[L. & M.
2,000-8-8-95.]

# Local & Munl. (1895) Department.

## MISCELLANEOUS.

**G.O., No.** 1023 M

**DATED** 26th June 1895.

1 Abstract

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## [Despatch Abstract.]

Tax on Buildings.

Informing the Bellary Municipal Council that it is not justified in fixing the annual value of Government buildings assessed to house-tax at 15 per cent of their cost and that the principles laid down in section 65 (1) of the District Municipalities Act should be observed, and requesting the Cuddapah Municipal Council to report whether effect has not been given to the orders in G.O., dated 6"April 1893, No.468 M.

## BACK PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

## FURTHER PAPERS.

| G.O. | No. | Department. | Date. | G.O. | No. | Department. | Date. |
|---|---|---|---|---|---|---|---|
| C No. 2537 L/97 |  |  |  |  |  |  |  |

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Extract Proceedings of the Bellary Muni-cipal Council.

29-1-94

× × ×

5. Read Letter No. 2929, dt 30th October, 93, from the Executive Engineer Bellary Division appealing against the assessment on the Police Hospital and the report of the Sub-Committee.

Resolved that the Executive Engineer be informed that the assessment appealed against has been correctly calculated at 7½ per cent on an annual rental fixed at 15 per cent on the cost of the building in accordance with the system that has existed since the introduction of the Towns Improvement act into this town.

(True Extract)

Municipal Councillor's Office
Bellary. 9th January, 94.

Sgd/ P.C. Ananthacharlu
Chairman. M. Council

(True copy)

19th January/94.

Sgd/ C. W. Wood.
Ex: Engineer

(True copy)

Bellary
2nd February/94.

Sgd/ A.T. Fraser.
Col. R.E.
Supdg. Engineer III circle

1/530 M of 94

1894
Jud. Dept.
Enclos. No. 1
to
773

CURRENT No. 773.

**PUBLIC WORKS DEPARTMENT.**

# PROCEEDINGS OF THE MADRAS GOVERNMENT.

**READ the following**

Letter from the Superintending Engineer, III Circle, No. 2752, dated 2nd February 1894:—

no copy

I have the honor to state with reference to G.O. No 266 W, dated 30th January current that the Executive Engineer, Bellary, has objected to the arbitrary assessment of rent at 15 per cent on capital cost of Government buildings made by that Municipality, and the only reply he could get (See Extract Proceedings copy attached) was that it "was in accordance with the system that has existed since the introduction of the Towns Improvement act in this town".

2. The Executive Engineer has been referred to the ruling of Government in their Order Mis. No 468 M. Local & Municipal 6th April 1893, in which the Council enjoined either to take the present rental realized, or else fix a reasonable letting value with reference to other buildings actually let in the neighb

hoo

(40—2,000—11-10-93.)

ood

3. Both the Cuddapah and Bellary Municipalities set the terms of this order on one side without discussion, the one asserting the principle of two wrongs making a right, and the other simply maintaining their view is correct because they have taken it from the first.

4. The Executive Engineers have no means of enforcing the consideration of the principles of assessment laid down by the Government order, or eliciting any satisfactory replies.

5. It is obvious that in very many cases Government buildings differ so greatly from those in the neighbourhood, that they do not admit of ready comparison. If adequately rented, they would most likely remain permanently unlet.

6. But rules are in force, for determining the letting value of all P. W. D. buildings laid down by the Government of India, based on their cost and that of keeping them in repair, and rent charges are made in terms of these, so that clearly Municipalities are bound to accept this reasonable scale of rating, unless prepared to prove that rents so arrived at are lower than usually prevail for similar accommodation in the neighbourhood.

also
No. [illegible]
No. 1262 M.—

---

Order thereon: No 376 W. dated 10th February 1894

Communicated to the Judicial Department for consideration, with reference to G. O. dated 22nd January 1894, No. 124, Judicial.

2. The rules referred to in para 6 of the Superintending Engineer's letter are those contained in para 28, Chapter XI, P. W. Code, but it has already been pointed out in G. O. dated 6th April 1893, No 468 M., Local & Municipal, that these rules are not binding on Municipal Councils.

(True Extract)

Major, R. E.,
Under Secretary to Govt.
P. W. D.

To
The Judicial Department. ✓
" Supdg. Engr. III Circle

Exd

773

1894.

