Closed
Supdt

Sectt. II-27--37,004--18-11-45.

Edn (1946) Department.

M/S SERIES.

G.O. No. 1807 Edn

Dated 19-9-46.

[Despatch Abstract.]

Forms - Secretariat Circulation boxes - Standardization of sizes - orders passed

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Public (Genl) A Deptt

U.O. Note. No 2230/45-2 D/ 8.5.46

Office Procedure – Secretariat circulation boxes – Cages – Standardization of –

2

Departments of the Secretariat and the Governor's Secretariat are requested to intimate to this department the no. of circulation boxes (Both confidential and ordinary) in use in each Secretariat.

2. The Chief Secretariat is requested to include particulars regarding the boxes intended for the Hon'ble Ministers and Parliamentary Secretaries.

3. The particulars regarding new circulation boxes to be made for future use, if any, should also be included in their replies.

Despd [illegible] 17/5

D.S.
8.5.46.

7/5/46

To the Deptts. of the Sect. (including Public)
& Governor's Sect.

(R.D. ~~after~~ 1 month)
Revised on 2.7.46.

ASST. SECRETARY TO GOVERNMENT
14 MAY 1946
FINANCE DEPARTMENT

8425 ct

3

GOVERNMENT OF MADRAS.
PUBLIC (GENERAL) DEPARTMENT.

-:-

U.O. Note No. 2230/45-2 dated the 8th May 1946.

Subject: Office Procedure - Secretariat circulation boxes - cages - Standardization of.

...

Departments of the Secretariat and the Governor's Secretariat are requested to intimate to this department the number of circulation boxes (both confidential and ordinary) in use in each Secretariat.

2. The Chief Secretariat is requested to include particulars regarding the boxes intended for the Hon'ble Ministers and Parliamentary Secretaries.

3. The particulars regarding new circulation boxes to be made for future use, if any, should also be included in their replies.

P.M. Nayak,
Under Secretary to Govt.

To the Departments of the Secretariat.
the Governor's Secretariat.

Forwarded / By order/ Subrahmanyan

DVK. Superintendent.

2

Finance (Ct) Deptt.

ct 28425
14-5-46.

Secretariat Circulation Boxes

***

Please see the U.O.Note from the Chief Secretariat on page 1 above.

MAY 1946
CHIEF SECRETARIAT

There are at present in use in this Department 37 Confidential circulation boxes and 2 ordinary circulation boxes. As the sections & the work in this Department have increased, it is found difficult to manage the confidential circulation work with the 37 boxes in the Department. At least an additional 12 circulation boxes will be required for use in this Department.

With these remarks the file may be returned to Chief Secretariat.

Verified from [illegible]

15-5-46. [illegible]
15.5.46

[illegible]
15.5.46.

~~[illegible]~~ Pub (Gl) [illegible]

Fin. U.O. 28425/OP/46-1
16.5.46

CNo 3062/46
18.5.46

3137/46
20.5.46

Governor's Secretariat.

GOVERNMENT OF MADRAS
19 MAY 1946
PUBLIC DEPARTMENT

Office Procedure-Secretariat Circulation Boxes-Cases- Standardization of-
Public(General)'s U.O.Note No.2230/45-2 dated the 8th May 1946.

Public(General) may be informed that no separate set of boxes similar to those of the Departments of the Secretariat are in use in this Secretariat.

17.5.46.

PSG

Public(General)

G.S. U.O. Note No. 4-2501/46
17.5.46.

T.C.
17.5.46.

AR
14/5/46

69

GOVERNMENT OF MADRAS.
PUBLIC (GENERAL) DEPARTMENT.
-:-
U.O. Note No. 2230/45-2 dated the 8th May 1946.
--

Subject: Office Procedure - Secretariat circulation boxes - cages - Standardization of.

...

Departments of the Secretariat and the Governor's Secretariat are requested to intimate to this department the number of circulation boxes (both confidential and ordinary) in use in each Secretariat.

