Though not an essential and inevitable component, the ancillary section came to be an integral adjunct to the Secretariat. It assisted the ministerial establishment by relieving it of certain time consuming mechanical functions and by adding speed to operations. It helped efficient functioning of the Secretariat and also provided and maintained the proper physical conditions in the premises for the functioning of the staff and officers. With the mechanization of the Secretariat work and modernization of the housekeeping, these ancillary services also had grown in size and importance so much so that they came to occupy an important position. The history of the growth of the Assam Secretariat illustrates the growth of the ancillary section.

The auxiliary Services were:

A. Directly associated.
(i) Translators
(ii) Shorthand writers and Typists
(iii) Archival organization
(iv) Library
(v) Book-Depot
(vi) Secretariat Press

B. House-Keeping.

(i) Establishment assistants
(ii) Nazir
(iii) Monial Establishment
These appointments were necessary because decisions and orders were formulated in English which were not understood by the people. To reach the General public, orders, directions, proclamations, notifications etc., meant for them, had to be translated into Assamese and Bengali. It also became gradually necessary for the Government to feel the pulse of the people as expressed in the vernacular press.

In the old Assam Secretariat prior to 1905, there was no Translator. In the Library, there was a clerk on Rs. 60 who got Rs. 10 as additional pay as Assamese Translator. There was a special assistant to Secretariat Superintendent who was also Bengali Translator and Editor of the Vernacular Gazette. Since 1905 in the Eastern Bengal and Assam Secretariat, there was a special Translators Bureau consisting of a number of Translators with a Head Translator drawn from the Educational services.

After the establishment of a Translation Bureau under the Government Translator for the assistance of the Eastern Bengal and Assam Secretariat, the facilities of translation work were also made available to the offices of the Heads of the various Departments in Shillong. The Bureau was not under the administrative control of the Registrar of the Secretariat. An Under Secretary authorised the allotment of work to it. But in actual practice, work directly passed to and from the Registrars and the Head Translator. The Translation Bureau was treated as an expert unit entertained for special work. It was free from correspondence and noting.

1. Appointment A June 1906 No. 24-31(K.W.)
2. Ibid.
In April 1910, Ghana Kanta Goswami succeeded on Rs.100 Kaneswar Barua to the post of Assamese Translator to the Government of Eastern Bengal and Assam, which was created in Class II Subordinate Educational Service. The Assamese Translator had to translate into and from Assamese only.

The Translator's appointment was not included in the Proposition statement submitted to the Government of India on the re-formation of Assam Secretariat in 1912. It was suggested that the post of Translator might be retained for six months as a temporary measure by which time it was expected to get orders regarding the formation of Legislative Council for Assam in which case the question about the translation of Acts and Bills would crop up. The appointment of Translator was sanctioned temporarily from 1 April by the Chief Secretary W.J. Reid.

In the case of such a technical post, the greatest difficulty was in finding a Locum tenens when the Translator was on leave. Prior to 1918, the post was included in the subordinate Educational Service. It had the advantage of being filled by any member of that service whenever necessary. It was the practice to transfer one member of the subordinate Education Service to Shillong and attach him to the Secretariat. He was a whole time Translator both for Bengali and Assamese. In 1918, it was decided that the Secretariat should do without a whole time Translator, giving allowances to selected clerks and when necessary on honorarium to do translation work.

10. Order by the Chief Secretary on 10.5.1912 (Finance B. January 1913 No.362-368).
The intention of this order of the Chief Commissioner Sir Nicholas Beatson-Bell appears to have been that good translation should specially be arranged for on payment. Jinalalanta Goswami, the Assamese Lecturer of Cotton College, Guwahati, was employed to translate the Pamphlet 'Village Authorities in Kamrup' on payment of an honorarium of Rs. 100 only.

In consequence of the Chief Commissioner's orders one Bengali clerk and an Assamese clerk were allowed a remunerative local allowance of Rs. 20 each per month for doing Bengali and Assamese translation for the Assam Administration. The allowance of Rs. 20 was subsequently raised to Rs. 30 in 1920.

The experience of this experiment was not encouraging. The translators were only part-time workers and did the translation chiefly at home and outside office hours. They had a full-time assistant's work as their normal duties in the Departments in which they were employed in the Secretariat. The translation, as a result, suffered and no specially qualified assistants for the special duties of translators could be had in the Secretariat. The result was that the Government gave the allowance to any one who was handy. The assistants so selected were not always competent for the work and were even handicapped for time. So prompt and competent translators of Notifications, Bills etc. was difficult to get. The work of both the Translators increased considerably after the introduction of Reforms under the Government of India Act 1919.

The Registrar of Assam Secretariat, therefore, proposed two appointments on Rs.70-4-110-5-150 to be created for translation work in Bengali and Assamese. The Chief Secretary, though agreeing that the part-time workers were not satisfactory, did not think there was enough work to justify two posts. It was decided to advertise for a post of combined Translator in Bengali and Assamese on Rs.70-4-110-5-150 and Debakar Goswami joined it on 1 September 1925, later he became Lecturer in Assamese in the Cotton College, Gauhati. The Under Secretary, C.S. Mullan considered it desirable to have two posts in the B.Grade of the Lower Division, one Bengali and one Assamese, who need not be First Class M.A. but who would be able to translate. But the Chief Secretary, G.E. Soames preferred one really qualified translator. Accuracy of translation was important. The translated version would be a record and was liable to be questioned in a Court of law and the Government ought to be able to show that they had reasonably good authority behind them. He thought it was possible to get an Assamese Graduate with sufficient knowledge of Bengali to be able to do the work. The Finance Member, A.W. Botham concurred and the post was advertised and appointment made.