Judicial ~~Public Works~~ Department.

No. 376 W

Dated 10th February 1894.

Despatched

Received 13th ——— .. ———

1 Enclor.

CHIEF SECRETARY 13. FEB. 1894 GOVERNMENT OF MADRAS

SUBJECT.

Letter from the Supdg. Engineer IIIrd Circle reporting on the arbitrary assessment of rent at 15 per cent on Capital Cost of Govt. buildings made by the Bellary Municipality, Communicated to the Judicial Department for Consideration.

R 21/2
W.S. 23/2

R/A.
[illegible] Put up the Collr's & the Pub. [illegible] the [illegible] printed G.O.s on the subject.
MK 16/2

W.L.

P. Has the further report promised by the D.M. in his letter No. 1895 [illegible]

124 : 22-1-94 M.O.
1895 : 15-9-93 -
468 M : 6-4-93 -
357 M : 20-4-87

N. 23rd ~~Feby~~ '94 No 376
Transferred to the Local & Municipal Dept.
A. Butterworth
Under Sec.

N. 23.2.94

Endorsement.

Referred to the Dt. Magistrate of ~~Cudd~~apah for remarks.

2. ~~With~~ reference to para 2 of G.O. of 22nd Jany. 94 No. 124, the D.M. should expedite the further communication promised in his letter of 21st Decr. 93 No. 1217.

(By order)

Under Secretary

To
The D.M. of Cuddapah. (in orgl. to be retd. with reply).
Copy ~~of~~ to the D.M. of Bellary. (with para 1 only of the End ~~only~~)
23/2

[ 9 ]

LOCAL AND MUNICIPAL DEPARTMENT.

Local & Municipal Dept

CURRENT No 530M

**From**

The Judicial Department

No. 376

23

**Dated** 20-2-1894

**Received** 26-2-1894

**Enclosures**

SUBJECT.

Transferring Proceedings of the P. W. Deptt. communicating letter from the Superintending Engineer III Circle reporting on the arbitrary assessment ~~of rent at 15 per cent on capital cost~~ of Govt. buildings made by the Bellary Municipality.

(with endorsement)

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124 Judl. 22-1-94
1895 Judl. 15-9-93
468 M&L 6-4-93
1953 M&L 29-11-92
88 Public 28-1-91

829 M&L 22-8-87
357 M 20-4-87
846 M 23-8-86

5798

BELLARY MUNICIPALITY 8 MAR. 94 RECEIVED.

For orders

TO BE RETURNED WITH REPLY.

No 169

Referred to the Municipal Council, Bellary, for report.

(By order)

Lionel Davidson
6-3
Ag Assistant Secretary

V.R.
6/3/94

Fort St George
7th March 1894

17/3/94

M.R. 27-3-94

To,
The Chairman, Municipal Council, Bellary

26/3

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1429

No. 3089

Superintending Engineer's Office,
3RD CIRCLE.
Bellary 10th March 1894,

FROM
Colonel A. J. Fraser R.E.
SUPERINTENDING ENGINEER.
IIIRD CIRCLE.

To
THE Chief Engineer
P. W. D.
Madras

Sir,

Enclosures.

I have the honor to state with reference to G. O. No: 376W dated 10th Feby last, para 2, that Municipal Councils could hardly compute Rent Values by the elaborate rules of P. W Code Chapter VI Para 28.

2 But on the Executive Engineer representing that such and such Govt. buildings are actually rented at a certain sum monthly and no more, and that he is prepared to rent out other available buildings at the same and no other rate, which happens to be in these cases so much percent on the value of these in his books (or their cost), I consider that the Municipality are bound to accept

this percentage, unless they can show that the rents are lower than prevailing in the neighbourhood

3. The Municipalities are at present guided by no reasonable principle. In Bellary rents are calculated for Govt: buildings at 15 per cent of cost, while in Cuddapah 12 per cent is deemed enough.

4. The latter draw a distinction between native houses, which are rent calculated at 8 per cent of cost, on the assumption that capital laid out on them gives less return than on more permanent European houses, while it is usual for the reverse to be the case, and a higher relative amount of rent to be obtained from temporary constructions.

I have the honor to be
Sir
Your most Obdt Servt.

