

Financial (1896⁷) Department.

ORDINARY MS.

G.O., No. 664

Dated 20. 8. 97.

INDEXED.

10/11

W.S.
24/12

[1] $\frac{13}{4}$
100-20-9-95.
Entered in Budget Register.
Date.
Amth P.C. 26 Aug 1897
St. J. B.C. 26/8/1897

[Despatch Abstract.]

Sanctioning with remarks proposition statement for the revision of the office establishments of the Conservators of Forests.

P
23/8/97

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
<i>File No 2841997 = R1265-7/15-9-77</i>							
<i>32100977</i>							

Financial Dept

CURRENT NO 2408

12c
3/18/97
Government {1897} of Madras.
REVENUE.

Recd.

Regd.

Enclosures

Spare copies

G.O., No. 580, 16th July 1897.

JULY.

Revision of the office Establishments of the Conservators of Forests.

Passing orders on Board's Proceedings submitting proposals for the —, and a list of amendments to the Forest Code as called for in G.O., No. 419 of 1896.

Reference on the above, dated 30th October 1896.

Forwarded to the Conservator of Forests, Northern Circle, for remarks, which should be submitted through the Conservator of Forests, Central Circle.

(Signed) R. C. C. CARR,
Secretary.

To the Conservator of Forests, Northern Circle,
with Mr. Hooper's letter in original, to be returned.

GOVERNMENT OF MADRAS. REVENUE DEPARTMENT.

Read—again G.O., No. 419, Revenue, dated 25th August 1896.

ABSTRACT.—Passing orders on papers regarding the enlargement of the powers of Conservators of Forests, and the appointment of a Joint Forest Secretary to the Board of Revenue.

Read—also the following Proceedings of the Board of Revenue (Land Revenue), Forest No. 107, dated 13th March 1897 :—

Read—again Proceedings of the Board of Revenue (Land Revenue), Mis. No. 450, dated 29th September 1896.

Read—also the following letter from E. D. M. HOOPER, Esq., Acting Conservator of Forests, Southern Circle, to the Secretary to the Commissioners of Land Revenue, dated Coimbatore, 20th October 1896, No. 1508 :—

With reference to Government Order, No. 419, Revenue, dated 25th August 1896, of which you have favoured me with an advance copy for my guidance in disposing of applications for sanction of works, I presume that Board will pass orders re-arranging the office staff consequent on the increased work in the Circle offices.

2. For their assistance in this matter, I would mention that the draughtsman's post in the Conservator's office carries with it the pay of Rs. 50 per mensem and the work of Rs. 20 might be employed towards paying the additional clerk who would be available for checking estimates, &c., and generally to do the extra work now to be entrusted to Conservators.

3. I would, at the same time, ask the Board to take the opportunity of entirely reorganising the Circle office staff and to give the men who work hard and well some chance of getting on, for at present they have none. They are graded in three isolated office lists and beyond the hard-worked managerships reduced to Rs. 100 per mensem they cannot rise.

4. In the last few years, the executive staff drawn from the same class and with the same educational attainments have been formed into a Provincial Forest service in which salaries range up to Rs. 600 per mensem.

The District Forest clerks look to tahsildarships and the numerous Revenue Department posts open to district officials, while the emoluments and status of the Forest clerkships have been directly improved.

Meanwhile, the only steps taken with reference to Circle office clerks have been to reduce their number and the pay of the higher posts, and to my knowledge in the Northern circle we have in consequence been unable to secure satisfactory recruits.

5. It would instil some hope and encouragement into our clerks if the Forest member, as head of the service, would consider favourably their hard case. Some good to the junior clerks would ensue if the staff were amalgamated with the Board's Forest office; and if Government would allow the appointment of deserving managers to posts of Extra Assistant Conservator or first grade Ranger, the senior men's prospects would be brightened.

The only other alternative that suggests itself to me is for the Managers to be given an increment to their fixed salary after periods of exceptional service.

Reference on the above, dated 30th October 1896.

Forwarded to the Conservator of Forests, Northern Circle, for remarks, which should be submitted through the Conservator of Forests, Central Circle.

(Signed) R. C. C. CARR,
Secretary.

