EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 3690, 1st December 1949

Records—Government—Searches—Applications from private individuals for information from unspecified files—Fees—Prescribed.

Go. 3690 Edn d/ 1.12.49

⑫

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ஜோதிசேகரன்
செப்பனிடுபவர் பெயர்
நவம்பர் 1996
செப்பனிடுவதற்காக எடுத்துக் கொடுக்கப்பட்ட நாள் 1996
செப்பனிட்டு முடித்த நாள்
3/12/96
சரிபார்த்தவர் ஆராய்ச்சி
மு. ப. அ. உதவியாளர்
கையொப்பம் 3/12/96 கையொப்பம்

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② 2/1 2/

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 3690, 1st December 1949

Records—Government—Searches—Applications from private individuals for information from unspecified documents—Fees—Prescribed.

READ—the following papers :—

From the Curator, Madras Record Office, No. 3017-DVII/48-1, dated 20th January 1949.

From the Curator, Madras Record Office, No. 3017-D-7/49-5, dated 4th November 1949.

Order—No. 3690, Education, dated 1st December 1949.

The Government approve the proposal of the Curator, Madras Record Office, that fees should be charged for searches made in the records for information regarding the date of birth, marriage, death, nationality, etc., of particular persons, on applications received by the Curator for such details. They also approve his proposal to prescribe the following fees for such searches which are usually made from unspecified documents :—

(i) Five rupees for examining the records of each year prior to 1858;
(ii) Two rupees for examining the records of each year after 1858.

2. If it is only information that is sought, it will be furnished in the letter to the person applying for it. If typed extracts from documents have to be sent, fees will be charged as under rule 10 of the rules contained in G.O. No. 58, Finance, dated 5th February 1932. Any applicant desiring to have a certified copy of a particular document should be required to pay copying fee according to the scale laid down in G.O. No. 1201, Public (Elections), dated 9th June 1941, and to supply the stamp papers required.

3. Applications for searches of the kind referred to should be sent to the Curator, Madras Record Office, who will cause the search to be made and furnish such information as is traced, or such extracts as may be required, to the applicants.

(a)

No. 3690, EDUCATION, 1ST DECEMBER 1949

4. The fee for the search should be remitted in advance, in cash, by money order or otherwise, to the Curator, Madras Record Office. If the information is traced without covering the entire period for which the fee paid, the proportionate amount of fee will be refunded the applicant.

(By order of His Excellency the Governor)

J. M. LOBO PRABHU,
Secretary to Government.

To the Curator, Madras Record Office.
" all Departments of the Secretariat (All sections).
To all Heads of Departments.
" the Accountant-General.

L A Dept (9 copies)

(By order)

Superintendent.

From
Dr.B.S.Baliga, Ph.D.(Lond.),
Curator, Madras Record Office,
Chittoor.

To
The Secret[illegible]
Education and Public [illegible]
Department,
Fort St. George, Madras.

No.3017-DVII/48-1 dated 20th January 1949.

5626

Sir,

Sub:- Searches among records for particulars of individuals - Procedure and levy of search fee - Modification - Proposed.

Ref:- G.O.No.1201 Public (Elections) dated 9-6-1941.
-do- 1117 -do- 6-4-1942.

In G.O.No.1201 Public (Elections) dated 9-6-1941, as amended by G.O.No.1117 Public (Elections) dated 6-4-1942, the Government have laid down the procedure to be followed in regard to applications from private persons for searches to be made among the records in the Secretariat or in the Madras Record Office, and have fixed a scale according to which search fee should be charged. The instructions in the Government Order, however, cover only searches for documents which are known to exist or which are likely to exist. They do not provide for searches which have sometimes to be made not for particular documents but for information that may be available about particular individuals. For instance, I have lately been receiving a large number of applications from private individuals requiring not copies of, or extracts from, specified documents but particulars regarding the birth, marriage, death, nationality etc. etc. of particular individuals, who lived mostly during the 19th century and who were employed either in this province or elsewhere in India. Copies of some of these applications are enclosed.

