

Memo No. 737c of 9-4-85

No. 1085 W dated 9th May 1885

Communicated to
the Examiners P.W. Acts
with advertisement to this letter
No 978 x of 31st March
1885.

Cd.
1.5.85

W.
2.5.85

Ex^{rs} P.W. A. ✓ 9/5

15.2.85 16/5 Jd 14/5

Incl 3865

[6]

Govt. of (188) Madras.

To

The M. Dept

21/5/85

Proceedings, dated 23 April 1885.
No. 26/100

Subject.

No. 1085 W of 9th May 1885

Declining to accept
C. Mahapatra's
Clerk, office of Secy
P.W. Accounts
from passing the
Middle School Exam

With order

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following

From the Public Works Department, dated
9th April/85 No 737C, regarding
petition from C. Malepatty, Ron,
Clerk, office of Examiner, Public Works
Accounts, praying for exemption from
passing the Middle School Examination

Order thereon 23rd April 1885 No 26 (Amis)
Petitioner's request is inadmissible.
(True Extract)

M. M. M. M.
A. S. M. S.

To

The Public Works Department

N^o 1086 W dated 9th May 1885

Communicated to all
officers of the P. W. Dept for
careful attention to para-
graphs 2 et seq of the order
in the Public Dept dated
15th April 1885, and to the
appendix thereto.

2. The instructions with
respect to printing will be
noted for guidance in the
P. W. Secretariat

Sy J. S. S.

- To
- The Chief Engr for Suez
- " Comdg. Engr for Ry.
- " Supt Engineers
- " Comdg. Archt to Govt.
- " Supt works P. W. D.
- " Supt M & Works.
- " Exa^{mt}. P. W. accts
- " Engrs in Charge to Ry.
- " Exa^{mt}. G. R. Ry. accts
- " Exa^{mt}. State Ry. accts

Issued

Recd.

Encl.

G.O., 15th April 1885, No. 900.

N^o 1086 W dated 9th May/85

APRIL.

Government Press.

Passing orders on the subject of reducing the
expenditure incurred by departments and officers
on printing at the —.

With order

off.
16/5

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following papers :—

No. 2541.

OFFICE NOTE.

The Superintendent of the Government Press is of opinion, with reference to office note from the Chief Secretary to Government, No. 2259, dated 8th October 1884, that no very material reduction can be made in the expenditure on printing at the Government Press without causing inconvenience and delay to the departments and officers concerned.

Expenditure might, however, be reduced to some extent—

- (1) If the printed Proceedings of one department were not reprinted in full in the Proceedings of another. (As far as it is practicable, matter is kept standing at present for this purpose, but papers have frequently to be reset, entailing extra cost.)
- (2) If the printing of enclosures were omitted as far as possible, their substance being embodied in the covering letter.
- (3) If the submission of tabular statements were avoided as much as possible, and their number reduced in reports, &c.
(The report of the Director of Public Instruction, 1882-83, has an appendix of 108 pages of nonpareil tabular statements. In the report for 1883-84 (now printing) the number, it is believed, will be greatly exceeded.)
- (4) If in tabular statements in Proceedings, some of which are prepared in a prescribed form, all *nil* columns were omitted to be printed, a note to that effect being added at the foot.
- (5) If "copy" were submitted exactly as required to be printed. Frequently whole pages are deleted.
- (6) If routine and other statements, notably those printed in Board's Proceedings, were simplified and reduced.
- (7) If reprints of Proceedings were not so frequently asked for after the type has been broken up.

(35 reprints, 180 pages, for Public department since January.
31 " 118 " for Public Works department.
19 " 62 " for Revenue department.
6 " 18 " for Director of Public Instruction.)
- (8) If, instead of the publication of two copies of each Vernacular Act with District Gazettes, one copy only was issued. (This would effect a saving both of paper and press-work.)
- (9) If the printing and distributing of Bills in English with District Gazettes were reduced. (11,700 copies of each Bill are now printed and sent to districts for issue with District Gazettes.)

- (10) "Confidential" work, which has considerably increased during the past year or two, should, if possible, be reduced. Board's "suits," now printed as confidential papers, might, it is presumed, be printed as ordinary papers. Agricultural College, Civil Engineering College, University, Uncovenanted Civil Service and other examination papers, of which large numbers are printed, must, it is presumed, be printed confidentially at the Government Press, as hitherto.
- (11) Job and miscellaneous work, including the printing of letter headings, dockets, &c., might be reduced to some slight extent, but any reduction in that direction would probably prove extremely inconvenient to departments and offices concerned.

FORT ST. GEORGE,
15th October 1884.

To the Chief Secretary to Government.

(Signed) E. KEYS,
Superintendent, Govt. Press.

No. 5943.