2. The Chief Secretariat is requested to include particulers regarding the boxes intended for the Hon'ble Ministers and Parliamentary Secretaries.

3. The particulars regarding new circulation boxes to be made for future use, if any, should also be included in their replies.

P.M. Nayak,
Under Secretary to Govt.

ADDL. ASST. SECRETARY TO GOVT.
CHIEF SECRETARIAT
1121
14 MAY

To the Departments of the Secretariat.
the Governor's Secretariat.

Forwarded / By order/

Subrahmanya

Superintendent.

DVK.

7/8

[illegible]

[illegible]

Chief Sectt

Please see the Pub (genl) u.o. note on p 1 ante. Ordinary circulation boxes are not now in use in this Deptt. As regards confidential circulation boxes, it is subd that it is not possible to ~~tell~~ give the exact number of boxes used in this Deptt. as some will be at Govt House, some with Ministers & officers, some in Sections & ~~some~~ others in transit. 150 may be taken as ~~the~~ a rough figure ~~of~~ the circulation boxes in this Deptt.

There are no separate boxes intended solely for Ministers & their Parliamentary Secretaries.

With regard to new circulation boxes, orders for the manufacture of 24 S.C. boxes have been placed with a carpenter Contractor. With this information the file may be returned to Public (genl) Deptt.

NKR
17/5/46

17.5.46

AK
18.5.46

Publ (genl).

Chief u.o. 1121 B/46-1
18.5.46

CNO. 3173/46
20.5.46

12

at present in

~~[illegible]~~ No ordinary circulation boxes are in use in this Dept.

2/5/46

8

13

14477

GOVERNMENT OF MADRAS.
PUBLIC (GENERAL) DEPARTMENT.

U.O. Note No. 2230/46-2 dated the 8th May 1946.

Subject: Office Procedure - Secretariat ~~Circulation~~ boxes - cages - ~~standardisation~~ of.

Departments of the Secretariat and the Governor's Secretariat are requested to intimate to this department the number of circulation boxes (both confidential and ordinary) in use in each Secretariat.

2. The Chief Secretariat is requested to include particulars regarding the boxes intended for the Hon'ble Ministers and Parliamentary Secretaries.

3. The particulars regarding new circulation boxes to be made for future use, if any, should also be included in their replies.

P.M. Nayak,
Under Secretary to Govt.

To the Departments of the Secretariat.
the Governor's Secretariat.

Forwarded / By order/

Subrahmanyam

Superintendent.

DVK.

12

Lt Dept (W)

With reference to Pub (Gl) U.O. Note No. 2230/45-2 of 8.5.46 that Dept may be informed that 30 circulation (confidential) boxes are at present in use ~~in~~ this Dept. Ten more circulation boxes will be required for future use. ~~[illegible]~~ No ordinary circulation boxes are in use in this Dept.

A

On 20/5/46 Pub (Genl)

Ag 18/5/46

Cw 20/5/46

Lhw 1447/46 20.5.46

UNDER SECRETARY
3194/46
21.5.46
21 MAY 1946
PUBLIC DEPARTMENT

ASSISTANT SECRETARY
14 MAY 1946
LEGAL DEPARTMENT.

3277

15

A2

9

GOVERNMENT OF MADRAS.
PUBLIC (GENERAL) DEPARTMENT.

U.O. Note No. 2230/45-2 dated the 8th May 1946.

Subject: Office Procedure - Secretariat circulation boxes - cages - Standardization of.

....

Departments of the Secretariat and the Governor's Secretariat are requested to intimate to this department the number of circulation boxes (both confidential and ordinary) in use in each Secretariat.

2. The Chief Secretariat is requested to include particulars regarding the boxes intended for the Hon'ble Ministers and Parliamentary Secretaries.

3. The particulars regarding new circulation boxes to be made for future use, if any, should also be included in their replies.

P.M. Nayak,
Under Secretary to Govt.

To the Departments of the Secretariat
the Governor's Secretariat.