A. T. Fraser Col: R.E.

Superintending Engineer
III Circle

P. W. CURRENT No. 1971

From, Col. A. T. Fraser R.E.
~~The~~ Superintending Engineer,
IIIrd Circle,
Bellary.

To,
The Chief Engineer
P.W.D.
Madras

Dated 10th }
Received } March 1894.

SECRETARY
16 MAR 94
PUBLIC & C DEPTS

Regd 17-3-94

Enclosures.

No.: 3087

Subject.

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Rents of Buildings
Informing the practice
how the — are calculated

---

Judicial

No. 1167C. d/ 14th March 1894.

CURRENT No. 1429

Transferred to the Judicial Department in continuation of G.O. dated 10th February 1894, No. 376 W.

Col: R.E.
Secretary to Govt: P.W.D.

Local & Municipal Dept
CURRENT No. 714 M

Endorsement. No. 552.

Transferred to the Local + Municipal Department in continuation of endorsement of 23rd Febry. 94 No. 376.

Under Secretary

Fort St. George }
20 Mar: 94 }

To
The L + M. Dept.
19/3.

[ 8 ]

LOCAL AND MUNICIPAL DEPARTMENT.

CURRENT No. 714 M

MSK

50

BELLARY MUNICIPALITY 3-APR. 94 RECEIVED.

Fr ~~report~~ orders

**From**

The Judicial Department

No. 552

**Dated** 20-3-94

**Received** 21-3-94

**Enclosures**

SUBJECT.

Transferring letter from the Superintending Engineer III rd Circle Bellary stating how the rents of buildings are calculated

No: 246

Referred to the Municipal Council, Bellary, for report, in Continuation of Endorsement No: 169 dated 4th March 1894.

(By order)

Lionel Davidson
30-3

Assistant Secretary

I.R.
29/3/94
Fort St George }
2nd ~~March~~ April 1894 }

MKP
6/11/94

To

The Chairman, Muni Council,
Bellary

withan Endst 7 | 20/3/94 a221

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1506

Letter from the Executive Engineer Bellary Divn No. 1197 dated 12th March 1895 to the Supty: Engineer III Circle, Bellary.

BELLARY MUNICIPALITY 23 APR 95 RECEIVED.

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In reply to your Memo No. 2972 dated 4th March 1895, I have the honour to state that I am unable to let the matter drop, as I am, constantly receiving reminders from the Police Department.

The matter was referred by your Office to Government, and transferred to the Judicial Department – vide proceedings of the Madras Government No. 376 W of 10th February 1894.

I would suggest a reminder.

---

No. 3143
18-3-95 Copy forwarded to the Chief Engineer P.W.D. for favor of early orders on this Office reference No. 3087 dated 10th March 1894.

C. Merton
Supty: Engineer, III Circle.

L-1167 C
14/3/94

801262 M Mi 14.9.94.

P. W. CURRENT No. 2145

From
C. H. J. Norfar Esqre
Superintending Engr.
3rd Circle
Bellary

To
The Chief Engineer
P. W. D.
Madras

Dated 18th March/95

Recd 20/3 No. 3143
Rep 27/3

New Police Hospital at Bellary –

Requesting orders on the subject of heavy assessment on the –

with disposal

Recs: 19.3.95

CURRENT No. 1506

No 1243 C of 23rd March 1895

Transferred to the Judicial Department with reference to endorsement No. 1167 C dated 14th March 1894

Col. R.E.
Secretary to Govt P.W.D.

Local & Municipal Dept.
CURRENT No. 1194 M
Closed

Endorsement 20/3 No. 707. 21-4-95

Transferred to the Local & Muni! Dept.

Lionel Davidson
29.3
Ag. Under Secretary.

To
The Local & Muni! Dept.
Not circulated in the P.W.D.
29.3.95

LOCAL AND MUNICIPAL DEPARTMENT.

Local & Municipal Dept.
PR CURRENT No. 1194 M

From

The Judicial Department

No. 707

**Dated** 1-4-95

**Received** 2-4-95

**Enclosures**

## SUBJECT.

Transferring endorsement of the P.W. Deptt. transferring correspondence from the Superintending Engineer 3rd Circle Bellary ~~requesting orders~~ on the subject of heavy assessment on the New Police Hospital at Bellary.

(with order)

40-2000-3-5-93.