17. Finance B. March 1927 Bi, 346-444.
SHORTHAND WRITERS AND TYPISTS.

These are the two appointments which helped in speeding up ministerial work by a quicker method of transcription than the hand of the clerks and copyists. The Stenographers helped quicker disposal of cases by officers who were required to deal with more and more cases as the administration expanded in subject and jurisdiction. Yet these benefits were not appreciated in the beginning and were actually opposed.

Competent Short-hand Writer became necessary by the Eastern Bengal and Assam Government to record the proceedings at meetings of the Legislative Council to report speeches by the Lieutenant-Governor and to assist the Lieutenant-Governor and the Chief Secretary in the general and confidential work. Such an assistant was employed in other provinces. Sanction was sought for the appointment of a Short-hand writer from the Government of India. And sanction was accorded by a Telegram dated 24.9.1906 for the appointment of a Short-hand Writer on Rs.300 a month for a year.

There were two posts of Short-hand Writers in the Assam Secretariat in 1919, one on a salary of Rs.150-10-300, the other carried a salary of Rs.100-10/2-150. These two posts formed a separate cadre quite independent of the Secretariat Cadre and consequently they did not get the benefit of any acting allowance and promotion in vacancies occurring in the Secretariat either temporarily or permanently.

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The educational qualification required for the short-hand writer was the passing of the I.A. and taking 100 words per minute and type at least 50 words per minute. The Secretariat Stenographer's scale was Rs.100-5-180.

A 'Yost' Typewriter was purchased for the Assam Secretariat in July 1893. Next year another type writer was purchased. Simultaneously, mimeograph was also introduced in the Secretariat for making copies of written or type-written material. Thus new gadgets were used to improve efficiency and working conditions.

In early 1905, Mr. Stockwell of Remington Type Writer Co. of Calcutta visited the Assam Secretariat and spent some hours in teaching the assistants how to use type-writing machine. He was anxious that at least one man should be properly trained to serve as a teacher to others in Typewriting. The Secretariat typing was very bad in those days.

E.I. McCulloch, an assistant in the Issue Branch of the Assam Secretariat was only 16 years of age. He was chosen to be sent down to Calcutta. The idea was that if this assistant proved a competent teacher after his training, one typist from each office could be trained by him. He was sent to Calcutta for training for a period of six weeks. He took up shorthand in addition to typewriting. The Remington Typewriting Co. of Calcutta undertook to train him free of charge. He finished his course of instruction in Remington Typewriting School in Calcutta for six weeks and came back in June 1905.

Typists in the old Assam Secretariat and in the Eastern Bengal and Assam Secretariat were included in the general cadre and did not form by

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26. Ibid.
by themselves a separate cadre as they did in 1918.

Following the Alpin Committee's recommendations and their acceptance by Bengal Secretariat, a separate scale of pay of Rs. 40-2-70 was proposed for the typists. But the Government of India ordered the introduction of the Bengal scale on Rs. 30-2-50 and Rs. 50-4/2-70 for Assam Secretariat Typist. The original Assam proposal was ultimately accepted with the modification that the increments of Rs. 2 were made bi-ennial instead of annual increments of Rs. 2. The Government of India directed that the maximum pay of the Grade should not be attainable with undue rapidity. So the increment was made bi-ennial.

The average cost of the Assam scale of pay came to Rs. 53, while the scale of Rs. 40-2-80 which was proposed to introduce in Bengal gave Rs. 60 as the average cost per head. The scale suggested by the Typists, viz. 50-2-100 in 1918, gave the average cost at Rs. 75, besides the immediate increase of pay from Rs. 40 to Rs. 50. The Assam scale provided for the maximum to be reached in 24 years. The Bengal scale and the scale proposed by the Typists allowed 20 years to reach the maximum.

In the case of typists, the Government did not require any high standard of educational qualifications and what it required was knowledge of touch system with or without certificate from any Type Writing school. In the case of correspondence assistants in the Lower Division in the Secretariat the Government required a certain standard viz. in the case of Sylhet Bengalis, generally an university degree and in the case of Assamese or Muslim pass I.A.

The Typists could not therefore have any genuine grievance for the inequality in the starting pay as between themselves and correspondence clerks. Besides in 1918, 9 out of 10 typists were local men of Shillong.

In 1920, there were 2 assistants classed as Typists. The fact was that there were only 5 Typists and 2 comparers. The Head Assistant and the Despatcher of the Issue Department had been already included in the Lower scale of the General Secretariat cadre and the Registrar recommended that the comparers should also be included in the general cadre. The Registrar wanted that young graduates should be employed as comparers as it was found that without sufficient education, men acting as comparers committed ridiculous mistakes in passing drafts incorrectly typed and sentences which made no meaning.

The Government accepted the Registrar's scheme of re-organisation of Issue Branch to consist of 5 typists in the Typists cadre of Rs. 50-5/3-85 and with 4 men in the General Cadre but in the lower scale of Rs. 60-3-90-4-130. The Chief Commissioner sanctioned the abolition of two posts of typists on Rs. 50-5/3-85 and creation of two posts of assistants on Rs. 60-3-90-4-130 with effect from 10 August 1920.

In 1928, a resolution recommending a scale of Rs. 80 to 140 for the Typists of Bengal Secretariat was passed by a majority votes in the Bengal Legislative Council. The resolution of the Bengal Council was a non-official one and was opposed by the Government of Bengal. The pay of Bengal Secretariat Typists was Rs. 45-5/2-70-100. Assam Secretariat Typists were on the whole better paid than in Bengal and there was no difficulty in getting men to fill the Typists posts. The question of revising their pay was fully gone into.

