be sent to the ^{Sadr} Subdivisional Record-room when no longer required for reference at the circle office. The registers to be destroyed after a term of years should not be sent to the ^{Sadr} Subdivisional Record-room, but should be kept at the circle office and destroyed there under the District or Subdivisional Officer's orders.

6. Copies of English correspondence, including circulars or vernacular rubokaris, containing instructions to which reference may in future be necessary should be kept in book files and the others destroyed after two years.

*Section V.—Applications for copies or information**

Applications. 1. Applications may be received from the public for—

- (i) information respecting the contents of papers and documents in any Revenue office, whether such information be or be not required for the purpose of correctly describing such documents in applications 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.

2. All applications of the first two classes are to be made at a place and to the officer designated by the Deputy Commissioner for that purpose, and between the hours 11 A.M.

and 1 P.M. The officer to be so designated shall be either the Serishtadar or some other paid ministerial officer belonging either to the English or Revenue office. Applications for *stamped* copies must be made by petition to the Deputy Commissioner or other officer in whose Court the documents of which copies are required have been filed. The form of application is given in Appendix XVII, and may be obtained from the Nazir or from stamp vendors at two naye paise per sheet. The form will then be made over to the officer appointed to receive applications, the applicant being directed to attend during the prescribed hours on the next open day to deposit his fees.

3. All applicants for copies, whether stamped or unstamped, must supply the folios at their own cost for copies required.

*These rules also apply to the Commissioner's office and to all subdivisional offices.

4. All applications are required by law [Article 1(a) of Schedule II of the Court-fees Act, VII of 1870, amended by the Assam Act II of 1922] to bear a twenty-five naye paise stamp. By Government notification it has been decided that this shall be in all cases an adhesive stamp. Fees on application for return of documents are exempted under rule 17 at page 159 of the Stamp Manual, 1911.

5. All applications received from the applicants must be numbered consecutively according to the number given to them in the registers, and filed in the office.

6. Applications for information shall be on a printed form (Appendix XVI) in duplicate, to be obtained from the Nazir or stamp vendors at the cost of two naye paise per sheet. The applicant is to present it 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 officer receiving such application is to enter in duplicate in the first column the consecutive number, and in the seventh column his signature. He will also enter in duplicate, in the sixth column, the date and hour, if necessary, by which the information is to be furnished. The upper and lower portions of the form, with columns 1 to 7 thus filled up, will then be separated. The lower portion 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 *amla* to whose department it pertains, who will note in the eighth column the date, and, in cases where the extra fee has been paid, the hour of receipt, and, after entering in the column for remarks the necessary information, return it to the receiving officer before the time prescribed. On the applicant's re-appearance, the information will be entered in the lower portion of the form and the upper portion, bearing his dated receipt in the column for remarks, will be taken from him and recorded in the office. These forms will be filed in the order of their admission in a separate series of each month.

7. The forms of applications for copies and information referred to in Rules 2 and 6 may be obtained by stamp vendors at the rate of 63 copies per rupee for retail to the public at two naye paise per sheet.

8. A register of applications for information shall be maintained in the form given below in Appendix XVIII.

9. The ordinary searching fee shall be uniformly 25 Naye Paise for all cases in which the record has been deposited in the record-room, payable by an adhesive (court-fee) stamp of that amount in addition to the court-fee of 25 naye paise chargeable under Article 1 (b) of Schedule II to the Court-fees Act, 1870, affixed on the application. When this fee is paid, the time to be fixed for supplying the information required shall not, without the special orders of the Deputy Commissioner, or other officer concerned, in each case, be later than 1 P.M. of the third open day after the presentation of the application, the day of presentation being excluded. The extra searching fees shall be an additional one rupee, by payment of which the applicant shall be entitled to receive the information applied for by 3 P.M. of the day on which his application is presented. The additional fee shall also be paid by means of an adhesive stamp.

No searching fee shall be charged in respect of copies of papers in records of cases which have not been disposed of.

10. 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.

11. (a) A uniform charge will be made for the preparation of copies (whether certified or uncertified) at the rate of twenty-five naye paise per folio. This term, it should be carefully explained to all subordinate officers, merely denominates a certain quantity of manuscript; the folio to consist of 150 words English, or of 300 words vernacular, four figures counting as one word. This charge should be levied by an impressed stamp of 25 Naye Paise on each sheet of paper corresponding with the folio to be provided by the applicant for a copy.

11. (b) In the case of type-written copies (whether certified or uncertified), the following uniform charges shall be made, *viz.* :—

(1) the impressed stamped paper of 25 naye paise referred to in the preceding paragraph, for copies of documents containing 150 type-written words or less ;

(2) the same impressed stamped paper of 25 naye paise with an adhesive stamp of 25 naye paise affixed thereto, for copies of documents containing from 151 to 300 type-written words ; and

(3) the same impressed stamped paper of 25 naye paise with an adhesive stamp of 50 naye paise affixed thereto, for copies of documents containing from 301 to 450 type-written words ;

(4) in the case of lengthy documents above 450 words in type additional stamped paper as referred to in (1), (2) and (3), should be used according to the number of words remaining to be typed.

12. If the folio supplied by the applicant fall short of what is required, additional folios should be called for. Additional folios should be furnished within three days of the notice failing which application would be liable to rejection. 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. 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 upper portion of the impressed stamps of folios used for copies. The number of folios so liable to destruction can be ascertained from the entries in the register prescribed in Rule 22. Nothing in this rule shall, however, deprive the copyists of the remuneration due to them.

13. All copies, whether certified or uncertified, must be examined before issue by a salaried officer. Examination of copies, The copies themselves will in all cases be made by section-writers, who will be remunerated at the rate of 16 Naye Paise per folio.

14. Uncertified copies may be converted into certified copies after comparison with the originals upon the application of the persons to whom they have been granted, and upon their filing with such applications a court-fee stamp of 25 naye

paise and a searching fee of 25 naye paise as prescribed in rules 4 and 9 above, in addition to the fee required for authentication.

15. Three-eighths of the charge of 25 Naya Paise per folio, levied by means of the impressed stamp, represents the payment to Government on account of the salary of the examiners, cost of papers, etc., the remaining five-eighths will represent the earnings of the section-writers 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 name and kept till the end of the month. Care must be taken to see that nothing in excess of five-eighths the amount realised in stamps is paid away.

16. To prevent the risk of stamped slips being used more than once the officer passing a copyist's 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 copyist's fees are drawn.

17. To protect the interest of the Government, care must be taken to see that all copies issued from the office (except those referred to in Rule 33) are prepared on the prescribed stamp paper. They must be written 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 spreading their writing over a larger number of sheets than is necessary. By insisting on the number of lines in each sheet being uniform, control may easily be exercised in this matter, the number of words in a few of the (lines in each folio being checked. The business of a copyist is like most other occupations) one calling for skill, and greatly dependent for its successful practice on experience. Copyists, therefore, must possess or acquire skill in their business, or they ought not to be retained.

18. 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 25 naye paise for each folio)* shall be charged on all copies

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

so furnished, to be levied from him by a court-fee stamp which should be affixed to the application for the copy and entered in the register for court-fee stamps. Care, however, should 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.

19. Under ordinary circumstances, the time for furnishing the copies required shall not be later than 1 P.M. of the third open day after the presentation of the application after realisation of necessary court fee-stamps.

Time of furnishing copies.

20. 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 head of the office in all cases of doubt or dispute.

Certified copies.

21. Authenticated copies of maps or plans are chargeable with a duty of 50 Naye Paise under article 24 of Schedule I of the Indian Stamp Act, II of 1899, such duty being leviable in addition to, and irrespective of, the cost of preparation of the maps or plans.

For certified copies of maps and plans, the stamp should be affixed to the petitions, instead of, to the maps or plans, a note being added to the copies that the requisite fees have been levied by means of stamps.

22. A register of applications for copies shall be maintained in the form given in Appendix XIX.

Register.

23. Copies of public documents which may be used as evidence, even against the Government, should never be withheld from applicants, 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, are not to be given. Copies of correspondence on the subject of suits pending in the courts of justice must not be granted without the permission of the Governor in Council.

Copies which may be given.

24. The ministerial officer-in-charge of the Department in which the document of which a copy is applied for is found at the time of such application, shall be held personally responsible for the observance of the above rules. In every case in which there shall be any doubt as to the propriety of giving the copy, such officer shall take the Deputy Commissioner's orders on the subject before the document is made over to the copyist. Whenever a copy is refused, the folios which may have been deposited by the applicants should be returned to him.

25. The Deputy Commissioner or head of an office should license as many copyists as are required to supply all applicants with copies within the period specified by these rules, and no one but a licensed copyist shall be employed in the preparation of copies. 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, an officer of the fixed establishment may be employed to do the copying work, if he can do it without detriment to his other duties.

26. Copies of surveyors' village plans *thakbust* maps, main circuit maps and *khasra* maps should be supplied on tracing-cloth. Copies of extracts of, or of portions of maps may be supplied to persons who apply for the same. Two kinds of tracing-cloth are supplied to district officers, *viz.*, (1) bright, (2) dullblack, in pieces of 24 yards long by 36 inches wide, and the quantity required of either kind should be supplied to applicants for copies of these maps at the rate fixed by the Superintendent of Stationery in his price-list for each year. The cost of tracing-cloth will be paid for, in the same way as the copying fees which are to be levied in respect of the supply of copies of these maps, in court-fee stamps. The amount of such stamps should be noted in the column of remarks of the Register of Applications for copies. Half of the remainder of the copying fees thus levied, after deducting from the total the cost of the tracing-cloth, will be paid to the copyist from contingencies under rule 15.

27. For copies of the surveyors' village plans the ordinary rate will be one rupee 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 Deputy Commissioner within the limit of two rupees per plan. For copies of *thakbust* maps, main circuit maps and *khasra* maps which are to

be copied by placing the tracing-cloth over the maps marking the salient points, and then ruling lines from point to point, each line traced should be counted as equivalent to four vernacular words, the number of written words added thereto, and copying fees for the whole calculated under rule 11.

28. The rate for ruling lines in copies of any register should be one-fourth the rate fixed for lines in *thak-bust* and *khasra* maps, each line being taken the whole length or breadth of the page or sheet.* Offices should encourage in every legitimate way the widest distribution of these maps among those interested in them.

29. 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 the tracing-cloth.

30. The duty of comparing copies must in all cases be performed by a salaried officer, and copyists must not compare for themselves or each other. When six or more copyists are continuously employed, a special comparer may be entertained for the purpose on a salary of Rs. 30 per mensem, which will be paid by Government.

