

[- 26 -]
1898-99-10

Financial (1898) Department.

ORDINARY PRINTED.

G.O., No. 44

DATED 17. 1. 98

INDEXED.

4/4

[Despatch Abstract.]

Reports & Books.

Comg: to the depts: of the Secretariat
letter from the India Office requesting
that in future when Cases of —
are despatched to the India Office
a list of the contents quoting the
number and date of any letter
advising their despatch may be
enclosed in each case.

T
17-1-98

BACK PAPERS.

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

FURTHER PAPERS.

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

Government {1898} of Madras. FINANCIAL.

Recd.

Regd.

} 1898.

Enclosures

Spare copies

G.O., No. 44, 17th January 1898.

JANUARY.

Reports and Books.

Communicating to the Departments of the Secretariat letter from the India Office requesting that in future, when cases of — are despatched to the India Office, a list of the contents, quoting the number and date of any letter advising their despatch, may be enclosed in each case.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper:—

From P. J. ROWLANDS, Esq., Assistant to Registrar and Superintendent of Records, India Office, Whitehall, London, S.W., to the Chief Secretary to the Government of Madras, dated 17th December 1897, No. R. & L. 2150.

Cases of reports and books are constantly received from the various departments at Madras without any list of contents or reference to the letters of advice, which, as a rule, have reached this office a considerable time before them.

This causes great inconvenience here, and I am therefore to request that you will be so good as to arrange that, in future, a list of the contents, quoting the number and date of any letter advising their despatch, shall be enclosed in each case.

ORDER—No. 44, Financial, dated 17th January 1898.

Communicated to the departments of the Secretariat for attention.

(True Extract.)

A. T. ARUNDEL,
Chief Secretary.

To all Departments of the Secretariat.
„ the Home Despatcher.
„ the Librarian.

Exd. T. K. Narayana Aiyangar.

[6.]
[73]
1,000 31 4-97

Jul 44
17-1-98

NOTE FOR THE

C. No. 20 line
Please ~~see~~ *see* the *current* and *say* whether it is *usual* to enclose any list of contents in each box sent to the India office; also if a reference is made to *no. & date of* the letters advising despatches sent in advance or by the same mail.

K.P.
6.1.98

1. H. H. H.

Hitherto it was not usual to enclose any list of contents in each box sent to India office but only a reference was made in the list sent with the letter mail to the numbers quoted on the packets themselves

Aug 7.1.98

C.A.

This is precisely what is done in the Rev: Dept: also. The India office seems to require a list of contents to be enclosed in every case as is

*66516
21/1/97*

*Refer
Please find up
the list of contents
of the Reg: of books
sent by a box house
to the Reg: of books
2/1/98*

*80 1960-1961
21/1-97
put up
2/1/98*

done by the Registrar of
Books in the Case of
his half-yearly Consign-
ment of books. Please
portion marked with blue chalk in
see C. No. 2158 in f.o. No. 764-61
of 21.7.97.
Draft Order submitted

Read C. No. 20
Order
Mise.

Communicated to the
depts of the Sect. for
future guidance.

The Depts of the Sect. A.L.O.
Copies to M. & L.

[F.]
28
1,000-11-6-97.

Financial (189) Department.

CURRENT No. 20

From India Office

Order No. 448 17.1.98
P.S.

Send to the
depts. of the Secretariat
for attention

No. R & L 2150

Dated 17 Dec 1897

Received 5 Jan '98

Registered 5 Jan '98

Enclosures X

Spare copies

SUBJECT.

Complaining that cases of Reports
and books are constantly received
from Madras without contents or reference
to the letters of advice and that great
inconvenience is thereby caused.

All
The Depts. of the Sect. 38
Home Depts. 1
Librarian 1
Librarian 1

Despd
25.1.98.

H.C. for Office Manual - Don't print
Note 20/1/98

add copy to Transmission file
Publications file
Cul

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

First copy sent to Press.

Returned for signature.

Despatched in print.

READ AGAIN G.O. No.
189

DATED

NUMBER OF COPIES
REQUIRED.

Order complete.
Letter only.
Order complete with Letter.

60

CURRENT No. 20 A.

ENCLOSURES TO O. No.

ORDER OF GOVERNMENT

A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
ON ORIGINAL.

N.B.:-

- A = Print in full.
- B = Not to be printed.
- P = Print abstract only.
- Q = Print heading only.