

5/6/99
Finl. 15]
50-7-3 99.
Financial (1899) Department.

ORDINARY M.S.

G.O., No. 650

DATED 1-6-99

INDEXED. 10/10

[Despatch Abstract.]

Stating, with remark, that there is no desire to restrict the uses of bags, in the cases of the larger offices ⁱⁿ the Presidency, to communications to Govt., and requesting the Supt. of Stationery to furnish a list of offices in which the use of bags for all purposes should be permitted.

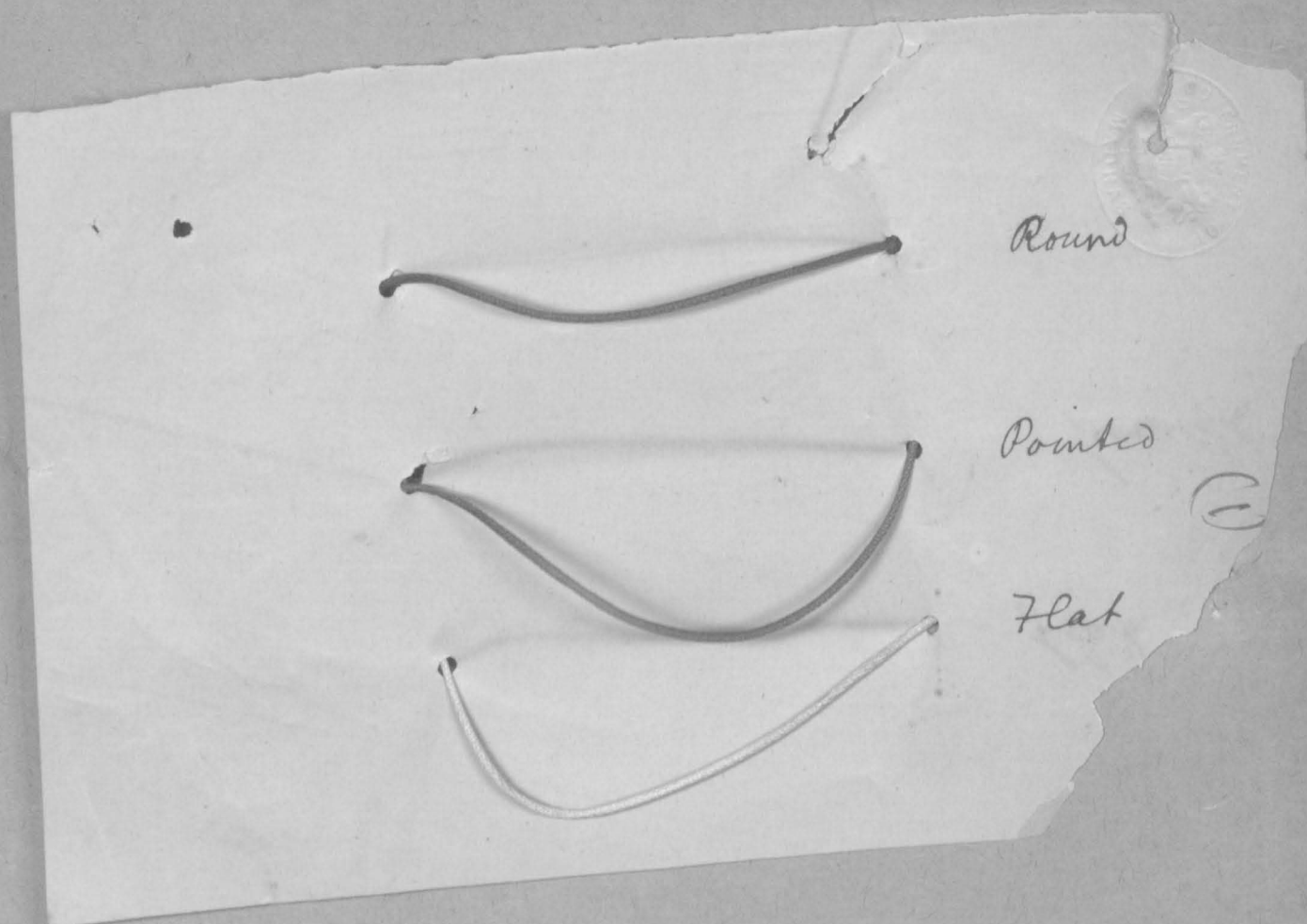
1-8-99

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
2137/98							



Financial (1898) Department.