31. Uncertified copies should only be marked as "examined" and initialled by the examiner or comparer ; while copies to be used, or capable of being used, as evidence should be "certified to be a correct copy," and signed in full, and bear the seal of the Court.**

32. Rules for the issue of certified copies of settlement papers in Assam :—

(i) Whenever copies are required of any settlement papers, such as *chithas*, *jamabandis*, *pattas*, *kabuliyats*, etc., they should be made on printed forms.

(ii) The forms will be supplied by the office and the charge for each form used for copies will be 12 Naye Paise which will be paid by a court-fee stamp on the application for the copy. These forms need not be treated as saleable forms, and no further account need be kept of them than is kept at present.

*By sheet is not to be understood the paper employed in copying the plans but the sheet of which each plan is composed.

**Unauthenticated copies of any papers filed in the Revenue Courts must be given on plain paper to any of the parties to the case or their agents, who may apply for them, on their supplying paper and depositing the fees of the licensed copyist.

(iii) A table or slip may be prepared to show the number of printed words for every form mentioned in rule (i) in order to save the trouble of counting the words on every occasion when ascertaining the amount of fees payable for authentication.

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

(v) Court-fees for certified copies will be charged both for printed and written words and will be affixed to the copies. If the headings of the columns of the forms are in two languages, the court-fee will be calculated on the number of the words in one language only. If the forms are printed on both sides and one side only is used for the copy, the court-fee will be calculated on the number of words on one side of the form only.

(vi) All stamps will be punched, according to the rule, as soon as filed, but in addition to the ordinary punching, at the close of each month, stamps for copying fees will be marked "cancelled" in the presence of the Extra Assistant Commissioner in charge of the copying department. Copyists will be paid half of the value of these stamps on bill to which will be attached by a certificate by a Gazetted officer in the following form.

"Certified that the total amount realised 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."

(vii) Copies of obsolete forms are to be given on folios as in the case of ordinary copies.

33. No fees should be demanded or paid for searching for
Copies for public officers, or copying papers required by public officers
for public purposes. In such cases the copies
are to be made on plain paper by the Collectorate establishment.

34. Nothing in these rules should be held to interfere with
Inspection of records. the right of parties or their authorised agents
to inspect the records of pending cases under
such safeguards as the Deputy Commissioner may think necessary against the removal or alteration of documents and the publication of privileged communications.

35. Admittance to the records-room should be absolutely prohibited to all persons other than the Assistant and Extra Assistant Commissioners serving in the district, and the officers of the Court, except on production of a written order for admittance signed by the Deputy Commissioner.

36. Copies of these rules in the vernacular must be conspicuously exhibited in all Revenue offices.

Vernacular rules

Section VI.—Miscellaneous.

1. The sum realised by the sale of useless papers must be paid into the treasury and credited to Government. All papers should be defaced before they are sold.

Sale proceeds of useless papers.

Mention must be made in the annual report of the amount so realised and credited. All expenditure for keeping the office records in proper order will be made under the Government's orders from the record grant.

2. It is the Commissioner's duty, when on circuit, to make a point of inspecting the state of every district record-room and, when dissatisfied with it, to make a report for the orders of the Governor in Council.

Inspection by Commissioner.

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

Responsibility of officer.

4. The Shelf Register of records and Register of survey records prescribed in Section II, Rules 7 and 10, must be kept up regularly. Deputy Commissioners will be held personally responsible for the expense of writing it up, should it be suffered to fall in arrear.

Registers.

5. The paper used for current work should be of foolscap size and of good quality. None but properly prepared paper must on any account be employed for purposes of record.

Paper to be used in current work.

6. The following three Registers should be kept by the Record keeper :—

- (a) Register showing the receipt and disposal of records by the Record-keeper.
- (b) Register of all registers which are B class papers and not to be preserved permanently.
- (c) Register of records sent out from the record-room.

APPENDIX I (*Section I, Rule 5*)
REGISTER OF LETTERS RECEIVED

Department

[illegible]

APPENDIX II (*Section I Rule 5*)
REGISTER OF LETTERS ISSUED

Department

Consecutive No. in this register	Date	To whom addressed	Subject	Where the draft is placed		No. and date of reply received	Remarks
				No. and title of the collection	No of the file within collection		
1	2	3	4	5	6	7	8

N. B.—See the *N. B.* on Appendix No.1, which applies also to this register.

APPENDIX III (Section I, Rule 5)

INDEX REGISTER OF FILES

Department

No. and title of collection	No. of file within collection	File subject	Year under which the file is deposited in the record room, and collection number	Remarks
1	2	3	4	5

N.B.—In this register not more than two collections will be opened on each page, so as to leave ample room for entering any number of files (as they are formed) under the collection head to which each belongs.

Every correspondence which begins within the year will be entered at once on this register as soon as it is begun. When on the transfer of the records of any year to the old record-room, a 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 12. Column 4 of this register will remain blank until the papers of the file are deposited in the old record-room. The register will be divided into parts corresponding with the departments into which the correspondence of the office is classified.

APPENDIX III (a)

FORTNIGHTLY PENDING LIST OF LETTERS RECEIVED

Serial No.	Date of Receipt of the letter	Officer from whom received	Subject of the letter in brief	With whom pending	Explanation of delay	Action Taken
1	2	3	4	5	6	7

Note.—This list is to be prepared from the entries in red ink in the Receipt Register which is pending at the end of the fortnight.

APPENDIX III (b)

FORTNIGHTLY PENDING LIST OF LETTERS ISSUED

Serial No.	Number and date of letter issued	Officer to whom issued	Subject matter of the letter	With whom pending	Explanation of delay	Action Taken
1	2	3	4	5	6	7

Note.—This list is to be prepared from the entries in red ink in the Issue Register to which reply is pending at the end of the fortnight.

APPENDIX IV [Section I, Rule 13 (d)]

CLASSIFICATION OF ENGLISH CORRESPONDENCE FOR
PRESERVATION AND DESTRUCTION

CLASS A

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

Correspondence of importance regarding—

Agricultural experiments and statistics.

Appeals where the question is of permanent interest.

Arms.

Assessed taxes.

Boundaries.

Boundary-marks.

Census.

Circulars from the Local Government, Legal Remembrancer,
Accountant General, Superintendent of Stamps, etc. (all).

Civil suits.

Court of wards and other Private estates managed by
Deputy Commissioner.

Diaries.

Drainage.

Elephant-catching.

Embankments.

Endowments.

Escheats.

Excise.

Famines.

Fisheries.

Floods.

Forest conservancy.

Frontier questions.

Government estates.

Industry, such as cotton, etc.

Irrigation.

Jurisdiction.

Labour immigration.

Lac.

Land acquisition.

„ improvement and *takavi* advances,

„ registration.

Local rates.

Malikana.

Maps and survey records (all),

Opium.
 Partitions.
 Redemptions.
 Registrations, common and special.
 Remissions and abatements of revenue.
 Rent, enhancement of.
 Reports and books, including Regulations, Laws, and
 Gazettes (all printed).
 Reports and returns (all annual).
 Resumptions.
 Rubber.
 Sales.
 Salt.
 Settlements.
 Silk.
 Stamps.
 Statistics.
 Statistics, vital.
 Survey.
 Tea cultivation.
 Tenures, *nisf* and *lakhiraj*.
 „ service.
 Titles conferred by the Government of India.
 Transfers.
 Village officials.
 Waste lands and grant.
 All letters communicating rules and general instructions.
 Correspondence on other subjects of importance to be
 included at Deputy Commissioner's discretion.
 All old correspondence bound up in books.

CLASS 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.

Appeals, except where the question is one of permanent interest.

Budgets.

Decrees, execution of.

Economic museums.

*One copy of the entire Gazette at headquarters, and the Bills, Acts., and Notifications contained in other copies, *vide* Circular No. 40R., dated the 10th July 1890.

Embezzlement of public funds.
 Inspection memoranda and orders.
 Matters of account.
 Ministerial officers, appointments and dismissal of.
 Opinions on Acts and Bills.
 Public works and buildings.
 Records grant.
 Recovery of stamp fees.
 Reports and returns (all quarterly and half-yearly).

Resolutions on returns (all).

Securities, except in the case of mauzadars, and other security bonds which are given for a term of one year only.

Stationery.

Tents.

Treasure-trove.

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

CLASS C

Paper to be stamped with the letter C, and to be destroyed after two years

Applications from ministerial subordinates, Comptroller's objection statements, and explanations thereon.

Dak and town despatch book.

Indents for forms and stationery.

Leave, appointment and charge.

Reminders, memoranda, and similar unimportant small letters in Classes A and B.

Returns (all monthly, weekly and fortnightly).

Do. from Subdivisional Officers and other subordinates, incorporated in the district returns (all).

Securities which are given for a term of one year only.

Such letters of transient interests as under Section I, rule 10, are placed in the miscellaneous collection are ordinarily to be included in this class.

APPENDIX V (*Section I, Rule 14*)

LIST OF ENGLISH REGISTERS SENT TO RECORD-ROOM

Name of Register	Total number of registers	Years to which the registers relate	Period for which to be preserved	Remarks

APPENDIX VI (*Section II, Rule 4*)

FORM OF SUBSIDIARY BUNDLE LIST

Class of case.

No. of rack.

No. of shelf.

No. and year of main bundle.

Serial No.	Number and year of case, according to case register and date of disposal	Remarks

APPENDIX VII (*Section II, Rule 4*)

FORM OF MAIN ANNUAL BUNDLE LIST

Mauza or estate.

No. of rack.

No. of shelf.

No. and year of bundle.

Class of cases	Total number of cases	Remarks

APPENDIX VIII (*Section II, Rule 5*)

TITLE PAGE

Department _____ under the District _____

Officer of the District of _____

Serial number of case _____ of Register No. _____

Mahal _____ Pargana. _____

Towzi number ...

Names of parties ...

Under Act

Date of decision—

Record-room Bundle No.

Date of receipt—

[illegible]

APPENDIX IX

GENERAL REGISTER

No. of rack		No. of shelf or compartment	No. and name of estate or mauza	No. of the estate or mauza bundle	Settlement including waste land grants	Divisions	Mutations	Common and special registry	Sales for arrears	Sales other than for arrears	Annulments of settlements	Separate accounts	Resumptions
1	2	3	4	5	6	7	8	9	10	11	12	13	
2	5	Parbatipur No. 8756.	4	Fee-simple grants.	2	2	50	60	100	10	2	..	1
				New rule grants.	2								
				Nisf-khiraj	3								
				Khiraj or full revenue-paying settlements.	2								
I.—Pargana or mauza.													
Year 1893-94.													