2. It will be seen that the applicants have not specified the document or documents which are likely to contain the information. That is, they have not specified the numbers and dates of the G.Os. or the B.Ps. or the E.M.Cs. or any other papers which might contain the particulars required by them. In fact it is doubtful whether any private person will be in a position to specify the number and date of the document or documents required in cases like this. Moreover the information required may be found not always among the records but sometimes among the printed books available in this office such as the Army and Civil Lists, the Almanacks, the Establishment Lists of the various Departments etc. In any case the particulars of the documents or the books can be found out only after the search is over.

3. Whenever, therefore, a search like this is undertaken, it becomes difficult to fix the search fee. The most reasonable method of levying search fee in such cases seems to be that of fixing the amount with reference to the year or years the records and publications of which are examined. Thus a fee of Rs.5/- for examining the records of each year prior to [illegible] and a fee of [illegible] Rs.2/- for each year from [illegible]

[illegible] according to G.O.No.1201 Public (Elections) dated [illegible]1941 the application should be addressed to the

Secretary

Secretary in the Administrative Department concerned and has to be accompanied with search fee in the shape of Court fee stamps. It does not however seem to be really necessary that applications for particulars of private individuals, should be addressed to the Government, especially when the parties do not require copies of, or extracts from, documents available among the records but require only bits of information for the purpose of constucting some family history or, more often, merely for satisfying their curiosity. Applications may in such cases be made to this office and this office may make the search and furnish such information as may be traced. And, as the applicants who sometimes live in distant parts of India, may find it difficult to procure court fee stamps, the search fee may be collected in cash and remitted into the treasury. The fee may be demanded in advance, but if the information is traced without covering all the years, a proportionate amount of the fee may be refunded to the applicant.

5. If the procedure explained above is followed it will eliminate some unnecessary work in the Secretariat. It will also make the work of dealing with such applications in this office easy. I therefore request that the Government may kindly approve my proposal.

Yours faithfully,

Curator,
25-1-1949.

Encl; Copies of
4 letters.
CPS.24.1.

25.1.49

4

2

Copy of letter from Mr.E.A.Reed, 122 Grand Trunk Road, Asansol E.I.Rly dated 19th November 1948.

I have been given to understand that you hold records of all foreigners entering this country and would be very grateful for any information regarding Mr.William REED. (Second christian name not known).

He came out to India about 1850 for the East India Railway, Engineering department.

Thanking you for any information you can give.

~~Yours faithfully~~,
(sd.) E.A.Reed.

2

Copy of letter from Mr.A.W.Dodd, c/o G.W.Clewis, Block L/116, Adra, B.N.R. dated 20-11-1948.

I urgently require information of my Grand father named James Dodd (JAMES DODD).

The above named according to documents was a Drummer of the Late 1st. Regt. M.N.I. and was receiving a military pension at Kamptee / Nagpur C.P./ up to the year of his death i.e. 1897.

again according to documents he was on pension in the year 1871, therefore he must have been on the active list prior to this year 1871.

I now require a certificate or any information pertaining to this gentleman's Nationality - Regiment etc., also the names of any children if registered as per records.

I am enclosing a stamp for your reply and guidance as to what actual procedure I must follow, and what search fees I will be required to pay.

Please treat this as most urgent.

~~Yours faithfully~~,
(sd.) A.W.Dodd.

3

Copy of letter from (Lieut.) E.M.Mitchell, 2, Harris Road, Benson Town, Bangalore, dated 3-12-1948.

Could you kindly furnish me with the following particulars regarding the u/m gentlemen.

a) Date & place of birth. (c) Date of entry into India.
b) Date & place of marriage. (d) Careers before and after entering Indi

1. Mr.William Sommerville Mitchell who was buried in Madras in 182

2. His son - Mr.William Sommerville Mitchell, who came out to India as Lieutenant, in the East India Co., and was later promoted to the rank of Major. He was buried in one of the cemeteries at Madras between the years 1872 & 1878.

If you are unable to give all the information required, could you let me know from where I may get the other details.