34. Amrita Bazar Patrika dated 14 August 1928.
in 1928, in connection with the revision of pay of the Secretariat ministerial establishment. A new pay scale for Secretariat Typists, on Rs. 50-5/2-75-E.B. 5/3-85 came into effect on 1 April 1928.

**ARCHIVAL ORGANIZATION.**

The Secretariat avoided adventurism and was always careful to keep to tradition and convention. Knowledge of the past had been of greater import to it than imagination. Hence old records had to be consulted always for decision or action. This attitude is evident from the great care taken for the maintenance of archives in the Assam Secretariat which provided a sure source of precedents.

The Record office was the chief archival repository. It maintained all non-current records except only those of confidential nature of the Secretariat. The districts, departments and the Public Works Department had their own Record Rooms.

In the establishment of the Commissioner of Assam, there was a Record Keeper in 1864, known as Mahaboz in each of the Political, Judicial and Revenue Departments. In his proposal for the re-organization of the Commission Col. Hopkinson provided for a librarian who was to be Second Assistant on Rs. 150 a month.

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35. Finance (Audit) March 1929 No. 552-64 (Memo No. 6767-71 F dated 16.10.1928)
A Record Department was created in the Assam Secretariat in 1874 with a Record Keeper, an Assistant Record Keeper, a Registrar, a Draftsman and a Despatcher. The Department received non-current records from the various Secretariat Departments, arranged and maintained them. It issued them on requisition. Besides it compiled the Index to Government Proceedings either quarterly or annually.

Some files and records relating to Assam were transferred at that time from the Government of Bengal, Board of Revenue, Lower Provinces and Commissioners of Dacca, Cooch-Behar and Assam. More than 400 volumes were received from the Government of Bengal. The Board of Revenue transferred 146 files, the Cooch-Behar Commissioner transferred 130 files relating to Goalpara District. 114 files were received from the Dacca Commissioner and 116 files came from the office of Commissioner of Assam. The important ones were printed.

Pre-1874 volumes of records are also maintained. These are:

(i) Letters received from the Government of Bengal.
(ii) Letters issued to the Government.
(iii) Letters received from the Board of Revenue.
(iv) Letters issued to the Board of Revenue.
(v) Letters received from District officers.
(vi) Letters issued to the District officers.
(vii) Letters received from the miscellaneous quarters.
(viii) Letters issued to the miscellaneous quarters.

37. Letter No. 180 dated 4 June 1874 from H. Lutten Johnson to the Home Secretary, India.
38. Finance B. March 1920 No. 70-75.
These old records are a valuable source materials for the authentic history of modern Assam in various fields of Public Administration. Some of these throw light on the frontier policy of the Government.

Except a few of the earlier period, the oldest records date back to 1823.

The records have escaped damage by climate. They show no damage from insect and fading of ink. The only damage was by the fire in the Secretariat in 1882, the earthquake of 1897 and exposure to rain then.

After the earthquake, the Assam Secretariat Building was constructed at a revised estimate amounting to Rs. 73,983. The Record Room, at that time was surfaced with cement, concrete and plaster. Yet as the Secretariat was extensive and the materials were inflammable, a chowkider for the Record Room was appointed exclusively from 1 October 1901 on Rs. 8 a month.

The accommodation comprised of four rooms, three of which were 37' x 25' each, fitted with 3 rows of iron racks 24 long, each rack containing 15 shelves. The fourth room was 25' x 25' with three rows of 18' long racks each containing 9 shelves. This would mean the space available for records was 136' x 25', but the actual space occupied by records was only 90' x 25' feet as half of the rooms was occupied by the library books.

40. Letter No. 1259/7390 Misc. G. dated 24 August 1903 to the Home Secretary from the Secretary to the Chief Commissioner, Assam, and Hand Book to the old Records of the Assam Secretariat K.N. Dutt, Page 354.
41. Home Proceedings September 1898.
42. Home Proceedings November 1898.
43. Home B. November 1901, No. 636-642.
44. Finance B. June 1928, No. 1182-1183.
As a safety measure against fire which always threatened the Record buildings, the Under Secretary G.S. Mullan raised in 1925 the question of constructing a reinforced concrete Record Room. The Chief Secretary G.S. Soames felt it necessary to assess the requirement for expansion.

It was decided in March 1928 that the new Record Rooms would be 110' to 112' long and 50' wide of steel frame with light re-inforced concrete walls, corrugated iron roof with expanded metal ceiling, steel window frame etc. The cost of this fire and earth-quake proof structure was estimated at Rs.98,941. The administrative sanction was accorded to it on 27 November 1928.

A covered passage from the main Secretariat building to the new Record Room was suggested as convenient during the rain. But the Registrar disagreed as the records should remain isolated and at a distance from other buildings of combustible materials.

By June 1930, the new Record Room was almost complete. It had three stories. The first compartment had 15, the second 33 and the third 15 racks. It accommodated all the records of the Secretariat.

**Destruction of Records.**

Record destruction in the district offices was generally carried out under the supervision of an Assistant Commissioner or an Extra Assistant Commissioner. In the Eastern Bengal and Assam Secretariat, in 1908, a special

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45. Ibid.
47. Finance (Audit) B. December 1928 No.391.
49. Finance Audit B. 1931 No.246-258.
officer was appointed for it. Jibon Ram Bordoloi of the Records Department
was placed on special duty for it with effect from 1 May 1920 for three
and half a month. An outsider, a war-candidate U.N.M. Doonoi was appointed
on Rs. 60 to hold him. At this time the Registrar suggested the transfer
of the Recording Section to the Control of the Record keeper and the transfer
of referencing section for three years to the correspondence departments
concerned. When this proposal was given effect to, the assistants of the
combined Departments found time to weed out unnecessary records.