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BELLARY MUNICIPALITY
23 APR 95
RECEIVED.

418

9.5/

No. 544

Referred to the Municipal Council, Bellary, for report, in Continuation of endorsement no 246 dated 2nd April 1894.×

(× with the Chairman's —)

By order
W. Blaylen
as assistant Secretary

C.S.T.
19.IV.

V.R.
7/4/95

Fort Saint George
22nd April 1895

Reminder to this
no 726 / 24-5-95 attached
m.f.

To

The Chairman, Municipal Council
Bellary.

9/4 a/17/4

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Extract from Proceedings of the Municipal Council, Bellary, dated 6th November 1894.

Present. (The present strength being 23).

1. P. C. Arunthacharlu, Chairman, Municipal Council.
2. Revenue Officer in charge of Division (M. R. Ry. C. Ramasesha Iyer Avergal).
3. M. Abraham Esquire.
4. M. R. Ry G. Kristappah Garu.
5. John Robert Upshon Esquire.
6. M. R. Ry. T. Hampyah Garu.
7. Do P. Balayyah Garu.
8. The Hon. A. Sabapathy Mudaliar Avergal, Rao Bahadur.
9. M. R. Ry. J. P. Cotelingam Avergal, M.A.

15. Read Endorsement No. 169. dated 7-3-94 of the Assistant Secretary to Government referring, for report, letter from the Superintending Engineer, III Circle, reporting on the

alleged arbitrary assessment at 15 per cent on the capital cost of Government buildings made by the Bellary Municipality.

Read also Endorsement No. 246 dated 2-4-94 referring, for report, a letter No. 3087, dated 20-3-94 from the Superintending Engineer, III Circle, in continuation of Endorsement No. 169, dated 7-3-94.

Read also the report of the Sub Committee on the subject.

The Municipal Council has fixed its house tax on 15 Rupees per centum on the cost of public buildings as laid down in the leases granted by the Secretary of State for India to private individuals who hold grants of land in the town.

a rent value of ?

What is this ?

(True Extract)

Chairman

31.5.95

Municipal Office
Bellary 11th November 1894

11/11/94

1807 [illegible]

80-2000-2-5-93.

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Extract from lease No. 51 granted by the Right Honorable the Secretary of State for Indid in Council to Mr. Mathew Abraham of Bellary on 30th October 1863.

This Indenture made the Thirtieth day of October in the year of our Lord one thousand eight hundred and sixty three Between The Right Honorable The Secretary of State For India in Council of the one part, and Mr. M. Abraham of Bellary of the other part. Witnesseth that in consideration of the Rent and Covenants hereinafter reserved and contained, and on the part of the said Mr. M. Abraham his Executors, Administrators, Personal Representatives and Assigns to be paid and performed, He the said Secretary of State in Council doth demise and lease unto the said Mr. M. Abraham

All that Piece or Parcel of Ground, Situate, lying, and being in the Cantonment of Bellary within the Presidency of Fort

Saint George in the East Indies, Bounded on the North side thereof by the French, on the East side thereof by Company's Garden, on the South side thereof by Main Road and on the West side thereof by a Well containing One cawny, Nineteen Grounds and One thousand and Eight hundred Square Feet, be the same little more or less, And which said Piece or Parcel of Ground, with the several abuttals, boundaries, measurements, and dimensions is more particularly delineated or described in the Plan or Ground plot thereof, drawn in the margin of these Presents or hereunto annexed, Together with all erections and buildings which now are or at any time hereafter during the term hereby granted may be erected and built thereon. And all ways, rights, easements and appurtenances to the said Premises belonging, To Have And To Hold the said Premises hereby demised or intended so to be, with their and every of their appurtenances unto the said Mr M. Abraham his Executors, Administrators, Personal Representatives, and Assigns, from the Thirtieth day of October one thousand eight hundred and Sixty three for the term of Fifty years thence next ensuing, renewable at the end of every Ten years of the said Term at the option of the Governor of Fort Saint George, for the time being in Council, for, and on behalf of the said Secretary of State in Council,