To the Conservator of Forests, Northern Circle,
with Mr. Hooper's letter in original, to be returned.

Endorsement by A. W. PEET, Esq., Conservator of Forests, Northern Circle (through the Conservator of Forests, Central Circle), dated Anantapur, 9th November 1896, R. C. No. 877.

A few figures may help us in this inquiry :—

	Revenue.	Expenditure.
	RS.	RS.
Revenue and Expenditure for the Presidency were ...	4,86,715	3,51,999
In the year 1884-85 ...	11,62,689	9,13,186
" 1890-91 ...	17,95,405	12,59,284
" 1894-95 ...	19,77,182	14,54,295

Of course all the additional revenue is not new revenue, because some portion was formerly credited to Land Revenue under other heads; but the whole record is one of increasing transactions.

During this time of expanding business, however, there is one fixed and immutable item at least, that of the Conservator's office. The Northern Circle office was fixed at Rs. 225 at the reorganisation in 1891-92, and remains at the same figure now with the prospect of a reduction of Rs. 25 when a new Manager is appointed. Besides this establishment of a—

	RS.
Manager on ...	125
Tour clerk ...	50
One clerk ...	30
One " ...	20
Total ...	225

there is a draughtsman on Rs. 50, and the proposal now is to reduce his pay to Rs. 30 to provide for an additional clerk. Personally and with reference to my present draughtsman, I strongly deprecate the proposal; and with reference to the Northern Circle, I do not think that a satisfactory draughtsman can be got for a lower salary. During a Conservator's tours, the draughtsman must be trusted a great deal to carry on his work without check, and he should be more than a mere copying machine, but should be capable of making plans and checking estimates, and computing areas, which mere copyists cannot be trusted to do. Personally I think that my present draughtsman earns his salary, and I do not think that a satisfactory substitute could be got for Rs. 30.

Further, I would ask that the Manager's future pay may be left at Rs. 125 or be worked up to by increments, and that the principle of increments be adopted with the other clerks. The scheme which we once tried to work out was to have the office clerks graded in the executive lists and to have them liable for district work. I forget the objections, but it seems to me that this proposal is likely to afford more relief than any other. If, however, this principle of interchanging office and executive hands is considered objectionable, I would propose that office service should count for promotion after fixed terms of years. It is the want of prospects of promotion that produces listless work. The highest post in the office branch, outside of the Board's office, might be fixed at Rs. 150, the salary of a first-grade Ranger with his allowance.

For the present I think that an extra clerk is very necessary.

Endorsement by E. P. POPERT, Esq., Conservator of Forests, Central Circle, dated Manaparai, 2nd December 1896, No. 806.

Forwarded. It cannot be questioned that the powers with which Conservators have lately been re-invested and the preparation of the budget have increased the work in Conservators' offices and the responsibility of the Manager. I strongly support Mr. Peet's suggestion that the pay of the Manager may range from Rupees 100 to Rs. 150, to be worked up to by annual increments of Rs. 5. I am opposed to the suggested reduction of the draughtsman's pay. I know from experience a trustworthy and capable draughtsman is unobtainable upon less pay in Madras. For the Central Circle no increase in the office establishment is at present necessary. I agree with Mr. Peet that the principle of annual increments should be adopted with regard to the other clerks unless the Board is willing to grade Conservators' clerks with those in the Forest branch of the Board's office and will fill vacancies in its office from Conservators' offices. As matters stand, clerks in the latter offices have little or no prospect of promotion.

Read—also the following letter from E. D. M. HOOPER, Esq., Acting Conservator of Forests, Southern Circle, to the Secretary to the Commissioners of Land Revenue, dated Coimbatore, 11th February 1897, Ref. on No. 1508:—

In continuation of my letter, No. C 1508, dated 20th October 1896, bringing to the notice of the Forest Member the urgency for increasing the staff of the Circle office to cope with the increased work devolving upon Conservators under the terms of Government Order, No. 419, Revenue, dated 25th August 1896, and pointing to the necessity for improving the prospects of the office staff, I have now the honour to bring again to notice the disadvantage the office suffers under from the delay in affording the necessary relief, the office hands being unduly hard worked since it is no where contested that, prior to the Government Order, they were insufficiently employed.

