(1) Number of pages 64
(2) Date of repair 2. 11. 87.
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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

PUBLIC WORKS. DEPARTMENT

G.O. No. ~~B.P. No.~~ 2291 W Press. ~~Mis.~~

Dated 3. 10. 1885 ~~198~~.

Not to be folded or roughly handled.

Archives —I 10,006-9 80

7th July 1885, No. 1031, Financial.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

Read—the following paper :—

From J. F. PRICE, Esq., C.S., to the Chief Secretary to Government, dated Madras, 3rd June 1885.

I have the honor to submit the report called for in paragraph 3 of G.O., Financial department, No. 835, dated 7th ultimo.

2. I beg to enclose, with a list, 36 forms which are either actually in use, or which can be printed on post-cards.

3. Of these, Nos. 1 to 14 inclusive are now sent on post-cards. The remainder are what I propose shall, in future, be transmitted by this medium.

4. No. 1 is a notice which goes out every month to all officers drawing money from the treasury in view to avoiding parties going to the office and finding it closed. A considerable number of copies have to issue.

No. 2 is a reminder calling for the submission of the account-current from sub-treasuries, and is largely used.

No. 3 is the ordinary general reminder to tahsildars.

No. 4 is a circular form in the Pension department directing the payment of rice money to pensioners, and is of frequent occurrence, as are Nos. 5 and 6.

No. 7 is the usual English reminder form, and is in constant use.

No. 8 is similar to No. 3; it is the form adopted in the Revenue department of the office.

No. 9 is the rain report, and being sent whenever there is a fall of rain at any station, not only to the Collector, but to the divisional officer, it is extensively used. It saves very much stationery and postage.

Nos. 10 and 11 are very frequently sent in, and, like No. 9, effect a very considerable saving.

No. 12 is a reminder arzi form for use by tahsildars.

No. 13 is a receipt form which has recently been introduced; it is of frequent occurrence.

No. 14 has long been in use in the Local Fund department, and the saving effected by it has been considerable.

5. The subjoined are forms for which it is proposed to in future employ post-cards.

No. 15 is the daily cash balance statement sent in by sub-treasuries. The form at present in use, which is not on a post-card, shows details of coins, but this is not at all necessary as this information is not required for ordinary transactions, and, when wanted, can easily be obtained from the shroffs' chittas. If this form is introduced, there will be a great saving all through the presidency, as there will be the value of quarter sheet of paper and an envelope for every sub-treasury for every working day in the year, and at least quarter-anna postage on each of these, economised.

No. 16 is applicable to every revenue office for monthly and quarterly returns, and, spread over the presidency, the use of this form will save an appreciable amount.

No. 17 is a form in constant use in the Chingleput district, as tahsildars have, when cholera is about, to send in a daily report to the Collector, and they have to do the same as regards their divisional officers, not only for cholera, but for small-pox also. At present, a form on a quarter sheet of paper is used, and this requires an envelope and a half-anna postage label.

Nos. 18 and 19 are proposed for the Pension department. They are not of so frequent necessity as the other forms noted above, but still they will save stationery, postage and scriptory work.

No. 20 is a form which is of weekly occurrence and which comes in from every sub-treasury. It is therefore desirable that it should be on a post-card.

Nos. 21, 22 and 23 are indent and receipt forms which are in general use and which can well be on post-cards.

Nos. 24, 25, 26 and 27 are constantly required in the Chingleput district, and I suppose in others too. They have hitherto been on printed dockets, but I, just before handing over charge, had determined to use post-cards.

Nos. 28 and 29 are forms intimating to the superintendent of police and subordinate magistrates, that permission has been given to keep liquor shops open after hours. They are very frequently used.

Nos. 30 and 31 are reminders from tahsildars to revenue inspectors and village officers calling, the former for the submission of accounts, and the latter for replies to takíds sent.

No. 32 is a takíd from the divisional officers, &c., to tahsildars, granting leave to subordinates.

No. 33 is a takíd from tahsildars to subordinates, conveying the sanction of leave by divisional officers, and No. 34 is a form granting the leave to village officers, &c., which tahsildars are permitted to, on their own authority, give to these officials. Both these are constantly in use, and it is desirable that they should be upon post-cards.

No. 35 is a form of intimation of collections made in one taluk on account of another. Two copies of this have to go out on each occasion, viz., one to the tahsildar concerned, and the other to the head-quarter treasury. The use of it is frequent.

