

(1) Number of pages _____

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MADRAS RECORD OFFICE

Government of Madras

Public Works

DEPARTMENT

G.O. No.	2966	Press
B.P. No.		Mis.
406-407		
Dated	17-10-1874	195

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Works Department,
17th October 1874.*

No. 406. Read the following letter from Colonel C. H. DICKENS, R.A., Secretary to the Government of India, Public Works Department, (Civil Works—Telegraph,) to Colonel G. W. WALKER, R.E., Secretary to the Government of Madras, Public Works Department, (Railway,) dated Fort William, 21st September 1874, Circular No. 1-T:—

THE telegraph has been so much used of late for lengthy messages sent on the public service, and for messages in matters of minor urgency and connected more or less with the interests or convenience of individuals, that it seems very important to draw the special attention of the Officers of the Public Works Department generally to the following points.

2. It appears to be a not unfrequent practice on the part of Public Officers to communicate by telegraph on the public service regarding applications from other officers for leave of absence and for appointments. Such communications are in fact very rarely required in the interests of the public service, and the messages relating to such matters ought not to be sent at the public expense unless it is known without doubt that the interests of the public service require it.

3. If an Officer seeking for leave, or applying for an appointment, desires to receive a reply by telegraph, he should pay for the reply himself.

4. Another common and very serious evil, in communications by telegraph on the public service, is the absence of any care to express the message in the fewest possible words. It should always be borne in mind that a message should consist of as few words as are consistent with a clear rendering of its meaning.

5. It cannot be too strongly impressed on all Officers that communications by telegraph must be conveyed in a style altogether different from that which is usual in postal communication. Brevity, next to clearness, must be considered the most important consideration in telegraphic messages.

No. 407. ORDER THEREON, 17th October 1874, No. 2,966.

CIVIL WORKS, No. 32.

COMMUNICATED to all District Engineers, whose attention and that of their subordinates is specially called to the instructions of paragraphs 3 and 5.

(True Extract.)

Colonel, R.E.,

Secretary to Government.

To all District Engineers.

To the Executive Engineer, Wynaad.

" Consulting Engineer for Railways.

" Chief Engineer for Irrigation.

" Officiating Controller of Public Works Accounts.

Exd. S. T. Austin.

Spare Copies

11/11/74 an order

VV 187 L Sept.
 Pro: off out for Cash No: 6263
 GOVERNMENT OF INDIA.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

CIVIL WORKS.
Telegraph.

. To

CIRCULAR No. 1 TELEGRAPH.

Dated September 21, 1874.

Dated September 21, 1874. —————
Received *October 6. 1874* }

Ph. 2717 Oct 7/74
N.º 2966.

Draws attention to the necessity for brevity in telegraphic communication and prohibits the use of the telegraph at the public expense for personal matters.

P. W. D. Press-22-9-74-800.

With an Order

[illegible]

406-407.

6203
Govt. of 1874 Madras.
PUBLIC WORKS.

To

All Dist.
Engineers

Dated

Recd.

Encl.

G. O. 17 Oct. 1874, No. 2966

Recd. 406-407.

Telegraph Communication

Circular from the
Govt. of India drawing
attention to the necessity
for being in ———
& prohibiting the use
of the ~~Tele~~ telegraph
at the public expense
for personal matters,
Comd. to all Dist. Engro
with instructions