

Financial (1898) Department.

ORDINARY MS.

G.O., No. 837

DATED 5-20-88

INDEXED.

7/7

[Despatch Abstract.]

Sanctioning the issue, to all Collectors & Conservators of Forests, of rubber stamps bearing impressions which would serve to indicate whether a paper under disposal should eventually be retained or destroyed; and directing the super of Stationery to issue the necessary addendum to the Stationery rules.

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BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
3430/98							

Financial (1898) Department.

CURRENT No. 2685



The Superintendent of Stationery, Madras.

Order No. 851, D. 5 Oct. 1898
 This

No. 668

The value of the rubber stamps in question is sanctioned

2. The Supdt. of Stnry will issue Dated 27th September 1898
 the necessary addendum to the Stationery rules

Received } 29th do
 Registered }
 Enclosures 2
 Spare copies

Club
 30.9.98

M. 11/10/98

Supdt. of Stnry (9th)
 Rev. Secy (ad)

10/10/98
 81x198

Rev. p. c. i

SUBJECT.

Requesting to obtain the formal sanction of Govt. to the issue of Rubber stamps R and D, to all Collectors and Conservators of Forests.

BACK PAPERS.

G.O.	No.	Department.	Date.
673	25.8	57 sc	

FURTHER PAPERS.

G.O.	No.	Department.	Date.

REVENUE DEPARTMENT.

1898.

Board of Revenue

(Land Revenue),

MADRAS.



5091
14.7.98

one copy
for published
stamp file
14.7.98

Printed July 9th.

4 are the
o/c filed
in General
file
14.7.98

Proceedings, No. 147, 18th June 1898.

JUNE.

Passing orders on letter from the Collector of Bellary suggesting that the entries B. and D. 19 to be made on disposed of papers should be printed on the disposal docket sheets in preference to using rubber stamps for the purpose; and requesting Superintendent, Government Press, to print forms of docket sheets and disposal lists and supply them to Collectors according to their requisitions.

PROCEEDINGS OF THE BOARD OF REVENUE
(LAND REVENUE).

READ—the following letter from E. A. ELWIN, Esq., Acting Collector of Bellary, to the Secretary to the Commissioners of Land Revenue, dated 23rd May 1898, Dis. No. 2098:—

With reference to paragraph 7 of Board's Proceedings, No. 101, dated 18th April 1898, directing that the entries of R. (Retain) or D. (Destroy with the year of destruction) should be made on the disposal docket by means of appropriate rubber stamps, I have the honour to inquire whether the entries may not conveniently be printed on the disposal docket sheets themselves as indicated on the specimen copies enclosed. This arrangement will render unnecessary the supply of rubber stamps for the use of the drafting clerks. If docket sheets bearing the entries R. and D.19 in red ink are printed at the Government Press, Madras, and supplied to district officers, the drafting clerks will select the appropriate docket sheet and then, in the case of "destroy" papers, enter after the 19—the two figures requisite to denote the year of destruction.

READ—the following letter from J. N. ATKINSON, Esq., I.C.S., Acting Superintendent of Stationery, to the Secretary to the Commissioners of Land Revenue, dated Madras, 27th May 1898, No. 227:—

The Collectors of Madras and Chingleput have indented for rubber stamps required to give effect to the instructions issued in paragraph 7 (II) of the Board's Proceedings, No. 101 (Land Revenue), dated 18th April 1898.

2. As somewhat similar stamps are included in the list of stamps to be discontinued, which is annexed to Board's Proceedings, No. 198 (Land Revenue), dated 12th June 1897, I request definite sanction for their supply on application to all Collectors and Conservators of Forests.

3. To avoid delay in giving effect to the Board's orders, I shall, in anticipation of sanction, comply with such demands.

RESOLUTION—No. 147, dated 18th June 1898.

In paragraph 7 (II) of its Proceedings, No. 101, dated 18th April 1898, the Board directed that the marks serving to indicate whether a paper under disposal should eventually be retained or destroyed should be affixed to the disposal docket by means of appropriate rubber stamps. The Collector of Bellary suggests in the letter read above that it might be more convenient to use docket sheets with the requisite marks D. or R. printed on them than to affix rubber stamps as directed by the Board.

2. The objections to Mr. Elwin's proposals are—

(i) that it would be easy to attach a wrong docket by mistake—easier than to affix a wrong stamp;

(ii) that it is easier to replace a D. stamp by an R. stamp or *vice versa*, than to put a new docket sheet on and mistakes would be corrected more easily by the use of rubber stamps. Further, a rubber stamp would be required when papers are to be

R.

D.
19—

transferred from the D. to the R. list under paragraph 9, clause 7, of the Board's Proceedings referred to. The Board considers that these objections render it inexpedient to adopt Mr. Elwin's proposal, and accordingly authorizes the Superintendent of Stationery to supply Collectors on their indents with stamps as noted in the margin.

3. The Board takes this opportunity to issue the model form of docket sheet and disposal list which were held over pending the issue of orders on the periodical destruction of records. The Superintendent, Government Press, is requested to print the accompanying forms and supply them to Collectors according to their requisitions. It will be seen that in accordance with the order in paragraph 8 of Board's Proceedings, No. 101, dated 18th April 1898, two forms are provided for the disposal list, one for R. and one for D. papers.

(True Copies and Extract.)

(Signed) LIONEL DAVIDSON,
Acting Secretary.

To all Collectors (D.Os., T.D.Cs., D.F.Os. and Tahrs.).

„ Conservators of Forests.
„ the Superintendent of Stationery.
„ the Superintendent, Government Press.

Copy to the Forest Section.

„ „ Secretary to Government, Revenue Department.

[APPENDICES A, B AND C.]

Exd. W. D'Moss.

80673 Fuld
25-8-97
A

APPENDIX A.

COLLECTOR'S
OFFICE.

Back Number	of 189 .
Disposal No.	
DATED	
Forward Number	of 189 .

To whom sent

Date of despatch

Pages in file

[DISPOSAL ABSTRACT.]

DIX C.

6

with Numbers or Recorded.

(separately ruled off.)

BRANCH.

Copy of Record abstract.	Date of despatch.	Date of receipt of the disposal file by Record-keeper with initials.	If not to be destroyed 10 years hence, enter year of destruction.
7	8	9	10

Encl: No 2 to
Junk @ No 2688
7/78

BRANCH.

APPEN

Disposal List of Papers issued

(Each item must be s

Madras, 27th September 1898.

No. 668

J.N. Atkinson Esquire, I.C.S.,

SUPERINTENDENT OF STATIONERY,

MADRAS,

The Chief Secretary to Government,

Financial Department.

SIR,

With reference to the Proceedings of the Board of Revenue, Land Revenue, No.147 dated 13th June 1898, authorizing the issue of rubber stamps bearing the impressions R and D₁9 under the disposal Number system, to all Collectors and Conservators of Forests, I have the honour to request that you will be good enough to obtain the formal sanction of Government for their issue. A printed copy of the Proceedings is forwarded for ready reference.

I have the honour to be,

Sir,

Your most obedient servant,

J. H. Atkinson

Superintendent of Stationery.

2228

When given for copying _____
When copied _____
When examined _____
When signed _____

189

READ AGAIN G.O., No
189

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT.

A A A A A A A

LETTERS OF GOVERNMENT.

STATEMENT WITH DITTO

PAPERS 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