

Home (1918) Department.
Miscellaneous
Ordinary SERIES.

G.O. No. 413

DATED 29. 4. 18

[Despatch Abstract.]

Legislative Council Resolution.-

Recording notes relating to a ----- regarding
communication of adverse reports to officers concerned moved
at a meeting of the Legislative Council held on the 13th
February 1918.

Box 29
cuc 7-2-18

Copy submitted to the Hon'ble Mr. H.F.W. Gillman, C.S.I.

NOTES CONNECTED WITH A RESOLUTION ON MATTERS OF
GENERAL PUBLIC INTEREST.

[For the meeting of the 12th February 1918.]

[SUBJECT.—*Communication of adverse remarks in confidential reports to subordinate officers.*]

The Hon'ble Mr. B. VENKATAPATI RAJU :—

XIII. This Council recommends to the Governor in Council that the Government be pleased to issue instructions to their subordinates that in all cases of adverse confidential reports made against any officer he should be apprised of the same and be given an opportunity to vindicate himself.

HOME (EDUCATION) DEPARTMENT.

As regards the practice obtaining in this Department, attention is solicited to page 3 of notes to G.O. No. 32, Public, dated 8th January 1913. The general orders issued on the subject (e.g., G.O. No. 1583, Public, dated 5th November 1915) are applicable to this Department also.

2. As the subject of the present resolution is a general one to be dealt with by Home (Miscellaneous), it is submitted that the file may be transferred u.o. to that Department.

S.A.—19-1-18.

N.K.—19-1-18.

C. RAMANUJA ACHARIYAR—19-1-18.

FINANCIAL (SEPARATE REVENUE) DEPARTMENT.

Please see the Legislative Council resolution above. The latest orders on the subject are those of the Government of India contained in G.O. No. 1583, Public, dated 5th November 1915. The Board of Revenue has incorporated the orders in paragraph 739 (3) of the Salt Manual for the guidance of officers of the Salt, Abkari and Customs Department. In view of these orders, it does not seem desirable to communicate *all* adverse comments to the officers affected, as suggested by the Honourable Additional Member. With these remarks the case may be transferred to the Home (Miscellaneous) Department who will consolidate the views of the other departments and take further action.

S.R.—20-1-18.

K.C.V.—20-1-18.

D. N. STRATHIE—21-1-18.

REVENUE DEPARTMENT.

The subject of the resolution above was mooted by Mr. Aziz-ud-din and Mr. Banerji at the Collector's Conference held at Ootacamund in 1915.

2. Mr. Aziz-ud-din raised the question with special reference to deputy collectors. He proposed that, before reverting a deputy collector on probation to his permanent appointment, Government should give him specific warning of his deficiencies and an opportunity of rehabilitating himself, if necessary, by serving under a Collector other than the officer responsible for the unfavourable report against him.

In the discussions that followed, it was pointed out by the Honourable Member that the course recommended was in fact usually followed but that no cast-iron rule

could be laid down on the subject. In order that the principle may not be lost sight of instructions were issued in G.O. No. 2731, dated 8th December 1915, that officers who are on probation should as a rule be informed of any definite failing which has been observed in them if such failing is of a character which admits of correction. These instructions were also embodied in paragraph 1 (ii) of Board's Standing Order No. 119—vide G.O. No. 2731, dated 8th December 1915.

3. (Mr. Banerji raised the question with special reference to the district confidential Barwards. He pointed out that the confidential register as at present maintained, served no useful purposes. He also remarked that there was no reason why things found against a man should be kept confidential and used against him throughout his service without giving him the slightest chance of correction or improvement. The discussions that followed showed that Mr. Banerji's view did not commend itself to any one in the conference and it was practically negatived—vide Honourable Member's remarks at page 3 of G.O. No. 2442, Confidential, dated 3rd November 1915.)

4. In 1915, the Government of India laid down certain instructions prescribing the procedure to be followed in communicating to subordinate officers, unfavourable remarks made by their superiors in their confidential reports—vide resolution in G.O. No. 1583, Public, dated 5th November 1915. The different classes of confidential reports and the procedure to be observed in each case are laid down in paragraphs 3 and 4 of the resolution—page 3 of Endorsement No. 1784 I., dated 4th February 1916. The resolution has been communicated to all heads of departments under the Revenue Department—vide Endorsement No. 1784 D/15-1, dated 4th February 1916. The instructions have also been embodied in the important departmental codes of this department, namely Board's Standing Orders and the Madras Forest Code—Board's Standing Orders Nos. 118 and 119; Forest Code, paragraph 279 (vide G.Os. No. 1661, dated 20th July 1916 and No. 1681, dated 22nd July 1916 as amended by paragraph 4 of G.O. No. 3369, Revenue, dated 29th October 1917).

5. It will thus be seen that the procedure recommended in the resolution by the Additional Member is already being followed in practice.

6. The resolution relates to almost all departments of the Secretariat. The Home (Miscellaneous) Department may be requested to take charge of the resolution and circulate the file to Honourable Member.

S.R.R.—19-1-18.

C.J.P.—19-1-18.

T.R.T.—19-1-18.

K.S.N.—21-1-18.

V.P.—21-1-18.

K.R.N.—21-1-18.

D.T.—21-1-18.

T.S.R.—21-1-18.

W.A.K.—21-1-18.

G. H. JACKSON—22-1-18.

So far as Revenue is concerned Board's Standing Orders Nos. 118 and 119 and Forest Code, paragraph 279 show that in the case of officials regarding whom periodical reports are made, we already in effect follow the principle advocated by the Honourable Additional Member. There would, I think, be no great objection to extending the same principle downwards and asking Collectors and Conservators to act upon it in cases when they receive periodical reports on officials of lower grades. As regards special reports such as are sometimes called for in connexion with selection for appointments, we can hardly undertake to communicate these, though even here the principle of telling a man his faults—provided that they are remediable—may be followed with advantage in many cases.

A. R. KNAPP—22-1-18.

LOCAL AND MUNICIPAL DEPARTMENT.