OFFICIAL MEMORANDUM.

With reference to Public department Order No. 2527, dated 25th November 1884, communicating for early attention and report office note from the Superintendent, Government Press, dated 15th October 1884, No. 2541, the Secretary to Government, Military department, has the honor to reply, *seriatim*, to the several suggestions therein made, as follows:—

- (1) It is not the rule to reprint the Proceedings of other departments *in extenso* in Military department Proceedings.
- (2) Care is always taken to avoid printing enclosures when the covering letter is complete in itself.
- (3) Special care is taken to avoid printing unnecessarily voluminous tabular statements.
- (4) } Will be attended to in future.
- (5) }
- (6) }
- (7) }
- (8) } Do not concern Military department.
- (9) }
- (10) Very few confidential papers are printed in this department; only 20 during the current year.
- (11) Endeavours will be made to carry out this suggestion as far as possible.

(By Order.)

FORT ST. GEORGE,
27th November 1884.

To the Public department.

(Signed) A. KENNEY-HERBERT, Lt.-Col.,
Offg. Secy. to Govt., Mil. Dept.

Note in the Public Works department respecting the suggestions made by the Superintendent of the Government Press for reducing the cost of printing.

- (1) The reprinting by one department of the Proceedings of another department should scarcely ever be necessary, provided proper arrangements [to be referred to further on, No. (7)] are made for the supply of a sufficient number of spare copies to meet the requirements of the receiving department.

(2) The printing of enclosures is omitted, as far as possible, in the Public Works Secretariat. Their substance can be embodied in the covering letter only by the officer who writes the letter, not by the Secretariat office.

(3) The *submission* of tabular statements is regulated by considerations apart from the printing office. The *printing* of such statements is, however, susceptible of improvement; and in this matter the Superintendent might aid the head of the office by bringing to notice cases in which type and printing charges might with advantage be saved. It is not always that the controlling officer is in a position to give detailed instructions as to the printing of enclosures and statements. Bulky documents are thus sent occasionally to the press, which it may be desirable, but not absolutely necessary, to reproduce. Those documents come in the ordinary course of business under detailed scrutiny in the printing office, and the exercise of a little judgment on the part of the Foreman or of the Superintendent would probably lead to material reduction of the amount of matter to be printed. The typical case adduced by the Superintendent would probably, if so treated, have led the Director of Public Instruction to look at his tabular statements from a different point of view, and might have resulted in substantial economy.

(4) If a statement is "nil," no columns need to be printed. The heading of the statement is sufficient for practicable purposes. But to mutilate a statement in the manner suggested by the Superintendent would, in most cases, lead to confusion.

(5) "Copy" should invariably be supplied as required to be printed. To expunge whole pages after the matter has been set up in type should be rarely necessary.

(6) Here, again, the aid of the Superintendent might with advantage be extended to the heads of offices. The Superintendent evidently notices waste of printing material, and he might bring cases forward as they occur.

(7) This is a matter entirely beyond the control of the Superintendent, but well within that of Secretariat departments. "Reprints" are in most cases caused by want of proper arrangements for supply of spare copies. The number of spare copies supplied to the Public Works department by other departments of the Secretariat seems to be regulated by no fixed principle. An order intended for general circulation comes in with perhaps 8 or 10 spare copies. The number required may be 50. When a requisition is made for the balance, the type has, perhaps, been broken up, and the Public Works department obliged to reprint the order at the cost of delay to business and additional outlay to the press. The same thing, no doubt, occurs with Public Works orders issued to other departments. The remedy will be found in a proper understanding between departments, and the exercise of ordinary intelligence by despatching clerks. For purposes of issue, Proceedings of Government may be divided into two classes—

- (a) local,
- (b) general;

local orders being those affecting one officer primarily, and *general* orders those intended for wider distribution. The number of spare copies of each class should be fixed for each department, and the despatching clerk held responsible that sufficient spare copies are in the first instance ordered from the press to meet demands. The exact number required must be settled by managers of offices. If this is done judiciously, "reprints" will almost wholly disappear. Some such arrangements exist at present, but they are defective and need revision. It should also be understood that excess copies are to be at once returned to the department of issue, where they are more likely to be utilised.

- (8) } Do not affect the Public Works Secretariat.
- (9) }
- (10) Very little confidential work is put into type by this department.
- (11) This is kept down as much as possible.

(Signed) J. SHAW-STEWART, Col., R.E.,
Secretary to Govt., P.W.D.

No. 1993-C.

Transferred to the Public department, with reference to the orders in that department, Mis. No. 2527, dated 25th November 1884.

CHEPAUK,
4th December 1884.
To the Public department.

(Signed) J. SHAW-STEWART, Col., R.E.,
Secretary to Govt., P.W.D.

No. 54.