This register should have an index showing the parganas or mauzas included in it and Cachar and by mauzas in other districts, and written up annually, half-yearly, or quarterly, shown by the sample entries, only the total number of cases of each class disposed of in the the number and date of institution and disposal of each case, as this information is with each bundle. All the columns of the register are not applicable to all districts. Where

Columns 3 and 4.—In Sylhet bundles are kept by estates, and elsewhere by mauzas.

Column 5.—In this column show separately—

- all records connected with waste land grants, whether under the old rules connected with such grants;
- all similar records connected with the settlements of *nisf-khiraj* estates in the
- all similar records connected with estates assessed to full revenue, excluding entered in column 24. The annual mauza settlement abstract known in in this column as a copy of such abstract should go into each mauza

Column 23.—In this column should be included boundary cases decided when making cases decided by a survey or settlement officer in the course of a professional the Register of Survey Records (see Appendix XV Classes A and B). Here

Column 6.—All *jamabandis*, *chittas khasras*, *terijes* and other measurements, and settlement in the General Register of Survey Records (Section II Rule 10).

(Section II, Rule 7)

OF RECORDS—(PART I.)

Redemptions	Direct management	Attachments by order of Court	Court of wards	Rent law suits and proceedings	Payment of surplus proceeds and refunds	Civil suits	Local rates	Appeals	Miscellaneous cases and papers	<i>Jamabandis, chittas, etc., Section II, Rule 9</i>	Remarks
14	15	16	17	18	19	20	21	22	23	24	25
..	3	1	1	Here note what class of cases are entered and number of each class.	Annual <i>jama-bandi</i> for 1892-93 1 Ditto <i>chitta</i> 1 Periodic <i>jama-bandi</i> for 1893-94 1 1903-04 1 Ditto <i>chitta</i> 1 Ilam <i>jama-bandi</i> .. 1 Jaintia do. 1	(Here Record keeper should note what B records he has destroyed and date of destruction).

the pages assigned to each pargana or mauza. It should be kept by parganas in Sylhet and as found most convenient. It should include both A and B records but not C records. As year, half-year or quarter, as the case may be, is to be entered. It is not necessary to give procurable from the several case registers and also from the subsidiary bundle lists tied up inapplicable, they can be left blank.

or under section I of the Settlement Rules, including all maps and measurement papers Assam Valley districts ;

jamabandis, chittas, and c. which should be kept separate from the settlement record and the Assam Valley as Settlement Form F (see Appendix XV. Class B) should also be entered bundle.

a periodic settlement or decided during the term of such a settlement excluding boundary survey and settlement of a district or of any portion of a district as these will be entered in also enter resignation applications of periodically-settled estates (see Appendix XV.)

papers connected with cadastral or other professional survey and settlement will be entered

APPENDIX X (Section II, Rule 7) GENERAL REGISTER OF RECORDS—(PART II) [Not connected with any particular mauza or estate.]

Number of rack			Number of shelf or compartment			Number of bundle			Fishery mahals			Rubber mahal			Elephant mahal			Security cases			Pension cases			Land acquisition			Income-tax			Annual returns			Other cases and papers			Remarks		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																								
																		Year 1893-94																				
			Settlement cases ..	4																																		
			Resumptions ..	1																																		
			Appeals ..	1																																		

This register should be written up annually and should include A and B papers only. Only one register should be kept for the whole district.

Columns 4 5 6.—In these columns, if there is more than one class of cases under each main head (e.g. settlement cases, resumption cases, appeal cases, etc.) show the total number of cases under each class as indicated in the sample entries in column 4, otherwise simply give the total number of fishery rubber or elephant mahal cases as the case may be.

Column 7 refers to security cases, such as those of a treasurer tahsildar, etc. which are not connected with any particular estate or mauza. Here enter the name of the person concerned in each case.

Proceedings relating to enquiry into securities of fishery, rubber, elephant mahal, etc., should find entry in columns 4 5 and 6 as the case may be, and be kept with the settlement proceedings of such mahals. Proceedings connected with the securities of mauzadars in the Assam Valley should be entered in column 25 of the General Register of Records, Part I.

Column 8 should show the No. of each case and names of parties concerned.

Columns 9 and 10 have the headings left blank to allow of any other class of cases being entered.

Column 13 should classify the returns giving the number of each class. Returns other than annual need not be registered as they are classed with C papers.—(See Appendix XV classes A and C).

Column 14 should specify what class of cases is included in it and the number of cases of each class.

APPENDIX XI (*Section II, Rule 10*)

REGISTER OF SURVEY RECORDS (SYL HET)

PART I.—*Records of miscellaneous papers relating to the Permanent Settlement*

No. of rack	No. of shelf	No. of bundle	Name of pargana	Date or year of papers	Description of papers, arranged by parganas	Remarks
1	2	3	4	5	6	7

This register includes the following papers—(1) Mauzawari Jamai of the years 1207 and 1208 ; (2) Mauzawari Lakhiraj of the years 1207 and 1208 ; (3) Mauzawari Ilam of 1209 ; (4) Mauza Masaddar of 1231 ; (5) Jamabandi ; (6) Roll. —*See* note appended to Secretary's letter No. 3466 dated the 13th October 1879 to Deputy Commissioner of Sylhet.

PART II.—*Records of date prior to Revenue Survey of 1859—65.*

No. of rack	No. of shelf	No. and name of village. arranged alphabetically for each pargana	No. of bundle	Village plans	Hastabud	Halabadi	Lieut Thuillier's survey	Miscellaneous survey	Boundary cases	Remarks
1	2	3	4	5	6	7	8	9	10	11

This register refers to Sylhet Proper only *i.e.* excludes Jaintia.

PART III.—*Jaintia Survey Records*

No. of rack	No. of shelf	No. and name of village	No of bundle or volume of plans	Village plans	Other records connected with survey	Boundary cases	Remarks
1	2	3	4	5	6	7	8

This register refers to Lieutenant Thuillers Survey and the cadastral survey and settlement records relating to the resettlement of Babu Cnandra Kanta Sen.

In columns 6 and 7 the records should be classified showing the number of each class. These columns should include survey and assessment papers, *e.g.* Jamabandis, terijes, Rhasras, chittas, etc.

The records of White's and Beckett's surveys and settlements (which were not professional surveys) have been destroyed (*vide* section II Rule 10)".

PART IV.—*Records of Revenue Survey of 1859—1865.*

No. of rack	No. of shelf	No. and name of village	No. of bundle	Village plans	Thak-Bast	Khasra	Boundary cases	Remarks
1	2	3	4	5	6	7	1	9

This register relates to the Revenue Survey of the district in 1859-1865.

APPENDIX XII (Section II, Rule 10)

REGISTER OF SURVEY RECORDS (CACHAR)*

Serial No. of rack	No. of shelf or compartment	No. and name of village	No. of bundle	Village plans†	Boundary cases	Other records‡	Remarks
1	2	3	4	5	6	7	8

*A separate register may if found convenient, be kept for each pargana. A separate register may be kept for each periodic settlement of the district of which the records are preserved.

†Spare copies of printed or lithographed maps should be kept separately where most convenient, one copy only of the village map being kept in the record-room bundle.

Spare copies of the village plans are ordinarily kept elsewhere than in the record-room and in charge of the Sub-Deputy Collector. These need not be entered in the register.

‡In this column the record should be classified and the number of each class, e.g., *chittas dakkalbari list, jamabandis* etc. should be given.

APPENDIX XIII (Section II, Rule 10)

REGISTER OF SURVEY RECORDS (ASSAM VALLEY DISTRICTS)*

No. of rack	No. of shelf or compartment	Name of mauza	Name of village	Revenue Survey records and maps	Thakbast Survey records and maps	Cadastral survey records and maps†	Boundary cases	Other cases	Remarks
1	2	3	4	5	6	7	8	9	10
1	2	Parbatipur	Ramsha.	4 volumes of atlas.	2 sheets of maps. 6 field books.	Village maps. Jamabandis. Chittas .. 1	1 (Here give number and year of case.)		

*The sample entries are given to show how this register should be filled up. It must be remembered that *Jamabandis chittas* and other measurement and assessment papers not connected with a professional survey are not to be shown in this register, but in the General Register of Records (Section II, Rule 10).

†Printed or lithographed maps of the cadastral survey should be kept separately, cadastral where most convenient, in charge of the Sub-Deputy Collector, one copy of the village map being kept in the mauza bundle in the record-room and entered in this register.

LIST OF RECORDS SENT TO RECORD ROOM

forwarded to the District Record-
for the month of 19 .

[illegible]

Here enter the Revenue Court or officer who sends the list.

† Here enter the number of the case, petition; report, etc., as registered in the register of cases, petitions etc. with date of institution.

§In the Assam Valley districts and Cachar the mauza and in Sylhet the estate; should be given in this column where the papers sent are not connected with any particular estate or mauza, or where all the papers are C papers, it will be necessary to fill up this column.

APPENDIX XV (SECTION II, RULE 16)

CLASSIFICATION OF RECORDS FOR PRESERVATION AND DESTRUCTION.*

Class A (to be preserved for ever)

I. In the following list of cases and proceedings or in appeals connected therewith other than appeals included under class B all petitions, applications, plaints and pleadings ; all lists of exhibits, unreturned exhibits and receipts for returned exhibits ; the autographic abstract of the evidence ; the final judgement, decision or order ; and the title page.

List of cases

1. Resumption cases.
2. Mutation cases except:—
 - (i) All mutation applications struck off, rejected or disallowed ;
 - (ii) Applications (if any) connected with annual *khiraj* (fully-assessed) lands ; and
 - (iii) *Khiraj* (fully-assessed) periodic mutation records (of mutations granted).
3. Sales of estates or immovable property for arrears of revenue or under Act VII (B. C.) of 1880.
4. Cases of annulment of settlements for arrears of revenue.
5. Partition cases except partition cases struck off in default or under section 114(2) of the Assam Land and Revenue Regulation.
6. Land acquisition cases, except those which are struck off or in which proceedings are dropped.
7. Government suits.
8. Separate account cases except *ex-parte* cases which are struck off, rejected or disallowed.

N.B.—It must be carefully noted that only certain papers as enumerated above in the classes of cases specified are to be permanently preserved. All other papers filed in such cases will be classed and marked as B, C, as directed below.