Confidential reports are received in this department on the work of district board engineers. In one case in 1917 the President was requested to warn the district board engineer because the report about him was unfavourable. The views

of this Government regarding the communication of confidential reports generally will be found in paragraph 5 of Letter No. 251, Public (Confidential), dated 2nd March 1914, to the Government of India. It is considered that it should be left to the discretion of the authority receiving a report to communicate the whole, or a portion, or the substance of it to the officer to whom it applies and that an inflexible rule requiring the communication of all unfavourable remarks would be to the detriment of administrative efficiency.

2. The question raised is a general one and will have to be dealt with in the Home (Miscellaneous) Department. Submitted that, with the above remarks, the file may be transferred to that department.

K.V.V.—21-1-18.

V. T. KRISHNAMA ACHARI—22-1-18.

R. A. GRAHAM—22-1-18.

HOME (JUDICIAL) DEPARTMENT.

The principle of the resolution on page 1 ante has been already accepted by the Government of India and by this Government and the necessary orders issued—please see paragraphs 3-6 of the Government of India resolution, dated 14th September 1915, printed on pages 3-4 of G.O. No. 1583, Public, dated the 5th November 1915, and the Government Order *ibid*.

2. Apart from the general instructions contained in the above Government Order no individual orders appear to have been issued in Judicial so far as the Jail and the Registration departments are concerned.

3. As this is a general question, it is submitted that these notes may be transferred to the Home (Miscellaneous) Department for consideration. [The Legislative Department have separately sent a copy of the resolution to the Miscellaneous section.]

C.V.V.—21-1-18.

M.V.V.—21-1-18.

C.V.—21-1-18.

W.B.S.—21-1-18.

Was the Government of India's resolution ever communicated to Collectors, District Judges or the like?

C. H. BROWN—22-1-18.

With reference to the Under Secretary's query above, it is submitted that the Government of India's resolution *itself* was not communicated to Collectors, District Judges, etc. The instructions contained therein were however embodied as amendments to the Indian Civil Service Manual and communicated to 'all officers of the Indian Civil Service' and 'all officers of the Provincial Civil Service holding *listed* appointments' (which includes Collectors, District Judges, etc.)—vide order in G.O. No. 67, Public, dated 12th January 1916.

The G.O. No. 1583, Public, dated 5th November 1915, containing the Government of India resolution was communicated to all departments of Secretariat and it is

* Inspector-General of Police also—vide Endorsement 3686 A-1, 23rd December 1915.

Also to the Hon'ble the Chief Justice and the heads of departments under Judicial B—vide Letter 3801 B-1 and 2, 27th December 1915.

not known whether it was communicated by them to their heads of department. In the Judicial Department the resolution was communicated to the Inspectors-General of Prisons and Registration * 'for guidance and necessary action'—vide Endorsement No. 3331 C-1, dated 23rd December 1915.

C.V.V.—22-1-18.

M.V.V.—22-1-18.

C.V.—23-1-18.

W.B.S.—23-1-18.

C.H.B.—23-1-18.

PUBLIC DEPARTMENT.

So far as Indian Civil Service is concerned instructions about the communication of adverse comments in confidential reports have already been issued in G.O. No. 67, Public, dated 12th January 1916. These instructions are based on the Government of India, Home Department, Resolution No. 1568—1595, dated 14th September 1915, in G.O. No. 1583, Public, dated 5th November 1915.

2. With this information, the papers may, it is submitted, be transferred to Home (Miscellaneous) who are dealing with the resolution.

A.H.—25-1-18.

L. DAVIDSON—26-1-18

PUBLIC WORKS DEPARTMENT.

The latest instructions on the subject are those contained in the resolution of the Government of India, Home Department, No. 1568—1595, dated 14th September 1915. These instructions have been communicated to the officers of the Public Works Department for information and guidance.

2. It will thus be seen that the recommendation made in the resolution to be moved by the Additional Member has already been given effect to. There is, however, one point of difference. In the resolution proposed by the Additional Member, it is recommended that adverse confidential reports should be communicated to the officers concerned in *all* cases. But the instructions referred to in paragraph 1 above rightly lay down that communication of adverse reports is not desirable in certain cases.

3. As the subject of the resolution is one which affects not only the Public Works Department but also the other departments, Honourable Member (Public) will perhaps take charge of the resolution. The file may be circulated to the Honourable Member (Public Works Department) and on its return may be sent to Legislative for transmission to that department whose Member will take charge of the resolution. This course will obviate the necessity for printing separately the notes of each department on the resolution.

P.S.K.—24-1-18.

T.S.R.—25-1-18.

G. D. PLUMMER—25-1-18.

W. G. MOLESWORTH—25-1-18.

H. F. W. GILLMAN—26-1-18.

HOME (MISCELLANEOUS) DEPARTMENT.

The remarks of all departments consulted by Legislative have been received.

2. The instructions contained in the Government of India, Home Department Resolution No. 1568—1595, dated the 14th September 1915 (G.O. No. 1583, Public, dated 5th November 1915), as regards the communication of adverse remarks in confidential reports to subordinate officers have been communicated by most of the departments to their respective heads of departments and also been embodied in important manuals and standing orders, viz., the Board's Standing Orders, the Indian Civil Service Manual, the Forest Code and the Salt Manual. The principle underlying the recommendation contained in the resolution which the Additional Member proposes to move has thus been accepted by Government. The only point of difference, however, is, as pointed out by the Public Works Department, that the resolution of the Additional Member suggests the communication of adverse reports in *all* cases while the instructions of the Government of India forbid generally communication of adverse reports to subordinate officers (page 3 of G.O. No. 1583, Public, dated 5th November 1915) in the following cases, the reason being that if

such remarks were invariably communicated reporting officers would be discouraged from giving unreserved advice, and opinions of value would be lost (paragraph 4, page 3, of G.O. No. 1583, Public, dated 5th November 1915):—

(i) Reports of particular incidents or acts, which, if disciplinary action is taken, require either regular proceedings or definite censure after the defence of the officer concerned has been taken;

(ii) reports in reply to inquiries whether an officer who has not been well reported on in the past has improved and is fit for promotion; and

(iii) reports in answer to requests for opinions as to the fitness of an officer for a particular appointment, etc.

