

The Hon W. Anderson

W. I. From No. 34-F.

No. 1015 W d/25 April/82

The payments in question are confirmed and the amount Rs 20, is appropriated from the Budget provision for temporary establishment.

By M. 15/4/82
Ex: Engr. D. Project on with 1 Cu ✓
Ex: P. & Accts. ✓

KEEP WITH.

upto 26/4/82-

No.

dated

188

N. 1 d/4 April/82

B. C.

2/4/82

Pl. 13-4

Body 14/4/82. Reto 21/4/82.
Ans. 17.4.82. Reto. 19.4.82

GOVT. }
OF MADRAS. }

1882.

{ P. W. D.
DEPT.

CHIEF ENGINEER FOR IRRIGATION.

Madras, 13 April 1882. No.

OFFICE NOTE. *N. 26*

Circulation Register.

To	From	Despatch Date.	Receipt Date.
E. W.	E. C. D.	13/4/82	

Please see the accompanying disallowance List objecting to the payment of Rs 20/- to certain Clerks for copying Col Hasted's Reports and their accompaniments on the Completion Estimates of the Godavari Delta. This arrangement was adopted for expediting the submission of the papers to Govt and for which several reminders

with order were

were received from the
Government of India.
I request that necessary
funds may be provided
to meet the charge from
the grant for temporary
Establishment.

C
13/4. E. C. D.

troublesome and might be avoided in
future, when Manuscript letter followed
by printed copies, the printaries were to
have printed on them, both the outer
docket and inside, as an in marginal
note, the words, "despatched in manuscript
on the 1882."

3. I am directed to request that the same
Hon of His Excellency the Govr, arrange-
ments may be made for this to be done and
also that instructions may be issued that when
the original Manuscript copy has been signed
the signature of the printed sheets copies
should be printed and not written.

I have the honor to be

Yours most obedt Servt

M. P. S.

Under Secy, the Govt of India
No. 1013 W. Dated 25 April
1882

B Recorded for
Guidance -

C

noted off 24.4.82

Entered in Receipt Reg.

Recd 24 April 1882
Slips to be printed
will be printed
affixed on a
wrapper covering
both parts of the
C₁

Min. the Govt
usually adopted
C₁

No. 2

GOVERNMENT INDIA.

PUBLIC WORKS DEPARTMENT.

C.

To

The Secy. to Govt of Madras
Public Works Department

Simla 18th April 1882.

Sir,

Some inconvenience in this office is -
caused by the practice prevailing in the Public
Works Department of the Madras Government of
following up each letter sent in manu-
script by printed duplicate copies a few weeks
later, on which printed copies there is no reference
or note to show that the original letter was sent
before in manuscript.

2. Usually one of these printed duplicate
copies is signed and looks so like an original
letter that very often it is at first mistaken for
one and entered in the office registers as such.
The correction of such erroneous entries is -

All communications
should be addressed
to the Secretary.

for as this
is in con-
sistent the dis-
tinction is
not made
and the result
is a
mistake

Cy