Forwarded / By order/

DVK.

Subrahmanyam
Superintendent.

Legal Dept.

Pl. see the U.O. note above.
This Dept has got 43 circulation boxes (19 ordinary and 24 confid
The Public (General) Dept may be informed accordingly.

Ag 18.5.46

18.5.46

20/5/46 Pub (Genl)

CWO 3248/46
22.5.46

Legal U.O. 3277-1
20.5.46

10

FIRST ASST. SECRETARY TO GOVERNMENT
30977
14 MAY 1946
DEVELOPMENT DEPARTMENT

GOVERNMENT OF MADRAS.
PUBLIC (GENERAL) DEPARTMENT.

-:-

U.O. Note No. 2230/45-2 dated the 8th May 194

Subject: Office Procedure - Secretariat circulation boxes - sizes - Standardization of.

...

Departments of the Secretariat and the Governor's Secretariat are requested to intimate to this department the number of circulation boxes (both confidential and ordinary) in use in each Secretariat.

2. The Chief Secretariat is requested to include particulars regarding the boxes intended for the Hon'ble Ministers and Parliamentary Secretaries.

3. The particulars regarding new circulation boxes to be made for future use, if any, should also be included in their replies.

P.M. Nayak,
Under Secretary to Govt.

To the Departments of the Secretariat.
the Governor's Secretariat.

Forwarded / By order/

Subrahmanyan
Superintendent.

DVK.

other than reports of Air Raid Damage only

Initials of Receiving Operator

of message

g Agent

Cables/Sewers

ped under wreckage

n Gas

Serial No. of Occurrence.
(This No. will be inserted in the Control Room.)

11 12 3

To A.S.

Para 1 on p. 1 above. The number of circulation boxes in this Dept. is 112, of which 97 are confidential and 15 ordinary. The ordy boxes are not fit for use.

103
−6 (lent to the Food Deptt.)
97

Para 3 on p. 1 above. The number of new confidl. boxes now under order for future use is 32. Including this number, the total number of confidl. boxes in this dept. will be 129.

97
+32
129

With the above information, this may be returned to the Pub (Genl)'s Dept.

A

22.5.46

UNDER SECRETARY
24 MAY 1946
PUBLIC DEPARTMENT

24/5/46

21.5.46

Dev. no 30977 H/46.
22.5.46.

CNO - 3336/46
24.5.46

ASSISTANT SECRETARY TO GOVERNMENT
1635D

D 11 21

GOVERNMENT OF MADRAS.
PUBLIC (GENERAL) DEPARTMENT.

U.O. Note No. 2230/45-2 dated the 8th May 1946.

[illegible] Office Procedure - Secretariat circulation boxes - cages - Standardization of.

....

Departments of the Secretariat and the Governor's Secretariat are requested to intimate to this department the number of circulation boxes (both confidential and ordinary) in use in each Secretariat.

2. The Chief Secretariat is requested to include particulars regarding the boxes intended for the Hon'ble Ministers and Parliamentary Secretaries.

3. The particulars regarding new circulation boxes to be made for future use, if any, should also be included in their replies.

P.M. Nayak,
Under Secretary to Govt.

To the Departments of the Secretariat
the Governor's Secretariat.

Forwarded / By order/

S.Subrahmanyan
Superintendent.

DVK.

R-D. 23

12

To A.S.

Please see the U.O. Note of Pub. (Gl.) on p. 1 ante.

A The number of circulation boxes (Confidential) in use in this dept. is 33. There are no ordinary boxes in circulation. As regards para 3 of the U.O. Note on p. 1 ante, ~~there are~~ no ~~particulars regarding~~ new circulation boxes in this office are proposed to be made for future use. Public (Gl.) may be informed accordingly.

x Verified from Regr. maintained by the circulation clerk

22.5.46

22.5.46

Pub (Genl) want to know the total number of circulation boxes (both confidential and ordinary) which are used in each dept. not the number of such boxes used at a particular moment as assumed at A above. Please find out the total number of Confl. & ordy boxes which are actually put to use – not the broken ones.