× × ×

And Further that in case the said Lessee shall assign, demise, or make over the said Premises or any part or parts thereof, at any time or times during the said Term to any person or persons, the said Lessee within Three Calendar Months, after the said Premises shall have been so assigned, demised, or made over, shall and will deliver and give to the Officer who for the time being shall Command the Cantonment within which the said Premises shall be situated, for, and on behalf of the said Secretary of State in Council, his Successors or Assigns, a notice thereof in writing Containing a full and proper Statement and description of the Premises so assigned, demised, or made over, as also of the time or times when the description of the Instrument or Instruments by which, and the name or names with the address or addresses and occupation or occupations of the person or persons to whom the said Premises or any part thereof shall or may be so assigned, demised, or made over, and for what Term or Interest therein respectively. And Also that if the said Lessee shall be desirous of letting out or renting the said Premises, the monthly Rent to be demanded and received for the use and occupation thereof, shall be limited to a sum equal to one Twelfth part of a sum equivalent to Fifteen Rupees per centum per annum on the bonâ fide value of the Buildings erected and then standing and being thereon, such value to be ascertained and certified by the Engineer acting in and for the Division in which the said Premises are or may be then situated.

This is a special Contract & its terms cannot be taken to supersede those specially provided in Sec [illegible] of the act –

× × ×

/True Extract/

Municipal Office
Bellary 1st November 1894

Chairman M.C.
31-5-95

Exd
11/11/94

180 [illegible]

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No 1283
1/6

Municipal Councillors' office
Bellary 31st May 1895.

(16)
GUP. T No.

From.

P. C. Anantha Charlu

Chairman, Municipal Council
Bellary

To

The Chief Secretary to Government
Local and Municipal Department
Madras

Through the Revenue officer in charge of Division Bellary.

Sir,

× + No 544
22.4.95

In returning herewith your endorsements No 169, dated 7th March 1894 and 246, dated 2d April 1894 × referring to the Municipal Council of Bellary, for remarks, the Proceedings of the Madras Government, Public Works Department Current No 1429, dated 14th March 1894, I have the honor to forward herewith copy of a resolution of the Municipal Council passed at its meeting held on the 6th November last and to state that the Council has fixed its house tax on Rs 15 per centum on the cost of public buildings as laid down in the leases granted by the Right Honorable the Secretary of State for India in Council to private individuals who hold grants of land in the town (vide lease No 51 granted by the

Right Honorable the Secretary of State for India in Council to Mr Mathew Abraham of Bellary on 30th October 1863 and extract from the said lease relating to this matter herewith submitted.)

The Executive Engineer, Bellary Division, reported that the actual Cost of the Police Hospital building at Bellary is Rs 8,424-5-3 and the assessment of Rs 94-12-4 levied on it has been calculated at 7½ per Cent on an annual rental fixed at 15 per Cent on the Cost of the building.

2. Some of the old records have been destroyed and the subject being a very important one affecting municipal revenue, I have examined all those that are available in this Office at present. I find nothing else in support of the rate of taxation levied by this municipality on public buildings.

3. The delay in submitting this report is due to the examination of such of the old records as are now forthcoming and to the enquiry made by me of the Councillors who have been long on the Council.

4. I request that the lease herewith submitted may be returned when no longer required.

I have the honor to be
Sir,
Your most obedient servant

Chairman. M.C.

31/5

60—2000-2-5-93.

Right Honorable the Secretary of State for India in Council to Mr Mathew Abraham of Bellary on 30th October 1863 and extract from the said lease relating to this matter herewith submitted.)

The Executive Engineer, Bellary Division, reported that the actual Cost of the Police Hospital building at Bellary is Rs 8,424-5-3 and the assessment of Rs 94-12-4 levied on it has been calculated at 7½ per Cent on an annual rental fixed at 15 per Cent on the Cost of the building.

2. Some of the old records have been destroyed and the subject being a very important one affecting municipal revenue, I have examined all those that are available in this Office at present. I find nothing else in support of the rate of taxation levied by this municipality on public buildings.

3. The delay in submitting this report is due to the examination of such of the old records as are now forthcoming and to the enquiry made by me of the Councillors who have been long on the Council.

4. I request that the lease herewith submitted may be returned when no longer required.

I have the honor to be
Sir
Your most obedient servant

Chairman M.C.

1895

~~Thro' the Rev. Officer~~

~~Local & Municipal Dept.~~

~~From~~ not

CURRENT No. 1807 M

The Chairman,

Municipal Council,

Bellary

To,

The Chief Secretary

to Government

Local & Municipal

Department,

Madras.