3. Submitted that orders of the Honourable Member may be taken whether he will take charge of the resolution and whether he desires any further paper or information to be collected. The resolution has been admitted.

T.C.N.—28-1-18.

P.D.R.—30-1-18.

Two classes of reports which are generally in vogue are the periodical reports about the fitness and work of officers and reports of particular incidents or acts. The Government of India have laid down definitely that in the case of the former only those defects should be pointed out to the officers concerned which could be remedied, and not those such as lack of ability or intelligence. In regard to the other class of reports, the Government of India did not consider any special instructions necessary, as such cases required either regular proceedings or definite censure after the defence of the officer concerned had been taken.

From the wording of the latter portion of the resolution, it looks as if the Additional Member had the latter class of cases in his mind, as the former is generally based on impressions and character of work and may not easily admit of vindication.

The resolution as proposed cannot, it is submitted, be accepted. It may be accepted subject to the reservations referred to in the Government of India's resolution of 1915.

C. RAMANUJA ACHARIYAR—31-1-18.

It is not possible nor necessary to go beyond the instructions of the Government of India.

R. RAMACHANDRA RAO—2-2-18.

It is impossible to communicate adverse confidential reports in *all* cases. I shall explain the instructions on the subject and oppose the resolution.

H. F. W. GILLMAN—5-2-18.

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23/1/10

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Home Department.
(His)

Routine notes (which are not to be (a) sent out of the office or (b) included in the originals or proceedings unless the notes are specially marked for retention or (c) printed).

—5—
Subject of file.

Communication of adverse remarks
in Confidential reports to Subordinate
officers.

Secretary's note

Please verify if the G.O. letter has gone
to all heads of depts. High Court? D.P.S?

R.R.R 31-1-18.

For the Regt.

Submitted that India's letter
has been communicated to all heads of depts
except the following:-

- 1) Finl has not communicated to head
of depts under it. (A.G. Supdt of Stationery)
 - 2) L & M (Medical) formerly Public (Medical)
has not communicated the G.O. to the
S.G.
 - 3) Home (Education) has not communicated
the G.O. to the D.P.S. & other heads of depts
under it
 - 4) Home (His) formerly Public General
has not communicated the G.O. to
its heads of depts
 - 5) Pub (Ecl) has not communicated
to heads of depts under it
- All other depts have communicated the
G.O. to their heads of depts. In this

In Ind. the G.O. was
comm. to High Court
and all heads of
depts under
that depts.

now if all Regt.
has been comm.
to all heads of
depts under
that depts.

NOTES.

Page 2

G.O. 67 Pub Y
12.1.16

Connection it is submitted that Pind has not communicated the G.O. to the Supd of Stationery who is an I.C.S officer to whom Pub (x) has communicated ^(the instructions) separately. The reasons for the non-communication of the G.O. to the A.G. will be found at para 3 of Pind's note at p 3 quotes to G.O. 250 Feb 2nd 2.3.14. There are separate ^{in medical} orders governing communication of Confidential reports to I.N.S. officers. This is perhaps the reason for the non-communication of the G.O. to the S.G. In any case India's instructions will be applicable to Civil Surgeons, Dist Surgeons, Sub Dist Surgeons who are employed on civil duty and it appears desirable that the G.O. should be communicated to the S.G. As regards heads of depts under Home (Mis) it is submitted that the Protector of Emigrants & the P.S.G. have separately received ^(the instructions) ~~the instructions~~ I.C.S. officers. Jodh has separately communicated the G.O. to the Regt General of Births, Deaths & Marriages who is also the I.C.S. Regt. The only officers under this dept who have not yet received the G.O.

copy of G.O. 67
sent to Pind
12.1.16

NOTES.

-7-

are the Persian & Hindustani Translations
to Govt & the A. B. N. S. Consul at Baidisha
& Karikal. It appears desirable to
communicate the G.O. to them ~~also~~
as well as to heads of depts under
Home (Education). The depts
concerned may perhaps be asked
to communicate the G.O. now. Pub
Eed has not communicated to its heads
of depts as there is no system of
Confidential reports in the Eed dept.

2.2.18

Pled. 18
2.2.18

CA
21/2/18

To be over till the resolution is
disposed of my end

Scarcely
necessary

Yes

my 2/2/18

ps - note to G.O.
250 Pubd 2.3.14
B1

Local and Municipal (Legislative) Department.

Submitted that copies of extracts from the Proceedings of the Legislative Council relating to the Resolutions and the The Mappilla marginally noted Bill which were discussed at the Succession Bill. meeting held on the 12th February 1918 may be forwarded U.O. to the departments concerned.

2. The Home (Judicial) and Revenue Departments may be informed that Resolutions XV and XVI respectively proposed by the Hon'ble Mr. K.R.V. Krishna Rao Pantulu for the XV. Legal opinion to be taken above meeting were not moved. — page 193 of the M. Gazette copy of the Proceedings put up. before suits are filed by government. XVI. giving effect to the principle of decisions of Civil Courts in certain classes of cases.

T.S.R.
10-4-1918.

C.S.
10-4-1918.

V.T.R.
10-4.

To the Home (Judicial) Department. with 2 copies of extracts regarding Resolutions, I, II, XI, XIX, XXV and the Mappilla Succession Bill.

To the Revenue Department. with 2 copies of extracts regarding Resolutions III, IX, XVII, XVIII, XI, and XXIII.

To the Home (Education) Department with 2 copies of extracts regarding Resolutions IV, V, VI, VII, and VIII.

To the Public Works (Irrigation) Department with 2 copies of extracts regarding Resolutions X.

To the Local and Municipal Department with 2 copies of extracts regarding Resolutions XII and XIII.

To the Home (Miscellaneous) Department with 2 copies of extracts regarding Resolution XIV.

To the Local and Municipal (Plague) Department with 2 copies of extracts regarding Resolution XXI.

To the Public Works Department with 2 copies of extracts regarding Resolution XXII.

To the Financial (Separate Revenue) Department with 2 copies of extracts regarding Resolution XXIV.

U.O. No. 1041-11 Leg., dated 11th April 1918.