24-5-46.

(P.T.O.)

3/2

To A.S.

The number of Circulation boxes (Confidential) in use in this dept is 42. There are no ordinary boxes in use in this dept. The file may be returned to Pub. (Gl.)

27.5.46 28/5/46

P.K. 28/5/46

Pub. (Gl)

B'on p. 2 and

Rev. U.O.
1635 D/pub-1
28.5.46

UNDER SECRETARY
3598
31 MAY 1946
PUBLIC DEPARTMENT

UNDER SECRETARY
29 MAY 1946
1583
PUBLIC DEPARTMENT

13

GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.
...

U.O.Note No.832 OP/46-1 dated 27th May 1946.
...

Office Procedure - Secretariat circulation boxes - cages - Standardizatio
of.
...

With reference to their U.O.Note No.2230/45-2 dated 8th May 1946, Public (General) Department may be informed that there are 18 circulation boxes in this office of which 3 are not in working order, and 9 ordinary boxes all of which are not in working order. It is proposed to repair the 3 confidential boxes and make seven more confidential boxes for future use so that there may be 25 confidential boxes in all for this department.

D. V. Krishnamurthy,
Assistant Secretary to Government.

To the Public (General) Department.

Forwarded / By Order.

Madhu Krishnan
Superintendent.

PCB/-

1583

148 21

Government of Madras.
Home Department.
U.C. Note No.20166 I/46-1 dated the 27th May 1946.

Office Procedure - Secretariat circulation boxes - Cages - Particulars.

With reference to their U.C. Note No.2230/45-2, dated 8-5-1946, Public (General) Department is informed that there are 62 confidential and 24 ordinar circulation boxes in stock in this Department.

T. Krishna Kurup,
Assistant Secretary to Government.

To the Public (General) Department.

Forwarded/By Order.

PJ. Thanikachala

Superintendent.

M.S.27/5.

UNDER SECRETARY
1585
29 MAY 1946
PUBLIC DEPARTMENT

90

Cs 15 VE

ASST. SECRETARY TO GOVERNMENT
14 MAY 1946
EDUCATION AND PUBLIC HEALTH DEPT.

GOVERNMENT OF MADRAS.
PUBLIC (GENERAL) DEPARTMENT.

-:-

U.O. Note No. 2220/45-2 dated the 8th May 1946.

Subject: Office Procedure - Secretariat circulation boxes - cages - Standardization of.

25938

***

Departments of the Secretariat and the Governor's Secretariat are requested to intimate to this department the number of circulation boxes (both confidential and ordinary) in use in each Secretariat.

2. The Chief Secretariat is requested to include particulars regarding the boxes intended for the Hon'ble Ministers and Parliamentary Secretaries.

3. The particulars regarding new circulation boxes to be made for future use, if any, should also be included in their replies.

P.M. Nayak,
Under Secretary to Govt.

To the Departments of the Secretariat.
the Governor's Secretariat.

Forwarded / By order/

S Subrahmanyan
Superintendent.

DVK.

E+P.H(CS)

Public (General) Deptt may be informed V.O. that 62 boxes (41 Confidential and 21 ordinary boxes) are in use in E+P.H. Deptt. Some boxes are missing. The boxes are being traced.

With reference to para 3 on p. 1 ante it is for orders whether any new circulation boxes will have to be made for future use in this department. ~~This Deptt require 10 [illegible] and want~~ How many do we require? Please specify.

17-6-46

SR
16/6/46

17/6/46

As this department files will have to be circulated to three Ministers this department may require a dozen confidential boxes more in addition to the boxes already in use in the deptt

E+P.H.V.O
25938-CS
18/6/46

SR
18/6/46

HD
18.6.46

18/6/46

Public (Genl) B

3839
19/6/46

1 2 R.K.

338

GOVERNMENT OF MADRAS.
PUBLIC (GENERAL) DEPARTMENT.