~~Yours faithfully~~,
(sd.) for E.M.Mitchell.

Copy of letter from C.D.Ford, Sales Manager, Messrs. Caltex (India) Ltd., Caltex House, 8 Ballard Road, Bombay 1, dated 5th January 1949.

I am anxious to obtain information regarding my paternal grand-father, Alexander Dyce Ford, who is said to have served in the Army in India during the Mutiny and who was at one time attached to Fort St. George, Madras.

He is said to have been born on the 8th March 1832 and died on 18th March 1894. His wife's name was Sarah Ford, nee Harris.

I am anxious to have the date of his birth verified, and also to ascertain the place where he was born.

If this information is available from your records, I shall be obliged if you will let me have it.

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I am also anxious to obtain similar information regarding my maternal grandfather, Charles Arthur Adams, who in 1861 was serving as a Corporal in the 3rd Battalion of the Madras Artillery. He is believed to have come out to India, served during the Mutiny, and at the time of his death was drawing the pension of a Sgt. Major.

He was born in 1838 in Yorkshire, but the exact date and place of his birth are not known.

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I shall be very grateful for any information you can give me, and if it is not possible for you to supply the information, perhaps you would be good enough to direct me to the correct authority from whom this information can be obtained.

~~Yours faithfully,~~
(sd.) C.D.Ford.

P.S.

With regard to Alexander Dyce Ford (my paternal grand-father), if your records give any details with regard to his father(full name,,date and place of birth,etc.), I shall be very glad to have them.

CPS. 21.1.

(Ture Copies.).

mcsubramania
Assistant Curator.
28-1-1949.

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⑤ G2✓ 5 5

From
Dr. B.S.Baliga, Ph.D.(Lond.),
Curator, Madras Record Office,
CHITTOOR.

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

No. 3017-D.7/48-3, dated 28th June 1949.

Sir,

Sub:- Searches among records for particulars of individuals - Procedure and levy of search fee - Modification - Proposed.

ASST. SECRETARY TO GOVERNMENT
29 JUN 1949
EDUCATION AND PUBLIC HEALTH DEPT.

Ref:-1) My letter No.3017-D.7/48-1, dated 20th January 1949.
2) Education & Public Health Department Endorsement No.31202 G2/49-1, dated 28th April 1949.

49559

I request that Government may kindly be pleased to pass early orders on the subject referred to above. I am receiving frequent appli-

cations

applications from individuals for information about particular persons, but am unable to undertake searches pending the receipt of the orders of the Government.

Yours faithfully,

CURATOR.
28-6-1949.

Rn 28/6/49
BR.

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(6) 6 7 E&P.H. (G2)

Memo. No. 31202-G2/49-2 Edn Edn dt. 5/7/49.

6

5/7 5/7

Searches among records for particulars of individuals – Procedure and levy of search fee – Modification – proposed.

Ref: Your letter No 3017 - D7/48-3 d/28.6.49.

To
The curator
M.R.O.
Chittoor..

The matter is still under ~~the~~ consideration. ~~of the Govt.~~

2/7/49.
3.7.49

4/7/49

7/7

U.O. No. 5636/49-6

Note: The file has been sent to Rev. on 20/6/49 ~~for perusal~~ with a request that certain papers with them may be sent up for the disposal of the case —
3.7.49.

9 E&P. 7 (92)
7

(7) 7

P.Y. From the Curator, M.R.O. No. 30/7 -D.VII-48-1 dated 20.1.49.

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Section
A 9/8

Memo 31202 Ed/49-4 Edn dated 9.8.49.
Records - Searches - Procedure & levy of fees.

Vide letter on p1

The Curator is requested to furnish a copy of G.O. No. 1201 Pub (Elections) dated 9.6.1941, if available - Neither the original of the G.O. nor a copy of it is readily forthcoming in this Dept.

[illegible] 9/8

To
The Curator
M.R.O.
Chittoor -

6.8.49

9.8.49

G2 ⑧ 8 8 11

From
Dr. B. S. Baliga, Ph. D. (Lond.),
Curator, Madras Record Office,
Chittoor.