In 1923, Ishan Pal was put in charge of weeding. In 1925, Jiban Ram
Bordoloi, at that time the second man in the Record Room, was put in charge
of destruction of unnecessary records. Subsequently two temporary posts on
Rs. 50 were created with effect from 1 November 1925. Their Services were extend-
periodically till March 1927. The Registrar received an honorarium of Rs. 100
and Jiban Ram Bordoloi Rs. 350 for the additional charge in connection with
destruction of useless records in the Assam Secretariat.

Rules 82 to 87 in the office Code deals with preservation of records.
Some of the 'B' Collections were marked for destruction after five years and
the deposit cases should ordinarily be destroyed annually. But in actual
practice these rules were not given effect to. Annually all records were
first examined by an officer specially deputed for the purpose.

50. Finance B November 1920 No. 214-216.
51. Note by the Registrar dated 3.8.1920 (Fin. B. Nov. 1920. 213-216.)
52. Finance B December 1927 No. 515-531.
53. Order dated 17.3.1927 Finance B December 1927 No. 530-531.
The Record keeper's business was of a routine type to help inspection by the special officer and in the examination of his final orders. Rule 82 of office Code laid down that the special officer was to make his recommendation for the destruction of papers to the Under Secretary of the departments concerned. The Under Secretary communicated his decision to the Record keeper who carried out the orders of the Under Secretary. Under the rules a special officer was to be deputed annually but the government did not do so annually but periodically only when the accumulation had grown too large to maintain.

SECRETARIAT LIBRARY.

Closely associated with Records was the Library which held a good collection of books on law, regulations, procedures of the Government. The Secretariat Library under a Librarian was slowly built up since the formation of the Chief Commissionership in 1874. Valuable and rare books as well as Administration Reports, Civil lists Acts, Rules and Regulations, Manuals, Hand Books related to the administration were preserved in the Library. It was mainly utilised by the various Departments. The books etc. were issued only on requisition signed by the Head Assistant of the department concerned as there was no Reading room attached.

The Secretariat Library was under the overall jurisdiction of the Registrar Assam Secretariat (Civil).

54. Finance B. December 1927 No. 515-531.
55. List of various Departments of the Government of Assam and the Subjects allocated to each Department No. 2 (corrected upto 15 November 1956) Page 37.
56. The Assam Secretariat Manual 1939 (corrected upto 1945) Part III Chapter II.
The Assam Secretariat Press was established at Shillong in 1874 and was attached to the Secretariat in the Secretariat Hill. It started functioning in May 1874 when the tenth issue of the Assam Gazette dated 23 May 1874 was printed here. The earlier issues had been printed elsewhere.

James Petty was the first Superintendent of the Secretariat Press and had under him a staff of 27 persons of various categories. The Superintendent worked under the supervision of the General Department of the Secretariat. The total monthly expenditure on pay bills for the staff was Rs. 1,003 only for the month of August 1874.

The press came to be known as Eastern Bengal and Assam Secretariat Printing Press with the formation of the Province of Eastern Bengal and Assam in 1905 and continued at Shillong. In 1912, it again became Assam Secretariat Press. Eastern Bengal and Assam Gazettes were printed in it till 1910 when the work went to the Eastern Bengal and Assam Government Central Press at Dacca. The Assam Secretariat Press became Assam Government Press in 1926.


58. No. 27th. Issue 7 July 1927 of the Assam Gazette.
SECRETARIAT BOOK DEPOT.

SECTION 6.

The Secretariat Book Depot was under the charge of the Superintendent of the Press. The actual work of the Depot was carried out by the Assistant in charge under the orders of the office-in-charge. The Assistant was directly responsible for the loss of books from the Depot and for the books issued from it.

All Gazettes, Reports, Resolutions, Manuals or Codes whether issued by the Assam Government or by any Department were, as soon as they were printed and bound, made over to the Book Depot. They were distributed according to the distribution list supplied by the Departments concerned. The Secretariat Book Depot was not authorised to receive from other Departments books which were not intended either for sale or for distribution. Requisitions under the signature of the Under Secretary of the Department concerned or Registrar of the Assam Secretariat were required for issue of books, such as Manuals, Code, and Acts, Reports, etc., could be obtained over a requisition signed by the Head Assistant of the Department in the Secretariat. Books, reports or Acts required for reference only had to be obtained from the Secretariat Library.

While the foregoing appointments directly fed the main channel of the Secretariat with extra assistance, the Establishment Branch and the Nazir provided facilities such as preparation of pay bills, disbursement of pay, accommodation, furniture, office equipments etc. which were required for the

60. Appendix V. The Assam Secretariat Provisional Issue 1939.
functionaries of the Secretariat.

B.(i) THE SECRETARIAT ESTABLISHMENT BRANCH.

The monetary transactions of the Assam Secretariat were conducted by the Establishment Branch. The Registrar had the executive control over this Branch. There was an accountant, an Upper Division Assistant in charge immediately responsible to the Registrar.

His tenure of office as Accountant the Establishment Branch was strictly limited to 3 years only. This rule was strictly followed to prevent the growth of vested interest. He was responsible for the preparation of pay bills of the Secretariat officers and of the Secretariat Establishment, ministerial and menials and encashing and disbursement money and the keeping of valuables. He was specially responsible for the preparation of Secretariat annual budget and contingent bills, keeping of cash and making payments.

He had under him three Lower Division assistants. The first assistant was responsible for the maintenance of records of appointment, leave and transfer of ministerial officers, their service books, leave account, pensions and verification of service registers of persons who had worked formerly in the Assam Secretariat but were transferred later elsewhere. The Second Assistant looked after similar work for the menial establishment of the Secretariat. The monthly statistical returns, income tax returns, establishment Rolls, Travelling Allowance and other charges of the Governor's messengers were prepared by him.