-:-

U.O. Note No. 2230/45-2 dated the 8th May 1946.

--

4805

Subject: Office Procedure - Secretariat circulation boxes - cages - Standardization of.

Departments of the Secretariat and the Governor's Secretariat are requested to intimate to this department the number of circulation boxes (both confidential and ordinary) in use in each Secretariat.

2. The Chief Secretariat is requested to include particulars regarding the boxes intended for the Hon'ble Ministers and Parliamentary Secretaries.

3. The particulars regarding new circulation boxes to be made for future use, if any, should also be included in their replies.

P.M. Nayak,
Under Secretary to Govt.

ADDITIONAL ASSISTANT SECRETARY
12 JUL 1946
FOOD DEPARTMENT

To the Departments of the Secretariat.
the Governor's Secretariat.

Forwarded / By order/

S Subrahmanya
Superintendent.

DVK.

Fwd. to Food
12-7-46

2 1

Submitted

The reference from Govt. Public (General) Dept on page 1 ante may be perused.

There are at present 35 Confidential boxes and 11 Secret boxes in this office. Orders are solicited if new circulation boxes are necessary ~~and~~

D
17/5/46

Resubmitted

There are only 3 circulation boxes as detailed below

1. DC No 66 with the Secretary
2. 2 Do boxes with AS1

M
22/5/46

D
22/5/46

---

7 35

18

UNDER SECRETARY
6/1
17 JUL 1946
PUBLIC DEPARTMENT

Flood Dept. (J)

The Flood dept. as reorganised was formed on 12/6/46. There are no confidential or ordinary boxes in this dept. It is however proposed to make 60 confdl. boxes for the flood relief dept. ~~if these boxes are available from the Director General of Stores, India Office London.~~

[E] [illegible]

With this information the file may be returned to Public (General) Dept

13/7/46

LK
15-7.46

D.S

16.7.46

Pub (Gl)

Flood 6805-15
16.7.46

CDB
Please ask for
conference in
Section

26
31/7

Q
31/7

37

[9

E Sn
7

Memo. 40245-171 Esn
307 HB

Sectt. Circulation boxes: Standardization of Cages. S

HAB
30/7

It has been suggested ~~to~~ Shd be standardized. that the cages of circulation boxes in the Sectt. From the particulars of measurement of the visible portion of cards with the cages of boxes in use in the depts of the Secretariat it is observed that the cages of the boxes are of various sizes and many of them will have to be altered, if a uniform size of cages is prescribed. As there is ~~a lot of~~ some wastage of cards in the present arrangement, the S.G.P. is ~~requested~~ asked to advise

p. 2-3 NF

M

p. 3-4 NF

~~2~~ 38

as to what would be a suitable size for the standardization of the cages. A very early reply is requested.

JD
30/7/46

SRK
30.7.46.

D.

To
The S.G.P.
(with a circulation box)

Sent with circulation Box.
✓
8.8.46

Box sent to F. Section

F1 39 2° ~~3~~

C.F. 32.

.................................Department

From (Name) A. Lepper Esq.,

Designation Superintendent,
Government Press,
Station Madras.

Received ....Registered.................

To

The Deputy Secretary to Government,
Education & Public Health Department,
Fort St. George, Madras.

DEPUTY SECRETARY TO GOVT.
EDUCATION AND PUBLIC HEALTH DEPT.
16 AUG 1946
46465

Enclosures:

No. F.O.Spl.46. dated 15th August 1946.

F1-2 [illegible]

Sir,

Ref: Government Memo.No.40245-1-F1 Edn., dated 30-7-1946.