To
The Secretary to Government,
Education & Public Health Dept.,
Fort St. George, MADRAS.

No. 3017-D. 7/48-4, dated 19th August, 1949.

ASST. SECRETARY TO GOVERNMENT
63731
22 AUG 1949
EDUCATION AND PUBLIC HEALTH DEPT.

Sir,

Sub:- Records - Searches - Procedure and levy of fees.

Ref:- Education and Public Health Department Memorandum No. 31202 G2/49-4, Edn., dated 9th August, 1949. p/o cf.

Ⓜ

A spare copy of G.O.No.1201, Public (Elections), dated 9th June, 1941 is furnished. The original of the G.O. was furnished to the Legal Department on 10th May, 1949 in response to their U.O. Note No. 4924/49-2, dated 4th May, 1949 and it has not yet been returned to this office.

Yours faithfully,

B.S.Baliga
CURATOR,
19-8-1949.

Ry 19/8/49.

CPS.
Encl: 1 Spare copy.

(9) 9 B Edn. A (G2)

From the Curator, MRO
No. 3017 - D VII - 48-1 dt
20.1.49

Memo 31202/49-7 Edn. d. 28/1/49

Records - applications for searches from unspecified documents - fees.

The Curator is requested to state whether it is not necessary to demand the usual copying charges or stamped papers in the case of the

14

the applications referred to by him, in addition to the search fees prescribed by him. His attention is invited to para 643(2) of the Sectt. Office Manual.

26.10.49.

To
The Curator
M.R.O.

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⑩ 10 105

From
Dr. B.S.Baliga, Ph.D.(Lond.),
Curator, Madras Record Office,
Chittoor.

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

No. 3017-D.7/49-5, dated 4th November 1949.

Sir,

Sub:- Records - Applications for searches for unspecified documents - Fees.

Ref:- Government Memorandum No.31202/49-7 G2. Edn., dated 28th October 1949.

36053

The copying charges referred to by the Government are the charges which are levied from applicants who want certified copies. In the case of the searches for information regarding particular individuals no certified copies will be granted by me. The information that may be traced will be embodied in the letter which may be written to the applicant, if it is not much. Extracts will be furnished when there is more information. Where the extracts are long a typing fee may be levied at the rate prescribed in the case of persons who are supplied with extracts for purposes

of

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2.

of historical research*, since these searches are similar to historical searches (Please see Rule 10 in G.O.No. 58, Finance, dated 5th February 1932).

*3 annas for 175 words.

2. However, if on receipt of the information, any applicant desires to have a certified copy of any particular document, he may be asked to pay copying fee according to the scale laid down in G.O. No.1201, Public (Elections) dated 9th June 1941 and to supply the stamped papers required. The certified copy can then be furnished by the Department concerned.

Yours faithfully,

CURATOR.
4-11-1949.

BR.

4.11.49

17

Edn. 3/202/49

Records – Government – Searches – Applications from private individuals for information from [illegible] unspecified documents – fees – prescribed.

From the Curator, M.R.O. No. 3017 – D VII – 48-1 Dated 20.1.1948.
From the Curator, M.R.O. – No. 3017 – D-7-48 – 5 – Dt 4.11.49.

Order 3690, Edn., dt 1.12.49.

Ps/Ms

The Govt. approve the proposal of the Curator, M.R.O. that fees should be charged for searches made in the Records for information regarding the date of birth, marriage, death, nationality etc. of particulars persons, on applications received by the Curator for such details. They also approve his proposal to prescribe the following fees for such searches, which are usually made from unspecified documents:—

(i) Five Rupees for examining the Records of each year prior to 1858
(ii) Two Rupees for examining the Records of each year after 1858.

