

MADRAS RECORD OFFICE.

Government of Madras.

Financial DEPARTMENT.

G.O. No.

204

Press

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Dated

3. 4.

1857

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Not to be folded or roughly handled

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Fort Saint George, Financial Consultation, 7th April 1857.

No. 8. Read the following Extract from the Minutes of Consultation in the Public Department, under date the 21st March 1857, No. 334.

Read the following Circular from G. F. EDMONSTONE, Esq., Secretary to the Government of India; to the Secretary to the Government of Fort St. George, dated Fort William, 27th February 1857, No. 904.

SIR,

Foreign Dept. Not infrequently Despatches containing numerous enclosures are received in this Office without any number or docket being endorsed on the latter, and the delay and inconvenience thereby caused in referring to those enclosures and following out the consecutive letters of the correspondence seriatim are very great. I am therefore directed by the Governor General in Council to call your particular attention to the instructions upon this point conveyed in Mr. Secretary Thomason's letter dated 2nd September 1843.

2. In addition to those instructions I am to request that, wherever in a covering letter reference is made to an enclosure in that letter, a line may be drawn in the margin, and the number of the enclosure noted, thus, No. 3.

(Signed) G. F. EDMONSTONE,
Secy. to the Govt. of India.

(COPY.)

CIRCULAR.

No. 590 of 1843.

From J. THOMASON, Esq., Secretary to the Government of India; dated Fort William, the 2nd September 1843.

SIR,

Foreign Dept. With reference to the Circular from this Office, dated March 21st 1842, I am desired by the Governor General in Council to draw your attention to the docketing of the enclosures of public letters, as this has been found in many cases defective and consequently productive of inconvenience and delay in the transaction of public business.

2. The enclosure should bear on its docket, in addition to the name of the writer and the date and the number of the covering letter, also the name of the writer and the date and number of the enclosure itself, with a concise notice of its contents.

3. This has already been enjoined in the conclusion of para. 2 of the Circular letter of March 21st last, but has in many cases been disregarded. To prevent further mis-apprehension, a form is annexed of mode of docketing, which it is requested may be adopted.

(Signed) J. THOMASON,
Secy. to the Govt. of India.

(True Copy.)

(Signed) J. THOMASON,
Secy. to the Govt. of India.

1843.	No. — (of enclosure to Despatch.)	Enclosed in a letter from Secretary to the Government of India, dated 2nd September No.	From	A. B.	To	C. D.	Dated 2nd September No.	Prescribing form for docketing enclosures of letters.
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Fort Saint George, Financial Consultation, 7th April 1857.

Resolved that copies of the foregoing Circular, and of that from Mr. Secretary Thomason of the 2nd September 1843, No. 590, be furnished to the various Departments of the Secretariat for strict observance, and in view to instructions to the same effect being issued to all the subordinate Offices.

2. These orders, it is to be observed, must be understood as applicable to all communications made to this Government on all questions, not those in the Political Department only.

3. The foregoing Circular, and that from Mr. Thomason will be also communicated to the Resident of Travancore and Cochin for information and guidance.

(True Extract and Copies)

(Signed) T. PYCROFT,
Chief Secretary.

No. 9. ORDER THEREON, No. 204; dated 3d April 1857.

Ordered to be communicated to the Mint Committee, Accountant General, Civil Auditor, Sub Treasurer and Secretary to the Savings Bank, for information and guidance.

(Signed) T. PYCROFT,
Chief Secretary.

where in the act of
7 April 57

the 2nd to Comd^y of April
transmitted 1857 by post

Extract from Comd^y
Public Department
No 334

Antel 21 March 1857

No 157

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Communicating for informa-
tion and guidance, Circulars
from the Govt^t of India, requiring
all members to letters and
despatches be formally
acknowledged.

with an Order

No 204

Presented to the Com-
missioner of the Public Com-
mission, Secretary General,
and Auditor, and Treasurer
and Secretary, & the various
Banks, for information and
guidance.
To the Secy^y }
30 April 1857 }

[Signature]

Printed copy to each
of the above authorities
in the office.
Copy to the Committee
of the Secy^y } 30 April 1857 }