~~Dated~~ 31st May 1895.

Despd. 1st June 1895.

Recd. 7 JUN. 95

No. 1284

COLLECTOR'S OFFICE
No.
4 JUN. 95
BELLARY

Mis Reg 2765 Gen (6) 3 RC Nos 530 M of 94 & 714 & 1194 M

Subject

Returning Govt. Endorsements Nos 169/7.3.94, 246/2.4.94 & 544/22.4.95, and stating that the Municipal Council has fixed ~~assessment on~~ Police Hospital buildings ~~on~~ at Rs 15 per centum on the Cost of public buildings.

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No 1262 ... 14-6-95

Endt 169/94 RC

HEAD QUARTERS COLLECTOR'S OFFICE BELLARY
Noted
Regr. No. 956
2 JUN. 95

Submitted to the Collector

[illegible]

2.6.95

Forwarded.

H. Tremenheere

Coll. 5.6.95

14/6, a/14/6

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[ 5 ]
1,000—17-11-93.

LOCAL AND MUNICIPAL DEPARTMENT

Papers to be read in Proceedings :—

Again G.O., dated 189 , No.

Current No. 530 M. of 1894 dated 20th February 1894 from the Judicial Department.

" 714 M " 20th March 1894 do do

Current No. 1194 M of 1895, dated 1st April 1895 from the do do

" 1807 M " 31st May 1895 " Chairman, M.C., Bellar

Order. dd 26.6.95 No. 1023 [illegible]

The municipal council of Bellary will be informed that it is not justified in fixing the annual value of Government buildings assessed ~~to the municipal~~ house tax at 15 percent of their cost, ~~as~~ and that the principles ~~upon which this should be done are~~ specifically laid down in this behalf in section 65(1) of the District Municipalities Act should be observed in respect of these buildings as in respect of others.

The assessment on buildings from which Government realizes full rent should ~~in accordance with this sec~~ be based upon such rents, while in the case of others a reasonable letting value should be fixed by the Chairman on a consideration of the rents actually realized from similar buildings in the neighbourhood.

2. The municipal council of Cuddapah will be requested to report whether, as stated by Superinte

perintending Engineer in his
ter dated 2nd February 1894,
o. 2752, effect has not ~~yet~~ been
ven to the orders contained in
O. dated 6th April 1893, No.
68 M.

/6/95 21.VI. 26/6/95

1023 M

The Chairman, M.C. Bellary, with a [illegible]
" Cuddapah Para 2. only (Extract of G.O. No. 530
" Judicial Department.
" Public Works Department.

Desp. 8/7/95

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Local and Municipal Department.

Current 530 M., of 1894, dated 20th February 1894 from the Judicial Department.
" 714 M., dated " " 20th March 1894 " " "
" 1194 M., of 1895 " 1st April 1895 " " "
" 1807 M., " " 31st May 1895 from the Chairman Municipal Council, Bellary.

ORDER. dated 26th June 1895 No1023 M.Mu.

The Municipal Council of Bellary will be informed that it is not justified in fixing the annual value of Government buildings assessed to house tax at 15 per cent of their cost, and that the principles specifically laid down in this behalf in section 65 (1) of the District Municipalities Act should be observed in respect of these buildings as in respect of others. The assessment on buildings from which Government realises full rent should be based upon such rent, while in the case of others a reasonable letting value should be fixed by the Chairman on a consideration of the rent actually realized from similar buildings in the neighbourhood.

2. The Municipal Council of Cuddapah will be requested to report whether, as stated by the Superintending Engineer in his letter dated 2nd February 1894, No.2752, effect has not been

given to the orders contained in G.O. dated 6th April 1893, 468 M.

V.R./9-6-95

C.G.T./21-6-95

J,F.P./26-6-95

To

The Chairman, Municipal Council, Bellary,
" " " " Cuddappah, para 2 only,
" Judicial Department,
" Public Works Department.

L. & M.

en given for copying ______
hen copied ______
When examined ______
When signed ______ } 189 .

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

RRENT No.

O. No.

OVERNMENT .. .. .. A A A A A A A

F GOVERNMENT.

NT WITH DITTO.

UP, B NG MEANT FOR DESPATCH
RIGINAL.

A = Copy in full.
= Not to be copied.
= Copy abstract only.
= Copy heading only.