CURRENT No. 2901



From

The Superintendent of Stationery,

CS

Order

Memo :- N^o 2268 of 27-10-98

The Suplt. of Stationery is informed that the Secretariat might be supplied with tags of this description samples

No. 2622

Dated 12 October 1898

Received 17th October 1898

Registered 19th

Enclosures 3 tags

Spare copies

Cut 25/10/98

M. M. M.

Suplt. of Stationery (908) Dec 2 28/11/98

SUBJECT.

Forwarding samples of Superior tags and requesting to know whether any of them will be required.

BACK PAPERS.

G.O.	No.	Department.	Date.
977	12-11-94	Sc	

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT NO 2901

500-6-7-98.

Stationery Office,

Madras, 12th October 1897.

No. 262

From

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

SUPERINTENDENT OF STATIONERY,

MADRAS,

To

The Chief Secretary to Government,

Financial Department,

SIR,

Fort Saint George.

I have the honour to forward herewith the

Round Imperial tag E.10/- per 1000.
Pointed Imperial tag E.9/- do
Flat Imperial tag E.6-8-0 do

marginally noted three
samples of superior tags,
submitted by Mr R.N.Mathew

the present contractor for the ordinary tags supplied by this department; and to request that you will be so good as to let me know whether you require any of them. I would suggest that the red ones might be used as an additional ^{and convenient} mark of an urgent file, but no doubt cheaper red ones could be procured if required.

2. The contract rate for the article as supplied at present is E.4-8-0 per 1000.

I have the honour to be,

Sir,

Your most obedient servant,

J.N. Atkinson

Superintendent of Stationery.

R. N. Mathew

From the The Supl. Stationery, No 2622, dated 12. 10. 1898.

UB

Will you please give
~~me~~ your opinion on the
tags. I think that their
supply to Sect: depts. would
be desirable. The white for ordinary
Good papers, the purple for
some papers, the red for unusual
papers

Cred
20.7 25

Is it worth the trouble? I should
doubt it - Our curators arrive
ready tugged, & our own files
have cases.

AK 2. x. 85

But in paper tagged in the
file. S.G. who is to do you who
prefer the Super's samples?

Curb
28.11.98

Yes - the tags are better than
those now in use.

AK
25/11/98

[F. 28]
1,000-25-11-98.

Financial (1898) Department.

CURRENT No. 3143

CHIEF SECRETARY
-1. DEC. 1898
GOVERNMENT OF MADRAS

From

The Superintendent of Stationery
Madras.

C.Nos.2901 & 3143

Order.

Memo - F.D.

N^o 2574
21-11-98

No. 3005

The Superintendent of Stationery is
informed that 1000 tags of each of the
samples referred to in his letter
No.3005, dated 2nd November 1898 will
be required for the Chief Secretariat.
The tags may be supplied to the other
departments of the Secretariat.

Dated 2nd November 1898.

Received 4th do

Registered 5th do

Enclosures

Spare copies.

To

The Superintendent of
Stationery

Revenue Dept.
P.W. Dept.
L. & M. Dept

In original.

SUBJECT.

Requesting to be informed of
the quantity of each of the 3 kinds
of tags to be supplied to the Chief
Secretariat, and whether a similar
supply may be made to the Revenue
&c Departments.

10/11/98

10/11/98

29.11.98

W

BACK PAPERS.

G.O.	No.	Department.	Date.
~~1884~~			

FURTHER PAPERS.

G.O.	No.	Department.	Date.
1884/188			

CURRENT NO. 3143

500-6-7-98.

Stationery Office,
Madras, 2nd November 1898.

No. 3005

From

J.N. Atkinson Esquire, I.C.S.,
SUPERINTENDENT OF STATIONERY,
MADRAS,

To

The Chief Secretary to Government,
Financial Department,
Fort Saint George.

SIR,

Referring to your Official Memorandum No.

C 2263 dated 27th October 1898, I have the honour to request

that you will be so good as to let me know what quantity of

each of the three kinds of tags should be obtained for the

use of the Chief Secretariat and whether a similar supply may

be made to the Revenue, Public Works and Local and Municipal

Departments.