OFFICIAL MEMORANDUM.

With reference to the order in the Public department, dated 25th November last, No. 2527, the undersigned has the honor to make the following remarks *seriatim* on the suggestions of the Superintendent of the Government Press:—

- (1) The proceedings of other departments of the Government Secretariat are not reprinted by this department.
- (2) As far as possible the printing of enclosures is avoided. Heads of departments may, however, be reminded again of the existing orders requiring them to see that their communications are complete in themselves and do not necessitate reference to enclosures.
- (3) The submission of tabular statements cannot be avoided altogether, but is reduced as much as possible.
- (4) In the case of "nil statements" no columns need be printed, but the heading is however necessary. Where some of the columns alone are nil and the rest are not, to omit the nil columns would lead to confusion.
- (5) This will be attended to in this department.
- (6) & (10) Instructions have been issued to the Board of Revenue on this subject (*vide* G.O., dated 3rd instant, No. 133).
- (7) Proceedings are not ordered to be reprinted if it can be helped. The suggestions of the Secretary to Government, Public Works department, on this point commend themselves.
- (8) & (9) do not call for any remarks from this department.
- (11) Work of this kind is given to the press only so far as it is absolutely necessary, and no reduction can be made without inconvenience.

FORT ST. GEORGE,
3rd February 1885.
To the Financial department.

(Signed) H. E. STOKES,
Secretary to Government.

ENCLOSURE.

G.O., dated 3rd February 1885, No. 133, Revenue.
Read—the following Proceedings of the Board of Revenue, dated 20th December 1884, Mis. No. 12076.
Read—G.O., dated 25th November 1884, No. 2527, Public.

Resolution—dated 20th December 1884, Mis. No. 12076.

The Board have given their attention to this subject,* and beg to suggest that the orders† of Government on the point of printing confidentially papers relating to suits be relaxed, and that the Board's Secretary, on receiving letters from Collectors, be empowered to use his discretion in treating the correspondence as confidential or dealing with it as ordinary correspondence. There are many suits which need not be considered as confidential.

(A true Extract.)

(Signed) G. MACKENZIE,
Acting Secretary.

To the Secretary to Government, Revenue Department.

Order—dated 3rd February 1885, No. 133, Revenue.

Miscellaneous.

His Excellency the Governor in Council considers that, while all papers relating to suits may continue to be treated as confidential so far as office record and procedure go, they need not all be printed *confidentially*, i.e., in the confidential department of the Government Press. The latter is what causes special expense in printing and is rarely necessary in the interests of Government. The selection of papers to be printed confidentially from those to be printed as ordinary papers should be made by the Board's Secretary as suggested.

2. As regards marking papers for printing, the Government have in several instances observed great want of care displayed by the Board's office. It is requested that proper arrangements may be made for the exercise of greater care in this respect. It is especially required in regard to the printing of enclosures, which, if the covering letters are what they ought to be, should be seldom required. Papers should not be printed unless the importance of the subject, the lengthiness of the correspondence, or the multiplicity of the addresses demands this course.

(True Extract.)

(Signed) H. E. STOKES,
Secretary to Government.

To the Board of Revenue.
" Public department.

From H. B. GRIGG, Esq., M.A., Director of Public Instruction, to the Chief Secretary to Government, dated Madras, 4th February 1885, No. 608.

With reference to G.O., dated 25th November 1884, Mis. No. 2527, Public, I have the honor to submit the following remarks regarding the several items referred to by the Superintendent of the Government Press:—

- (1) The printed proceedings this department receives are those from Government and the Board of Revenue, and they are not reprinted unless they are of general importance, having as such to be communicated to all subordinate officers of the department, and unless spare copies, in sufficient number, cannot be procured on indent.
- (2) The printing of enclosures is avoided as far as practicable.
- (3) As regards tabular statements in the Public Instruction Report, I beg to observe that the excess adverted to is due to the changes in the statistical returns made by the sub-committee appointed by the Government of India. Information as to the occupation and wealth of parents of pupils and similar particulars was required, and this information had to be incorporated in the subsidiary tables so as to give the totals in the general report. The subsidiary tables were printed in full as usual, and it is necessary that they should be so printed for purposes of reference and record. The printing of these tables is also necessary for the preparation of comparative statistics that may be required at any future time, as the manuscript copies are too voluminous to be conveniently preserved. The size of these tables will, by grouping schools where feasible, be reduced next year to the greatest extent possible.
- (4) & (5) The suggestions made by the Superintendent regarding omission of nil columns in printed proceedings and submission of "copy" exactly as required to be printed will be carried out.
- (6) The routine and other statements will from time to time be reduced and simplified.
- (7) The reprint of proceedings of this department is avoided except in rare and exceptional cases.
- (8) & (9) These items do not relate to this department.
- (10) "Confidential work" will be reduced as proposed. This consists of "examination" papers. The papers for the comparative examination of the fifth and lower fourth classes have hitherto been printed at the Government Press, the requisition coming from this office. The conduct of the lower fourth comparative examinations will be entrusted to the divisional inspectors, who will arrange for printing.

