

MADRAS RECORD OFFICE.

Government of Madras.

Marine

DEPARTMENT.

G.O. No. 131

Press
~~Mis.~~

Dated 1 4.

1887

Not to be folded or roughly handled*4-9-31*

No. 334.

Extract from the Minutes of Consultation under date the 21st March 1857.

Read the following Circular from G. F. EDMONSTONE, Esq., Secretary to the Government of India; to the Secretary to the Government of Fort St. George, dated Fort William, 27th February 1857, No. 904.

SIR,

Foreign Dept.

Not infrequently Despatches containing numerous enclosures are received in this Office without any number or docket being endorsed on the latter, and the delay and inconvenience thereby caused in referring to those enclosures and following out the consecutive letters of the correspondence seriatim are very great. I am therefore directed by the Governor General in Council to call your particular attention to the instructions upon this point conveyed in Mr. Secretary Thomason's letter dated 2d September 1843.

2. In addition to those instructions I am to request that, wherever in a covering letter reference is made to an enclosure in that letter, a line may be drawn in the margin, and the number of the enclosure noted; thus, No. 3.

(Signed) G. F. EDMONSTONE,

Secy. to the Govt. of India.

(COPY.)

CIRCULAR.

No. 590 of 1843.

From J. THOMASON, Esq., Secretary to the Government of India;
dated Fort William, the 2d September 1843.

SIR,

Foreign Dept.

With reference to the Circular from this Office dated March 21st 1842, I am desired by the Governor General in Council to draw your attention to the docketing of the enclosures of public letters, as this has been found in many cases defective and consequently productive of inconvenience and delay in the transaction of public business.

2. The enclosure should bear on its docket, in addition to the name of the writer and the date and the number of the covering letter, also the name of the writer and the date and number of the enclosure itself, with a concise notice of its contents.

3. This has already been enjoined in the conclusion of para. 2 of the Circular letter of March 21st last, but has in many cases been disregarded. To prevent further mis-apprehension, a form is annexed of mode of docketing, which it is requested may be adopted.

(Signed) J. THOMASON,

Secy. to the Govt. of India.

(True Copy.)

(Signed) J. THOMASON,

Secy. to the Govt. of India.

1843.
No. — (of enclosure to Despatch.)
Enclosed in a letter from Secretary to the Government of India dated 2d September No.
From A. B.
To C. D.
Dated 2d September No.
Prescribing form for docketing enclosures of letters.

Resolved that copies of the foregoing Circular, and of that from Mr. Secretary Thomason of the 2d September 1843, No. 590, be furnished to the various Departments of the Secretariat for strict observance, and in view to instructions to the same effect being issued to all the subordinate Offices.

2. These orders, it is to be observed, must be understood as applicable to all communications made to this Government on all questions, not those in the Political Department only.
3. The foregoing Circular, and that from Mr. Thomason will be also communicated to the Resident of Travancore and Cochin for information and guidance.

(True Extract and copies.)

John J. Pyer

Chief Secretary.

To
The Marine Department

[Faint handwritten notes and signatures on the right page]

Entered in the index of the 4th April 1857

Leaving 1857 Sept 11th

in 14 to 15 1/2 1/2 1/2 1/2

Sept 11th 1857

Public Department No 334

Sept 11th 1857

Oct 28 28 March 1857

No 115

Communication for direct observation and for the issue of instructions on the subject to all subordinate officers, viz. from the 1st of London, requiring all such officers to 1857 & 1858 to be formally directed.

8-4

With an Order. 131

101 Nov 1857 1858

Abstract to be communicated to the Marine Board, the Registrar of Shipping and the Customs of the Customs.

1st of 1857, 1857

1857

Printed copy

with the Marine Board

Registrar of Shipping

Customs of the Customs

1857

Printed copy