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1367

D. 11-4-1918.

19.4.18

forwarded U.C. to the department concerned.
 The Hon'ble Mr. T. Ranga Achariyar:—“Is Your Excellency not taking up resolution No. XVIII?”
 His Excellency the PRESIDENT:—“I do not think this will take very long.”

U.C. No. 10-1-1918. Dated 11th April 1918.
 To the Hon'ble Mr. T. Ranga Achariyar:—“Is Your Excellency not taking up resolution No. XVIII?”
 His Excellency the PRESIDENT:—“I do not think this will take very long.”

U.C. No. 10-1-1918. Dated 11th April 1918.
 To the Hon'ble Mr. T. Ranga Achariyar:—“Is Your Excellency not taking up resolution No. XVIII?”
 His Excellency the PRESIDENT:—“I do not think this will take very long.”

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 His Excellency the PRESIDENT:—“I do not think this will take very long.”

Extract from the Proceedings of an Adjourned Meeting of the Council of the Governor of Fort St. George assembled for the purpose of making Laws and Regulations under the provisions of the Act of Parliament, 5 & 6 Geo. V, Ch. 61.

The Council re-assembled at the Council Chamber, Fort St. George, at 11 a.m. on Wednesday, the 13th day of February 1918.

RESOLUTION RE COMMUNICATIONS OF ADVERSE REPORTS TO OFFICERS CONCERNED.

His Excellency the PRESIDENT:—“I call upon the Hon'ble Mr. Venkatapati Raju to move his resolution.”

The Hon'ble Mr. T. Ranga Achariyar:—“Is Your Excellency not taking up resolution No. XVIII?”

His Excellency the PRESIDENT:—“I do not think this will take very long.”

12
RESOLUTION RE COMMUNICATIONS OF ADVERSE REPORTS TO OFFICERS CONCERNED.

(Mr. Venkatapati Raju ; Mr. Narasimha Ayyar ; [13TH FEBRUARY 1918. Mr. Gillman.]

The Hon'ble Mr. B. VENKATAPATI RAJU :—" The resolution which I have the honour to move runs as follows :—

'XIV. This Council recommends to the Governor in Council that the Government be pleased to issue instructions to their subordinates that in all cases of adverse confidential reports made against any officer he should be apprised of the same and be given an opportunity to vindicate himself.'

"Your Excellency, the proposition, as it stands, is very simple. It says in effect whenever you want to say anything against any person you must take his explanation—whether that is a reasonable course or not is the question to be considered by this Council.

"With reference to the confidential reports made against various officers, we have not got any authoritative pronouncement of the Government under what conditions and against what persons they have to make these confidential reports and whether these are limited to the persons concerned or to the public. I notice under chapter XIII of the Board's Standing Orders the general rules laid down by Government for regulating the personal conduct of Government servants of all grades in the Revenue Department except members of the Indian Civil Service.

"We have Standing Order 118, clause (5), which says—

'A half-yearly report on the work, conduct, character and progress of each unpassed assistant should be forwarded by Collectors to the Board. It should be drafted and signed by the Collector himself and should embody a distinct personal opinion as to what progress is being made by the assistant, and as to his conduct, character and fitness for public responsibilities. These reports, at any rate those portions which relate to the character, conduct and fitness for public responsibilities of the officer reported on, should be in the handwriting of the Collector concerned and should give full expression to the Collector's opinion on these points. Where more than one unpassed assistant is serving in the same district, the report on each officer should be written on separate sheets of paper. The reports should be treated as strictly confidential, the office copies being lodged in the Collector's confidential safe.' Then there is another observation. Standing Order 120, clause (4), says : 'Collectors should submit to the Board every half-year, before the 15th January and the 15th July, confidential reports, in the form prescribed, on all probationary deputy collectors in their districts and on all officers who have acted as deputy collectors in their districts, during the whole or any portion of the half-year and have not been confirmed.' I do not know if these rules have been subsequently modified. These are the only portions which I am able to notice, in the Standing Orders of the Board of Revenue; confidential reports made against civilians when they are under training and against deputy collectors both probationary and otherwise. We do not know what action will be taken on the confidential reports. We know this much :—whenever serious action is to be taken, notice would be given of the charges against them and explanation will be taken before they are dealt with. What I do not know is whether these confidential reports would indirectly affect their transfers or their promotions or any other incidental advantage, or whether it would create any bar to them. Whenever a serious mistake is found, serious notice will be taken; but the question is, when there is no serious offence committed by an officer, when there is only an observation made by a superior officer, we notice that accumulated reports of several officers against an individual which will not be of much consequence at the time, will be of immense disadvantage to him whenever promotion or transfer is done. Under these circumstances, it is but fair justice and equity that subordinates should know whether their conduct was disapproved with reference to any particular point so that they could mend their conduct. There is no use complaining of a subordinate's conduct behind his back to the superior officer, because he would not know what is defective in his procedure and how he should make amends in his conduct. Under these circumstances, I do not see any difficulty in subordinates being apprised of their conduct and asked to explain. If it is a serious matter they will be dealt with, but if it is a small matter and if the officer thinks it worth while to put it in black and white, it is equally worth while to ask the subordinate officer about it and take his explanation. I do not know how far it is affecting the civilians—confidential reports made against civilians, whether any reports are made against them. We are not in a position to know this; but we know at least this much that there are complaints made at times that they are stabbed in the dark, so far as the Provincial service is concerned, by these confidential reports which do not purport to touch them directly but only indirectly. Under these circumstances, I ask that it is but fair and equitable that a person against whom a complaint is made should be given an opportunity to explain his character and vindicate his actions.

"With these words, I commend the resolution for the acceptance of the Council."

The Hon'ble Mr. B. V. NARASIMHA AYYAR seconded the resolution.

The Hon'ble Mr. H. F. W. GILLMAN :—"Your Excellency, the question of the action to be taken on confidential reports is a difficult one, and there is certainly great merit in the arguments adduced by the Honourable Mover in support of his motion, viz., that it is unfair to condemn an officer behind his back, and also that faults in work and defects in character cannot well be remedied unless they are pointed out.

13
RESOLUTION RE COMMUNICATIONS OF ADVERSE REPORTS TO OFFICERS CONCERNED.

13TH FEBRUARY 1918.] (Mr. Gillman ; Mr. A. S. Krishna Rao ; the President.)