Only the fifth class papers will continue to be printed at the Government Press. The papers connected with the school management examination are printed at private presses.

(11) As regards job and miscellaneous work, whatever reduction is possible will be made. Any great reduction, however, seems to be impracticable.

ORDER—dated 15th April 1885, No. 900, Public.

The Governor in Council trusts that, with the exercise of proper care in all the offices concerned, the yearly cost of printing will be considerably reduced.

2. It is not to be doubted that large savings would result from the due observance by all officers of Government and heads of departments of the marginally-noted resolution prescribing the mode in which official communications should be laid before Government.

Dated 21st May 1859, No. 801.
For facility of reference, the Governor in Council resolves to print that order as an appendix.

3. Although the instructions contained in the Resolution have at no time been repealed, it is a prevalent practice for officers to send up to the Board and to Government enclosures to supply the deficiencies of the covering letters. Particular attention is desired to the eighth paragraph of the order of 1859.

4. There may of course be occasionally instances in which a letter received from a subordinate officer is of such remarkable interest or merit, or its subject of such a nature, that the Government records would not be complete without it. These are, however, rare exceptions.

5. The opening clauses of the fifth paragraph of the order of 1859 require to be worked with care. The officer addressing Government will, as a rule, be able to judge whether the Government are likely to require to refer to the correspondence.

(True Extract.)

E. F. WEBSTER,
Chief Secretary.

To all heads of departments, including Collectors and District Judges.
„ the departments of Secretariat.

Edw. J. Wright.

G.O., dated 21st May 1859, No. 801, Public.

The Honorable the Governor in Council has had under his consideration the mode in which subjects are laid before Government by the heads of offices or departments subordinate to it.

2. He observes that letters to Government from such officials are not unfrequently accompanied by a number of enclosures, usually copies of correspondence that has passed between the officers addressing Government and others, and the Government are referred to these enclosures, or are obliged to consult them, in order to acquire that information which should have been supplied in full in the letters themselves.

3. The consequence of this system is, that while the subordinate officers are relieved of some labor which should properly have devolved on them, the time of Government is unprofitably occupied—the Government Press overburdened—the records of this Government and those of the Home Government and of the Government of India, to whom copies of all their proceedings are furnished, needlessly swelled—the disposal of public business retarded, and unnecessary expense, for printing, paper, freight for the transmission of records and room for their deposit, incurred.

4. The Honorable the Governor in Council desires that it may be understood that henceforward it will be expected of all officers or departments addressing Government, to state the subject of their application and all facts requisite to be known or arguments proper to be weighed for its due consideration, clearly, and in full in their letters. Their communications will be required to be complete in themselves, and to set out all the information that has been furnished to the writers on the subject, all that has been urged by subordinate officers, every point, in fact, necessary to the perfect understanding of the case, so that the Government may have it thoroughly before them in one paper, which alone need be recorded, and on which orders can be passed without reference to other documents.

5. The correspondence referred to in such letters will be submitted with them, for reference, if desired, on minor matters. Such papers should be furnished *in original*. They will be returned when no longer required and will not be brought on record, but it is especially to be remarked, that all that is important in them, or necessary for the full exposition of the subject, must be stated in the letter which they accompany.

6. Letters reporting on petitions, applications of various kinds must, of course, be accompanied by the petition or application under report, but the report is to contain a full summary of the transmitted paper—the substance of the request preferred and the circumstances and arguments adduced in support of it—so that the paper itself will not have to be brought on record.

8. Cases may occur in which it may be necessary to send up a letter from a subordinate office as an integral part of the proceedings of the officer by whom it is transmitted, but this can rarely occur and should never be resorted to when it can be avoided. In simple cases however and when a suggestion or recommendation can be conveyed in a few words, it will be open to an officer to send up a *copy* of a letter that he may have received with his own opinion briefly noted at the foot of it, or to forward it thus merely for information, when no opinion is called for.

10. As a minor point, but one deserving of consideration, the Governor in Council further desires that all officers who may correspond with Government will give attention to the way in which their letters are copied. They should be written in a clear, bold hand, without erasure, in dark coloured ink, and properly punctuated, so that they may be in a state fit to be put at once into the Printers' hands.

11. The Honorable the Governor in Council relies upon the above orders being carefully complied with, and it will henceforth be a standing rule of the Government office that all letters which do not conform to these requirements will invariably be returned for revision.

T. PYCROFT,
Chief Secretary.