1. Number of pages.
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M.R.O. 1—82 400—59-11-60

MADRAS RECORD OFFICE.

Government of Madras.

Revenue (Rural) **DEPARTMENT.**

Letter dt. 31-3-1857

G.O. No.	594	Press Mis.
104-105		
Dated	31-3-	1857.

Not to be folded or roughly handled

R

Fort Saint George, Public Works Consultation of 31st March 1857.

No. 104. Read the following Extract from the Minutes of Consultation in the Public Department, dated 21st March 1857, No. 334.

Read the following Circular from G. F. EDMONSTONE, Esq., Secretary to 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 2nd 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.

(COPY.)

CIRCULAR.

No. 590 of 1843.

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

SIR,

Foreign Dept. With reference to the Circular from this Office dated 21st March 1842, I am desired by the Governor General in Council to draw your attention to the docketting 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 docketting, 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 2nd September No.

From
A. B.

To
C. D.

Dated 2nd September No.

Prescribing form for docketting enclosures of letters.

Resolved that copies of the foregoing Circular, and of that from Mr. Secretary Thor
of the 2nd September 1843, No. 590, be furnished to the various Departments of the Secre
for strict observance, and in view to instructions to the same effect being issued to all the s
dinate Offices.

2. These orders, it is to be observed, must be understood as applicable to all comm
tions 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
Resident of Travancore and Cochin for information and guidance.

(True Extract and copies.)

(Signed) T. PYCROFT,
Chief Secret

No. 105. ORDER THEREON, No. 594; dated 31st March 1857.

Ordered that the foregoing Extract be recorded.

(Signed) H. FORBES,
Acting Secretary to Govern

PUBLIC DEPARTMENT.

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,

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(Signed) G. F. EDMONSTONE,
Secy. to the Govt. of India.

(COPY.)

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dated Fort William, the 2d September 1843.

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Secy. to the Govt. of India.

(True Copy.)

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Secy. to the Govt. of India.

1843.

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To C. D.

Dated 2d September No.

Prescribing form for docketting enclosures of letters.

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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.)

Chief Secretary.

To

The Public Works Department

Exd. F. Cartledge.

City Letters 1859 Dep.t
Cons 31st March
No 640
Extract from the Minutes
of Cons.t in the Pol.e
Department
Dated 31st March
Received 2d April
No 2224

Furnishing copies
of certain Circulars,
prescribing Form
of docketting Enclosures
of Letters.

No 594
Recorded
in Letters George 3rd March
1859

No 1044505