

Marine (1899) Department.

G.O., No. 526 Marine

DATED 12th June 1899.

[Despatch Abstract.]

Stationery

Prov: Financial Dept, agreeing with the views expressed by the Supdt of Stationery regarding the use of service postage-cards in making short and unimportant official communications and drawing the attention of all officers to paragraph 2 of his letter as regard the possibility of effecting some saving in writing paper by the substitution of type-writing for manuscript, communicated to the Presidency Post-Office.

Indexed.

17/6/99

G.O.	No.	Department.	Date.

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the regular files which are of foolscap size - As regards saving in postage, there is scarcely any - An extra sheet in a cover full of papers does not, of itself, count.

12 June 99

GOVERNMENT OF MADRAS.
FINANCIAL DEPARTMENT.

READ—again the following paper:—

G.O., No. 474, Financial, dated 30th July 1889.

ABSTRACT.—Directing the disuse of separate dockets in the case of all communications of the kind referred to, and inviting attention to the standing instructions regarding the use of post-cards and to the useless consumption of expensive Government stationery.

READ—also the following paper:—

From H. BRADLEY, Esq., I.C.S., Acting Superintendent of Stationery, to the Chief Secretary to Government, dated Madras, 13th May 1899, Dis. No. 1166.

I have the honour to invite attention to the unnecessary expenditure of stationery, both writing paper and covers, and of postage at present incurred on short and unimportant official communications which might without any inconvenience be made on service post-cards. The Government has directed their use for "Nil" returns and reminders, and I venture to think that they might be used much more largely without detriment to the public service.

2. I would also ask Government to impress upon officers for whom type-writing machines are sanctioned that there should be some saving in writing paper in consequence of the substitution of type-writing for manuscript.

ORDER—No. 637, Financial, dated 29th May 1899.

The Government agrees with the views expressed by the Superintendent of Stationery.

2. The attention of all officers will be drawn to paragraph 2 of the Superintendent's letter.

(True Extract.)

A. S. S. S.
for Chief Secretary.

To all departments of the Secretariat. (Marine)
,, Heads of Departments under the Chief Secretary.

Exd. P. Seetharam.

Mar. No 11
Mar. Sept

Government {1899} of Madras.
FINANCIAL.

Recd.

Regd.

} 1899.

Enclosures

Spare copies

G.O., No. 637, 29th May 1899.

N^o 526 mar of 12-6-89

Communicated to
MAY. the Presidency Post officers.

(Id) W. B. de W

To
The P.P.O.

12-6-99

Stationery.

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G. STOKES,
Chief Secretary.

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