2. If it is only information that is sought, it will be furnished in the letter to the person applying for it. If typed extracts from documents have to be sent, fees will be charged as under rule 10 of the Rules contained in G.O. No. 58 Fin dated 5th Feb. 1932. Any applicant desiring to have a certified copy of a particular document should be required to pay copying fee according to the scale laid down in G.O. No. 1201 Pub. (Elections) dated 9th June 1941, and to supply the stamp papers [illegible].

3. Applications for searches of the kind referred to should be sent to the Curator, M.R.O. who will cause the search to be made and furnish such information ~~[illegible]~~ or such extracts as may be required, as is traced, to the applicants.

~~3.~~ The fee for the search should be remitted in advance, in cash, by money order or otherwise, to the Curator, M.R.O. ~~[illegible]~~ If the information is traced without covering the entire period for which the fee is paid, the proportionate amount of fee will be refunded to the applicant.)

~~26.10.49~~
12.11.49.

14-11-49

30/+1

Add to item (1) only
Do
1.12.49

The Curator
M.R.O.
All Depts of Secretariat (All Sections)
All Heads of Depts.
The A.G.

Sent to Press on 5.12.49.

to ret
6.12.49

Proof corrected & returned to Press on 2.12.49.

13683

2546 ⑫ GOVERNMENT OF MADRAS.
ABSTRACT.

18 DEC 1949
MADRAS

161/45
Pub

19

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RECORDS - Government - Searches - Applications from private individuals for information from unspecified documents - Fees - Prescribed.

- -

12

EDUCATION AND PUBLIC HEALTH DEPARTMENT.

G.O.No. 3690, Education, Dated 1st December 1949.
Press

Read the following:-

From the Curator, Madras Record Office, No. 3017-DVII-48-1 dated 20th January 1949.

From the Curator, Madras Record Office, No. 3017-D-7-49-5 dated 4th November 1949.

12

GOVERNMENT PRESS
6 DEC 1949
MADRAS

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ORDER:

The Government approve the proposal of the Curator, Madras Record Office that fees should be charged for searches made in the records for information regarding the date of birth, marriage, death, nationality etc., of particular persons, on applications received by the Curator for such details. They also approve his proposal to prescribe the following fees for such searches which are usually made from unspecified documents:-

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4. The fee for the search should be remitted in advance, in cash, by money order or otherwise, to the Curator, Madras Record Office. If the information is traced without covering the entire period for which the fee is paid, the proportionate amount of fee will be refunded to the applicant.

(BY ORDER OF HIS EXCELLENCY THE GOVERNOR)

J.M. LOBO PRABHU,
Secretary to Government.

To

The Curator, Madras Record Office.
All Departments of the Secretariat.(All Sections).
All Heads of Departments.
The Accountant-General.

Forwarded/By order

[illegible].

AMG.1.12.

12

13

16/212

Approved

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 3690, 1st December 1949

Records—Government—Searches—Applications from private individuals for information from unspecified documents—Fees—Prescribed.

READ—the following papers :—

From the Curator, Madras Record Office, No. 3017-DVII-48-1, dated 20th January 1949.

From the Curator, Madras Record Office, No. 3017-D-7-49-5, dated 4th November 1949.

Order—No. 3690, Education, dated 1st December 1949.

The Government approve the proposal of the Curator, Madras Record Office, that fees should be charged for searches made in the records for information regarding the date of birth, marriage, death, nationality, etc., of particular persons, on applications received by the Curator for such details. They also approve his proposal to prescribe the following fees for such searches which are usually made from unspecified documents :—

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(ii) Two rupees for examining the records of each year after 1858.

2. If it is only information that is sought, it will be furnished in the letter to the person applying for it. If typed extracts from documents have to be sent, fees will be charged as under rule 10 of the rules contained in G.O. No. 58, Finance, dated 5th February 1932. Any applicant desiring to have a certified copy of a particular document should be required to pay copying fee according to the scale laid down in G.O. No. 1201, Public (Elections), dated 9th June 1941, and to supply the stamp papers required.

3. Applications for searches of the kind referred to should be sent to the Curator, Madras Record Office, who will cause the search to be made and furnish such information as is traced, or such extracts as may be required, to the applicants.