* Section II, Rule 27, must be carefully borne in mind,

9. Cases of registration of tenures.

10. *Patni* sale cases.

11. Records connected with boundary disputes—

- (a) between Government and the proprietors of permanently settled and revenue-free estates, or (b) between the proprietors of permanently-settled or revenue-free estates on the one hand and the settlement-holders of temporarily-settled estates on the other.

II. The following miscellaneous paper:—

General powers-of-attorney.

III. The following survey and settlement records:—

- (a) Professional survey volumes.
- (b) Maps of all kinds (including cadastral survey papers) prepared by Superintendent of Surveys or Revenue Surveyors with the measurement papers and field books appertaining thereto; also maps of extension or revision surveys, whether made by professional agency or not (these maps are stored by the Director of Surveys).
- (c) Mauzawar and mahalwar registers, English and vernacular, and all registers appertaining to professional and thakbast surveys.
- (d) All other measurement and assessment records required by section II, Rule 10, be entered in the register of survey records.
- (e) All periodic *jama bandis* which are general registers.

IV. All annual returns.

Class B (to be preserved for 12 years)

The papers enumerated under Class A, heading 1, in the following cases :—

1. Execution of Government decrees.
2. Abstract mauza settlement (Assam Revenue Form No. 47 in the Assam Valley districts).
3. Annual or periodic miscellaneous land revenue settlements, *e. g.*, house-tax, hoe-tax, fishery, elephant mahal and rubber mahal settlements.
4. Sales of estates or immovable property for arrears of revenue or under Act VII (B. C.) of 1880, and annulments of settlements have been set aside in appeal.
5. Revenue appeal cases in which sales of estates or immovable property for arrears of revenue or under Act VII (B. C.) of 1880, and annulment of settlements have been set aside.
6. Boundary disputes affecting only temporarily-settled estates under periodic settlement.
7. Lists of papers made over to the record-room under rule 13(a), section II of the Assam Record Rules.
8. Prospecting license cases.
9. Records relating to the reservation of grazing grounds.

Class C (to be preserved for 2 years)

1. In the cases specified above under Class A, heading I, and Class B, all papers filed with the case other than those classified as A or B, except general powers-of-attorney :—

1. Claims to money in deposit.
2. Notices of deposit under the rent laws.
3. Recovery of stamps in pauper suits.
4. Annual settlements.
5. Chalangos of money to the treasury.
6. Applications for waste or relinquished land on annual or periodic leases which are granted.

(Registers for Treasury and Account Branch)

1. Indent for treasury forms.
2. Indent for bill forms.
3. Indent for small silver, copper and currency notes.
4. Annual requisition for small silver and copper coins.
5. Quarterly return of currency notes.
6. Certificates of personal ledger balance.

II. All papers except general powers-of-attorney in the following cases :—

1. Bakijai cases.
2. Excise cases.
3. Stamp cases.
4. Cases under Act VII (B. C.) of 1880.
5. Sale cases under Regulation VIII of 1819 which are struck off on payment of the zamindar's demand.
6. Miscellaneous revenue cases other than boundary dispute cases affecting only temporarily-settled estates under periodic settlements.
7. Notice cases under Act VIII (B. C.) of 1869.

III. Petitions entered in petition register.

IV. Revenue reports and other papers entered in Board's Register No. 28.

V. All mutation applications struck off in default, rejected or disallowed ; and mutation applications (if any) connected with annual *khiraj* lands.

VI. All *ex-parte* separate account cases, which are struck off, rejected or disallowed.

VII. Applications for waste land struck off in default or summarily dismissed.

VIII. Applications to resign annually-settled estates.

IX. Applications for copies and information.

X. Processes and returns to processes.

XI. All quarterly, monthly and weekly returns.

XII. (1) Agriculturist's loans cases.

(2) Land improvements loans cases.

(3) Applications for agricultural and land improvement loans, on which no loan has been taken or which has been struck off or rejected.

XIII. All other papers not specially enumerated above.

XIV. All land acquisition cases which are struck off or in which proceedings are dropped.

Foot-note—To be destroyed two years after complete disposal of the case.

Special class

1. Assessment of local rates on permanently-settled and revenue estates including fee-simple grants to be destroyed after the assessment is revised.

2. Security bonds, not to be destroyed until cancelled by written orders of the Deputy Commissioner.

3. In all districts, Survey and Settlement records not connected with any professional survey (*see* section II, rule 10) such as *chittas*, *khasaras*, *terijes* and *kabuliyats*, to be destroyed when the term of settlement succeeding the settlement to which these documents relate has expired. This rule covers the records of revision surveys (except *jamabandi* registers and maps, which are to be kept for ever). Records of extension surveys including reclassification papers, will be kept like the records of the preceding general resettlement and destroyed with them. Original maps will be sent to, and preserved by the Director of Surveys. Mandals' (or patwaris') copies of *jamabandies* need not be kept.

Maps deposited under rule 191 of the Assam Land Records Manual will be destroyed after the resettlement following their deposit.

4. Rent law proceedings (except notices of deposit) to be preserved for three years from the preparation of the records-of-rights after the completion of settlement and then destroyed on the expiry of three months from the date of the General notice.

5. *Khiraj* (fully assessed) periodic mutation records (of mutations granted) to be destroyed when the term of the settlement succeeding that to which they relate has expired.

Note (1).—Ex-parte mutation and separate account cases, which are struck off, rejected or disallowed, should be treated as C class records and preserved for two years only. All contested mutations except those relating to periodic *khiraj* estates and separate account cases will continue to be treated as A class records.

Note (2).—Partition cases struck off in default should be classed as C papers and those struck off under section 114(2) of the Assam Land and Revenue Regulation should not be preserved for more than twelve years.

APPENDIX XVI (Section V, Rule 6)
FORM OF APPLICATION FOR INFORMATION

Upper portion.

1	2	3	4	5	6	7	8
No. and date	Name and residence of applicant	Nature of the information required	Ordinary searching fee deposited in court-fee stamp	Extra searching fee deposited in court-fee stamp	Date and (if extra fees have been paid) hour by which the information is to be ready	Signature of officer receiving the application	Remarks

Lower portion same as above, and divided from upper portion by a pricked line.

APPENDIX XVII (Section V, Rule 8)

FORM OF APPLICATION FOR COPIES

[illegible]

1	2	3	4	5	6	7	8	9	10
No.	Date of application	Name and residence of applicant	Nature of information required	Date on which information was supplied	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

FORM OF REGISTER OF APPLICATIONS FOR COPIES

[To be maintained in all Revenue Offices and to be preserved
for five years]

[illegible]

Note.—In column for remarks should be noted any copies which, though originally applied for and granted "uncertified," are subsequently converted into "certified" copies.

REGISTERS IN

Circular No.....

No	Age of Subject	Place of Birth	Place of Residence	Place of Employment	Place of Education	Place of Marriage	Place of Death
1	18	18	18	18	18	18	18
2	18	18	18	18	18	18	18
3	18	18	18	18	18	18	18
4	18	18	18	18	18	18	18
5	18	18	18	18	18	18	18
6	18	18	18	18	18	18	18
7	18	18	18	18	18	18	18
8	18	18	18	18	18	18	18
9	18	18	18	18	18	18	18
10	18	18	18	18	18	18	18

RECEIVED OFFICE REGISTER

ENGLISH OFFICE REGISTERS

Serial No.	Title of Register	Under what authority kept.	Form in which to be kept.	Where to be kept.	Period for which to be kept.	Remarks.
1	2	3	4	5	6	7
1	Letters received ..	Rule 5, Section 1, of the Assam Record Hand Book.	Appendix I of the Rules quoted in the preceding column.	Headquarters of districts and subdivisions.	12 years.	
2	Letters issued ..	Do. Do.	Appendix II of the above Rules.	Ditto ditto ..	Do.	
3	Index Register of Files.	Do. Do.	Appendix III of the above Rules.	Ditto ditto ..	For ever.	
4	Library Catalogue ..	Rule 2, Section VI Chapter XI, page 388 of the Manual of Executive Rules Vol. I.	No prescribed form	Ditto ditto ..	Until rewritten.	
5	Stock-book of Stationery.	Rule 433 Section VI, Chapter VI, of the Manual of Executive Rules.	Form No. 68, Assam Schedule II.	Ditto ditto ..	Two yers.	

6	Inspection Book.	Rule 440, Chapter IV Section XII, page 129 of the Manual of Executive Rules.	See the rule quote.	Headquarters of districts and subdivisions	For ever	In this inspection book will be recorded orders passed at office inspections relating to emigration, vital statistics, income-tax and miscellaneous.
7	Account Book of Acts and printed forms received and sold.	Circular No. 2 G., dated the 13th January 1897.	Assam Executive Form No. 331.	Do.	Two years	
8	Account Book of Service Labels.	Do.	Do. No. 332 ..	Do.	Six years	
9	Register under Act III of 1872.	Section 5 of the Act ..	Schedule 1 of the Act	In the office of all Registrars under the Act.	For ever	
10	Marriage Certificate Book.	Section 13 of do. ..	Schedule 3 of do.	Do.	Do.	Vide Circular No. 121, dated the 8th April 1902.
11	Marriage Notice Book.	Section 40 of do. ..	Schedule 1 of do.	Do.	Do.	A separate register should be kept under each of the sections quoted in column 3.
12	Marriage Register Book.	Sections 32, 34, 37, 54, 59, 62, and 64 of do.	Schedule IV of do.	Do.	Do.	

Note.—The period of preservation mentioned in column 6 of this list will run from the commencement of the year succeeding that to which the register relates.

ENGLISH OFFICE REGISTERS—*concl'd.*

Serial No.	Title of Register.	Under what authority kept.	Form in which to be kept-	Where to be kept	Period for which to be kept	Remarks.
1	2	3	4	5	6	7
13	Book for entering copies of certificates by the Marriage Registrar. <i>Registers prescribed by Rules under Act VI of 1886.</i>	Section 35 of the Act ..	No prescribed form	In the offices of all Registrars under the Act.	For ever ..	
14	Births	Rule 7 of the Rules framed under the Act—(Page 123 of the Marriage Registration Manual, Assam.)	Schedule E. to the Rules.	Do. do.	Do. ..	
15	Deaths	Do. do.	Schedule F to do.	Do. do.	Thirty years	Vide Chief Commissioner's Circular No. 12J., dated the 8th April 1902.
16	Certificates of registration or copies of entries granted.	Rule 21 of do. (Page 125 of do.)	Schedule H to do.	Do. do.	For ever ..	
17	Register of fees ..	Rule 14 of do. (Page 126 of do.)	Schedule N to do.	Do. do.	Do. ..	
18	Book for entering copies of entry relating to Birth or deaths.	Rule 10 of do. (Page 124 of do.)	No prescribed Form	Do. do.	Do. ..	