"At the same time, there are strong arguments against communicating adverse reports in all cases. The periodical enumeration of defects, by causing discouragement and soreness by leading to objection and friction would probably do more harm than good. It is also true that if every unfavourable comment has to be passed on, much of the value of confidential reports to Government will be lost, as reporting officers will hesitate, before expressing candid opinions on the merits of their subordinates.

"This matter has already received very careful consideration not only of this Government, but of the Government of India, and the orders as now framed, are to the following effect. I shall read a few sections of the order, which govern this particular case. This rule guides us in this Presidency. (b) As a general rule, in no case should an officer be kept in total ignorance for any length of time that his superiors, after sufficient experience of his work, are dissatisfied with him; in cases where a warning might eradicate or help to eradicate a particular fault, the advantages of prompt communication are obvious; where criticism is to be withheld the final authority to consider the report should record instructions, with reasons, according to the nature of the defect discussed, as to the period for which communication is to be kept back; (c) only those defects need be pointed out which can be remedied, since it would serve no useful purpose to communicate such criticisms as lack of ability or intelligence.' That is really the main point of the question. In fact, there is no difference between the Government and the Honourable Mover in the matter of principle. Orders now are that confidential reports should be communicated to officers as frequently as possible when they will serve a useful purpose and they should be communicated in a manner suited to the temperament of the officer so that really the only difference between the Honourable Mover and the Government is in the words 'in all cases.' If he will rest assured that the Government see eye to eye with him and have issued orders that reports are to be communicated in as many cases as possible, I think he would be satisfied."

The Hon'ble Mr. A. S. KRISHNA RAO :—"May I suggest that the words 'as a general rule' be incorporated in the resolution? I formally move this amendment to omit the word 'all' and to insert the words 'as a general rule.' The resolution as amended would read thus :—"This Council recommends to the Governor in Council that the Government be pleased to issue instructions to their subordinates, that, in cases of adverse confidential reports made against any officer he should, as a general rule, be apprised of the same and be given an opportunity to vindicate himself."

His Excellency the PRESIDENT :—"The Hon'ble Mr. Gillman informs me that this is actually being done. It would be putting in writing, if we accept the resolution, that this should be done. Instructions have been issued that, as a general rule, confidential reports should be communicated. Perhaps the best plan for the Honourable Member, having elicited this information now, is to withdraw his resolution."

With the permission of His Excellency the President, the resolution was withdrawn.

R. A. GRAHAM,
Acting Secretary to Govt., L. & M. (Legislative) Dept.

NOTES.

Subject - Liquidation Resolution re Communication of adverse reports to given Home Dept (this)
For the Regr

The papers may, it is submitted, be recorded in a G.O., Home (Eden) being requested u.o to communicate G.O. no 1583 Pub, & the 5.11.15, to heads of depts under that dept. A draft order is submitted for approval.

He
 24.4.18.
 Pder.
 25.4.18

A
 27.4.18

M
 29/4/18

Via Sec's note at p 9 anti

Extract of this note will be sent u.o to Home (Eden) & approved

gk
on

J.B

Please send copy of the above note u.o to Home (Eden) & pass on the G.O. to indexes.

He
 29.4.18.

Home (this) u. 1367-1

3.4.18
sent to Home (Eden)
29/4

Legislative Council Resolution

relating to a _____ Recording notes
_____ regarding

READ AGAIN G.O. No. _____, dated _____ 191
" " " " _____ 191
Communication of adverse reports to
officers concerned moved at a meeting
of the Legre Council held on the 13. 2. 18.
READ ALSO:-
C. No. _____, From the _____, No. _____, dated _____ 191

" " " " _____ 191
" " " " _____ 191

ORDER. No. 413, dated 29. 4. 1918.
His

Recorded.

He 24. 4. 18
Ca 27. 4. 18
1 dec. 25. 4. 18
M. J. M.

ORDINARY.

PRESS SLIP.

PREFERENCE.

Very URGENT (a).

Seott. II-38-2-15.

Current No., dated.....

G.O. No., dated.....

Number of MS. pages sent { Correspondence.....
(b¹) Notes.....20

Brief subject.....

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).
E. T. copies to supply requisitions for purchase by the public.
Complete correspondence and orders.
Notes.

FOR RECORD.*			
Madras Records	...	4	
Ooty Records	...		
For filing with original	...		
Total	..		

FOR ISSUE.†

Signature copies.....

	Letter only.	Complete G.O.	Special issue copies of G.O. (d)		Notes.
			No.	Papers.	
India Office.....					
Govt. of India.....Dept.					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
Educational Department.....Dept.					
Public Dept.....					
Judicial Dept.....					
Political.....					
Financial Dept.....					
Marine Dept.....					
Ecclesiastical Dept.....					
Total					

Spare copies

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Total					

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see rule 315 of the office Manual.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, only the first time when they appear on the left side, the initials alone being printed later.

* Copies distributed on ‡(Press Clerk).

† Copies distributed on ‡(Press Despatcher).

‡ To be initialled and dated.

TO PRESS, MADRAS OOTY.

O.F.-18

A	B	C
Please send proof in duplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.
Type may be released after usual interval at once.	Type may be released after usual interval at once.	Type may be released after usual interval.
Referencer. Clerk.	Referencer. Clerk.	Referencer. Clerk.
Supdt.	Supdt.	Supdt.

SPECIAL INSTRUCTIONS.

15
Please furnish
15 clean copies
of the notes by to - narrow
7/4
5.2.18
Red
style

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on	
Final copies supplied on.....	

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition
Supplied to Secretariat for Record.....				
" " " Issue.....				
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....				
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...				

NOTES.

2

Home (LEGISLATIVE) DEPARTMENT.

Misc 193

Ref 17.1.18

-14-

Resolutions on matters of General Public Interest.