The cages of the circulation box sent to this office with the Government Memo. cited, are presumably intended to take in the circulation cards standardized under group Secretariat II(1) and (2) in two sizes viz., big (1/32 Royal) and small (1/44 Royal) and it may be necessary to have these cards printed and supplied only in one standardized size when the size of the cage is standardized. This may render all old cards available in the Secretariat obsolete. However, the cost of paper appears to be comparatively a cheaper item than the cost involved in altering the cages. In the circumstances, it is suggested that the size

of

4 40

-2-

of the cages of the boxes now in use, which is most common, may be furnished to this office, if it is different from the sample. On the other hand, if the sample cage already sent here, is the one that is most common, then 1/48 Royal (2¼" X 4¼") seems to be the suitable size to which the cages may be standardized. Samples cut to this size have been inserted in the cages.

The sample circulation box is returned herewith, receipt of which may be acknowledged.

Superintendent.

15/8.

Encl. Circulation Box.

19/9 47/199

139-60c

E & P.H. Dept. (F1).

Forms - Secretariat Circulation boxes - Standardization of cages - orders passed.

21

C.No.46465. From the S.G.P. F.O. Spl.46, dated 15-8-46.

O R D E R:- 1807 Edn 19-9-46
Ms.

The Government have been considering for sometime the question of standardiz~~aiton~~ation of the cages of circulation boxes in order to avoid wastage of cards. The Government direct that in future all new circulation boxes should be made with cages which will take 1/48 royal card (4¼" x 2¼"). In due course when the existing boxes have to be repaired, opportunity may be taken to bring the cage down to the standard size of 1/48 royal. It is hoped that in due course all cages will be brought to the uniform size of 1/48 Royal.

2. In the meanwhile in order to provide cards

for the existing boxes, they will be printed in the two following sizes only, to wit, 1/32 Royal and 1/48 Royal ~~only.~~

P Pl N

To the S.G.P.
" all Departments of the Secretariat.
" the Governor's Sectt.
3 S.C.s.

12.9.46

21-9-46

22

Government of Madras.
Education and P.H. Department.
G.O.Ms. No. 1807-Edn., dated the 19th September 1946.

Abstract.

Forms - Secretariat Circulation boxes - Standardization of cages - Orders passed.

Read the following:-

From the Superintendent, Government Press, Fo.Spl.46., dated the 15th August 1946.

ORDER.

The Government have been considering for sometime the question of standardization of the cages of circulation boxes in order to avoid wastage of cards. The Government direct that in future all new circulation boxes should be made with cages which will take 1/48 royal card ($4\frac{1}{4}$" x $2\frac{1}{4}$"). In due course when the existing boxes have to be repaired, opportunity may be taken to bring the cage down to the standard size of 1/48 royal. It is hoped that in due course all cages will be brought to the uniform size of 1/48 royal.

2. In the meanwhile in order to provide cards for the existing boxes, they will be printed in the two following sizes only, to wit, 1/32 royal and 1/48 royal.

(By Order of His Excellency the Governor).

S.R. Kaiwar,
Deputy Secretary.

To the Superintendent, Government Press.
To all Departments of the Secretariat.
To the Governor's Secretariat.
3.

True copy. Forwarded/By Order.

Superintendent.

ASR.

C.No. ~~1503~~ 4423 (Pub)

C.No. 2230
6/10/45.

Extract of call book entry 29/43.

Subject.	Old No.	No. & date of G.O. etc. authorizing the entry.	Date when further action is to be taken.	No. & date of the new current
Office Procedure - Sectt. circulation boxes - Cages - Standardization - Papers recorded.	2518/43	G.O.540, dated 13-3-41 (Z)	1-10-45	2230 / 6.10.45.

See p. 55 of (Z)

23

Pub (Genl) ~~Dept~~.

Papers have been called for from H.R.O. This may lie over till their receipt.
[R.D. 13.10.1945].

