

Judicial (1895) Department.

ORDINARY PRINTED.

G.O., No. 579.

DATED 15 Mar. 1895.

INDEXED.

[Despatch Abstract.]

URGENT COMMUNICATIONS.

Ordering that heads of departments and all officers addressing Government direct should, in future, mark--"urgent" in red ink on the cover and on the docket.

28/12/1895

Ind.

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
	4261		1895.				
	4851		1895				

15TH MARCH 1895, No. 579, JUDICIAL.

GOVERNMENT OF MADRAS. JUDICIAL DEPARTMENT.

ORDER—dated 15th March 1895, No. 579, Judicial.

Heads of Departments and all officers addressing Government direct should in future mark urgent communications, whether original reports or replies to urgent calls from Government, "urgent" in red ink on the cover and on the docket.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To all Heads of Departments.
„ the Departments of the Secretariat.

Exd. R. Jenkins.

Gobt. of {1895} Madras.
JUDICIAL.

Issued

Recd.

Encl.

G.O., 15th March 1895, No. 579.

MARCH.

Urgent Communications.

Ordering that Heads of Departments and all officers addressing Government direct should in future mark — "urgent" in red ink on the cover and on the docket.



502—20-6-94.

DEPARTMENT.

No.

From

Dated

189 ,

FOR ORDERS.

The Chief Secretary himself notes on the urgency of papers when he opens the tiffin.

Please see H.M.'s notice dated 14th inst. under cover of G.O. 356 of 16-2-95.
2. The tiffin is ~~now~~ opened by the Chief Secretary - or in his absence by the Under Secretary - stamped & sent down to the Head Clerk who separates local & Municipal papers sending them over to that Department where the first Assistant is responsible for bringing urgent papers to the ^{immediate} notice of the Under Secretary. Other papers are marked "urgent" by the Head Clerk, where the dockets show urgency. He is not & cannot be conversant with the nature of all these papers & cannot always decide whether they are urgent - unless the reporting officer takes the trouble to mark the report "urgent". The particular case, which led to H.M.'s remarks, was of this description. As has already been pointed out, the High Court did not mark its reply "urgent" & there was nothing whatever in the docket or the letter itself to denote urgency; the fact that the paper was urgent could not be known until the order to which it was a reply was put up.
3. That order, ~~which had gone into the~~ ^{which had gone into the} ~~current~~ ^{current} reference Department, to which are sent all dispatches whether taking the form of a G.O. a memo or a reference. The only exception to this rule is where a

* Not the permanent record room.

again & calling for a reply issues, in which case the file is kept by the Referencer on his table pending reply. - It seems desirable that the exception should be extended to cases like the present, in which a "very urgent" reference has issued. - It does not seem necessary to make any other change, though it might be desirable to issue a general circular directing all officers to mark urgent communications (whether original reports or replies to urgent memos) - "urgent" in red ink on the cover & on the docket.

4. If the reporting officer does not do this, or state the urgency of his communication in the letter, mistakes must occur. Neither the Chief Secretary, nor any other officer can be certain of detecting the urgency of a paper by a mere perusal of the docket, or of the letter itself, unless this is done.

Office delays

BS
7/3/95

Note for it m

D
20-2-95

* A case of this emergency kind arose only the other day. A petition from ex-Condemned Cornish came in from I think Ballinay. There was nothing whatever in the docket to show this nor was the docket marked in any way to show its urgency. I thought the case looked like something big and I perused it & saw what it was about. It was only then that I discovered that it was a petition for money in a death sentence.

I have several times when going through the Post found that urgent papers had come up without anything to indicate their urgency.

4/3/95

Indl V.O 579
15/3/95

Krook's Ref
Prepare Draft
Draft submitted.
The papers to the Refr set out above in a note, so they may be out of place in a circular.
MR
12/3/95
9.3

[G.]
[24]
203-8-2-95.

Judicial DEPARTMENT.

Papers to be read in proceedings:—

18

Again G.O., dated 189 , No.
Again G.O., dated 189 , No.
Current No. of 189 , dated from

Current No. of 1-9 , dated from

ORDER. 15th March 1895, N: 579.

Ref. Tailor's & ST. Judson's cases, etc.
calls from Govt

and all officers ^{addressing} ~~dealing with~~ Govt direct Heads of Departments should in future mark urgent communications, whether original reports or replies to urgent memoranda, "urgent" in red ink on the cover and on the docket.

