[illegible]

Financial (1899) Department.

ORDINARY PRINTED.

G.O., No. 1018

DATED 21 - 9 - 99

INDEXED.

4/5

[Despatch Abstract.]

Transmission, useless papers to the India office

Coming to all depts of the Secretariat letter from the Govt of India requesting that care may be taken to avoid putting spare sheets into any collection of papers sent to the India office, and to keep down, in every possible way, the bulk of such collections.

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 {1899} of Madras.

FINANCIAL.

Recd. } 1899. *Enclosures*

Regd. *Spare copies*

G.O., No. 1018, 21st September 1899.

SEPTEMBER.

Transmission of useless papers to the India Office.

Communicating to all departments of the Secretariat letter from the Government of India requesting that care may be taken to avoid putting spare sheets into any collection of papers sent to the India Office, and to keep down, in every possible way, the bulk of such collections.

ER

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper :—

From H. HESELTINE, Assistant Secretary to the Government of India, Finance and Commerce Department, to the Secretary to the Government of Madras, dated Simla, 19th August 1899, No. 3760-P.

I am directed to inform you that complaints have been received from the India Office that much waste paper is sent home with the medical cases of officers and that these reports are not the only ones so overloaded. It is said that the medical cases of officers are sometimes sent home in duplicate and even triplicate, and that the covering letter is at times needlessly bulky. All that is needed by the India Office in these cases is one copy of the case with a covering letter on a single page. I am to request that in future care may be taken to avoid putting spare sheets into any collection of papers sent to the India Office and to keep down, in every possible way, the bulk of such collections.

ORDER—No. 1018, Financial, dated 21st September 1899.

Communicated to all departments of the Secretariat.

(True Extract.)

G. STOKES,
Chief Secretary.

To all departments of the Secretariat.
„ the Accountant-General.
„ the Surgeon-General.

Exd. C. M. Thumbuswamy.

GOVERNMENT OF INDIA.

FINANCE AND COMMERCE DEPARTMENT.

To

ALL LOCAL GOVERNMENTS AND ADMINISTRATIONS; THE HEADS OF DEPARTMENTS UNDER THIS DEPARTMENT.

No. 3760-P.

Dated Simla, the 19th August 1899.

Transmission of useless papers to the India Office.

G. C. Press, Simla.—No. 794 C. F.—19-8-99.—470.

WITH ORDER

Financial CURRENT No. 3020

No. 3760-P.

GOVERNMENT OF INDIA.

FINANCE AND COMMERCE DEPARTMENT.

To

The Secretary to the Govt. of Madras.

CHIEF SECRETARY
28 AUG. 1899
GOVERNMENT OF MADRAS

Simla, the 19th August 1899.

SIR,

I AM directed to inform you that complaints have been received from the India Office that much waste paper is sent home with the medical cases of officers and that these reports are not the only ones so overloaded. It is said that the medical cases of officers are sometimes sent home in duplicate and even triplicate, and that the covering letter is at times needlessly bulky. All that is needed by the India Office in these cases is one copy of the case with a covering letter on a single page. I am to request that in future care may by taken to avoid putting spare sheets into any collection of papers sent to the India Office and to keep down, in every possible way, the bulk of such collections.

I have the honour to be,

SIR,

Your most obedient Servant,

[signature]

Asst. Secy. to the Govt. of India.

COPY forwarded to the (Heads of Departments under this Department).

[F. / 20]

200-4-8-99.

FINANCIAL DEPARTMENT.

C. No 3020

NOTE FOR THE C. S.

In his despatch No 18, Military, dated the 24th March 1875, the Right Honble the Secretary of State ruled that when an officer, whether military, civil (including chaplains) or uncovenanted is granted furlough to Europe on medical certificate, a duplicate of the medical report upon his case should be forwarded to the India Office for the information of the Medical Board, and that the report should be forwarded either before or at the same time as the officer's departure from India. This rule is now embodied in the Civil Service Regns. art

article 901.

2. In a later despatch, it was ruled that the report should be forwarded even in cases in which furlough is granted, on medical certificate, under art 371(a), Civil Service Regns.

3. The practice in the Chief Secretariat is for the Surgeon General to send the medical report in a sealed cover with a covering letter to Govt. The letter is recorded and the sealed cover transmitted to the India Office. It is understood that the same practice prevails in other depts. of the Secretariat.

4. Search was made for any papers showing that the practice of sending in duplicate and triplicate exists here. ~~the medical reports and also [illegible] matter~~. But no papers have been found. Most probably it is the practice in other Govts.

5 The draft order on the docket, may it is submitted issue.

[illegible] 17-9-95 [illegible] 20/9/96

No 30 Financial. Dt 30-11-93.

Our practice thro' continue.

[illegible] 20/9/96

First copy sent to Press.

Returned for signature.

Despatched in print.

Number of copies required: Order complete. Letter only. Order complete with Letter. 100

Read again G.O., No. , dated 189 .

Current No. Print A + 0 3A

2/9

show proof

Enclosures to C. No.

Order of Government

of Government.

Statement with ditto.

Papers not filed up, being meant for despatch in original.

N.B —

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

R.F.I.
7/10/22

[G. / 40]
15,000—13-2-01.

DEPARTMENT.

Paper taken out of the Records from the charge of the Referencer.

Press / Miscellaneous / Routine No. 1018, dated 21. 9 1909.

Date taken out.	For what purpose.			Initials of clerk taking the paper or of attender.	Date returned.	Initials of attender.
	Department.	C. No.	Year.			
27 3 2	[illegible]	752	[illegible]			