No. 36 is a form in pretty frequent use, the transfer of which to a post-card would be of advantage.

6. The foregoing list contains all the forms which it has occurred to me, or has been suggested by the officers whom I have consulted, can be used on printed post-cards. If they are introduced throughout the presidency, I have no doubt that there will be a very appreciable saving of stationery, postage and scriptory work.

No. 1.] ENCLOSURES.

NOTICE.

In June 1885 this treasury will be closed on the 27th, being the last Saturday of the month.

2. On Friday the 5th, Saturday the 13th, and Monday the 29th, the treasury will be opened in the forenoon from 7 to 11 A.M. Bills, &c., should be presented half an hour before 11 A.M., or they cannot be paid the same day.

3. On other days (Sundays excepted) the treasury hours will be as usual from 11 A.M. to 4 P.M.

CHINGLEPUT DISTRICT,
COLLECTOR'S OFFICE, SAIDAPET,
27th May 1885.

Ag. Deputy Collector.

2291
2

No. 2.]

தே.

188 ௵ ௴ ௳
சைதாபேட்டை.

உம்மிட தாலூகாவிலிருந்து நாளது மாசத்திய கவுண்டு கரண்டுடன் வரவேண்டிய அடியில்கண்ட கணக்குகளும் வவுச்சர்களும் வரயில்லை. உடனே அனுப்பவேண்டியது.

Dy. Collector.

No. 3.] REMINDER.

To
THE TAHSILDAR OF

No reply has as yet been received to the takíd noted below. Should be sent without further delay.	அடியில் கண்ட தாக்கிதக்கு இன்னம் ஜவாப்பு வரவில்லை. அட்டி செய்யாமல் ஜவாபு அனுப்பவேண்டியது.

No. 4.]

ஒட்டு தே.

To
THE TAHSILDAR OF

உம்முடைய தாலூகாவில் பென்ஷன் வாங்கும் மிலிடேரி பென்ஷன்தார்களுக்கு அடியில் கண்ட விவரப்படிக்கு
மாசத்தக்காக ரயிசுமணி பட்டுவாடா செய்யவேண்டியது.

188 ௵ ௴ ௳ சைதாபேட்டை.

1st Class
2nd Class

Military Clerk.

Dy. Collector
in charge of Pensioners.

No. 5.] CHINGLEPUT DISTRICT, COLLECTOR'S OFFICE,
SAIDAPET, 188 .

No.

Vide your docket, No. , dated

Acknowledges the receipt of the pension and last pay certificates forwarded with the above.

Military Clerk.

Deputy Collector
in charge of Pensioners.

No. 6.]

CHINGLEPUT DISTRICT, COLLECTOR'S OFFICE,
No. SAIDAPET, 188 .

The leave of the undermentioned pensioner having expired, has the honor to request whether leave has been extended or the necessary application made to the Superintendent of Pensions, Fort St. George, for pensioner's permanent transfer.

Class No. Rank. Name.

Deputy Collector
in charge of Pensioners.

Military Clerk.

No. 7.]

CHINGLEPUT DISTRICT, COLLECTOR'S OFFICE,
No. SAIDAPET, 188 .
Reminder.
Reference.
Subject.

Has the honor to request the favor of an early reply to the above.

Collector.

No. 8.]

ரிமைண்டர்.

செங்கல்பட்டுஜில்லா கலெக்ட்டர்
துரையவர்கள்
தாசில்தார் ம-ா-ா-ஸ்ரீ-
தாக்கீது.

ரிபரன்சு

மேற்கண்டவிஷயமாய் உம்மை ரிபோர்ட்டுசெய்யும்படி உத்திரவு அனுப்பியும் நாளதுவரையில் ஜவாபு வரயில்லை ஆதலால் இனியும் ஆலசியமில்லாமல் உடனே ரிபோர்ட்டுசெய்யவேண்டியது.

Collector.

சைதாபேட்டை,
188 .

No. 9.]

Rain Report of *Chingleput District.*

Date of rainfall.	Stations at which rain gauges are kept.	Quantity of rain in inches.	Remarks.

2291/3

No. 10.]

Abkári Remittance list *taluk.*

Consecutive No.	Month and date of remittance.	Name of remitter.	Particulars of kist.	Amount paid.			Remarks.
				RS.	A.	P.	

188 . *Tahsildar.*

No. 11.]

