22/12/11 ✓

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[L. & M. 9,000-8-4-96.]

INDEXED.

Local & Munl. (1896.) Department.

MISCELLANEOUS.

G.O., No. 1747 Mu

DATED 12-10-96.

[Despatch Abstract.]

Docket forms

Directing the Superintendent Govt. Press to supply without further delay the — indented for by the Municipal Council of Coonamble

BACK PAPERS.

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

FURTHER PAPERS.

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

[L. & M. 500—14-8-96.]

Local & Munl. (1896.) Department.

CURRENT No. 2663. M.

A
Misc.

Order No 1747 Mmis dy 12-10-96

The Superintendent, Government Press, will supply without further delay, the docket forms indented for by the municipal Council of Cocanada.

V.R
8/10/96

From

The Chairman, municipal Council, Cocanada.

No. 809/204

Dated 24-9-96.

Received 30-9-96.

Registered 30-9-96.

Enclosures

Spare copies

SUBJECT.

Requesting to be favored with a specimen of the docket form used in the Local and municipal Department of the Chief Secretariat.

To The Chairman, M.C. Cocanada
" Superintendent, Govt. Press.

Desp. 14/10/96

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Municipal Department.

From

The Chairman
Municipal Council
Cocanada.

To

The Chief Secretary
to Government
Local and Municipal
Department
Madras.

Dated 24th September 1896.

Despa — Do —

30 SEP 96

No 809/204. Eng

Encl Nil.

Subject.

Requesting to be favoured with a specimen of the docket forms used in the Local and Municipal Department of the Chief Secretariat.

No 809/204. Eng Municipal Office

Coonoor the 24th September 1896.

Local Dept.
No. 2613/96

From M. Adiy K. Srikantalapatti Gurkal.
Chairman, Municipal Council
Coonoor.

To The Chief Secretary to Government,
Local and Municipal Department
Madras.

Sir

I have the honour to request the favour of your furnishing me for guidance, with a Specimen of the dockets form used in the Local and Municipal Department of the Chief Secretariat. As the forms indented for cannot very likely be supplied by the Superintendent of Government Press before the close of the current year.

I have the honour to be
Sir.
Your most obedt Servant.
Coonoorallapatti
Chairman M.C.
Coonoor.

Dlo
M.C. 24/9/96

Code Class.

INDIAN TELEGRAPHS. Monthly Number.

To (Office) | From (Office)

Words.	Day.	Hour.	Minute.	Official Instructions.

To (Person) | From (Person)

The forms of dockets used in the Local and Municipal Dept are [illegible] a little delay occurs in the receipt of the paper from the Secretariat

84 Word Form. F. C 2.

Recd. from LN. | Sent to LN.

At Hrs. Mts. by | At Hrs. Mts. by

Telegraph Master.

O G P—No. 8 × 1—24-7-8—20,0000

Govt. of {1896} Madras.

LOCAL AND MUNICIPAL.

Issued

Recd. *Encl.*

G.O., No. 1442 L., 13th August 1896.

AUGUST.

Dockets on Communications to Government.

Communicating, in continuation of Government Order quoted, to certain officers Government Order, Public Department, directing the publication in the *Fort St. George Gazette* of a notification issuing instructions to the Board of Revenue and heads of departments as to where dockets should in future be placed on communications to Government.

No. 1442 L., 13TH AUGUST 1896.

GOVERNMENT OF MADRAS.

LOCAL AND MUNICIPAL DEPARTMENT.

READ—again G.O., No. 756, Public, dated 21st July 1896.

Order—No. 799, Public, dated 3rd August 1896.

The following notification will be published in three consecutive issues of the *Fort St. George Gazette*, Part I:—

NOTIFICATION.

In continuation of Notification, No. 379, dated 21st July 1896, the Board of Revenue and heads of departments are informed that dockets should be placed on the front and not, as is at present the practice, at the back of communications to Government: the docket form should be the first paper in a file. Tags should be freely used for connecting papers, which should be pierced by means of the punches now procurable from the Superintendent of Stationery. 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.

(True Extract.)

W. W. PHILLIPS,
for *Chief Secretary*.

To all Departments of the Secretariat.
„ the Honourable the Chief Justice (with C.L.).
„ the Superintendent, Government Press.
„ the Superintendent of Stationery.
Gazette.

ORDER—No. 1442 L., dated 13th August 1896.

Communicated to the officers concerned for information and guidance, in continuation of G.O., No. 1372 L., dated 3rd August 1896.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To all Presidents of District Boards.
„ all Chairmen of Municipal Councils.
„ all Collectors.
„ the President, Municipal Commission, Madras.
„ the Accountant-General.
„ the Director of Public Instruction.
„ the Surgeon-General.
„ the Sanitary Board.
„ the Sanitary Commissioner.
„ the Sanitary Engineer.
„ the Superintendent, Government Press.

Asd. Shaik Karim.

Govt. of {1896} Madras.

LOCAL AND MUNICIPAL.

Issued

Recd. *Encl*

G.O., No. 1372 L., 3rd August 1896.

AUGUST.

Docketting and Posting of Communications.

Communicating to certain officers G.O., Public Department, directing the publication in the *Fort St. George Gazette* of a notification requesting the Board of Revenue and heads of departments to arrange for all communications despatched so as to reach Government on or after the 15th August 1896 being docketted with the docket form in use in the Secretariat Department concerned and posted without being creased.

No. 1372 L., 3RD AUGUST 1896.

GOVERNMENT OF MADRAS.

LOCAL AND MUNICIPAL DEPARTMENT.

READ—the following paper :—

G.O., No. 756, Public, dated 21st July 1896.

Order—No. 756, Public, dated 21st July 1896.

The following notification will be published in three consecutive issues of the *Fort St. George Gazette*, Part I :—

NOTIFICATION.

The Board of Revenue and all heads of departments are requested to make arrangements in their offices to ensure that all communications despatched so as to reach Government on or after the 15th August 1896 are docketted with the docket form in use in the department 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 card-boards. Supplies of the docket forms can be obtained from the Superintendent of the Government 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 departments to the Superintendent, Government 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.

(True Extract.)

(Signed) J. F. PRICE,
Chief Secretary.

To all Departments of the Secretariat.
„ the Hon'ble the Chief Justice (with C.L.).
„ the Superintendent, Government Press.
Gazette.

ORDER—No. 1372 L., dated 3rd August 1896.

Communicated to the officers concerned for information and guidance.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To all Presidents of District Boards.
„ all Chairmen of Municipal Councils.
„ all Collectors.
„ the President, Municipal Commission, Madras.
„ the Accountant-General.
„ the Director of Public Instruction.
„ the Surgeon-General.
„ the Sanitary Board.
„ the Sanitary Commissioner.
„ the Sanitary Engineer.
„ the Superintendent, Government Press.

Exd. A. Raitt.

When given for copying 30/-
When copied _____
When examined _____ } 189 .
When signed 13/10

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

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT	A	A	A	A	A	A	A	
LETTER OF GOVERNMENT.								
STATEMENT WITH DITTO.								
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.