No. 690, EDUCATION, 1ST DECEMBER 1949

4. The fee for the search should be remitted in advance, in cash, by money order or otherwise, to the Curator, Madras Record Office. If the information is traced without covering the entire period for which the fee is paid, the proportionate amount of fee will be refunded to the applicant.

(By order of His Excellency the Governor)

J. M. LOBO PRABHU,
Secretary to Government.

To the Curator, Madras Record Office.
" all Departments of the Secretariat (All sections).

To all Heads of Departments.
" the Accountant-General.

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(14) Sectt. 11-22—5,500—18-11-42. 23

161 — Pub
15

PRESS SLIP.

ORDINARY. URGENT (a). SPECIAL (a).

Edn. & P. Health DEPARTMENT. 14

14

Current No. 31202/49 dated ....194 .
G.O. No. 3690 Ed dated 1 — 12 — 1949.

Number of MS. pages sent { (b) Correspondence.......... (c) Notes..........

Brief subject Records – Govt – searches – Applications from private individuals – Fees – ~~for~~ Prescribed.

(d) Number of copies required when struck off (*not including copies for volumes and editors' table which are retained in the Press*). (1)	"Press" copies to supply on requisitions for purchase by the public. (2)	Complete correspondence and orders. (3)	Notes. (4)
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‡ To be initialled and dated.

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently or as special the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item had been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(c) For rules regarding printing of notes see the chapter on printing and proof correction in the Secretariat Office Manual.

(d) The number of copies and the details of distribution should be filled in by the Superintendent or clerk concerned.

(e) In the absence of special instructions to the Press to keep matter standing for a specific period, ordinary papers of 8 pages and under will be kept standing for *one* week, and larger papers for *two* weeks only. *The type of notes and of all confidential papers is distributed immediately after striking.*

(f) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked special or urgent unnecessarily, he should send the Press slip to the Assistant Secretary with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Assistant Secretary any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Ministers or Advisers should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

TO PRESS, MADRAS.

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Please send proof in duplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.
	Type may be released after usual interval. at once.	Type may be released after usual interval.
N. Amirthalingam ....Clerk.	........Clerk.	........Clerk.
........Supt.	........Supt.	........Supt.

SPECIAL INSTRUCTIONS.

Certified that the number of copies indented for is the minimum required.

V. Ramaswami
Assistant Secretary to govt.

3-12-49
3124

TO BE FILLED IN BY THE PRESS.

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Call for revised proof received on		
Revised proof furnished on		
Corrected proof received for striking on		
Final copies supplied on	6-12-49	

15

EDUCATION DEPARTMENT.

F 15 15

From
The Director of Public Instruction,
M A D R A S.

To
The Secretary to Government, Education Department, M A D R A S.

11 MAR 50
ASSISTANT SECRETARY
EDUCATION DEPARTMENT

R.C. No.316-L.4/50 Dated 8th March 1950.

Sri,

Sub: Records - Government Searches - Application from private individuals for information from unspecified documents - Fees prescribed.

...

Ref: Government Order No.3690 Education dated 1.12.1949.

1646

2

I request you to kindly inform me whether the fees prescribed in the Government Order quoted above apply only to the searches made in Madras Record Office or to all the Government Department.s.

Yours faithfully,

for Director of Public Instruction.

k.v.s./9-3.

Edn (7)

U.O. 1646/50 from the D.P.I. No. 316-L-4-50 Dated 8.3.50

16/3

Memo 1646-F/50-1 Edn. 16-3-50.

D 16/3

Records - Govt. - Searches - Applications from private individuals for information from unspecified documents

(L)

The Director is informed that the orders in G.O.Ms. 3690 Edn dated 1.12.1949 relate to the searches in the Madras Record Office.

17-3-50

14.3.50

15/3/50

To The D.P.I.

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16 E.& P.H.(G2).

From the Curator, M.R.O., No. 3017-DVII-48-1 dt.20-1-49.

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Sub: RECORDS - Searches - Applications from private individuals for details from unspecified documents - fees.