Name of Shop

Consecutive No.	Month and date of remittance.	Name of shopkeeper.	Particulars of kist.	Amount paid.	Interest collected if any.		
				RS.	RS.	A.	P.

188 . *Tahsildar.*

No. 12.]

No. 1. ரிமைண்டர்.

188 ௵ ௴ ௳
முகாம்

செங்கல்பட்டு ஜில்லா கலெக்ட்டர்
துரையவர்கள் சமுகத்துக்கு.

தாலூகா தாசில்தார்
எழுதிக்கொண்ட அர்ஜி.

ரிபரன்ஸ்.

மேற்கண்ட ரிபரன்ஸ் சங்கதியில் இதுவரையில் யாதொரு உத்திரவும் கிடைக்கவில்லை உடனே உத்திரவாகவேணுமாய் மனுவு செய்துக்கொண்டேன்.

தங்கள் விதேயன்,

தாசில்தார்.

No. 13.]

OFFICE,
188 .

Library No.

Receipt of cop of
is hereby acknowledged

Collector.

No. 14.]

Received from the President, Local Fund Board, Chingleput Circle, Postage Stamps as per margin, forwarded with his docket, No. , dated , and in compliance with indent, No. , dated

¼ Anna cards	..
½ Anna	..
1 Anna	..
2 Annas	..
4 Annas	..

No. 15.]

Daily Cash balance report of taluk for 188 .

	RS.	A.	P.
Balance on the 188 .			
Receipts of 188 .			
Total ..			
Disbursements of 188 .			
Balance—			
Currency notes ..			
Silver coins ..			
Copper coins ..			
Permanent Advance fund..			
Amount in deposit not brought to account ..			

Station date

Examined.

Head Gumastah.

Sheristadar. *Tahsildar.*

No. 16.]

OFFICE,
188 .

No.

List of blank returns from

No.	Return.	Period for which due.

No. 17.]

Daily Report of $\frac{\textit{Cholera}}{\textit{Small-pox}}$ *in* *of the* *taluk for* 188 .

Class.	Re-mained.		Attacked		Total.		Dis-charged.		Died.		Remain-ing.		General observa-tions.
	Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.	
Europeans ..													
East Indians.													
Natives ..													
Total ..													
Number of cases from the first appearance of on to date.													
Europeans ..													
East Indians.													
Natives ..													
Total ..													

Station. Date *Tahsildar.*

2291/4

No. 18.] CHINGLEPUT DISTRICT, COLLECTOR'S OFFICE,
SAIDAPET, 188 .

No.

Under instructions from the Superintendent of Pensions, Fort St. George, No. , dated 188 , has the honor to state that permission has been granted to the pensioner noted below to reside permanently and to draw stipends in this district.

Class	No.	Rank	Name

Deputy Collector
in charge of Pensioners.

No. 19.] CHINGLEPUT DISTRICT, COLLECTOR'S OFFICE,
SAIDAPET, 188 .

No.

Has the honor to state that pensioned No. drawing pension at is reported to have died on the 188 . He received his last payment for the month of 188 on the 188 .

Deputy Collector
in charge of Pensioners.

No. 20.]

No transaction during the week ending 188 .

Receipts ..
- Revenue deposits.
- Civil Court do.
- Criminal Court deposits.
- Personal do.

Repayments..
- Revenue do.
- Civil Court do.
- Criminal Court do.
- Personal do.

STATION,
188 .

Sheristadar. *Tahsildar.*

No. 21.] *Indent No.*

Description of forms.	Last supply.		No. now on hand.	Required.		Remarks.
	Date.	No. of copies.		No.	For what period.	

No. 22.] CHINGLEPUT DISTRICT, COLLECTOR'S OFFICE,
188 .

Indent No. , dated
cop of
are herewith forwarded. Receipt should be acknowledged.

Collector.

No. 23.] STATION,
No. 188 .

Received from press
the undermentioned printed forms.

No. of copies.	Description of forms.

No. 24.] CHINGLEPUT DISTRICT,
COLLECTOR'S OFFICE,
SAIDAPET, 188 .

No.
Reference

His office demand application,
No. , dated 188 .

Has the honor to state that the Collector of has intimated that the defaulters noted below are reported as not found either in the locality or in its neighbourhood, and that it cannot be ascertained whether they possess any moveable property in

Collector.

No. 25.] CHINGLEPUT DISTRICT,
COLLECTOR'S OFFICE,
SAIDAPET, 188 .