62. Ibid.
63. The Assam Secretariat Manual Provisional Issue 1939 Rule 137(1)
64. The Assam Secretariat Manual Provisional Issue 1933, Rule 137(2).
65. Ibid Rule 137(3)
The third Assistant was a combined Reference clerk and Diarist who dealt with General Provident Fund advances, House building advances, and maintained the casual leave Register for the Secretariat Establishment. He also dealt with Establishment arrear list, miscellaneous cases of routine nature, Telephone bills etc.

The following prescribed Registers were also maintained by the Establishment Branch in standard forms:

(i) Contingent Register (ii) Acquittance Rolls of clerks and menials (iii) Register of attachment of salaries (iv) Cash books (v) Register of advance and recoveries thereof (vi) Office order books (vii) Register of temporary posts (viii) Register of Travelling allowances bills (ix) Register of Regular leave (x) Register of casual leave of clerks and menials.

In the old Assam Secretariat of the first Chief Commissioner, the Accounts and Statistical Branch of the Secretariat maintained a Roll of the ministerial Establishment of the Secretariat. The Roll was printed quarterly, copies being placed on the tables of the Secretary, the Under Secretary, the Assistant Secretary and the Superintendent of the Secretariat. On the eve of the formation of the Eastern Bengal and Assam Secretariat, the Superintendent maintained the Roll of the ministerial establishment of the Secretariat. After the printed copies were distributed among the Secretariat officers, the rest were kept in the Financial and Municipal Branch.

66. The Assam Secretariat Manual Provisional Issue 1930 Rule 137(4)
68. Rules of the Business in the Assam Secretariat 1901 Rule 82.
69. Rules of Business in the Assam Secretariat 1905 Rule 89.
The Finance and Municipal Branch was responsible for drawing salaries of the Secretariat Establishment and was responsible for its distribution. All proposals for expenditure on the Secretariat were sent to the Finance and Municipal Branch. If funds were available and could be spared, all bills were prepared and issued from the Finance and Municipal Branch. All these functions were performed in the Eastern Bengal and Assam Secretariat by the Finance Department under the direct supervision and control of the Registrar.

The Secretariat Bill clerk was responsible for the payment of bills. He was placed in 'A' grade of the Upper Division and given a higher pay so that he might not be tempted to misappropriate public funds.

**Nazir**

The first proposal for an appointment of Secretariat Nazir came from the Finance Secretary, L.J. Karshaw in May 1905, soon after the formation of the Province of Eastern Bengal and Assam. The Chief Secretary, P.C. Lyon agreed with it, but the Lieutenant-Governor, J.B. Fuller simply wrote 'no' on the file. The Secretariat Establishment at this time included a special Assistant to the Superintendent who dealt with Establishment and Nazir's work.

The office of the Secretariat Nazir may be traced to Prasanna Kumar Datta who was the Establishment clerk. All Establishment cases were dealt with by him and after orders had been passed, the orders were communicated to the Bill clerk for bills. Later, when three Registrars were appointed, Prasanna Kumar Datta was transferred to the Appointment Department and entrusted with Nazir's work.

The detailed list of Establishment was prepared by him. When he was transferred

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70. Rules of Business in the Assam Secretariat 1905, Rule 90.
74. Note by J.B. Fuller dated 12th May 1906.
75. Appointment A June 1906 No. 24-31.
76. Finance B. August 1910, No. 368-372.
77. Deposit A June 1906 No. 102 and Appointment A September 1906, No. 35-39.
was transferred to the Record Branch, Ram Kanai Sen took over the Naqir's duties.

The detailed lists of 1907 and 1908 were prepared by Ram Kanai Sen with the help of Bill Clerk Nadiyar Chand Das. In 1909, Ram Kanai Sen was transferred and Abdul Jabbar took over. The next Naqir was W.R. Thomas who came to office on the re-formation of the new province of Assam in 1912.

It appears that the Naqir had been appointed in the Secretariat before September 1908 and was attached to the Appointment Department.

The Naqir was under the direct control of the Registrar. His duties were of miscellaneous character. They consisted in the main of stocking and issuing of forms, stationery, furniture liveries for all of which he maintained proper registers. He was responsible for winding of Secretariat clocks, cleanliness of the Secretariat rooms and of the grounds including the lavatories.

It was also his duty to make preliminary arrangements for the Government as well as committee meetings that might be held in the 'Constitution House' attached to the Secretariat.

He was directly and personally responsible to the Registrar for the purchase and issue of clothings, forms, stationery, furniture and miscellaneous articles. He was required to report to the General Department by the 1st September every year the grant that would be required for the purchase of stationery for the following year. He was also required to check the furniture in the Secretariat and Bungalows of the Gazetted officers once a year.

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78. Appointment B, February 1908 No. 470-475
79. Finance B, November 1909 No. 261
80. Finance B, August 1913 No. 88-91
81. Deposit A September 1908 No. 28
82. Rule 156, The Secretariat Manual 1939
and report to the Registrar in January. The Head Assistants were responsible for the custody and proper care of the furniture in the Department.

The Secretariat Hill Establishment, Durries, farashes, sweepers and other menial establishments were under the direct supervision of the Nazir whose duty was to see that their daily work was performed in a satisfactory manner. To ensure this the Nazir usually came to the Secretariat in the early morning and personally supervised their work. He was responsible for their punctual attendance and for it he maintained one attendance Register for the menials. The Jamadars and the peons employed in the Secretariat were supplied with liveries, umbrellas, dusters and the like. The Nazir was responsible to see that articles and furniture that became unserviceable were taken away and after being inspected and condemned by the Registrar, were sold and the sale proceeds handed over to the Secretariat Accountant for credit into the Treasury.

