

(1) Number of pages 4(2) Date of repair 11/1/65(3) Initials of the Referencer 

# MADRAS RECORD OFFICE.

Government of Madras.

Public Works DEPARTMENT.

|                     |                 |
|---------------------|-----------------|
| G.O. No. 3254       | Press           |
| 728-729             | <del>Mis.</del> |
| Dated 30. 6. 18 65. |                 |

Not to be folded or roughly handled

No. 728. Read the following Proceedings of the Madras Government in the Public Department, dated 20th October 1865, No. 1,096.

Read the following letter from the Secretary to the Government of India, Home Department, to the Secretary to the Government of Fort Saint George, dated Simla, 5th October 1865, No. 2,515.

1. The attention of the Governor General in Council has been directed to the bulk and somewhat diffuse style of some of the Annual Administration Reports recently submitted, and I am directed to request the attention of His Excellency the Governor in Council to the following remarks, in continuation of the instructions noted in the margin.  
21st September 1855.  
28th April 1857.  
1st May 1861.  
19th June 1862.  
16th March 1863.  
7th September 1864.

2. The Governor General in Council desires to impress upon Local Governments and Administrations that the object of the Annual Administration Report is to submit, in as narrow a compass as may be possible, a statement of the course of administration in the territories to which the Report relates, confined to the year under review.

3. No facts or statements which relate to other territories or to other periods should be admitted into the Report, save only so far as they are strictly necessary to elucidate its main purport.

4. Should the relation of the history of the current year naturally touch upon any matter which is open to discussion, or indicate any required measure of improvement or reform, these should not be dealt with at length in the body of the Report. It will be sufficient to indicate the correspondence which may have passed upon the subject, or an intention of addressing Government separately regarding it.

5. The Report should be written in a plain narrative style, as concise as is consistent with clearness, and no more details should be given than are necessary to the full comprehension of the points treated of, or which are themselves of indisputable and immediate public interest.

6. If these instructions are duly observed, the Governor General in Council believes that there should be no difficulty in preparing the Reports for each year ending on the 30th April, by the 30th of July following.

7. In conclusion, I am directed to request that as usual sixty copies may be sent to the Secretary of State (direct), at the same time that the Report is transmitted to the Government of India—information of the date on which the sixty copies are so transmitted, being sent to this office.

Communicated to the several Departments of the Secretariat for information and guidance, and also to the Heads of Offices subordinate to the Public, &c., Departments.

(True Extract.)

(Signed) W. HUDLESTON,  
*Acting Secretary to Government.*

No. 729. ORDER THEREON, 30th October 1865, No. 3,254.

ESTABLISHMENT, No. 69.

Communicated to the undermentioned Officers:—

Superintending Engineers.  
Controller of Public Works Accounts.  
Consulting Engineer for the Madras Irrigation and Canal Company.

(True Extract.)

(Signed) CHARLES A. ORR, Colonel, R. E.,

*Secretary to Government.*

To the Superintending Engineers.

„ Controller of Public Works Accounts.

„ Consulting Engineer for the Madras Irrigation and Canal Company.

Exd. T. O'Connor.

*Proceedings of the Madras Government, Public Department,  
20th October 1865.*

No. 108. Read the following letter from the Secretary to the Government of India; to the Secretary to the Government of Fort Saint George, dated Simla, 5th October 1865, No. 2515.

Home Department.

The attention of the Governor General in Council has been directed to the bulk and somewhat diffuse style of some of the Annual Administration Reports recently submitted, and I am directed to request the attention of His Excellency the Governor in Council to the following remarks, in continuation of the instructions noted in the margin.

21st September 1855.  
28th April 1857.  
1st May 1861.  
19th June 1862.  
16th March 1863.  
7th September 1864.

2. The Governor General in Council desires to impress upon Local Governments and Administrations that the object of the Annual Administration Report is to submit, in as narrow a compass as may be possible, a statement of the course of administration in the territories to which the Report relates, confined to the year under review.

3. No facts or statements which relate to other territories or to other periods should be admitted into the Report, save only so far as they are strictly necessary to elucidate its main purport.

4. Should the relation of the history of the current year naturally touch upon any matter which is open to discussion, or indicate any required measure of improvement or reform, these should not be dealt with at length in the body of the Report. It will be sufficient to indicate the correspondence which may have passed upon the subject, or an intention of addressing Government separately regarding it.

5. The Report should be written in a plain narrative style, as concise as is consistent with clearness, and no more details should be given than are necessary to the full comprehension of the points treated of, or which are themselves of indisputable and immediate public interest.

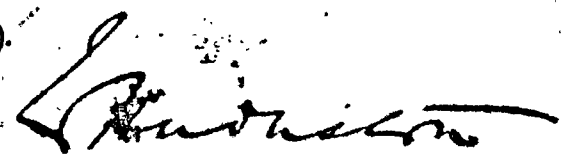
6. If these instructions are duly observed, the Governor General in Council believes that there should be no difficulty in preparing the Reports for each year ending on the 30th April, by the 30th of July following.

7. In conclusion, I am directed to request that as usual sixty copies may be sent to the Secretary of State (direct), at the same time that the Report is transmitted to the Government of India—information of the date on which the sixty copies are so transmitted, being sent to this office.

No. 109. ORDER THEREON, 20th October 1865, No. 1096.

Communicated to the several Departments of the Secretariat for information and guidance, and also to the Heads of offices subordinate to the Public, &c., Departments.

(True Extract).

  
Acting Secretary to Government.

To the Revenue Department.

„ Public Works do.

„ Military do.

Exd. J. Tulloch.

*for information and guidance and for communication to subordinate officers*

*16 Sep 1865*

207 18658 Duke  
Proc of Court for Order

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Council & the  
undersecretaries

Office -

Supy Secy

Contract of 207

Can Secy for the Natl Adm Co.

Stuart & George  
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Communicat-  
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Govt of India, to me  
Sept, containing cer-  
tain instructions  
for the preparation  
of the Annual Admin-  
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