15/10/45

RK 8/10/45
9/10/45

The question of standardization of cages of circulation boxes in the Secretariat so as to avoid the cutting of cards, every time they are used, to suit the size of cages, was pointed out as early as 1927, but it was left to each dept. to make the required alteration as it chose. Provision was however made in the Chief Secretariat Office Manual to the effect that the cages of the boxes in the Chief Secretariat should be altered to fit cards of the size 4.25" x 2.25" - vide para 695(vii) of the old Manual - copy at p. 45 of (Z) -. In 1937 when the Chief Sectt. Office Manual was revised with a view to its being adopted by all Depts. of the Sectt. this ~~chapter~~ para was deleted on the advice of the Finance Dept. who considered that such a provision was obviously unnecessary. Presumably it was considered that such an alteration would involve extra expenditure and consequently need not be proceeded with - vide extract of notes on p. 45 of (Z).

pl see A on p 39 of (Z)

pl see B on p 39 of (Z)

In 1939 consequent on the appointment of Advisers to H.E. the Governor the question of revising the circulation cards was considered and in that connection E & P.H. Dept. suggested the desirability of standardization of cages of all circulation boxes

on p 21 of

No 2703

3.12.40

(M)

F

x there
on the note
of Ⓩ

p. 41 of Goaf
Ⓩ

on p. 42 of Ⓩ

19 OCT 1945

boxes in the Secretariat. This suggestion was supported in this department but E & P.H. & Finance considered that the cages should be left as they are, observing that the trouble involved in cutting (or crushing) the cards is comparatively negligible than that of altering all the cages in order to standardize. However it was finally decided that the question may be deferred until after the war.

Now that hostilities have ceased it is for orders whether this question be further considered. If so the remarks of E & P.H. & Finance may be invited in the first instance.

BR
16/10/45

I am inclined to agree with the notes on p. 42 of Ⓩ ~~that~~; it is anyway hardly worth while going through with this now. We may wait till April 1946. We may expect a Ministry then and a larger amount of boxes (including Parliamentary Secretaries) will be involved.

X.

17/10/45

18/10/45

E & P.H. / Finance

Pub. (Genl)
u.o. No. 2230/45-1
d. 19/10/45.

This dept. agrees with 'X' above.

19/10

46812

E & P.H. u.o. 46812 F-1
19.10.45

Finance (Ct.)

M

Fin: also may agree with X above.

20.10.45

DW
22.X.45

Pub. (Gl)

ASST. SECRETARY TO GOVERNMENT
20 OCT 1945
FINANCE DEPARTMENT

Pub (Genl) Dept.
1.5.46

Fin. u.o. 7632 F/OP.1
22.X.45

May lie over till ~~July~~ 1946.

BR
22/10/45

24/10/45
C.S.

26/10/45

23/10/45

UNDER SECRETARY
2532
23 OCT 1945
PUBLIC DEPARTMENT

F1

2X

B

Public (Genl) ~~A~~ Department

Please see 'X' on p. 2 ante. Now that the new Ministry has been formed and Parliamentary Secretaries are to be appointed, it is for orders whether the question of standardizing cages of circulation boxes may be taken up now. If so, the remarks of E & P.H. and Finance may be invited on the proposal.

X/5

D.
1.5.46

Call for information from all Depts regarding no. of Circulation boxes

6/5/46

A draft u.o. note is submitted for approval.

D.
6.5.46

7/5/46

C. 4169
20.7.46.

Issued as u.o. No. 2230/45-2, dated 8.5.46.

The replies received from the departments of the Sectt. are at pp. 3-35 c.f. A statement compiled from the above replies is put up at flag Ⓛ. The total no. of boxes amount to 722. The same no. of brass cages will have to be manufactured with uniform dimensions. The remarks of E & P.H. and Finance may be invited on the proposal.

P.J.
20.7.46

20.7.46

22/7/46

E & P.H. / Fin.

Pub (G) u.o. No.
4169/46-1
22.7.46.

E & P.H.

ASST. SECRETARY TO GOVERNMENT
40245
28 JUL 1946
EDUCATION AND PUBLIC HEALTH DEPT.

E

Please see Mr. Corvey's note on p. 2 ante. For orders.

JP
26.7.46

I think we should standardize the cages. But consult the S.G.P. as to what would be a suitable size. There is a lot of waste

4.

Wastage of cards in the present arrangement.