The office of the Nazir was a source of gain and influence. In order to prevent the abuse of office it became a rule that no one should hold the office for more than three years consecutively except under special orders of the Chief Secretary.

The Nazir in the British days, used to come to office in the early morning, saw the office doors opened in and supervised the work of the menials and went back home at 10 A.M. He again came back to the Secretariat at 1 P.M. It was customary for the Nazir always to be present in the morning.
and evening at the Secretariat. He was primarily responsible for the safety of the Secretariat building and its contents.

MENIAL ESTABLISHMENT.

The menial establishment though strictly a part of the house-keeping organization was treated separately because of the clearcut hierarchical distinction which marked it from the ministerial set up. The functions which this establishment performed were mainly messengerial, security and sanitary and were far removed by an obvious distinction from the Secretariat work as such.

The messengerial Category included peons who carried papers and dak from Department to Department, from office to office, attended at the tables of officers and performed other miscellaneous duties such as cleaning the office dusting tables and furniture, keeping table equipments and papers etc ready for use, binding of books and files. In the higher levels, domestic service in the residences was also informally included in the duties.

The sanitary establishment included the sweepers beldars and the malis for gardens, while security was entrusted to the Chowkidars.

These categories with their sub-classes came to be clearly and formally distinguished later. In the beginning they were all lumped together. The composition also changed as the nature of requirement of service changed. For instance, 'Bhisti' in 1874 gets dropped in subsequent years, where as malis and Chowkidars make their appearance in the later lists.

Finance B. August 1913 No. 34-35.
The Assam Commissioner's establishment at Suhati when taken over by the Chief Commissioner in February 1874 included 14 employees of this category costing Rs. 116 a month. The initial Secretariat at Shillong in May 1874 had 16 menial servants, the monthly expenditure on them being Rs. 163 only. The Secretary, H. Luttman Johnson proposed in June a total strength of 18 costing Rs. 179 a month. The establishment continued to increase going up to 27 in 1894 costing Rs. 272 and 34 in 1905 costing Rs. 350 a month. The number went up to 58 under the Eastern Bengal and Assam at a monthly expenditure of Rs. 588.

On reversion to Chief Commissionership in 1912, the size was reduced to 33 but the monthly expenditure was higher Rs. 595-9-6. As the Secretariat expanded the menial establishment also increased. In 1915, the expenditure was Rs. 426-5-4 in 1918 Rs. 436-10-8. The expenditure further increased to Rs. 632 a month in 1920. In 1923 as a result of pay revision the cost went up to Rs. 795-8-0 on a total menial strength of 44.

Chorvasi:

The largest category of menial type was that of the peons or chorvasis, whose formal duties were to attend the officers and the office for carrying dak and files, to clean and arrange the tables and run sundry errands of the officers and assistants. Their number varied with the composition and size of the Secretariat and the pay ranged from Rs. 7 to Rs. 12 a month. The Chief Commissioner's office in February 1874 had 8 peons each on Rs. 7 a month in February 1874 and in May 10 on Rs. 8 each. The Secretary recommended the appointment of 12 on the same pay. In 1905 on the eve of the constitution

90. File No. 620 G of 1874.
92. Finance A. September 1913 No. 23-23.
of the Lieutenant-Governor's province, there were altogether 27 peons of three grades - 11 on Rs.10, 8 on Rs.9 and 8 on Rs.8 a month. In the earlier part of the Eastern Bengal and Assam period the number was 10 of the first and second grade and 26 of the third, 46 in all. In April 1912, under the second Chief Commissionership pay grades were slightly higher of Rs.12, Rs.11 and 10 rupees, and the strength was 8 in the first two grades and 10 in the third, 26 in all.

Sometimes Chaprasis were attached to the senior officers as personal attendants or orderlies. In 1905, for instance, the Secretary and the Assistant Secretary had each 3 peons attached to them. Some of the attached peons were made to attend the residence of the officers for 'Bungalow duty.' The peons arranged a kind of roster of rotation among themselves. This was for their own convenience as well as to avoid continued attendance from the morning without break. This Bungalow attendance was not very much liked, not because of work involved, but because of the unreasonable demands of service made sometimes by the spouses of the officers. The case of Vikari Charon Patlaik, one such Bungalow duty peon, is of interest in this context. On 27 October 1927, proceedings were drawn against him for refusing to obey the orders of G.E. Sower, the Chief Secretary. Actually the action was taken on the complaints of his wife, because, as it appears from the submission of the peons, he had

95. Appointment A. June 1906 No. 24-31.
pleaded his inability to do a commission of hers before the one given to him by the Chief Secretary himself. Patlaiik, however, repented his guilt and was suspended for fifteen days on half-pay and with a break of service for that period. His increment was also stopped for one year. On reinstatement, he was posted in a hard berth in the Registrar's office, on the Chief Secretary's order, there to realize that to work as the Chief Secretary's chauparasi in his Bungalow or in his office was much to be preferred.

In later years every minister of the Assam Government was entitled to one Jamadar and three chauparasis with class I and Class III liveries. The Chief Secretary had also one Jamadar and three chauparasis. Other Secretaries had also attendants.

**JAMADAR AND DUFTRAY.**

Jamadars and Daftaries were peons of superior order, drawing higher pay and discharging higher types of duties than the ordinary peons. There was one Jamadar and three Daftaries of two grades of pay viz. Rs.15 and Rs.10 in the Commissioner of Assam's establishment in February 1874. In May 1874, the Secretary to the Chief Commissioner had one Jamadar attached to him and the Secretariat had two daftaries in the grade of Rs.15. At the end of the first Chief Commissionership in 1905, though the number of appointments remained the same, the pay had been raised to Rs.20 and the Daftaries Rs.16 and 14 cgh.