<i>Registers under Act 1 (B. C.) of 1876, and the Rules thereunder.</i>									
19	Marriages	Section 6 of the Act and Rule 45 of the Chief Commissioner's Rules under the Act.— (Page 21 of the Marriage Registration Manual, Assam.)	Form A given in the Schedule to the Act.	ditto.	ditto.	...
20	Divorces other than those of the kind known as <i>khula</i>	Ditto.	Form B ditto.	ditto.	ditto.	...
21	Divorces of the kind known as <i>khula</i>	Ditto.	Form C ditto.	ditto.	ditto.	...
22	Catalogue	Rule 44 of the Rules under ditto. ditto.	Form given in the Rule.	ditto.	ditto.	...
23	Register of Refusals	Section 20 of Act and Rule 45 under ditto. do.	No form prescribed.	ditto.	ditto.	...
24	Register of Appeals	Section 21 of the Act and Rule 45 under ditto.	Ditto.	ditto.	ditto.	...

Excise registers are preserved for the period prescribed in rule 21 of the Eastern Bengal and Assam Excise Hand Book.

"For the preservation and destruction of income-tax registers, (records, etc.) refer to Chapter IX at pages 36 to 42 of the Income-tax Office Manual, 1923."

IMMIGRATION DEPARTMENT REGISTERS

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Serial No.	Title of Register	Under what authority kept	Form in which to be kept	Where to be kept	Period for which to be kept	Remarks
1	2	3	4	5	6	7
1	Garden Sardars ..	Rule 64 of the Rules under the Assam Labour and Emigration Act, IV of 1901.	Assam Emigration Form No. 18.	Headquarters of districts and subdivisions.	Twelve years ...	
2	Contingent Register ...	Civil Account Code, Vol. I (8th Edition), article 94.	Account Form No. 14.	Headquarters of districts and subdivisions.	Twelve years ...	See Appendix Q of Comptroller's Manual of Standing Orders, 3rd Edition, 1891.
3	Tea-Gardens ..	Circular No. 24R., dated 17th October 1881, and letter No. 1729G. of 22nd April 1892, (<i>vide</i> Rule 161 of the Rules quoted above).	Assam Emigration Form No. 67, <i>vide</i> Circular and Rule quoted in preceding column.	Headquarter of districts and subdivisions.	Till rewritten ...	
4	Register of complaints and petitions referred by Magistrates to tea planters or Managers of tea gardens.	Circular No. 19J., dated 14th May 1902.	In the Form prescribed by Circular No. 19J., dated 14th May 1902.	Headquarters of districts and subdivisions.	Three years ...	
5	Register of complaints by tea garden Managers against Labourers or by mazdoors by against Managers.	Circular No. 30J., dated 19th September 1902.	In the Form prescribed by Circular No. 30J., dated 19th September 1902.	Headquarters of districts and subdivisions.	ditto.	

REVENUE OFFICE REGISTERS

65

Under what authority kept	Form in which to be kept	Where to be kept	Period for which to be kept	Remarks
3	4	5	6	7
Rule 110 of the Rules under Chapter IV of the Assam Land and Revenue Regulation (Fourth edition.)	Form No. 19 in the Manual quoted in the preceding column.	Headquarters of Sylhet and Goalpara district only.	For ever	The preparation of this register in Sylhet is at present in abeyance, <i>vide</i> paragraph 3 of Secretary to Chief Commissioners No. 55 Rev.—9606R. of 22nd December 1893.
Do. do ..	Appendix C to the Rules. The same form as that prescribed for the periodic <i>Jamabandi</i> in the Settlement Rules Appendix H, Part II.—(Assam Revenue Form No. 227, Part II, Rule 46 Section II, of Consolidated settlement Rules).	All districts and sub-divisional headquarters in the Plains districts.	Do ..	No general register is required in the case of estates held on annual lease.
Do. do ..	Appendix B to the Rules. The same form as that prescribed for the periodic <i>Jamabandi</i> in the Settlement Rules Appendix O, Part II.—(Assam Revenue Form No. 385, Section III Rule 79 of the Consolidated Settlement Rules.)	Do. do. in the Hills districts.	Do ..	Do do ..

will be introduced in Cachar and Pratibaron the expiry of the settlement current.

REVENUE OFFICE REGISTERS—contd.

Title of Register	Under what authority kept	Form in which to be kept	Where to be kept	Period for which to be kept	Remarks.
2	3	4	5	6	7
General Register of revenue-paying waste-land grants for special cultivation—					
Section A.—Under the Rules of 1838.	Rule 110 of the Rules under Chapter IV of the Assam Land and Revenue Regulation. (Fourth edition.)	Form No 20A of the Manual quoted in the preceding column. Do. do. No. 20B.	At the headquarters of all districts in which grants under the Rule mentioned in column 2 exist.	For ever	
Section B.—Under the Rules of 1854.					
Section C.—Under the Rules of 1876.		Do. do No. 20G			
or Section I of the Settlement Rules under the land and Revenue Regulation.					
General Register of revenue-free estates in district Sylhet—		Do. do. Form No. 22, Part I.			
Part I.—Confirmed grants (<i>siddha niskar</i> .)					
Part II.—Redeemed estates.	Rule 111 of do. do.	Do. do. No. 22, Part II.	Head quarters, Sylhet district.	Do. ..	

Part III.—Petty estates not subject to assessment.	Ditto, ditto, No. 22 Part III.	Ditto.
Part IV.—Fee-simple grants including completed commutations of lease hold grants.	Ditto, ditto, No. 24, Part II.	
6 General Register of revenue-free estates in district Cachar—		
Part I.—Confirmed grants.	Ditto, ditto, No. 21.	
Part II.—Fee-simple grants under the Rule of 1861.	Ditto, No. 24, Part III.	Ditto.
Part III.—Fee-simple grants other than grants under the Rule of 1861 including completed commutations of leasehold grants.	Ditto, No. 24, Part II.	
7 General Register of revenue-free estates in district Goalpara.	Ditto, ditto, No. 23.	Headquarters, Goalpara district.

REVENUE OFFICE REGISTERS—continued

Serial No.	Title of Register	Under what authority kept.	Form in which to be kept	Where to be kept	Period for which to be kept.	Remarks
1	2	3	4	5	6	7
8	General Register of revenue-free estates in the Assam Valley districts, excluding Goalpara— Part I. Confirmed grants. Part II.—Fee-simple grants other than grants under Rules of 1861, including commutations of leasehold-grants. Part III.—Fee-simple grants under Rules of 1861.	Rule III of the Consolidated Rules under Chapter IV of the Assam Land and Revenue Regulation.— (Notification No. 5814R., dated the 27th December 1894).	Form No. 24 Part I of the Manual quoted in the preceding column. Ditto ditto No. 24, Part II. Ditto ditto No. 24, Part III.	Headquarters of Kamrup, Darrang; Nowgong; Sibsagar and Lakhimpur districts.	For ever.	
9	Lands granted as pensions.	Letter No. 803Rev.—4643R., dated the 5th October 1894, to the Commissioner, Assam Valley Districts.	Assam Revenue Form No. 393 prescribed in the letter quoted in the preceding column.	All districts, Assam Valley.	Ditto	Intended for lands granted revenue-free for limited periods, e.g.: for the life-time of an individual; if granted in perpetuity, the entry to be made in Register No. II (Form No. 24 at page 290 of the Assam Land Revenue Manual, 3rd edition).

10	Six-pie <i>lakhtiraj</i> , Lakhimpur.	Circular No. 28R., dated the 13th September 1897	Form now in use	Headquarters, Lakhimpur district.	Do.
11	Ten-twenties in Sibsagar	Do. ..	Do. ..	Do. Sibsagar ..	Do.
12	Naga <i>khats</i> , Sibsagar and Lakhimpur.	Do. ..	Do. ..	Headquarters, Sibsagar and Lakhimpur.	Do. ..	.
13	Dafra <i>posa</i> , Lakhimpur	Do. ..	Do. ..	Do, Lakhimpur ..	Do.
14	Mutation registers of cases relating to estates other than periodic <i>khiraj</i> estates.	Rule 123, Chapter III, Part II, of the Assam Land Revenue Manual, 4th edition.	Form No. 27 of the Manual quoted in the preceding column.	Headquarters of all districts and subdivisions.	Do.
15	Mutation registers of cases relating to periodic <i>khiraj</i> estates.	Do. ..	Do. ..	Do. ..	Upto the next succeeding settlement.	Do.
16	General Register of Applications for registry of <i>talukdari</i> and other similar tenures under section 55 of the Land	Rule 125 of the Rules under Chapter IV of the Assam Land and Revenue Regulation, 4th edition.	Form No. 29 of the Manual quoted in the preceding column, 3rd edition.	Headquarters of Goalpara and Sylhet districts only.	Three years

See also Secretary to Chief Commissioner's No. 160 Rev.—3814R., dated the 27th May 1893, to the Deputy Commissioner, Sylhet, paragraph 4.

REVENUE OFFICE REGISTERS—continued.

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Serial No.	Title of Register	Under what authority kept	Form in which to be kept	Where to be kept	Period for which to be kept	Remarks
1	2	3	4	5	6	7
17	Register of <i>talukdari</i> and other similar tenures created since the permanent settlement.	Rule 125 of the Rules under Chapter IV of the Assam Land and Revenue Regulation, 4th edition.	Form No. 30 of the Manual quoted in the preceding column, 3rd edition.	Headquarters of Goalpara and Sylhet districts only.	For ever.	
18	Applications for perfect partition of estates.	Rule 182 of the Rules under Sections 114, 121 and 155, Chapter VI, of the Assam Land and Revenue Regulation, 4th edition.	Do. .. No 49	Headquarters of districts and subdivisions.	Do.	
19	Applications for imperfect partition of estates.	Do.	Do. .. No. 50	Do.	Do.	
20	Union of estates ..	Do.	Do. .. No. 51	Do.	Do.	