(From orders)
13.3.95

To All Heads of Depths } despatched 22/3/95
The Depths of the Secretariat. 78

MR 12/3/95 Note for the Refr Dept.

The Refr. should keep on his table pending reply all papers on which a "very urgent" reference is issued.

13.2.95

MR

Instructions for marking
papers "urgent"

(From orders)

[G.]
[34]
200-24-10-94.

Judicial

DEPARTMENT.

List showing the distribution of the Proceedings of Government
dated 15 March 1895 - No. 579

Revenue Department	..	..	..	31	} at desks 22/3/95
Public Works Department	..	..	..	41	
~~Military Department~~	..	..	..	6	
Local and Municipal Department	..	..	..	31	
JUDICIAL.	Honorable the Chief Justice with C.L.	..	..	31	} 22/3/95
	Inspector-General of Police	..	..	31	
	Do. of Prisons	..	..	28	
	Do. of Registration	..	..	25	
	Chief Presidency Magistrate	..	..	3	
	Commissioner of Police	..	..	3	
	Judges of the Madras Court of Small Causes	..	..	2	
	Advocate-General	..	..	1	
	Government Solicitor	..	..	1	
	Administrator-General	..	..	1	
PUBLIC.	Sheriff of Madras	..	..	1	} Desks 22/3/95
	Government Pleader	..	..	1	
	Registrar of Joint Stock Companies	..	..	1	
	Surgeon-General	..	..	6	
	Meteorological Reporter	..	..	1	
	President, Board of Examiners	..	..	1	
	Private Secretary to the Right Honorable the Governor	..	..	1	
	Government Astronomer	..	..	1	
	Superintendent, Government Central Museum	..	..	1	
	Chemical Examiner	..	..	1	
	Superintendent of Stationery	..	..	1	
	Protector of Emigrants	..	..	1	
	Superintendent, Government Press	..	..	1	
	Tamil Translator to Government	..	..	1	
	Telugu do. to do.	..	..	1	
POLITICAL.	Malayalam do. to do.	..	..	1	
	Canarese do. to do.	..	..	1	
	Hindustani do. to do.	..	..	1	
	British Consular Agent, Pondicherry	..	..	1	
	Superintendent, Archaeological Survey	..	..	1	
POLITICAL.	Government Epigraphist	..	..	1	
	Resident in Travancore and Cochin	..	..	6	
	Paymaster, Carnatic Stipends	..	..	1	
	Political Agent, Pudukota	..	..	1	
	Do. Sandur	..	..	1	
	Do. Banganapalli	..	..	1	
ECCLESIASTICAL.	Government Agent, Tanjore	..	..	1	
	Special Agent, South Arcot	..	..	1	
	The Right Reverend the Bishop of Madras	..	..	3	
MARINE.	Venerable Archdeacon of Madras	..	..	3	
	Senior Chaplain of the Church of Scotland	..	..	3	
MARINE.	Presidency Port Officer	..	..	20	
	Chairman, Harbour Trust Board	..	..	1	

FINANCIAL { Accountant-General 6
Commissioner of Paper Currency 1

EDUCATIONAL { Director of Public Instruction 70
Commissioner for Government Examinations 1

THE DISTRICT MAGISTRATE OF { Anantapur
North Arcot (Chittoor)
South Arcot (Cuddalore)
Bellary
South Canara (Mangalore)
Chingleput (Saidapet)
Coimbatore
Cuddapah
Ganjam (Chatrapur)
Godavari (Cocanada)
Kistna (Masulipatam)
Kurnool
Madura
Malabar (Calicut)
Nilgiris (Ootacamund)
Nellore
Salem
Tanjore
Tinnevely
Trichinopoly
Vizagapatam

DISTRICT AND SESSIONS JUDGE OF { North Arcot (Chittoor)
South Arcot (Cuddalore)
Bellary
South Canara (Mangalore)
Chingleput
Coimbatore
Cuddapah
Ganjam (Berhampore)
Godavari (Rajahmundry)
Kistna (Masulipatam)
Kurnool
Madura
North Malabar (Tellicherry)
South Malabar (Calicut)
Nellore
Nilgiris (Ootacamund)
Salem
Tanjore (Tanjore)
Tinnevely (Palamecottah)
Trichinopoly
Vizagapatam

First copy sent to Press.

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READ AGAIN G.O. No.
189

DATED

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL.

N.B. —

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