I have the honour to be,

Sir,

Your most obedient servant,

J.N. Atkinson
Superintendent of Stationery.

CU
Shank
Cust
2.11.98

12/1
2.11.98

191
Memorandum - 3rd Aug 1896.

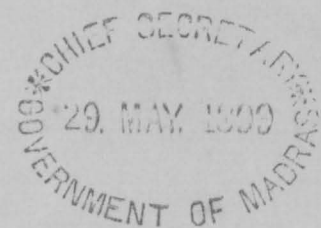
407. In continuation of Notification No. 379, dated 21st July 1896, the Board of Revenue and heads of depts. are informed that docketss should be placed on the front and not, as is at present the practice, at the back of communications to Govt.: ^{The} docket form should be the first paper in the file. Tags should be ~~as~~ freely used for connecting papers, which should be ~~per~~ pierced by means of punches now procurable from the Supt. of Stationery. ^I It is not intended that dockets should be furnished in future with any class of papers - e.g., Nil returns - with which it is not customary to use them at present.

(9) 9
Ootacamund, July 21, 1896.

No. 379. - The Board of Revenue and all heads of depts. are requested to make arrangements in their offices to ensure that all communications despatched so as to reach Govt. on or after the 15th August 1896 are docketted with ^{the} docket form in use in the dept. of the Secretariat concerned and posted without being creased. Lengthy communications or those accompanied by large files or numerous enclosures should be sent through the post unfolded and between thin cardboards. Supplies of ^{the} docket forms can be obtained from the Supt. of the Govt. Press, to whom indents should be forwarded at an early date for a sufficient stock to meet requirements up to the end of the current calendar year. It should be noted that the form for each Secretariat Department is distinct. Indents for one year's supply of the various Secretariat docket forms should be forwarded by Departments of the Secretariat and all heads of depts. to the Supt. Govt. Press, so as to reach him by the 15th October and that officer will ^{arrange} for the issue of the same before the end of the current year.

Financial (1899) Department.

CURRENT No. 1994



K
3-6-99

28

Order No. 650 of 1 June 99.
This will be pointed out to

From
The Superintendent of
Stationery,
Madras.

Ref No. 2953 of 99

The Supdt of State will
be informed that the use of
current
tags in office files, whilst these files
are under disposal, is of great
inconvenience & that there is
no desire to restrict their use
to communications to Govt from
the case of larger offices in the
Presidency.

Dated 26 May 99.
Received } 29 "
Registered }
Enclosures -
Spare copies -

The Supdt. will be requested to
furnish a list of offices in which
the use of tags for all purposes
should, on these lines, be permitted

SUBJECT.
Enquiring whether it is the
wish of Govt that the use
of tags should be extend-
ed to office files.

Ans
3-6-99

Adm
3-6-99

Hydr

Supdt of State (90)

dis. 3-6-99

BACK PAPERS.

G.O.	No.	Department.	Date.
		2574 21.11.88	

FURTHER PAPERS.

G.O.	No.	Department.	Date.

CURRENT NO. 1994

Read - again the following papers.
No. 650 Feb 8/6/99

Stationery Office,
Madras, 26th May 1899.

Ref. No. 2953

Enclosures.

From

HERBERT BRADLEY, Esq., I.C.S.,

ACTING SUPERINTENDENT OF STATIONERY,

Madras,

To

The Chief Secretary to Government,

Financial Department,

STONEHOUSE HILL.

Sir,

A With reference to Notification No.407 Public at page 974 of the Port St.George Gazette of the 11th August 1896, I have the honour to enquire whether it is the wish of Government that the use of tags should be extended to office files as it is clear from the demands for them that at present it is not restricted to communications to Government. The present price of ordinary tags is Rs 3 per 1,000 and of white and coloured twisted thread 8 annas 9 pies and 10 annas 6 pies per lb. respectively.

I have the honour to be,

Sir,

Your most obedient servant,

Herbert Bradley

Ag. Superintendent of Stationery.

When given for copying }
When copied }
When examined } 3/11 } 1897
When signed }

READ AGAIN G.O., No. , DATED
189 .

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILLED UP, BRING MEANT FOR DESPATCH
IN ORIGINAL.

N.B.—
A = Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only.