2. In my previous letter, I reported that relief might be afforded by having a draughtsman on Rs. 30 and a clerk on Rs. 20 in place of the draughtsman sanctioned on Rs. 50. I would now inform the Board that in view of the urgency of the matter and on the permanent draughtsman vacating his post, I have, in anticipation of their sanction, appointed a passed draughtsman on Rs. 30 per mensem and am selecting a clerk on Rs. 20 for immediate entertainment to prevent arrear in the despatch of business.

I would therefore solicit the favour of the Board securing the sanction of Government for the splitting up of the Rs. 50 post in confirmation of my action from the 10th February, in order to meet the objection of the Accountant-General which will be raised in the accounts.

3. I have also the honour again to most respectfully impress upon the Forest

Proposition statement for the proposed alteration in the scale of the Southern Circle office Establishment from 10th February 1897, pending re-organization.

Present.	Proposed.
1 Manager .. 100	1 Manager .. 100
1 Clerk .. 50	1 Clerk .. 50
1 Clerk (Draughtsman) 50	1 Draughtsman .. 30
1 Clerk .. 30	1 Temporary clerk. 20
1 Do. .. 20	1 Clerk .. 30
	1 Do. .. 20
Total .. 250	Total .. 250

Member as head of the service the importance and justice of the grievances of the Circle office staff, and to hope that he will induce Government to allow this section of the service to share in the improvement, which has been granted to the other branches of the department, with retrospective effect.

4. The necessary proposition statement is given in the margin.

Resolution—Forest No. 107, dated 13th March 1897.

The Board resolves to reply to paragraph 7 of Government Order, No. 419, Rev., dated 25th August 1896, in regard to the revision of the Conservators' office establishments, and with reference to paragraph 2 of that order to submit a list of amendments to the Forest Code.

2. The Conservator, Central Circle, requires no additional establishment; but the Conservators, Northern and Southern Circles, report that another clerk is necessary for each of their offices. The Conservators also propose the raising of the manager's pay

and the improving of the prospects of the members of their office establishment by grading them in one list with the executive staff or with the office establishment of the Board's Forest Branch.

3. In 1891, when the present Circle offices were constituted, each of the three

	Cost per mensem.		Cost per mensem.
	RS.		RS.
1 Manager .. 125		3 Peons at Rs. 8 .. 24	
1 Tour clerk .. 50		3 Do. " 7 .. 21	
1 Draughtsman .. 30		1 Masalchi .. 6	
1 Clerk .. 30		1 Sweeper .. 5	
1 Do. .. 25			
1 Do. .. 20		Total .. 356	
1 Attender .. 10			
1 Duffadar .. 10			

Conservators was allowed, as a tentative measure, the marginally-noted scale of establishment, subject to revision after a year's experience. At the same time, the strength and efficiency of the Board's Forest Branch was also improved. The year which followed was the first complete year of the working of the new Conservators' offices, and in the course of this

year certain powers of sanction, previously vested in Conservators, were withdrawn from them and transferred to Collectors and the Board. At the close of the year, the Conservators reported that no reduction was feasible in their office staff; but the Board resolved to propose certain alterations, which had the effect of—

(a) reducing the manager's pay from Rs. 125 to Rs. 100 in the case of future incumbents of the office;

(b) increasing the pay of the draughtsmen from Rs. 30 to Rs. 40; and

(c) abolishing one clerk on Rs. 25 in each of the Southern and Northern Circle offices and the sweeper in all the Circle offices.

The Government approved of the Board's proposals with a further addition of Rs. 10 to the pay of draughtsmen (*vide* Government Order, No. 58, Revenue, dated 23rd January 1894). This scale continues to be still in force.

4. It is thus clear that when the Conservators' powers were curtailed and their offices reduced in 1892, there was no increase to the strength either of the Board's office or of Collectors' offices, on which some additional work was thrown by the change of policy. It is now ordered that the *status quo ante* should be resumed, and it seems to be the logical consequence of this order that the Conservators' establishments should be raised to their former strength. But it is impossible to draw on the Board's office or on the Collectors' offices for this assistance, seeing that the former

	Northern Circle.	Central Circle.	Southern Circle.
	RS.	RS.	RS.
* Amount required to raise manager's pay. ..	..	25	25
Amount required for the entertainment of one clerk previously abolished ..	25	..	25
	25	25	50
		100	

* The present manager continues to draw Rs. 125 which is the pay under the scale sanctioned in 1891.

reductions in the Conservators' offices in 1894 be restored to the extent shown in the margin.