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(H)

(N)

In G.O. No. 1201, Pub (Elections), dated 9-6-41 as amended by G.O. No. 1117, Pub (Elections), dt.6-4-42 the Govt. have issued instructions for the levy of search fees and fees for copying on applications from private persons for copies of documents. The Curator, M.R.O. has stated that these instructions do not provide for searches which have sometimes to be made not for particular documents but for information about private individuals who, it is stated, apply for particulars regarding the birth, marriage, death, nationality of particular persons. Searches for details of this type involve the examination of unspecified documents. The Curator submits the following proposals to cover such applications:-

Paras 1 & 2 comply

(i) A fee of Rs. 5/- for examining the records of each year prior to 1858 and a fee of Rs. 2/- for each year after 1858 may be levied.

Para 3 p.y

(ii) Applications may in such cases may be submitted to the Curator, M.R.O. who may make the search and furnish such information as is traced.

p.y

(iii) The fee may be remitted in advance to the Curator. If the information is traced without covering the entire period, the proportionate amount of fee may be refunded to the applicant.

2. The proposals seem to be unobjectionable. The remarks of Pub. & Fin. may be invited u.o. on them in the first instance.

21-9-49

Pub. Sec. C. No. 3673 4-10-49.

20.9.49

21.9.49

Pub Sec Fin.

24 SEP 1949 4045

E&P.H. No. 4202/49-5 23.9.49.

G2

Accts

Pub (Ser. C) Dept

The letter & its encls on pp 1-4 cf. and the notes of E&P.H. on p 1 above may be perused. It is presumed that ~~if copies of the documents applied for are granted~~, in addition to search fees, the usual ~~making~~ copying charges ~~and~~ or stamped papers will also be asked for from the ~~petitioners~~ applicants. (cp. para 643(2) of the Sectt. Office Manual). If the presumption is correct, E&P.H. may be requested to incorporate that condition also in the proposed draft order. The file may be passed on to Finance Dept.

pp 224-225 of Bk No III

Assistant Secretary to Government
67702
13 OCT 1949
Accts
Finance Department

10.10.49. 16.10.49

12.10.49

Fin

Pub. Ser. U.O. No. 3673/49-1
12-10-49.

Fin (Accts)

Please see the notes on pages 1-2 above. The proposals of E&P.H on p. 1 above may be agreed to in this dept, subject to the remarks of Public above.

14.x.49

PW 14.x.49

C.S.K.
14.x.49

E&P.H

Fin. U.O. 67702 Accts/Exp-1
E&P.H (G2)
14.x.49

Asst. Secretary to Government
79737
15 OCT 1949

The Curator may first be consulted on the point raised by Pub (Ser) —

The draft memo below is for app.

15.x.49

G2 Accts

(17)

From the Curator, M.R.O. Lr. D-7-49-5- dated 4.11.49

17

With regard to the question of copying fees etc in respect of extracts from documents which it may be necessary to supply (vide Pub Dept's note on the previous page), attention is invited to the Curator's letter on pages 15-16 cf. His suggestions in that letter may be accepted.

The draft order below is for approval.

12.11.49.

14-11-49

Pub
Fin

Pub (Ser. C) Dept

(Last seen at p 2 above)

The correspondence at pp 13-16 cf., the notes of E&P.H above and the draft order below may be perused and the file passed on to Finance.

No: 31202/49-Edn
15/11/49

Additional Assistant Secretary to Government
No. 4317
16 NOV 1949
Public Department

18.11.49 21.11.49

22.11.49

Fin

Public Services Dept
U.O. 4317/49-1
23.11.49

Finance (Accts)

(Previous Finance note on p. 2 above)

Please see the further notes of E.P.H above. The draft order below may be accepted.

Assistant Secretary to Government
23 NOV 1949
79195
Finance Department

24-11-49

PV 24.11.49

E.P.H (G2)

Fin. U.O. 79195 Accts/Exp-1
24.11.49

The draft order may issue

15 Fair —

92362

25.11.49.

29-11-49