SRK
27.7.46

A draft memo to the S.G.P. is submitted for approval as ordered on page 3 ante. May a sample circulating box be sent to the S.G.P. with the memo. Finance & Public may see.

KAB
27.7.46

/ JS.

JD
30.7.46

Fin & Pub. need not see now. Let us see what the S.G.P. says.

SRK
30.7.46.

[Issued as Memo. 40245-171 Edn dt 30.7.46]

Cr. 46465 from the S.G.P. & O. Spl. dt 15-8-46.

Please see the reply of the S.G.P. on pages 3-4 c.c. 39-40

Submitted for orders

KAB
16.8.46

~~p1-2(2H)~~ 37-8 c.f.
~~p3-4(2H)~~ 39-40 c.f.

JD
17.8.46

I ~~think~~ suggest ~~of~~ we standardize the cards in 2 sizes $\frac{1}{32}$ royal & 1/48 royal and in future make* boxes with cages which will take 1/48 royal card (4¼" × 2¼"). In due course when boxes have to be repaired opportunity may be taken to bring the cage down to 1/48 Royal. It may take about 25 yrs for all cage to be brought to uniform size

* i.e. new boxes

(Sample is kept separately in D's room)

X & existing boxes

SRK
17.8.46 Pub/Fin

E&PH memo 40245-27 Edn 17.8.46 with a Box

5

Public (G[illegible]) Deptt

Please see the remarks of E&P.H. on p. 4 ante. This department may agree with E&P.H and the file passed on to Finance.

19.8.46

U.O. 46169/461
dt 20.8.46.

DEPUTY SECRETARY TO GOVT.
28 AUG 1946
EDUCATION AND PUBLIC HEALTH DEPARTMENT

ASSISTANT SECRETARY
22 AUG 1946
FINANCE DEPARTMENT

(Fin: last saw at M on p. 2 above) Finance (C)

Please see the remarks of the E&P.H Department on page 4 above and the Public Department's ~~concurrence thereon~~ remarks above. This Department may also agree with X on page p. ~~5~~ 4 above. The file may be returned to E.P.H.

45575

If the intention is that ultimately the size for all boxes should be $\frac{1}{48}$ Royal, Fin. agrees.
DWD

23/8/46
23.8.46
24.8.46
26/8/46
KRS 26.8.46
DWD 27.8.46

E.P.H.

Edn & PH

Fin. no. 45575/OP/461
27/8/46

My intention was as in Fin Secy's notes of 27.8.46. Pl draft

SRK
28.8.46

UNDER SECRETARY
16423
AUG 1946
PUBLIC DEPARTMENT

49597

A draft order is submitted for approval. ~~May be sent to Pub(Fin).~~

KAB
4.9.46

JD
5.9.46

The order should be mo detailed & incorporate a points in my note of 27.8.46 Pl amplify.

SRK
6.9.46

Revised Draft submitted

JD
11.9.46

Pl type as amended & resubmit. SM

f,

P Typed & submitted

JD
12.9.46

SMM
12.9.46

Fin

E&P.H. No 6024-B-7/46
12.9.46.

[Previous Fin notes on p. 5 above] Fin (Ct).

Please see notes of the E&P. H. Department on pp. 5 & 6. above. The draft order below may be perused. The file may be returned to E&P.H.

P
13.9.46

[With reference to Secretary's remarks in the margin on p. 5 above, the E&P.H. Dept have stated that the intention is that the sizes of all boxes should be 1/4 Royal].

D/14.9.46.

14.9.46

E&P.H
F.

May issue

Fin
14/9/46

E&P.H
7.

AS1
EPH

Fin No. 4 9381/Ct
14.9.46

KAB
16.9.46

JD
18.9.46

SMM
18/9/46

ASSISTANT SECRETARY
4938/Ct
17 SEP 1946
FINANCE DEPARTMENT

SECRETARY TO GOVERNMENT
17 SEP 1946
54476
EDUCATION AND PUBLIC HEALTH DEPARTMENT