SUBJECT.--No. XIII

for the meeting of the Legislative

Council to be held on the 12th February 1918

SUBMITTED that two copies of this Resolution may be forwarded to the Home (Mis),
Public, Revenue, Land & Home (Mis), Home (Mis), P.W.D., } Department with reference to Nos. (1) and (4) of the
P.W.D. (1), and Fin. (Dep: Revenue) } rules regulating Secretariat procedure in dealing with these Resolutions in the
Legislative Council. Orders regarding admission will be communicated in due
course.

V.T.K

17.1.18

U.O. No. 106-20 dated 17/1/18

To

The Home (Mis) Department with Res. XIII

Notes connected
a Resolutions on matters of general public interest.

Local and Municipal Department
(Legislative).

The Hon'ble Mr. B. Venkatapati Raju.

- Home (Miscellaneous)
 - Public
 - Revenue
 - Local and Municipal
 - Home (Education)
 - Home (Judicial)
 - Public Works
 - Public Works (Irrigation)
 - Financial (Separate Revenue)
- Department.

XIII. This Council recommends to the Governor in Council that the Government be pleased to issue instructions to their subordinates that in all cases of adverse confidential reports made against any officer he should be ^{at} apprised of the same and be given an opportunity to vindicate himself.

Kabir's Bl.

Subject

Communication of adverse remarks in Confidential reports to Subordinate Officers

4

Home Education Dept

As regards the practice obtaining in this department attention is solicited to ~~the~~ page 3 of notes f.o. no 32 Pub. of 8.1.13. The general orders issued on the subject (e.g. f.o. no 1583 Pub. of 5.11.15) are ~~not~~ applicable to this department also.

2. As the subject of the present resolution is as general as to be dealt with by Home (Muc.) it is submitted that the file may be transferred to that department.

19.1.18
N.K.

19.1.18

Home (P) m

19.1.18

19.1.18

5

The Hon'ble Mr. B. Venkateswari Raju.

Resolutions on matters of General Pub

(a)

Local and

Home (Misc)

Public Works

Home (Education)

Local and Municipal

Department.

Home (Education)

Home (Municipal)

Public Works

Public Works (Education)

Municipal (General Revenue)

XIII. This Council recommends to the Governor in Council that the Government be pleased to issue instructions to their subordinate that in all cases of adverse confidential reports made against any officer he should be apprised of the same and be given an opportunity to vindicate himself.

Communication of adverse remarks in confidential reports to subordinate officers

NOTES.

To Under Secretary

Fri L. (S. R.) Dept.

Please see the Legislative Council's resolution on page 2 ante. The latest orders on the subject are those of the Gov. of India contained in G.O. 1583, Public, of 5-11-1915. The Board of Rev. has incorporated the orders in para 739(3) of the Salt manual for the guidance of officers of the Salt & Customs dept. In view of these orders, it does not seem ~~necessary~~ desirable to communicate all adverse comments to the officers affected, as suggested by the H. A. M.. With these remarks the case may be transferred to the Home (Mis.) dept. who will consolidate the views of other departments and take further action.

to S.R.
20.1.18
Rev
20.1.18

Home (Mis) NY 178
118
U.S. DEPT. OF HOME
21-JAN-1918
BUREAU OF LANDS

S. R. No. 80-1
21-1-18
Stone (muc.)
Co. 237
21-1-18

Revenue Department.

To Under Secretary.

The subject of the resolution on the previous page was mooted by Mr. Aziz-ud-din and (Mr. Bannerji) at the Collector's Conference held at Cotacamund in 1915.

2. Mr. Azizuddin raised the question with special reference to deputy collectors. He proposed that before reverting a deputy collector on probation to his permanent appointment Government should give him specific warning of his deficiencies and an opportunity of rehabilitating himself if necessary by serving under a Collector other than the officer responsible for the unfavourable report against him.

In the discussions that followed it was pointed out by the Hon'ble Member that the course recommended was in fact usually followed but that no cast-iron rule could be laid down on the subject. In order that the principle may not be lost sight of, instructions were issued in G.O. No. 2731 dated 8th December 1915 that officers who are on probation should as a rule be informed of any definite failing which has been observed in them if such failing is of a character which admits of correction. These instructions were also embodied in para 1 (ii) of B.S.O. No. 119-- vide G.O. 2731 dated 8th December 1915.

[3. Mr. Bannerji raised the question with special reference to the district confidential Barawards. He pointed out that the confidential register as at present maintained, served no useful purposes. He also remarked that there was no reason why things found against a man should

orders regarding admission of Resolution have not yet been received

pp 11 and 121 of the book
pp 103 and 214 do.

1/4 notes
No 2731 C
8-15

C

1/4 2442 E
31/15

be kept confidential and used against him throughout his service without ~~him~~ giving him the slightest chance of correction or improvement. The discussions that followed showed that Mr. Banerji's view did not commend itself to any one in the conference and it was practically negatived--vide H.M's remarks at p.3 of G.O. No. 2442 Confdl. dated 3rd November 1915).

4. In 1915, the Government of India laid down certain instructions prescribing the procedure to be followed in communicating to subordinate officers, unfavourable remarks made by their superiors in their confidential reports. vide Resolution in G.O. No. 1583 Pub dated 5th November 1915. The different classes of confidential reports and the procedure to be observed in each case are laid down in paras 3 and 4 of the Resolution--p.3 of Endt 1784I dated 4th Feby. 1916. The resolution has been communicated to all heads of Departments under the Revenue Department--vide Endt. No. 1784 D/17-1, dated 4th Feby. 1916. The instructions have also been embodied in the important departmental codes of this Department ~~namely~~ namely Boards Standing Orders and the Madras Forest Code--vide G.Os No. 1661 dated 20th July 1916 and No. 1681 dated 22nd July 1916 as amended by para 4 of G.O. No. 3369 Rev dated 29th October 1917.

5. It will thus be seen that the procedure recommended in the resolution by the additional member is already being followed in practice.

6. The Resolution relates to almost all Departments of the Secretariat. The Home (Mis) Dept., may be requested to take charge of the

12/10/2442 E
3/11/15

E.

in Endt 1784I M
4/11/16

N

M

M

*B.S. 01184119
Forest Code
para 279

T
S
B

resolution and circulate the file to H.M.

S.R.R. K.R.N.
19-1-18. 21-1-18

C.J.P. D.T.
19-1-18 21-1-18

T.R.T. T.S.R.
19-1-18. 21-1-18.

