

E & P.H.

(194⁹) Department.

SERIES.

G.O. NO. Ms.569 Edn.

Dated 2-3-49

Closed

Supdt.

O. P. R. S.

[Despatch Abstract.]

Madras Record Office - Chittoor - Supply of Manilla Covers - Sanctioned.

Back Papers.

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

Further Papers.

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

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. 3011-A/48-1, dated 18th January 1949.

Sir,

Sub: Madras Record Office - Strong Almirah Documents - Use
of Manilla covers - Proposed.

90 JAN 1949
4094

A large number of deeds, bonds, covenants and similar strong almirah documents are received in this office for safe custody every year from the Secretariat, the Co-operative Department and the Public Works Department. These are now kept in ordinary brown paper covers of the kind used for sending the records requisitioned by the several departments of the Secretariat. This practice is not satisfactory for the following reasons. The brown paper covers supplied to this office are too large for the documents and have therefore to be folded both lengthwise and breadthwise for being kept between the planks. Besides, if the documents are kept in contact with brown paper for any length of time, they are certain to get stained and damaged.

2. Formerly, printed manilla covers of the kind enclosed were used for keeping the Strong Almirah documents, but for several years past no manilla covers have been supplied to this office. Of late, however, it has been observed that covers made of manilla or Butcher's

wrapper

7/2

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

G3 To

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

24 FEB 1949

No.3011-A/48-2, dated 23rd February 1949.

Sir,

Sub:- Madras Record Office, Chittoor - Supply of Manilla
covers.

14402

Ref:- Government memorandum No.4094-G3/49-2 Education
dated 14-2-1949.

Covers of the size 14 7/8"X 9 7/8" may be suitable for the
purpose. The Superintendent Government Press may therefore kindly be
ordered to supply 1000 covers of this size made of glazed buff manilla.
The

-2-
The headings to be printed on the covers have already been indicated on the sample cover sent with my letter No. 3011-A/48-1, dated 17-1-1949.

Yours faithfully,

CPS.23.2.

23-2-49

Curator,
23-2-1949.

28898

S.G.P. 118.

~~TRIPPLICATE~~

GOVERNMENT PRESS,

MINT/M.R./PENY. BRANCH.

H.D./2D./1D./Sales/Binding.

Madras, 10th Feb 1949.

To

THE

Superintendent,

Edn. + P. H. Dept.

Fort St. George.

Post

The following have been sent by Railway parcel

under Railway Receipt No. _____ Goods and booked on _____

(The railway receipt is enclosed; but if by chance you do not receive it with this, please take delivery of the parcel immediately from the Railway Station by executing an unstamped indemnity bond and inform me about it.)

Please return this invoice immediately you receive the parcel, otherwise demurrage and postal charges for reminders, etc., will be unnecessarily incurred.

Enclosure to this office
Letter No. Bdq. 49, dated
5.2.49 addressed to Secretary
to Govt., Edn + P. H.
(one 9" cover)

10/2/49

19 FEB 1949

19/2/49

29

82/3

pp3-4d

per 6.7c

C.No. 4094/G²/u₉

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24/4/69

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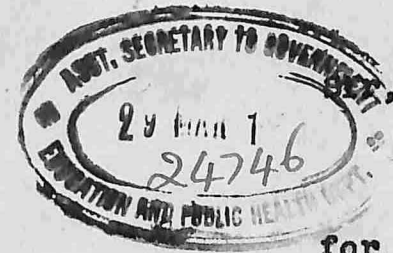
26 Aug

No. Bdg.

To

The Curator,
Madras Record Office,
Chittoor.

Government Press,
Madras, 25-3-1949.



Ref: G.O.No.569 Min., dated 2-3-1949 regarding supply of Manilla covers. 9/1746

Glazed Buff manilla paper is not available at present for the manufacture of covers for supply as referred to in the above order.

A sample cover has been manufactured in semi-bleached cover paper ~~blank~~ 80 lb and sent herewith for your approval and return.

BDG.

Sd/R. Siddique,
Superintendent.

Copy to the Secretary to Government, Education and Public Health Department, Fort St. George, Madras.

26/5

R. Siddique
Superintendent.

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E.P.H(92)

maybe lodged and filed with the g.o. no.

569. Edm. 21 2.3.49.

6.6.49.

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