

Machine
Public Works (1897) Department.

G.O., No. 703 *mar*

a
DATED 9 August 1897

[Despatch Abstract.]

Arrangement of books in flat files of records.
Pro: Public Dept. reviewing paragraph
5 of Govt. 992 Public Dept. September 25th,
regarding the — records.

[illegible]

PAPER PAPERS.							
G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

9/8/87

Revising paragraph 5 of G.O., No. 992, Public, dated 11th September 1896, regarding the arrangement of books in flat files of records.

GOVERNMENT OF MADRAS.
PUBLIC DEPARTMENT.

READ—again the following paper:—

G.O., No. 992, Public, dated 11th September 1896.

ABSTRACT.—Issuing certain instructions for arranging files under the flat-file system of record-keeping.

ORDER—No. 1011, Public, dated 29th July 1897.

The following will be substituted for paragraph 5 of the Government order read above:—

Books should never be placed *inside* the flap of a case. Those of foolscap size should be placed underneath the case tied with a separate tape, and those of smaller size than foolscap at the top of the file *outside* the flaps and tied with the tape belonging to the case.

(True Extract.)

H. K. M.
for Chief Secretary.

To all Departments of the Secretariat. *M. V.*

5. S. C. sent to Madras office