5. In the Board's opinion, it will be sufficient to give back to the Conservators the full establishment sanctioned in the Government Orders of 1891 with the exception of three sweepers, the draughtsmen's pay being fixed at Rs. 50 as sanctioned in the Government Order of 1894. Mr. Hooper, as a counsel of despair, proposes to reduce the pay of the draughtsman by Rs. 20 to meet the cost of an additional clerk; but the other two Conservators are opposed to such a measure and the Board strongly supports their

objections. Even when the scale of 1891 was sanctioned, Government doubted whether Rs 30 *per mensem* would be found sufficient to attract good draughtsmen and it was mainly with a view to secure the services of competent men that the pay was raised to Rs. 50 in 1894. Under the Board's proposals, the cost of each Conservator's establishment will amount to Rs. 371 as noted in the margin against

Present.		Proposed.	
	Rs.		Rs.
1 Manager ..	125	1 Manager ..	100
1 Clerk ..	50	1 Clerk ..	50
1 Draughtsman ..	50	1 Draughtsman ..	30
1 Clerk ..	30	1 Temporary clerk ..	20
1 Do. ..	25	1 Clerk ..	30
1 Do. ..	20	1 Do. ..	20
1 Attender ..	10		
		Total ..	250

Rs. 356 sanctioned in 1891. The extra cost will be met from the sanctioned allotment under B "Establishment" in the budget of the ensuing year. A proposition statement is submitted in duplicate for the sanction of Government. In the meantime, the Board requests sanction to the action of the Conservator of Forests, Southern Circle, in having entertained, as a temporary measure from the 10th February 1897, an additional clerk on Rs. 20

by splitting up the draughtsman's pay as indicated in the margin.

6. The Board observes that the Conservators suggest various ways for improving the prospects of the members of their office. The question of grading the Conservator's office manager with the executive staff has already been negatived * by Government, and the Board is not prepared to re-open it. Messrs. Hooper and Popert suggest that the members of the Conservator's office may be brought on the same list as those of the Board's Forest Branch, but the Board is not disposed to agree to this proposal, though it is always ready to take into its office, from time to time, a man with experience in a Conservator's office. This course has already been adopted with considerable success, and the former manager of the Conservator's office, Central Circle, on Rs. 125, is now a permanent clerk on Rs. 150 in the Board's office.

7. The following list of amendments in the Forest Code is submitted for the sanction of Government:—

Section 8.—Insert the following as clause 3:—

"Conservators have the power to transfer temporary establishments from one district to another as occasion requires and to make the requisite transfers of allotment under the appropriate budget head or sub-head."

Section 83.—Substitute the following for the second sentence in clause 1 of the section:—

"This plan will ordinarily be framed for the financial year and must be submitted to the Conservator at such time as he may prescribe."

Section 126.—After the words "A.—Conservancy and Works" in lines 1 and 2 of clause 1, add "and B.—Establishments" and *strike out* the words "and all other transfers" in lines 9 and 10 of the same clause.

Section 148—

(i) Substitute the word "Conservator" for "Collector" in line 8.

(ii) Below "A.—Estimates for the purchase of livestock, furniture and tents" in line 14 and in place of the existing entry "up to Rs. 2,000 by the Board," insert "up to Rs. 500, by the Conservator. Above Rs. 500 and up to Rs. 2,000 by the Board."

(iii) For the table given under "B.—Other Estimates" at the end of the section, substitute "B.—Other Estimates chargeable to 'Capital' expenditure, not exceeding Rs. 2,000, by the Conservator, exceeding Rs. 2,000 but not exceeding Rs. 10,000 by the Board, exceeding Rs. 10,000, by Government."

Section 149.—Substitute for this section—

"Conservators have the power to sanction all usual payments on account of items of 'ordinary' expenditure (as defined in section 144), provided the budget grant is in no case exceeded."