K.S.N. W.A.K.
21-1-18. 21-1-18

V.P.
21-1-18.

S. G.H. Jackson
22/1/18

So far as Rev^{ue} is concerned B.S.O 118 & 119
& Fore Code para. 279 show that in
the case of officials regarding whom
periodical reports are made, we already
effect follow the principle advocated by
the H.A.M. - There would, I think, be no
great objection to retaining the same
principle downwards & asking Collectors &
Commissioners to act upon it in cases
where they receive periodical reports on
officials of lower grade. As regards special
reports such as are sometimes called
for in connection with selection for
appointments, we can hardly undertake
to communicate these, though even here
the principle of telling a man his
faults - provided that they are
remediable - may be followed with
advantage in many cases.

Handwritten
22. 1. 18.

Will Home Dep. take his case?

Mr.

Home Dep. no

9



Rev no 87D/18-1

22-1-18

Home (vice.)

C.O. 250

22-1-18

Local and Municipal Department.
(Legislative)

Resolutions on matters of general public interest.
[For the meeting of 12-2-19]
The Hon'ble Mr. B. Venkatapati Raju.

Home (Miscellaneous) Dept.
Public Dept.
Revenue Dept.
Local & Municipal Dept.
Home (Education) Dept.
Home (Judicial) Dept.
Public Works Dept.
Public Works (Irrigation) Dept.
Financial (Sep. Rev.) Dept.

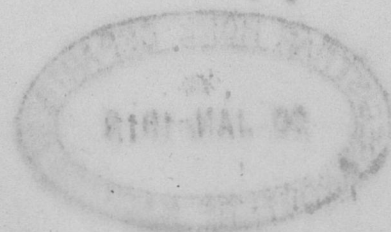
XIII. This Council recommends to the Governor in Council that the Government be pleased to issue instructions to their subordinates that in all cases of adverse confidential reports made against any officer he should be apprised of the same and be given an opportunity to vindicate himself.

Local and Municipal Dept.

Confidential reports are received in the work of this department on/district board engineers. In one case in 1917 the President was requested to warn the district board engineer because the report about him was unfavourable. The views of this Govt. regarding the communication of confidential reports generally will be found in para 5 of letter No. 251 Public (Confidential) dated 2-3-1914 to the Govt. of India. It is considered that it should be left to the discretion of the authority receiving a report to communicate the whole, or a portion, or the substance of it to the officer to whom it applies and that an inflexible rule requiring the communication

Vide No. 3072 of 27-2-17

Para 5 of the letter B₁



of all unfavourable remarks would
to the detriment of administrative
efficiency.

2. The question raised is a general
one and will have to be dealt with in
the Home (Miscellaneous) Dept. Submitted
that with the above remarks the file
may be transferred to that dept.

K.V.V.
Kun
26-1

V. TK. Krishna macharya
22-1

sec

R. S. Mahan
22/1/18

Home this no.

Let no. 330-7 L
22.1.18

Home (Mise.)
No. 254
22.1.18



P.T.O

Home (Jail) dept.

Regr.
U.S.

The principle of the Resolution on page 1 ante has been already accepted by the Govt. of India and by this Govt and the necessary orders issued - please see paras: 3-6 of the Govt. of India Resolution of 14.9.1915, printed on pages 3-4 of G.O. 1583 Public, dated the 5th November 1915, and the G.O. ibid.

2. Apart from the general instructions contained in the above G.O., individual no orders appear to have been issued in Judicial so far as the Jail and the Registration departments are concerned.

3. As this is a general question, it is submitted that these notes may be transferred to the Home (Miscellaneous) dept. for consolidation. [The legislative dept. have separately sent a copy of the Resolution to the Mis. section].

Gov
21-1-18

M.V.V.
21-1-18

Co.
Succ
W.B.
24-1-18

Was the Govt's resolution ever communicated to Collectors, S. J. J. on the 21st?

W.B.
27-1-18
C.H.B.

Thrs' A + B sections.

U. S.

With reference to the U.S.'s query on the previous page, it is submd. that the Govt. of India's resolution itself was not communicated to collectors, St. Judges &c. The instructions contained therein were however embodied as amendments to the J.C.S. Manual and communicated to 'all officers of the J.C.S.' and 'all officers of the Provl. civil Service holding listed appointments' (which included collectors, St. Judges &c) — vide order in G.O. 67 Public 8 12.1.16.

The G.O. no. 1583 Dtd 5-11-15 containing the Govt. of India Resolution was communicated to all depts. of the Sect. and it is not known whether it was communicated by them to their heads of depts. In the Judd. Dept. the resolution was communicated to the D. of Prisons + Regn. for guidance "for necessary action." vide Rnd. no 3331 C-1 D 23-12-15.

CvV
22.1.18

Home (misc.)
CR 0965
23-1-18

⑤. J. G. of Police also.
vise Enet 3686A-1
23.12.15.

Also to the
② Honorable Dr. C. J. and
the heads of sects under
just B also.
vice letter no.

3801 B-1+2 c
27-12-15.

27-12-15.
grad no 212e-1
23-1-18

M.V.V.
22-1-18

23.1.18

Hour (wise) no.

27.8

NOTES.

Page 12

For the meeting of The League Council
held on the 12th Feb 1918. Home dept
(His)
Subject - Resolution No XIII regarding
Communication to subordinates
For the Regt. ^{Wrote unfavourable remarks}
^{made by their Superior in this Confidential}
^{reports}

This dept may undertake
the consolidation of the notes of
other depts on this particular
resolution. The remarks of the
marginally noted depts have not
yet been received. They may
perhaps be requested w.o to
forward their views on the resolution
to this dept as early as possible.

24.1.18.
Pdel.
24.1.18.

24.1.18

Send this
to be sent alone
with suitable
letter

J.B.
Please send copy first
on this page alone w.o
to the 3 depts mentioned
above
24.1.

24.1.

14

P16

Hand M (LEGISLATIVE) DEPARTMENT.

CURRENT NO.
~~010~~ 155
PUBLIC

Resolutions on matters of General Public Interest.