21	Local rate for revenue-free estate in Sylhet.	Letter No. 6422 dated the 7th October 1884, to the Deputy Commissioner, Sylhet, and Circular No. 28R., dated the 13th September 1897.	Form given in Deputy Commissioner of Sylhet's No. 335F. of 10th August 1893.	Headquarters of Sylhet district.	Do.
22	Local rates on revenue-free estates (including fee-simple grants) in Cachar.	Letter No. 5459G., dated the 26th August 1884, to Deputy Commissioner, Cachar.	Assam Executive Form No. 45 (c).	Headquarters of Cachar district.	Twelve years.
23	Local rates on Old Rule and Assam Rule grants in Cachar.	Do.	Do. No. 45 (f)	Do.	Do.
24	Local Rate Register of a <i>mis-khira</i> , <i>lakhtiraj</i> , and fee-simple estates and of estates held under Waste Land Rules for special cultivation.	Circular No. 16G., dated the 15th April 1896, and Rule 13, page 152 of the Assam Land Revenue Manual, 3rd edition.	Do. .. No. 230	Headquarters of districts, Assam Valley.	Six years.
25	<i>Tauzi</i> of land revenue and local rates.	Letter No. 865R., dated the 16th March 1886, to Commissioner, Assam Valley Districts.	Assam Revenue Form No. 83.	Headquarters of districts and subdivisions, Assam Valley.	Twelve years.
26	<i>Tauzi</i> of miscellaneous land revenue.	Do.	Do.	Do.	Do.

REVENUE OFFICE REGISTERS—Continued.

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Serial No.	Title of Register	Under what authority kept	Form in which to be kept	Where to be kept	Period for which to be kept	Remarks
1	2	3	4	5	6	7
38	Resumption suits	Circular No. 8R, dated the 27 January 1897.	Form No. 82, Schedule XXVII.	Headquarters and sub- divisions, Sylhet and Goalpara districts.	Twelve years	...
39	Attached estates	Ditto.	Assam Revenue Form No. 52.	Headquarters and sub- divisions, Sylhet and Goalpara districts.	For ever	...
40	Estates managed by the Revenue author- ities under Act XXXV of 1858. XL of 1858, or IX (B. C.) of 1879.	Ditto.	Assam Revenue Form No. 50.	Headquarter and sub- divisions, Sylhet and Goalpara districts.	For ever	...
41	Redemptions of petty estates.	Circular No. 28R., dated the 13th Septem- ber 1897, and Rule 80 page 20 of the Sylhet Tahsil Hand Book, 1910.	Appendix Q to the Hand Book.	Headquarters of districts and subdivisions, Sylhet and Goalpara districts.	For ever	...
42	Land used for public purposes.	Circular No. 29R., dated the 2nd July 1895.	Schedule XXVII, Form No. 13.	Headquarters of districts and subdivisions.	For ever	...

43	Fines imposed by Revenue officers.	Memorandum No. 1400R., and letter No. 514 Rev.—4855R., to the Commissioner, Assam Valley Districts, dated the 29th May 1885; and 3rd July 1893, respectively, letter No. 2887R., to the Deputy Commissioner, Cachar, dated the 28th September 1888, and letter No. 2499R., to the Deputy Commissioner, Sylhet, dated the 22nd August 1888.	Schedule XXVII, Form No. 25.	Do.	Until all fines registered have been either re-mitted or realised and for two years thereafter.	For fines imposed under Land and Revenue Regulation (G.R., under Section 142 and Rule 120 of Rules under Chapter IV). Executive fines, e.g., on mauzadars, may also be entered.
43(a)	Register of forfeitures in Revenue Courts (Section 78 of the Assam Land and Revenue Regulations).	Government letter No. 2547R., dated the 18th July 1929, to the Commissioner, Surma Valley and Hill Division and memorandum No. 2548-R., dated the 18th July 1929, to the Commissioner, Assam Valley Division.	Form No. 10 Schedule XXII.	Headquarters of districts and subdivisions.	Three years.	
44	Land improvement advances under Act XIX of 1883.	Rule 6, page 34 of the Assam Loans Manual, 1922.	The form at page 70 of the Assam Loans Manual 1922. Do.	Headquarters of districts	Two years after the loans entered therein have been fully realised. Do.	
45	Agricultural loans under Act XII of 1884.	Rule 7, page 15 of the Assam Loans Manual, 1922.	Do.	Do.		
46	Demarcation advances	Circular No. 50-R., dated the 22nd September 1896.	Assam Revenue Form No. 18.	Headquarters of districts and subdivisions.	Twelve years.	
47	Sales of estates for arrears of revenue.	Circular No. 8R., dated the 21st February 1890, and rule 18, page 178 of Assam Land Revenue Manual, 3rd edition	Form No. 65, page 334 of the Assam Land Revenue Manual 3rd edition.	Do.	For ever.	

REVENUE OFFICE REGISTERS—*contd.*

Serial No.	Title of register	Under what authority kept	Form in which to be kept	Where to be kept	Period for which to be kept	Remarks
	2	3	4	5	6	7
48	Annulments of settlements for areas of revenue.	Circular No. 8R., dated the 21st February 1890, and rule 18, page 178 of the Assam Land Revenue Manual, 3rd edition.	Form No. 66 page 336 of the Assam Land Revenue Manual, 3rd edition.	Headquarters of districts and subdivisions.	Till the expiry of the next succeeding settlement.	
49	Sales of immovable property under section 91(1) of the Assam Land and Revenue Regulation.	Do.	Form No. 67 page 338 of the Assam Land Revenue Manual, 3rd edition.	Do.	Do.	
50	Certificates issued under section 91(2) of the Assam Land and Revenue Regulation.	Do.	Form No. 68 page 340 of the Assam Land Revenue Manual, 3rd edition.	Do.	Two years.	
51	Separate accounts opened under section 65 of the Assam Land and Revenue Regulation.	Rule 134 of the Rules under Chapter V of the Assam Land and Revenue Regulation, Fourth edition.	Form No. 42, page 310 of the Assam Land Revenue Manual, 3rd edition.	Headquarters of districts and subdivisions in Sylhet and Goalpara.	For ever	See also paragraph 9 of Secretary to Chief Commissioner's No. 55 Rev.—9606 R., dated the 22nd September 1893.
52	Applications for copies of arrear statements.	Rule 170 do. do.	Form No. 44, page 311 of the Assam Land Revenue Manual, 3rd edition.	Do.	Twelve years.	

53	Requisitions for certificates under the Public Demands Recovery Act, VII (B.C.) of 1880.	Circular No. 8R., dated the 27th January 1897.	Schedule XXVII, Form No. 16.	Headquarters of districts and subdivisions in Sylhet and Goalpara.	Two years.
54	Certificate made under the Public Demands Recovery Act, VII (B.C.) of 1880.	Do.	Schedule XII, Form No. 14.	Do.	Do.
55	Processes made over to the Nazir for service and orders issued to him for execution in connection with certificates filed.	Do.	Schedule XXVII, Form No. 17.	Do.	Do.
56	Prisoners	Do.	Assam Revenue Form No. 53.	Do.	Do.
57	Sales of <i>patni</i> taluks under Regulation VIII of 1819.	Do.	Assam Revenue Form No. 36.	Headquarters of Sylhet district.	For ever.
58	Under-tenures sold under Act VIII (B.C.) of 1865.	Do.	Assam Revenue Form No. 37.	Do.	Do.
59	Notices of enhancement under Act VIII (B.C.) of 1869.	Do.	Schedule XXVII Form No. 19.	Headquarters and subdivisions of Sylhet and Goalpara.	Two years.
60	Notices of relinquishment under Act VIII (B.C.) of 1869.	Do.	Schedule XXVII, Form No. 20.	Headquarters and subdivisions of Sylhet district.	Do.
61	Petitions	Circular No. 24R., dated the 27th May 1884 and No. 20R., dated the 15th July 1892.	Form No. 84, page 356 of the Assam Land Revenue Manual, 3rd edition.	Headquarters of districts and subdivisions.	Do.

REVENUE OFFICE REGISTERS—*contd.*

Serial No.	Title of Register	Under what authority kept	Form in which to be kept	Where to be kept	Period for which to be kept	Remarks
1	2	3	4	5	6	7
62	All other papers received in the office except English letters.	Circular No. 24R., dated the 27th May 1884 and rule 223, page 68, of the Assam Land Records Manual, 1918.	Assam Revenue Form No. 6.	Headquarters of districts and subdivisions.	Two years.	
63	Applications for information.	Rule 8, Section V, of the Assam Record Handbook.	Appendix XVIII to the Rules.	Do.	Do.	
64	Applications for copies	Rule 22, Section V, of the Assam Record Handbook.	Appendix XIX to the Rule.	Do.	Do.	
65	Register of Applications for payment of lapsed deposits.	Board's Circular No. 16 Misc. of 1909.	Form No. 88, Schedule XXVII.	Do.	Three years.	
65(a)	Register of claims to money in deposit.	Board's Circular No. 8R., dated the 27th January 1897.	Assam Revenue Form No. 38.	Sadr and Subdivisional headquarters, Sylhet district only.	Twenty-five years	
66	Land acquisition cases	Circular No. R., dated the 8th March 1888 and No. 8R., dated the 27th January 1897.	Schedule XVI, Form No. 8.	Do.	For ever.	

67	Stamp cases ..	Circular of Superintendent of Stamps, Assam, No. 2, dated the 21st April 1897, and Appendix B, rule 5, page 399 of the Stamp Manual, 1911.	Form No. 38, Schedule XXXIV.	Do.	Two years
68	Applications for refund of the value or renewal of stamps.	Do do. and rules 41 and 53 at pages 223 and 259 of the Assam Stamp Manual, 1911.	Form given at page 223 of the Manual quoted in the preceding column, or Forms Nos. 39 and 46, Schedule XXXIV.	Headquarters of districts	Do do.
69	Miscellaneous cases ..	Circulars No. 24R., dated the 27th May 1884, and No. 8R. dated the 27th January 1897.	Form No. 15 Schedule XXVII.	Headquarters of districts and subdivisions.	Twelve years ..
70	Revenue appeals ..	Rule 188 of the Rules under Sections 129, 152 and 155 (b) of the Assam Land and Revenue Regulation, fourth edition.	Form No. 52, page 316 of the Assam Land Revenue Manual, 3rd edition.	Headquarters of districts and of the subdivisions in Sylhet and Cachar.	For ever
71	Court-fees realised daily	Circular No. 61R., dated the 30th October 1893, and rule 84, page 195 of the Assam Land Revenue Manual, 3rd edition.	Form No. 83 page 335 of the Manual quoted in the preceding column.	Headquarters of districts and subdivisions.	Two years

For all cases for which no specific register is provided Applications for pensions to be entered in this register, *vide* Rule 16, Section VIII, Chapter X, Manual of Executive Rules, Vol. I.

