

G.O., No. 158 Mar

DATED 3rd March 1898

[Despatch Abstract.]

Reports and books, Pro: Financial Dept Conf: a letter from the India office requesting that in future, when cases of — are despatched to the India Office, a list of the contents, quoting the number and date of any letter advising their despatch, may be enclosed in each case, recorded.

D.
3.3.98

12/3/98

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

Despatches to be

GOVERNMENT OF MADRAS.
FINANCIAL DEPARTMENT.

READ—the following paper:—

From P. J. ROWLANDS, Esq., Assistant to Registrar and Superintendent of Records, India Office, Whitehall, London, S.W., to the Chief Secretary to the Government of Madras, dated 17th December 1897, No. R. & L. 2150.

Cases of reports and books are constantly received from the various departments at Madras without any list of contents or reference to the letters of advice, which, as a rule, have reached this office a considerable time before them.

This causes great inconvenience here, and I am therefore to request that you will be so good as to arrange that, in future, a list of the contents, quoting the number and date of any letter advising their despatch, shall be enclosed in each case.

ORDER—No. 44, Financial, dated 17th January 1898.

Communicated to the departments of the Secretariat for attention.

(True Extract.)

Mr Conchman
for Chief Secretary.

To all Departments of the Secretariat. (Mar)
 „ the Home Despatcher.
 „ the Librarian.

Exd. T. K. Narayana Aiyangar.

H.C.

In future there will
be a letter folder in the
following form - which will
go by letter mail - and a
list of contents in each
box of books.

to the Under Secretary
State for India.

1. I am directed to forward by ^(a) the publication which below for ^(b)

<u>Name of Collection</u>	<u>No of copies</u>
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2. A separate list of contents will be found with each parcel of books. I have &c.

(a) Enter mode of transit
(b) Enter purpose i.e. g.
"deposit in the records"
"the British Museum"
"distribution as specified
in lists of contents"