

F.C.
2.12.60 to 19.5.61

GENERAL RECORD DEPARTMENT.

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Department

E. M. C., or G. O., No.

Desp. from or to England, No.

Volume General No.

Date

To whom given

For Current No.

189
Department.

When taken out

Initials.

P.H.D.
Govt. of (1884) Madras.

PUBLIC.

Issued

Recd.

Encl.

G.O., 26th March 1884, No. 633.

MARCH.

"Madras Manual of the Adminis-
tration."

Passing orders on letter from the Government
of India requesting that timely arrangements may
be made for the careful preparation of the chapters
in the General Administration report containing
standing information, by officers possessing a
special acquaintance with the subjects dealt with.

H. H. Wooder

C. G. for S.
C. G. for Ry.
S. P. W. A.
S. W. Ry. accs.

Am. 2/4/84 W. 22/4 1884 Sub. kept Regt

26TH MARCH 1884, No. 633, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—again the following letter from the Government of India, dated 19th April 1883, No. 16-534:—

In inviting attention to the orders marginally noted, I am directed to remind you that the chapters in the General Administration report containing standing information will fall to be revised and re-written in the report for 1882-83. I am accordingly to request that, with the permission of His Excellency the Governor in Council, timely arrangements may be made for the careful preparation of the chapters by officers possessing a special acquaintance with the subjects dealt with.

ORDER—dated 26th March 1884, No. 633, Public.

In reply to this call the Government of India were informed that the prefaces would be supplied on the present occasion in the form of a separate volume, and this volume is now in preparation and approaching completion under the title of the "Madras Manual of the Administration."

2. The procedure adopted in the preparation of this volume has been to collect from heads of departments and other sources the names of books, papers, and other material, to draft rough articles from that material in this office, and to send the rough articles for correction and final draft to the heads of departments or to selected officers. In a few cases, officers have been called upon to prepare new articles without making a draft in this office. The references are now proceeding.

3. The Government desire it may be understood that they attach particular importance to the careful and intelligent preparation of these articles in the terms of the Government of India reference, and the officers to whom they are sent for revision are in all cases "officers possessing a special acquaintance with the subjects dealt with." It is expected, therefore, that such officers will give the matter their close and personal attention.

(True Extract.)

E. F. WEBSTER,
Chief Secretary.

To the departments of the Secretariat.
„ all heads of departments.

Exd. J. Wright.

Public Works Department
Govt. of (1884) Madras.

PUBLIC.

No. 633 Madras April/84

Recorded
M. J. S.

Issued

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Wittender

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