REVENUE OFFICE REGISTERS—*contd.*

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Serial No.	Title of Register	Under what authority kept	Form in which kept	Where to be kept	Period for which to be kept	Remarks
1	2	3	4	5	6	7
72	Survey fees ..	Circular No.54R., dated the 9th October 1893.	No prescribed form	Headquarters of districts and subdivisions.	Two years	
73	Paruanas issued ..	Circular No.33R., dated the 20th July 1893.	Assam Revenue Form No.61.	Do do.	Do do.	
74	Peons ..	Circular No.19R., dated the 13th May 1893, and rule 98(c), page 199 of the Assam Land Revenue Manual, 3rd edition.	Form No.80, page 352 of the Assam Land Revenue Manual, 3rd edition.	Do do.	Do do.	
75	Occupation of peons ..	Do do. and rule 100(b), page 200 of Do	Form No.81, page 353 of do.	Do do.	Do do.	
76	Processes ..	Do do.	Form No.79, page 351 of do,	Do do.	Do do.	
77	Bakijai Processes ..	Circular No.8R., dated the 21st February 1890, and rule 18, page 178 of Do	Form No.70, page 342 of do,	Do do.	Do do.	

78	Nazir's cash-book ..	Circular No. 37R., dated the 26th July 1893.— (Chapter V, Section IV, Rule 315, Manual of Executive Rules, revised edition.)	Form No. 3 Schedule XIX.	Do do.	Twelve years ..	
79	Treasure remittance book.	Circular No. 37R., dated the 26th July 1893.— (Chapter V, Section IV, Rule 316, page 329, Manual of Executive Rules, revised edition.)	Do. No. 4 ..	Do do.	Three years ..	
80	Nazir's counterfoil receipt-book.	Circular No. 34R., dated the 21st July 1893.— (Chapter V, Section IV, Rule 313, Manual of Executive Rules, revised edition.)	Form No. 1, Schedule XIX.	Headquarters of districts and subdivisions.	Twelve years ..	
81	Stock-book ..	Circular No. 37R., dated the 26th July 1893, and Chapter VI, Section VI, Rule 433, page 403, Manual of Executive Rules, revised edition.)	Form No. 62 of Assam Schedule II.	Do do.	For ever ..	If rewritten, old register to be kept for two years.
82	Government elephants	Circular letter No. 2930-39G., dated the 15th May 1884.	Form given in the letter quoted.	Headquarters of districts	Do do.	Do

REVENUE OFFICE REGISTERS—contd.

82

Serial No.	Title of Register	Under what authority kept	Form in which to be kept	Where to be kept	Period for which to be kept	Remarks
1	2	3	4	5	6	7
83	Contingent expenditure (countersigned).	Resolution No. 2027G., dated the 11th August 1881.—Comptroller's Standing Orders, Order No. 55 Civil Account Code, Vol. I, Chapter 6, articles 94-96.	Form No. 14 of the Civil Account Code Vol. I.	Headquarters of districts and subdivisions.	Twelve years ..	See Appendix Q to Comptroller's Standing Orders, 3rd edition.
84	Do. (regular special contingent expenditure).	Do do.	Do do.	Do do.	Do do.	Do. One register to be kept for the whole office.
85	Do. (contract ..	Do do.	Do o.	Do do.	Do do.	Do do.
86	Acquittance Roll receipt-book.	Article 70, Chapter V of the Civil Account Code, Vol. I.	No form prescribed, it should be an exact copy of the bill cashed with a column for signature of payee.	Do do.	Thirty-five years	Do. (A separate register to be kept in Revenue Office.)

87	Territorial and political pensions.	Rules 16 and 21, Section VIII, Chapter X, pages 356 and 357, Manual of Executive Rules, Vol. I.	Form No. 29, Schedule XXVII.	Headquarters of districts and subdivisions in which there are such pensions.	For twelve years after all pensions entered have ceased to be payable.	
88	Persons admitted and enrolled as Revenue Agents.	Notification No. 3609-R., dated the 15th September 1891. Amending Rules under Section 17, Act XVIII of 1879, and Circular No. 32-R., dated the 11th July 1893.—[Manual of Rules of Law, Part I, page 156, Rule 8(a)]	Form No. 14, Schedule XXVII.	Headquarters of districts and subdivisions.	Two years after death on which rewritten.	If rewritten, old register to be kept for two years.
89	Gaonburas ..	Resolution No. 15-J., dated the 4th January 1882, and rule 14 page 217 of the Assam Land Revenue Manual, 3rd edition.	Form No. 77, Schedule XXVII.	Headquarters of districts and subdivisions, Assam Valley.	Twelve years ..	For twelve years after register is rewritten.
90	Katahis in Sibsagar ..	Circular No. 28-R., dated the 13th September 1897.	No prescribed form.	Sadr and subdivisional headquarters, Sibsagar district.	Do. ..	Do.
91	Acquittance roll of Mandals' salary.	Circular No. 23-G., dated the 20th July 1882, and paragraph 2 of Comptroller's Circular No. 43, dated the 15th April 1885, and Rule 223, page 68 of the Assam Land Records Manual, 1918	Form A appended to circular quoted or Form No. 28 Schedule XXXVIII.	Headquarters of all districts and subdivisions, Assam Valley.	Thirty-five years	For non-tahsil Mandals only.
92	Attendance register of ministerial officers.	Circular No. 30-G., dated the 8th July 1895.	Form given in the circular.	Headquarters of districts and subdivisions.	Two years ..	To be kept for the whole office.

REVENUE OFFICE REGISTERS—contd.

84

Serial No.	Title of Register	Under what authority kept	Form in which to be kept	Where to be kept	Period for which to be kept	Remarks
1	2	3	4	5	6	7
93	Standing Order Book ..	Circular No. 28-R., dated the 13th September 1897	No form prescribed	Headquarters of districts and subdivisions.	For ever.	
94	Inspection Order Book	Rule 4, Chapter XI, Section VIII, page 392, Manual of Executive Rules, Vol. I.	<i>Vide</i> rule quoted	Do. do.	Do.	
95	Deputy Commissioner's or Subdivisional Officer's Office Order Book.	Circular No. 19-G., dated the 13th May 1896.	No form prescribed	Do. do.	Do.	
96	Stock-book of forms issued and received.	Circular No. 27-G., dated the 24th June 1893, and Circular No. 2-M., the 8th June 1908	Schedule II, Form No. 89.	Do. do.	Two years.	To be kept for the whole office.
97	Register to be preserved permanently.	Circular No. 58-R., dated the 10th July 1889, and No. 8-R., dated the 27th January 1897.	Schedule XXI, Form No. 5.	Do. do.	For ever.	
98	Register showing the receipt and disposal of records by the Record-keeper.	Do. do. ..	Do. do. No. 2.	Do. do.	Do.	

99	Register of all registers which are B class papers and not to be preserved permanently.	Do.	do.	..	Do. No.6.	Do.	do.	..	Do.
100	Register of records sent out from the Record-room.	Do.	do.	..	Do. No.9.	Do.	do.	..	Three years.
101	General Register of Records, Part I.	Section II, Rule 7 of the Assam Record Hand Book.	Do.	..	Appendix IX to the Hand Book.	Do.	do.	..	For ever,
102	Do. Part II.	Do.	do.	..	Appendix X to the Hand Book.	Do.	do.	..	Do.
103	Survey Records, Cachar	Do.	do.	..	Appendix XII to the Hand Book.	Do.	Cachar	..	Do.
104	Survey Records, (Plains) Districts.	Do. do. do. of Circular No. 7-R., of 21st February 1895, and rule 10, page 12 of the Assam Record Hand Book.	Do.	..	Appendix XIII to the Hand Book.	Do.	Valley districts.	Assam	Do.

REVENUE OFFICE REGISTERS—contd.

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Serial No.	Title of Register	Under what authority kept	Form in which to be kept	Where to be kept	Period for which to be kept	Remarks
1	2	3	4	5	6	7
105	Objections to result of cadastral survey and settlement.	Letter No.322a-R., dated the 18th August 1891, to Commissioner, Assam Valley Districts.	Form given in the letter quoted in the preceding column.	In districts cadastrally surveyed.	Twelve years.	
106	Posa allowance ..	Letter No.1076-J., dated the 31st July 1884, to Deputy Commissioner Darrang.	Do. do.	Darrang	For ever.	
107	Ferries	Circular No.15-G., dated the 12th May 1882.	No prescribed form	Headquarters of districts and subdivisions.	Do.	
108	Applications for amalgamation of estates.	Letter No.4040-R., dated the 31st December 1888, to Deputy Commissioner, Sylhet.	Form given in the letter quoted.	Headquarters and subdivisions, Sylhet.	Twelve years.	
109	Sale Statement Book ..	Rule 138 of the Rules under Chapter V of Land and Revenue Regulation.	Assam Revenue Form No. 294.	Headquarters of districts and subdivisions.	Two years.	Optional.
110	Licensed stamp vendors	Circular No.36-R., dated the 9th July 1896.	Form No. 14.	Do. do.	Until rewritten.	
111	Copyists' earnings ..	Do. do. ...	Do. do. No.15	Do. do.	Three years.	

112	Trigonometrical Survey pillars.	Ditto	ditto	..	Ditto ditto No.16	Ditto	ditto	..	For ever
113	Security furnished by ministerial officers.	Ditto	ditto	..	Ditto ditto No.17	Ditto	ditto	..	Two years after date on which rewritten.
114	Map issue Register	Rule 189 at page 55 of the Assam Land Records Manual, 1918.			Form G, page ix of the Manual.	Headquarters of district and subdivisions containing lands cadastrally surveyed.			For two years after date on which rewritten under the orders of the Director, Department of Land Records.
115	Map Sale Register	..	Ditto	ditto	Form H, ditto..	Ditto	ditto	..	Ditto ditto.
116	Accounts of Receipt of Instrument.	Rule 192, pages 56-57 of ditto	In the form given in the rule quoted in the preceding column.	Ditto	ditto	..	Ditto ditto
117	Accounts of Issue of Instruments.	..	Ditto	ditto	Ditto ditto ..	Ditto	ditto	..	Two years. Written up annually.
118	Ledger account of instruments.	..	Ditto	ditto	Ditto ditto ..	Ditto	ditto	..	Ditto ditto.
119	Certificated candidates	Rule 196, page 58 of ditto.	Ditto I, page x of ditto.	Ditto	ditto	..	Two years after date on which rewritten.
120	Register of grazing grounds	Rule 3 (VII) of the rules for the allotment of grazing grounds.	Form No. 109 at page 397 of the Assam Land Revenue Manual 1917.	Headquarters of districts and subdivisions.			For ever.
121	Register of applications for prospecting licenses	Letter No.368R.. dated the 12th February 1923.	Form prescribed by rule 202 of the Assam Land Revenue Manual, 1917.	Headquarters of districts			For ever.