By 1900, in the Eastern Bengal and Assam Secretariat, there were 3 Jamadars and four Daftaries for the three Departments of the Secretariat. The pay pattern

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98. Finance B. December 1927 No. 574-576.
99. Finance (A) Audit March 1940 No. 73-79.
100. Finance B. December 1927 No. 574-576.
however, was different. The Jomadar had gone down getting Rs. 12 only below the Daftaries— all the three grades to which they belonged being on higher pays Rs. 18, Rs. 16, and Rs. 14. In April 1912, this order of seniority continued, though both the posts were on time-scale now. The Jamadar's scale was Rs. 15.... 105 whereas the Daftaries were on Rs. 15 - - 25 scale.

BOOK BINDER AND SORTER

This was rather a technical appointment. His work was binding of papers and files in volumes, registers etc for preservation and easy handling. It was ranked superior to the post of a peon and even of a Jamadar or a Daftary.

Actual appointment appears to have been limited. In May 1874, there was only one Book-Binder on Rs. 20 a month. The number rose to two, one for each of the two Departments of Appointment and Judicial in the Eastern Bengal and Assam Secretariat in 1908. With the formation of the new Assam Secretariat in 1912 the number of Bookbinders fell to one only for the whole Secretariat.

Similarly Sorter was a very limited appointment on the same pay as the Book-binder i.e. Rs. 20. Mention of a sorter is found for the Judicial Department in 1908 of the Eastern Bengal and Assam Secretariat. There is no other reference to this post later and it possibly disappeared with the gradual growth of other facilities in the Secretariat.

SANITATION

Sanitation of the Secretariat buildings, was looked after by sweepers and the cleanliness of the roads and compounds of the Secretariat Hill by the Beldars. These formed the lowest grade in the Secretariat establishment.

104. Ibid.
105. Finance A. September 1913 No. 23-33
106. File No. 602 G of 1874.
The Assam Commissioner's office at Gauhati in February 1874 and the Chief Commissioner's in May 1874 had only one sweeper on Rs.6 and Rs.10 a month respectively. In 1906 too, there was only one sweeper in the Eastern Bengal and Assam Secretariat, on the same pay, though the Secretariat had obviously grown in size. In 1908, the number was raised to two and the pay to Rs.15.

The same number and pay continued till 1920, when the pay was revised to Rs.20.

The Beldars were also classed sweepers. The first mention of Beldars can be seen in 1908. From that year till 1920, there were two Beldars on Rs.12 a month, this being revised to Rs.16 in 1920.

The sweepers used to be under the control of the Nazir till 1 February 1908 when the post of a Sanitary supervisor was created. In 1910, the Shillong Secretariat Hill Establishment was set up and the Sanitary Supervisor became attached to it with the duties to supervise the work of the sweepers, Beldars amongst others. In September 1911, when the Secretariat moved to Dacca the sweepers and Beldars along with the Secretariat Hill establishment were taken over by the Public Works Department. They were again transferred to the Assam Secretariat (Civil) from June 1915.

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111. File No.620 G of 1874.
112. Finance B.April 1916 No.382-384.
113. Finance B.November 1921 No.136-137.
115. Finance B.November 1921 No.136-137.
117. Ibid.
118. Ibid.
The idea of having gardens obviously started when the Secretariat had its own premises reconstructed after 1897 earthquake, with wide grounds in the Secretariat Hill. By 1908, all the officers of the Heads of the Departments in the Secretariat Hills, i.e., Inspector-General of Police, the Director of Land Records, the Director of Public Instructions and the Superintending Engineer, had their separate mails for laying out and maintaining gardens on the grounds attached to them. So also the Secretariat. When the Secretariat Hills establishment was created in 1910 the 5 Malis were put under the control of the Supervisor of the Secretariat Hills Establishment. As a part of the Secretariat Hill Establishment, they were taken over in 1911 by the Public Works Department and were transferred to the Assam Secretariat (Civil) in 1915.

The Secretariat gardens came under the control of the Under Secretary in the General Department. The power of appointment and dismissal of the garden establishment lay with the Gardens Superintendent, subject to confirmation by the Secretary, General Department. Mr. Ruso, the European Garden Superintendent took over charge of the Secretariat Hill garden and the garden Establishment in October 1915.

The triangular field in front of the Post Master-General's office (old Post Office) was included in the Secretariat Hill. Owing to the addition of this portion, a local allowance of Rs. 2 was paid to a mali. This portion was also under the Secretary's supervision.

120. Finance B. April 1916 No. 382-284.
Upto September 1917, the Superintendent of the gardens in Shillong worked under the control of the Executive Engineer, Khosi and Jaintia Hills, the Director of Agriculture, and the Deputy Commissioner of Khosi and Jaintia Hills. It was desirable that the Superintendent should work under as few officers as possible and with this object in view, the Chief Commissioner ordered that with the exception of the Government House Gardens, which would continue under the control of the Executive Engineer, the ward Lake Grounds, the Botanical Gardens, the Secretariat Hill Garden, the Nursery south of the Government House, P.W.D. Secretariat Gardens, the Survey Drawing office gardens and Gardens of the offices of Telegraph, Deputy Post Master-General and Comptroller should be under the control of the Deputy Commissioner of the Khosi and Jaintia Hills.

The power of appointment and control of the menial establishment in respect of all Gardens placed under the control of the Deputy Commissioner was with the Garden Superintendent, subject to confirmation by the Deputy Commissioner, who prepared the annual budget for the Gardens in consultation with the Superintendent. In consequence of the changed order by the Chief Commissioner, the control of the Mali establishment of the Shillong Secretariat Hills was vested in the Deputy Commissioner.


