

# MADRAS RECORD OFFICE.

Government of Madras.

*Financial* DEPARTMENT.

G.O. No. 185

Press  
~~Mis.~~

Dated 27. 3. 1857

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Not to be folded or roughly handled

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No 7 From the P. & K. Reg. Secy to the Government  
the Division of Civil & 839 Salaries & Pensions

The Chief Secretary to the Govern-  
ment of Madras  
Dated Madras the 23<sup>d</sup> March 1857.

Sir,

I have the honor to  
return all the papers received  
with your letter of the 3<sup>d</sup> Instant  
2. I shall be obliged by  
your stating whether the following  
would be, in every respect, a correct  
account of the manner in which  
business is brought before the  
Government.

3. On the receipt of a letter  
from any subordinate authority, if  
there are any papers connected with  
the subject, they are collected and  
placed with it; the papers are  
then submitted, in the first place,  
to the Right Honorable the  
Governor. If the matter is of  
importance

importance, or complicated, or if the previous correspondence is voluminous, the Secretary submits with the papers a memorandum drawn up by himself, or prepared by his orders, giving a summary of the question, offering observations, and, occasionally, suggesting the course to be pursued. Suggestions are supplied or omitted at the discretion of the Secretary. In a case of great importance, but neither obscure, nor complicated, there would be no suggestions. In a case of equal importance, if obscure or complicated, suggestions would be offered. Sometimes, in one case, suggestions will be offered on some points, and merely orders asked for on the others.

4 When the Right Honorable the Governor has passed his orders, the papers are submitted to the other members of Government.

5. In cases which present no difficulty, and when the Secretary believes

believed himself to be in possession of the views of the Government, the drafts are prepared at once and sent in circulation.

6. Papers are not tabulated. all are circulated in bulk, with or without a précis or memorandum.

7. No papers, not even those which are merely formal, are disposed of by the Secretary without being submitted to the Government.

I have the honor to be  
Sir

Your most obedient servant

H. P. Roberts-

Commissioner for the Revision  
of Civil Salaries and Estates  
throughout India.

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Diap<sup>d</sup> 27<sup>t</sup>

185.

Commission for  
Revision of Civil Salaries

I am in to acknow-  
-ledge the receipt of  
your letter of the 23<sup>d</sup>  
inst and in reply to  
state that the accounts  
contained in paras  
3-4-5-6 of the manner  
in which business  
is bought before for  
is quite correct -  
2- his reference  
honor to the com-  
-cluding part of  
your letter I have  
to inform you that  
it is not the case as

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Subd<sup>y</sup> to Com<sup>rs</sup> of the  
Financial 1859 Dep<sup>t</sup>

From the Commission  
for the Revision of  
Civil Salaries

Feb 1859  
March 1859

March 1859

Persons who have sent to him  
to inform him of the extent of labor  
which falls on the Civil servants  
and asking whether the statement  
given by him is a correct view of  
the manner in which business is  
bought before the Gov<sup>t</sup>

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Recd. supposed  
 that "no papers are  
 1) ever there which  
 1) are merely formal  
 1) are disposed of by  
 1) the Secretary with out  
 1) being submitted to  
 1) Jnt<sup>y</sup> — On the con-  
 -trary all papers of  
 a formal or routine  
 character or on which  
 prior reference to the  
 members of Jnt<sup>y</sup> does  
 not appear necessary  
 are disposed of by  
 the Secretary at once  
 or receipt - a list  
 of the papers thus  
 disposed of which  
 is entered in the statement

It is requested  
 that they may  
 be returned when  
 no longer required

To the Hon. Secy  
 27<sup>th</sup> March 1877

of each paper & the  
 orders passed on  
 it, is on every Com-  
 -at day read by  
 the Secretary & the Mem-  
 -bers of Jnt<sup>y</sup> who affix  
 their initials to it - It  
 then becomes an  
 official record -  
 I have the honor to  
 forward for your  
 information a few  
 of such lists both  
 for the Public & other  
 Depts under the  
 Chief Secretary &  
 for the Revenue &  
 Public Works Depts

J. S.