Section 150.—For the second sentence beginning with "nothing in section 146, &c.," substitute "nothing in sections 146 to 149 shall be construed into a permission to purchase stores, tools and plant in small lots, or to carry out in portions any work, alterations or repairs of which the cost in the aggregate would exceed the maximum amounts therein fixed."

Section 151.—In clause 3, line 1, for "sections 3 and 126" read "sections 3, 126, 148 and 149."

Section 154.—For the words "Board of Revenue" in line 9, substitute "Conservator of Forests" and *strike out* the words "the Board through" in line 10.

Section 155—

(i) For "Collector" in lines 4 and 7 of clause 1, substitute "Conservator."

(ii) In clause 3, lines 4 and 14, substitute "Conservator" for "Collector" and *strike out* the second sentence of the clause beginning with "in the case of technical forest works" and ending with "if any".

Section 159.—For the second sentence, substitute "refunds of other revenue finally credited to Government under competent authority require the sanction of the Conservator when the amount does not exceed Rs. 500 and of the Board of Revenue when it is above that limit."

The substitution of the word "Conservator" for "Collector" in section 109 has been already carried out in the correction slips issued for the amendment sanctioned in Government Order, M.S. No. 1689, Revenue, dated 4th May 1896.

(True Copy and Extract.)

(Signed) R. C. C. CARR,
Secretary.

To the Secretary to Government, Revenue Department,
through the Accountant-General,
with proposition statement in MS.

"Conservators of Forests."

Copy to all Collectors, except of Madras.

ORDER—No. 580, Revenue, dated 16th July 1897.

Forest No. 119.

In the circumstances now reported, the Government agrees with the Board in considering that the Conservators should be allowed the full establishments sanctioned for them in 1891 as modified with reference to G.O., No. 58, Revenue, dated 28th January 1894, and that the strength of the Board's or the Collector's Office staff cannot be reduced to meet the additional cost involved. The question of the prospects of the members of these establishments and more especially of the managers, on which the Conservators lay stress, however, requires, in the opinion of Government, further consideration. In modification of the views expressed in paragraph 15 of G.O., No. 1017, Revenue, dated 27th October 1891, the Government is now inclined to believe that, as in the case of the Salt and Abkari Department the grading of these managers with the Executive or Rangers' staff is likely to be the best plan which can, under the circumstances, be adopted, provided that the officers in question are qualified for the post of a Ranger in the higher grades by the special examination rules prescribed by the Government of India in that behalf. The Board will be requested to carefully reconsider the question on its merits and to submit a separate report on the subject for the orders of Government.

2. In the meantime, the salaries at present attached to the posts of the managers will not be altered and the proposition statement submitted by the Board as modified with reference to the foregoing remarks will be transferred to the Financial Department for the necessary sanction. The action of the Conservator, Southern Circle, in having entertained, as a temporary measure, from the 10th February 1897 an additional clerk on Rs. 20 by splitting up the Draughtsman's pay is approved.

3. The amendments to the Forest Code which the Board has proposed in the last paragraph of its Proceedings read above are sanctioned.

(True Extract.)

[Signature]
for Ag. Secretary to Government.

To the Financial Department, with proposition statement in duplicate.
,, the Board of Revenue (Land Revenue).
,, the Accountant-General.

Exd. Shaik Karim.

50 Copies.

Accountant-General's Report.

No. 130

The entries in the Column of "Present Scale" have been compared with the Registers of this Office, and are correct ~~with the exception of the items altered in red ink~~ *The proposed increase is within the sanctioning powers of the Local Government*

ACCOUNTANT-GENERAL'S OFFICE,
Fort St. George,

6th April 1897.

[Signature]
Accountant-General.

Government of Madras.

DEPARTMENT.

No.

FORT ST. GEORGE,

The

189 .

Secretary to the Government
of Fort St. George.

Statement of Proposition for

Accountant-General's Report.

No.

The entries in the Column of "Present Scale" have been compared with the Registers of this Office, and are correct with the exception of the items altered in red ink

ACCOUNTANT-GENERAL'S OFFICE,
Fort St. George,
189 .

Accountant-General.

Government of Madras.

DEPARTMENT.

No.

FORT ST. GEORGE,

The

189 .