From
The Collector of
Chingleput district.
To

Enclosure
No.
Reference
Your letter, No. , dated 188 .

Has the honor to acknowledge transfer receipt, No. , for Rs. forwarded with the above.

Collector.

No. 26.] CHINGLEPUT DISTRICT,
COLLECTOR'S OFFICE,
SAIDAPET, 188 .

No.
Reference
His office demand application, No. ,
dated 188 .

Has the honor to state that the Collector of has intimated that the arrears due by the defaulters noted below have been realized and credited in his treasury accounts for 188 .

Collector.

No. 27.] CHINGLEPUT DISTRICT,
COLLECTOR'S OFFICE,
SAIDAPET, 188 .

No.
Reference
His office demand application, No.
dated 188 .

Has the honor to state that the Collector of has intimated that the defaulters noted below have produced receipts from the monegars of their respective villages in token of having already paid the arrears due by them.

Collector.

No. 28.] SAIDAPET,
188 .

Has the honor to state that the vendor of taluk has been authorized to keep open the marginally noted arrack shop till 12 o'clock at night on the 188 , on account of

District Magistrate.

No. 29.]

Sanction to keep open Toddy shops at night.

__________ இஜாராதாருடைய
கோரிக்கைபடிக்கு _____/_____
__________ உச்சவத்துக்காக மார்ஜ
னில்கண்ட __________ கடைகளை
______ ௴ ௳ முதல் ______
௴ ௳ வரையில் ராத்திரி 12 மணி
வரையில் திறந்துவைக்க உத்திரவு கொ
டுத்திருக்குறோம்.
188 ௵ ௴ ௳

District Magistrate.

No. 30.]

Reminder for Accounts.

உம்மிடத்திலிருந்து வரவேண்டிய அடியில்கண்ட கணக்குகள் இதுவரையில் வந்து சேரவில்லை அவைகளை உடனே அனுப்பவேண்டியது.

188 ௵ ௴ ௳

தாசில்தார்.

No. 31.]

Reminder for replies to Takíds.

உமக்கு அனுப்பியிருக்கும் அடியில்கண்ட தாக்கீதுக்கு இதுவரையில் ஜவாபு வரவில்லை. அட்டிக்கு காரணத்துடன் உடனே ஜவாபு அனுப்பவேண்டியது.

188 ௵ ௴ ௳

தாசில்தார்.

No. 32.]

Takíd to Tahsildar granting leave to Taluk officials.

______ தெ.
தகவல் ______
உம்மிட பிரார்த்தபடிக்கி தாலூக்கா மஜ
கூர் ______
______ னுக்கு ______
______ ன் பதிலியின்பேரில் ______
______ க்கு ______ ரஜா
கொடுத்திருக்குறோம். அவன் வாயிதாபடிக்கி ஆஜருய் வேலைபார்த்து வரவேண்டியது.

188 ௵ ௴ ௳

Collector.

No. 33.]

Tahsildar's Takíd granting leave under Divisional officer's sanction.

நீர் கேட்டுக்கொண்டபடி டிவிஜனல் ஆபீசர் சாங்க்ஷனை அனுசரித்து ______
க்கு ______ ௴த்துக்கு செலவு கொடுத்திருக்குறோம் ______
______ ரிடம் சார்ஜி ஒப்பவித்து வாயிதாபடிக்கி ஆஜருய் வேலைபார்த்து வருகிறசங்கதி ரிபோர்ட்டு செய்யவும்.

188 ௵ ௴ ௳

தாசில்தார்.

2291/6

No. 34.]

Tahsildar's Takíd granting short leave to village officers on his own authority.

நீர் கேட்டுக்கொண்டபடிக்கு ______
க்கு ______ நாளைக்கி செலவு கொடுத்திருக்கிறோம் ______ ______
ரிடம் சார்ஜி ஒப்பிவித்து வாய்தாபடிக்கி ஆஜராய் வேலைபார்த்துவருகிற சங்கதி ரிபோர்ட்டுசெய்யவும்.

188 ௵ ௴ ௳

தாசில்தார்.

No. 35.]

Intimation of collections on account of other taluks to be sent to the Tahsildar concerned by the Treasury Deputy Collector.

தாலூக்காவுக்காக தாலூக்காவில்
பணம் செலுத்தியதற்கு வகுல்பட்டி ௵ ௴ ௳

கிராமப்பெயர்.	பட்டாதாரன் பெயர்.	பசலி பாபத்து.	மொத்தம்.	ஷரா.

