

Financial (1899) Department.

ORDINARY PRINTED.

G.O., No. 637

DATED 29-5-99

INDEXED.

[Despatch Abstract.]

Stationery

Agreeing with the views expressed by the Supt of Stationery regarding the use of service post cards in making short & unimportant official communications, & drawing the attention of all officers to para 2 of his letter as regards the possibility of effecting some saving in writing paper by the substitution of typewriting for manuscript.

T
21/7/99

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.

Regd.

} 1899.

Enclosures

Spare copies

G.O., No. 637, 29th May 1899.

MAY.

Stationery.

Agreeing with the views expressed by the Superintendent of Stationery regarding the use of service post-cards in making short and unimportant official communications, and drawing the attention of all officers to paragraph 2 of his letter as regards the possibility of effecting some saving in writing paper by the substitution of type-writing for manuscript.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—again the following paper:—

G.O., No. 474, Financial, dated 30th July 1889.

ABSTRACT.—Directing the disuse of separate dockets in the case of all communications of the kind referred to, and inviting attention to the standing instructions regarding the use of post-cards and to the useless consumption of expensive Government stationery.

READ—also the following paper:—

From H. BRADLEY, Esq., I.C.S., Acting Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 13th May 1899, Dis. No. 1166.

I have the honour to invite attention to the unnecessary expenditure of stationery, both writing paper and covers, and of postage at present incurred on short and unimportant official communications which might without any inconvenience be made on service post-cards. The Government has directed their use for "Nil" returns and reminders, and I venture to think that they might be used much more largely without detriment to the public service.

2. I would also ask Government to impress upon officers for whom type-writing machines are sanctioned that there should be some saving in writing paper in consequence of the substitution of type-writing for manuscript.

ORDER—No. 637, Financial, dated 29th May 1899.

The Government agrees with the views expressed by the Superintendent of Stationery.

2. The attention of all officers will be drawn to paragraph 2 of the Superintendent's letter.

(True Extract.)

G. STOKES,
Chief Secretary.

To all departments of the Secretariat.

„ Heads of Departments under the Chief Secretary.

Exd. P. Seetharam.

[F.]
28
500-22-2-98.

Financial (1899) Department.

CURRENT No. 689

From

The Supt. of Stationery,

Madras.

Order

Dis. No. 1166

Dated 13th May 1899.

Received }
Registered } 15th May 1899

Enclosures

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SUBJECT.

Inviting attention to the unnecessary expenditure of stationery and of postage at present incurred on short and unimportant official communications.

G.O.	No.	Department.	Date.

G.O.	No.	Department.	Date.

1.000-25-3-99

Financial DEPARTMENT.

C. No. 1889 From the Supt of Stationery & No. 1166, dated 13/5/1899. (A)

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ORDER:- NO. 637 of 29th May 99.
F.S.

The Govt. agrees with the views expressed by the Superintendent of Stationery.

2. ~~Orders will issue in the respec-~~
~~tive depts. of the Secretariat as to~~
~~the classes of communications other~~
~~than nil returns for which service post~~
~~cards should be used.~~

3. The attention of all officers will be drawn to paragraph 3 of the Superintendent's letter.

Ans.
2575722

all Dept of the Sect
all heads of Dept under the Chief Secy

$\frac{Y_{int}}{Ref}$ [after dec.] Note as to para 2 in Y_{int}

A = Print in full.
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