Regd 17-1-18

SUBJECT.--No. XIII

for the meeting of the Legislative

Council to be held on the 12th February 1918

SUBMITTED that two copies of this Resolution may be forwarded to the Public Revenue, Land M. Home (Edn), Home (Just), P.W.D. Department with reference to Nos. (1) and (4) of the rules regulating Secretariat procedure in dealing with these Resolutions in the Legislative Council. Orders regarding admission will be communicated in due course.

V.T. K
17.1.18

U.O. No. 166-24 dated 17/1/18

To

The

Public Department. with Resn XIII

Public Deptt

So far as L.C. is concerned instructions about the communication of adverse comments in Confidential reports have already been issued in C.O. No 67 Pub., 8 12-1-16. These instructions are based on the Govt of India Home Deptt, resolution, No 1568-1595, 24.9.15

(L) N

24.9.15, in p. M. 1583 Pub. 8 5.11.15

With this information, the papers may, it is sub^d, be transferred to Home (Min) who are dealing with the resolution.

✓ Davidson
26.1.18

25.1.18 20 Home (Min) Co.

27 JAN 1918
RECEIVED

Pub 155-1
26.1.18

Stone (Music) Co.
CNO. 323
28.7.18

Vo

-28-

15-P P.W. 12

Dul

The latest instructions on the subject are those contained in the Resolution of the Govt of India, Home Dept N 156F-1595 dt 14.9.15. These instructions have been communicated to the officers of the P.W.D. for information and guidance.

2 It will thus be seen that the recommendation made in the Resolution to be moved by the Additional Member has already been given effect to. There is, however, one point of difference. In the Resolution proposed by the Additional member, it is recommended that adverse confidential reports should be communicated to the officers concerned in all cases. But the instructions referred to in para 1 above lay down that communication of adverse reports is not desirable in certain cases.

3 As the subject of the Resolution is one which affects not only the P.W.D. but also the other depts, H.M. (Public) will perhaps take charge of the Resolution. The ple may be circulated

presented in P.W.D. but N 8913 C dt 21.12.15

page 2 and

mightly with the persons mentioned in para 3 and 4 of India's Resolution. Nagi Ci

P.W.D.

29-

circulated to Hm (P.W.D.) and on its return may be sent to Legislative for transmission to that dept whose member will take charge of the Resolution. This course will obviate the necessity for printing separately the notes of each dept on the Resolution.

PSK
24.1.18

TCR
25.1.18

25.1.18

WYM

25.1.

H.M. (P.W.D.)

26.1.18

P.W.D.

Box. C. 9
25.1.18

DW

The file may now be transferred to Home (Mis) dept with reference to the note on page 5 infra

2 Home (Mis) may also be informed that no separate reply will be sent - received from P.W.D. (9) on 1.

Home (Mis)
C.N. 333
28.1.18.

PSK
28.1.18

WYM

20/1

P.W.D. O.D.
1928/18-1
28.1.18

Home (Mis). TJO.



Officers of office.

30-

17 Home Dept
(Mis)For the Regt

The remarks of all depts
consulted by Secy have been received.

2 The instructions
contained in the G.O. of S, Home Dept,
resolution No 1568-1595, d the 14.9.15,
as regards the communication of
adverse remarks in Confidential
reports to subordinate officers have
been communicated ^{most of the} by depts to their
respective heads of depts and also
been embodied in important Manuals
and Standing orders ~~via~~ ^{via} the
B.S.O., the I.C.S. Manual, the Forest
Code, & the Salt Manual. The principle
underlying the recommendation
contained in the resolution which
the Adml Member proposes to move
has thus been accepted by Govt. The
only point of difference however is,
as pointed out by the P.W.D., that the
resolution of the Adml Member
suggests the communication of
adverse reports in all cases while
the instructions of the G.O. of S forbid
generally communication of
adverse reports to subordinate officers

9.1583 P.W.D. (N)
5.11.15

vide para 4

p 3 740-1583 P.W.D. (N)
5.11.15

in the following cases, the reason being that if such remarks were invariably communicated reporting officers would be discouraged from giving unreserved advice and opinions of value would be lost:-

- i) reports of particular incidents or acts, which, if disciplinary action is taken, require either regular proceedings or definite censure after the defense of the officer concerned has been taken;
- ii) reports in reply to inquiries whether an officer who has not been well reported on in the past has improved & is fit for promotion;
- & iii) reports in answer to requests for opinions as to the fitness of an officer for a particular appointment, etc.

3 Submitted that orders of H.M. may be taken whether he will take charge of the resolution and whether he desires any further paper or information to be collected. The resolution has been admitted.

4 T.C.N. Two classes of reports ~~are~~ which are generally in vogue are the periodical reports about the fitness and work of officer.

28.1.18
Pdk
30.1.18

and reports of particular incidents or acts. The Govt. of India have laid down definitely that in the case of the former, only those defects should be pointed out to the officers concerned which could be remedied, & not those such as lack of ability or intelligence. In regard to the other class of reports, the Govt. of India did not consider any special instructions necessary, as such cases required either regular proceedings or definite censure after the defense of the officer concerned had been taken.

From the wording of the latter portion of the resolution, it looks as if the Adm. Member had the latter class of cases in his mind, as the former is generally based on impressions & character of work ~~done~~ and may not easily admit of vindication.

The Resolution as proposed cannot, it is submitted, be accepted. It may be accepted subject to the reservations referred to above.

(N)
(c) - page 3

4(1) - 3 -

p. 2 above

Box C. 17
cc 2/2
Vol. 572

NOTES.

Page 20

33-20-P
the Gov. of India's Resolution of 1915.

CR
81.1.18

It is not more nor necessary to
go beyond the instructions of the
Gov. of India

M. A. Chandra
2/29/18 Rao

HM

It is undesirable to communicate adverse
confidential reports in all cases. I shall
obtain the instructions on the subject and
oppose the resolution.

5-2-18.

W. S. M. A. N.

22

When given for copying

When copied

When examined

When signed

191

READ AGAIN G.O. No.
191

DATED

CURRENT No.

ENCLOSURE TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT

STATEMENT WITH DITO.

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.