தாசில்தார்.

No. 36.] CHINGLEPUT DISTRICT,
No. COLLECTOR'S OFFICE,
SAIDAPET, 188 .

Has the honor to request that he will kindly state at an early date whether he has any objection to the transfer of the undermentioned Toddy shops.

Taluk.	No.	From	To

Collector.

Order—dated 7th July 1885, No. 1031, Financial.

The above communication with the "forms" referred to therein will be circulated to all Collectors and the Accountant-General for an expression of opinion and such suggestions as they may desire to offer for extending the system of correspondence by means of post-cards. Replies should be submitted through the Board of Revenue, who will lay them before Government after careful review, and with any proposals which they may themselves have to make.

2. It is requested that replies may be submitted within four weeks at latest from receipt of these orders.

3. The papers will also be communicated to all departments of the Secretariat in continuation of G.O., No. 835, Financial, dated 7th May 1885, for information and such action in the direction indicated as may be found practicable.

(True Extract.)

Chief Secretary.

To all Collectors.
" the Accountant-General.
" the Board of Revenue.
" the Revenue department.
" the Military department.
" the Public Works department.

Exd. J. Wright.

2291/7

1262 W.
1/6/85

Encl. 6306

Govt. of 1885 Madras.

FINANCIAL.

S.C.

Issued

Recd. 18/7/85 Encl.

G.O., 7th July 1885, No. 1031.

No. 2291 W. / 3-10-85

JULY.

Post-cards.

Circulating to all Collectors and to the Accountant-General, for report through the Board of Revenue, a letter from Mr. Price, with forms enclosed, regarding the more extensive use of — in ordinary official correspondence.

Awaits replies to G.O. No. 1262 W. 1-6-85

S.C.W.
22/7/85

(3)

O. 28/9/85 — A. 3.10.85

GOVERNMENT OF INDIA. P. W. DEPARTMENT.

RAILWAY BRANCH.

2291
8

EXAMINER, GUARANTEED RAILWAY ACCOUNTS OFFICE,

No. 430

Madras, 8th June 1885.

From
THE EXAMINER, GUARANTEED RAILWAY ACCOUNTS,
MADRAS,

To
The Secretary to Government,
Public Works Department,
General Branch.

SIR,

With reference to G.O. No. 1262 W. dated 1st current, I have the honor to state that Post Cards will be utilized in this office as far as possible for reminders, &c.

I have the honor to be,
Sir
Your most obedient Servant

Major, S.C.,
Examiner, Railway Accts,
Madras.

4

2241/9

D.C.45097

From

THE EXAMINER,

GUARANTEED RAILWAY ACCOUNTS,

Madras,

To

The Secretary to Government
Public Works Department
General Branch.

No. 430

Dated 8th June 1885.

No. of Enclosures

Intimates that Post Cards will be utilized in this Office as far as possible for reminders &c.

N° 2291 W/3-10-85

Compile

CH
9.6

O 20/9/85 A. 3.10.85

O 28/9/85 A. 3.10.85

(3)

2

OFFICE OF THE SUPT. OF WORKS,
TANK MAINTENANCE SCHEME,

No. 1257 T.

Chepâk 9th June 1885.

2291/10

From

THE SUPERINTENDENT OF WORKS,
TANK MAINTENANCE SCHEME,

To

THE Chief Engineer
Public Works Department

Enclosures.

SIR,

With reference to para 1 of G. O. No. 1226 W, dated 1st June 1885, I have the honour to state that I think some slight saving of postage may occasionally be made by the use of post cards for such documents as reminders, nil returns &c., but that the saving will be very slight, because it is very rarely that a communication of this sort is the only one leaving an office on a given day; and where numerous letters are made up into one packet for the post, there is little or nothing to be gained by the use of post cards.

For any document intended to be kept, the size and shape of the post car is most inconvenient, and on the whole I do not think it will be found advisable to introduce them to any great extent into official correspondence.

I am under the impression that they have already been used to some extent and if they have dropped out of use it is probably because it has been found that nothing is practicably gained by using them.

I have the honor to be
Sir
Your most Obedient Servant

John Penny
Lt. Col. R.E.
Superintendent of Works
Tank Maintenance Scheme

Compt. Sd. 916

(28/9/85 A 3 co 88 (5)

2291/11

188 . Dec 6 5108

From

THE SUPERINTENDENT OF WORKS,

Tank Maintenance Scheme,

To

THE

No.