CRIMINAL OFFICE REGISTERS

Serial No.	Title of Register	Under what authority kept	Form in which to be kept	Where to be kept	Period for which to be kept.	Remarks
1	2	3	4	5	6	7
	<i>Register prescribed by Rules under Factories Act.</i>					
1	Factories	Rule 86 of the Assam Factories Rules, 1923, under Factories Act.	Form H, attached to Factory Rules.	Headquarters of districts and subdivision where necessary.	For ever.	
2	Accidents	Rule 67 of ditto ..	Form E, ditto ..	Ditto ditto ..	Ditto.	
3	Exemption	Rule 59 of ditto ..	Form J, ditto ..	Ditto ditto ..	Ditto.	
4	Inspection of Factories	Rule 17 of the rules under Factories Act.—(Page 424 of the Manual of Rules of Law.)	Assam Executive Form No.232.	Ditto ditto ..	Six years.	

TAHSIL REGISTERS (CACHAR DISTRICT)

The following registers shall be kept in each Tahsil:—

Serial No.	Name of register or paper	Period for which to be preserved.
1	2	3
1	Tauzi of estates (Form No. 72)	12 years at Tahsils.
2	" of miscellaneous revenue other than house-tax (Form No.73).	Do.
3	" of house-tax (Form No.74)	Do.
4	Cash-book for land revenue and local rates (Form No.75).	6 years.
5	Cash-book miscellaneous revenue (Form No.76).	6 years.
6	Copy of <i>jamabandi</i> of all revenue paying estates other than waste-land grants (Eastern Bengal and Assam Revenue Form No.131).	6 years after expiry of settlement.
7	Copy of abstract <i>jamabandi</i> of all revenue-paying estates (Eastern Bengal and Assam Revenue Form No.134).	2 years.
8	Mauzawari Register (Form No.82)	2 years.
9	Land revenue demand. } <i>vide</i> form prescribed in Rule 96(4) in Section V of Chapter II of Part V of the Land Revenue Manual.	12 years at Tahsils.
10	Local rates demand. }	
11	Daily payments into treasury (Form No.77)	2 years.
12	Chalan-writers (no form prescribed)	Till rewritten.
13	Court-fees realised (Form No.83)	2 years.
14	Petitions (Form No.84)	2 years.
15	Bakijai processes (Form No.78)	2 years.
6	Counterfoil receipt book (Form No.59)	2 years.

TAHSIL REGISTERS (CACHAR DISTRICT)—concl.

Serial No.	Name of register or paper	Period for which to be preserved
1	2	3
17	Processes (Form No.79)	2 years.
18	Peons (Form No.80)	Till rewritten.
19	Occupation of peons (Form No.81)	2 years.
20	Sanctioned relinquishment* (Eastern Bengal and Assam Revenue Form No.386).	2 years after the expiry of settlement of all estates resigned which are included in the registers.
21	All other papers (Eastern Bengal and Assam Revenue Form No.6).	2 years.
22	Parwanas and unpaid processes (Eastern Bengal and Assam Revenue Form No.61).	2 years.
23	Stock-book of Form (Eastern Bengal and Assam Executive Form No.226).	2 years.
24	Stock-book of Stationery (Form supplied by Superintendent of Stationery).	2 years.
25	Contingent expenditure (Eastern Bengal and Assam T. A. Form No.175).	12 years at Tahsils.
26	Acquittance Roll (copy of the bill cashed with column for signature of payee).	25 years.
27	Standing Order Book (no form prescribed) ..	For ever.
28	Inspection Order Book (no form prescribed) ..	Do.
<p><i>Note.</i>—The period of preservation mentioned above will run from the commencement of the year succeeding that to which the last entry in the register relates.</p> <p>The Deputy Commissioner should be careful to see that these registers, and no others, are kept.</p>		

In this register, holdings relinquished by death or absconding settlement-hold be shown separately. A separate register should be kept for resignations of annua and periodically-settled estates.

DESTRUCTION OF TREASURY RECORDS

The following records should be kept for the periods noted against them and may then be destroyed:—

Serial No.	Numbers of Form and Schedule	Name and description of Registers	Period for which to be retained	Remark
1	2	3	4	5
1	22, Schedule XXXIX	Register of Revenue Deposit Receipts.	Permanently	
2	In the form prescribed by the Government Securities Manual.	Register of Powers-of-Attorney, etc.	Do.	
3	Do. ..	Register of transfers of Government Promissory Notes.	Ten years	
4	Do. ..	Register of Stock Certificates on which interest is payable.	Two years	
5	Do. ..	Particulars of investment forwarded for safe custody.	For ever	
6	Do. ..	Registers of Promissory Notes on which interest is payable.	Twenty years	
7	73, Schedule III ..	Acquittance Rolls	35 years	
8	50, Schedule XXXIX	Registers of Pension-payment orders.	May be destroyed when all the names entered in it have been struck off.	
9	67, & 68 Do. ..	Accountant's Cash Book ..	Fifteen years.	
10	73 Do. ..	Small Silver and Copper Coin Depot Book.	Three year	
11	2, 3, 4, 5 and 54, Schedule XXXIX.	Registers of opium and stamp receipts.	12 years	
12	36, Do. ..	Register of repayment of deposits.		
13	133, Do. ..	Plus and minus memorandum of stamps, etc.		
14	120, Do. ..	Plus and minus memorandum of deposits.		
15	118, Do. ..	Plus and minus memorandum of loans and advances.		

DESTRUCTION OF TREASURY RECORDS—*contd.*

Serial No.	Numbers of Form and Schedule	Name and description of Registers	Periods for which to be retained	Remarks
1	2	3	4	5
16	1, 6-21, 24-26 and 28 to 31A, Schedule XXXIX.	Receipt registers subsidiary to Cash Book except register of revenue deposit receipts.	12 years	
17	23, Schedule XXXIX	Personal Ledger Account of deposits.		
18	27, do. ..	Register of bills issued ..		
19	32-35 and 37-46, Schedule XXXIX.	Subsidiary registers of payments		
20	83, Schedule XXXIX	Accountant's daily balance sheets.	Five years	
21	21, Schedule III ..	Register of contingent charges		
22	M. A. F. 345 ..	Check register of Native Military Pensioners.	May be destroyed when all the names entered in it have been struck off.	
23	Manuscript ..	Applications for remittance transfer receipts and supply bills.	Four years.	
24	53, Schedule XXXIX	Daily register of currency notes	One year	
25	69 and 70, Schedule XXXIX.	Treasurer's cash books ..	Fifteen years.	
26	101, Schedule XXXIX	Do. daily balance sheet	Do.	
27	127, Do. ..	Extract register of deposit receipts and re-payments at sub-divisions.	Six years	
28	66, Do. ..	Register of orders on Sub-treasuries issued and adjusted.	Do.	
29	117, Do. ..	Advice list of cash orders and bills, etc., payable at sub-treasuries.	Do.	
30	91, Schedule III ..	Daily advice list of payment orders issued by Judicial Officer.	Three years	

DESTRUCTION OF TREASURY RECORDS—*contd.*

Serial No.	Numbers of Form and Schedule	Name and description of Registers	Periods for which to be retained	Remarks
1	2	3	4	5
31	113, Schedule XXXIX	Advice list of supply bills and remittance transfer receipts.	Twelve years or till all the items are paid off	
32	175, do. ..	Counterfoils of cash orders on Sub-treasury.		
33	173, do. ..	Chalan form for use in Treasury offices.		
34	26, Schedule III ..	Sub-vouchers retained by Disbursing and Controlling officers.		
35	93, Schedule XXXIX	Invoice of remittance ..	3 years.	
36	76, do. ..	Daily sheets of receipts and disbursements received from Sub-treasuries.		
37	In the form now in use.	Counterfoils of supply bills and remittance transfer receipts.		
38	80, Schedule XXXIX	Invoice of currency notes ..		
39	63, do. ..	Register of retrenchment orders		
40	71, do. ..	Register of uncurrent coins ..		
41	14, Schedule III ..	Absentee statement ..		
42	183, Schedule XXXIX.	Extract register of small coin depot transaction.		
43	84, do. ...	Extract from Objection Statements.		
44	C. A. C. Form 62..	Files of letters of credit ..		
45	90, Schedule XXXIX.	Annual list of lapsed deposits ..		
46	227, Schedule III..	Advice list of payment orders of the Land Acquisition Deputy Collectors.		
47	In the form prescribed by Government Securities Manual, 1921.	Application for conversion of securities and acknowledgment of receipt of securities tendered for conversion.		
48	Do.	Register of securities tendered for renewal, consolidation or subdivision.		

DSESTRUCTION OF TREASURY RECORDS—concl'd.

Serial No.	Numbers of Form and Schedule	Name and description of Registers	Periods for which to be retained	Remarks
1	2	3	4	5
49	In the form prescribed by the Government securities Manual, 1921.	Payment order of coupons of bearer bonds at a sub-treasury.	Twenty years (or until interest ceases to be paid from the sub-treasury).	
50	Do.	Register of bonds registered for payment of coupons at a treasury.	Do.	
51	Do.	Register of coupons paid ..	One year.	
52	Do.	Detailed list of bonds of which the coupons are payable at a treasury.	Do.	
53	Do.	Detailed list of notes enfaced for payment of interest at a treasury.	Do.	
54	Do.	Register of payment of interest	Do.	
55	Do.	Payment order of interest on promissory notes at a sub-treasury.	Twenty years	
56	Do.	Acknowledgment for securities tendered for renewal, consolidation or subdivision.	Three years.	
57	Do.	Register of Government securities deposited for safe custody.	Ten years.	
58	Do.	Application for safe custody of Government promissory notes.	Two years.	
59	Do.	Ledger Account of Government promissory notes.	Ten years.	
60	Do.	Application for withdrawal of Government promissory notes held in safe custody.	Two years.	
61	Do.	Register of receipts and disposal of notes held in safe custody.	Ten years.	
62	Do.	Interest Distribution Register	Three years	
63	Do.	Covering list of promissory notes returned by post.	Do.	