Security.

The employees of the menial rank who looked after the security of the Secretariat, especially outside the office hours and on holidays were known as Chowkidars. They used to light lamps in the evening and the chimneys in the winter. Before 1908, there were two chowkidars for the Secretariat.

In 1908, the Secretariat Patrol Chowkidari system was first introduced under the control of the Sanitary Supervisor. In 1910, these Patrols, consisting of four chowkidars, were included under the Secretariat Hill Establishment and worked under the immediate control of the Supervisor.

In 1912, reorganization, the Registrar proposal two chowkidars apart from the Patrol Chowkidars of the Secretariat Hill. These four Patrol Chowkidars were for night watch only, and there were other duties which had to be performed in day time. Some of the duties were (i) to open office rooms on Sundays and holidays when needed for urgent work (ii) to open the doors of the Secretariat buildings (iii) to see that the sweepers clean the rooms (iv) to regulate the keys of the clocks (v) to clean the lamps of the office rooms (vi) to clean the chimneys and to fill them with coal and fuel.

It was however, arranged from 1 May 1912, that one of the chapmans might be allowed to live in the chowkidar’s quarters close to the Secretariat and attend these duties on a monthly allowance of Rs. 3 only. This chowkidari allowance was raised to Rs. 5 a month for four months in a year from November 1915.

All the Chowkidari duties had to be done by 11 A.M. when he had an hour off for his food. He attended office again at 12 O'clock for his main work as a Secretariat Chaprasi. He was free again at 8 P.M. often shutting all the doors and windows of the Secretariat buildings. The Chowkidari duty was not popular and most of the Secretariat chaprasis declined this office of the extra duty on the allowance.

The arrangement was not satisfactory and whole time Chowkidar was needed.

In view of the anticipated appointment of the Members of the Governor's Executive Council and Minister under the Government of India Act 1919, who would have their own offices which the Chowkidar would have to look after, the Chief Commissioner Sir Nicholas Dood Beasom-Bell sanctioned the creation of a permanent post for the Secretariat on Rs.14- - 17 with effect from 15 November 1920.

The Secretariat Chowkidar had a shed attached to the Civil Secretariat which was reconstructed in 1927 at a cost of Rs.4,190. Though not a family quarters the Chowkidars who held the post kept their families and even cattle in it. The Finance Secretary H.M. Prichard thought that none but the Chowkidar should be allowed to occupy it without special permission of the Registrar. Almost every office in the Secretariat Hill had a Chowkidar of its own. The creation of the Patrolling Chowkidars did not interfere in any way with the arrangement then in force, but was rather addition to it.

130. Finance B. December 1913 No. 163-164.
132. Finance B. December 1927 No. 1044-47.
133. Ibid.
The Patrol Chowkidars were enrolled Chowkidars under the Act of 1861 on Rs.14-1/5 - 17 per month. The Establishment was nominally under the control of the Registrar of the Assam Secretariat and the control of the Police authorities who supervised their work was no better. The men were paid and their uniforms were supplied every alternative year from the Secretariat.

They were independent of Shillong Municipality. Inspite of Petrolling there had been thefts in the Secretariat. The system was unsatisfactory.

The Government decided in 1915 that the patrolling Chowkidars should be under the supervision of the officers in charge of the Shillong Treasury guard. It was decided that the appointment and leave of the Chowkidars would be sanctioned by the Secretariat on the recommendation of the officer-in-charge of the Shillong Treasury Guard.

The Government by an order in January 1923 abolished the four posts of Patrolling Chowkidars. It was then decided to entrust the work of patrolling the Secretariat Hill to a single police Patrol Consisting of 3 constables which were attached to the Shillong Treasury under the orders of that Guard Head Constable.

134. Finance (establishment) B.April 1923 No.1153-1173.
135. Finance B. September 1915. No.65-94(K.W.)
136. Finance B. April 1916 No.382.
138. Order No.283 F dated 9 January 1923 (Finance Estab.)
139. Finance Establishment B.April 1923 No.1153-1173.
The Secretariat Hill Establishment was created in 1910. It co-ordinated and brought under unified control all the sections that concerned themselves with certain services for the security, cleanliness and beauty of the Secretariat premises in the Secretariat Hill. The immediate control of the establishment was vested in a supervisor whose duties were:

(i) to supervise the work of the sweepers
(ii) to supervise the work of the Molis
(iii) to supervise the work of the Beldars
(iv) to supervise the work of the Patrolling Chowkidars.

The main work of the supervisor in 1925 was to supervise the work of the sweepers and nominal supervision of the Patrolling Chowkidars.

When in November 1911, the Secretariat moved to Dacca, the P.W.D. took over the charge of the Secretariat Hill in Shillong. At that time, there were 1 supervisor, 4 Chowkidars, 5 Molis, 2 Beldars and 2 sweepers in the Secretariat Hill Establishment. Its supervision was again transferred to the Assam Secretariat with effect from 1 June 1915 under the control of the Under Secretary in the General Department.

140. Finance B. April 1916 No. 382-384.
The Secretariat Hill Establishment upto 1917 consisted of two sections (a) Sanitation and (b) Gardens. Both the sections were under the administrative control of the Garden superintendent. When the control of the Garden establishment was vested in 1917 in the Deputy Commissioner of the Khasi and Jaintia Hills, the Sanitation Establishment of the Secretariat Hill continued to be controlled and paid by the Assam Secretariat. The total Secretariat Hill Establishment cost in 1920 was Rs.162 per month including the pay of the supervisor which was raised to Rs.30 in 1920.

145. Finance B. November 1917 No.218-224.
146. Finance B. November 1921 No.136-137.