Secretary to the Government
of Fort St. George.

Order Sanctioning present Establishment.		Office to which the Proposition refers.	NATURE OF CHARGE.															
Government of Department.			PRESENT SCALE.						PROPOSED SCALE.									
No.	Date.		No.	Designation.	Pay.		No.	Designation.	Pay.		No.	Designation.	Pay.					
					Minimum.	Maximum.			Minimum.	Maximum.			Minimum.	Maximum.				
				RS.	A.	P.		RS.	A.	P.			RS.	A.	P.			
203. Revenue 23rd January 1894 26th February 1894 Office of the Conservator, P.C.			1	Manager	100			1	Manager	100								
			1	Clerk	50			1	Clerk	50								
			1	Draughtsman	50			1	Draughtsman	50								
			1	Clerk	30			1	Clerk	30								
			1	Clerk	20			1	Clerk	25								
			1	Attender	10			1	Clerk	20								
			1	Suffadar	10			1	Attender	10								
			3	Pansat No 8	24			1	Suffadar	10								
			3	Pansat No 7	21			3	Pansat No 8	24								
			1	Masalehi and sweeper	6			3	Pansat No 7	21								
			Total	321			1	Masalehi and sweeper	6									
							Total	371										

To

The Secretary to Government
through the Accountant-General
dated

Statement of Proposition for Revision of Establishment.

Order Sanctioning present Establishment.		Government of Department.	Office to which the Proposition refers.	NATURE OF CHARGE.						PROPOSITION.								Grounds of Proposition.	Local Government's recommendation.	ORDERS OF THE GOVERNMENT OF INDIA																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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				No.	Designation.	Pay.		No.	Designation.	Pay.		Increase per month.	Decrease per month.	Increase per month.		Decrease per month.				Remarks.	Remarks.	Orders.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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No.	Date.					RS.	A.	P.	RS.	A.	P.	RS.	A.	P.	RS.	A.	P.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														

Financial Department
Order: No. 664, dated 20th August 1897

Sanctioned.
(True Extract)

For Chief Secretary.

To
The Accountant General.
Revenue Department.

24.8.97.

To

The Secretary to Government
through the Accountant-General
dated the 23rd September 1878, Financial Department.

Department,

(Officer's Designation)

(Signature)

(Officer's Designation) _____
(Signature) _____
Secretary

[6. 24.]
1,000-14-6-07.

Final. DEPARTMENT.

Papers to be read in proceedings:—

Again G.O., No.	dated	189	.
Again G.O., No.	dated	189	.
Current No.	2603 of 1897, dated 16 th July	, from the Rev. Dept	
" "	" 189 , "	" "	
" "	" 189 ; "	" "	

CS.
ORDER. *W. 664 of 20 Aug 1897*

The proposition state-
ment is sanctioned.
2. This sanction has been
registered as No. 35 of 1897-98.
3. A list of such corrections
amendments & alterations
as are rendered necessary in
the list recorded in G.O. No.
59 *Final*, d. 22nd January 1896, in
consequence of the amendments
to the Forest Code sanctioned
in para 5 of the above *order*
in para 3 shall be furnished.

The Rev. Dept will
be requested to furnish
a _____

R. A
Please
put up a cc.
of this order, & let
it A reach to C. S.

Done
Rel
5/8/97

Ans
19/8/97 *12*
25/8/97

To the Revenue Secy (91)
Scott. *Final* (91) *on 18*
28/8/97
Note

It is doubtful whether
para: 3 is necessary in view
of the question raised by the *Joint*

1897
Final
No. 1
2603

1897
REVENUE DEPARTMENT.
No. 3000

Individual Dept as to the
 exclusion of powers delegated
 under the various codes which
 appears to be still under
 disposal.

1917

When given for copying 24
 When copied 25
 When examined 26 8 1897
 When signed 27/8

READ AGAIN G.O., No.
 189

DATED

CURRENT No.

COLO-CHES TO G. No

ORDER OF GOVERNMENT A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

CAPES NOT FILED UP, BEING MEANT FOR DESPATCH
 IN ORIGINAL.

N.B.

- A - Copy in full.
- B - Not to be copied.
- P - Copy abstract only.
- Q - Copy heading only.