Dated

Despatched

Received 10/6/85

ENCLOSURE.

No. 2291 W. of 3-10-85

Subject.

Use of Post Cards in Short + unimportant Communications.

Compile 13.6

O 28/9/185 — A 3 10.85

P. W. D.

Consulting Architect's Office,
Chepauk, Madras,

9th June 1885

No. 359

2291/12

From

The Consulting Architect to the Government of Madras,

To

The Chief Engineer, Public Works Department.

Enclosures.

Sir,

I have the honor to state in reply to your G.O. No. 1262 W. dated the 1st instant that Post cards would not facilitate the work of this office. All our communications are with subordinates who are constantly in communication with this office and nothing is sent by Post.

I have the honor to be
Sir,
Your most obedt. Servant
R Chisholm
Consg. Archt. to Govt.

2291/13

P. W. D.

~~Roads and Buildings.~~

From

THE CONSULTING ARCHITECT
TO THE GOVERNMENT OF MADRAS,

To

The Secy. to Govt
P. W. Dept

No. 359

Dated 9th June 1885.
Received 10 "

No. 2291 W/ 8-10-85

NO. OF ENCLOSURES.

Subject.

use of Post cards in
short & unimportant
Communications &

Compils

C.A.

O 18/9/85

OFFICE OF THE SUPERINTENDING ENGINEER,
6TH CIRCLE.

Trichinopoly 11th June 1885.

2291/14

No. 421, T.J.

From

The Superintending Engineer,
6th Circle.

To

The Chief Engineer
P. W. D.

ENCLOSURE.

Sir,

With reference to G. O No. 1262. W. dated 1st June, I have the honor to report that I Consider a Saving may be m by the use of post Cards for m returns that do not require recor=ing or which are Entered in Off books on receipt; Such as dai and occasionally weekly wa returns. they can as suggeste be utilized for Nil returns an reminders.

I do not think an detailed orders regarding the

use

use are necessary: if a general order to make use of Post Cards as much as practicable is issued, it will, I think, be sufficient

I have the honor to be,

Sir,

Your most obdt Servt

W. R. Mure Lt Col. R.E.

Superintending Engineer
6c Circle

2291/15

Ex 6 5219

P. W. D. 6TH CIRCLE.

From
The Superintending Engineer,
6th Circle.

To
The Chief Engineer
P. W. D.

No. 4 2 1. T. J

Dated 11th } June 1885
Received 13

Enclosure.

[illegible]

Post-Cards

Points out what use
Can be made of —
to Effect a Saving

Compile

CW
13.6.85

Oz519/85

SUPERINTENDING ENGINEER'S OFFICE,

No. 568.

Ramandroog ~~MADRAS,~~
~~Chepauk~~, 14th June 1885.

From Lieut Col. H. M. Vibart R.E., 2291/16
THE SUPERINTENDING ENGINEER,
III ~~1ST~~ CIRCLE,

To
THE Chief Engineer
P. W. Department
Madras.

Enclosures.

SIR,

With reference to G. O. No 1262 W dated 1st June 1885, I have the honor to report, that I consider, that service Post cards, can be advantageously used for Reminders, "Nil" Returns, Acknowledgments and other short and unimportant communications.

I have the honor to be
Sir
Your most obedient Servant.
H. M. Vibart Lt Col R.E.,
Superintending Engineer
IIIrd Circle

[illegible]

From

The Superintending Engineer,
3rd ~~1st~~ Circle,

To

The Chief Engineer
P.W.D.
Madras

Dated 16 } June 1885.
Recd. 15 }

Enclosures.

No. 568

Service Post Cards

Reporting that ~~ ~~
Can be used for Reminders,
Nil Returns &c.

Compile
C.I.
156.

O 28/9/85

Madras State Railway Surveys.

No. 546

2291
17

From

The ENGINEER-IN-CHIEF.

To

The Secretary to Government
Public Works Department
Madras

Dated, Bangalore 16th June 1885.

Sir

In reply to your order No. 1262 W. dated 1st instant, communicating Proceeding of the Financial Department No. 835 dated 7th May 1885, I have the honor to inform you that Postcards have been already used in this office for Reminders, ~~and~~ for brief Demi official Correspondence and memos not required to be filed ~~in this office~~. I do not think they can be used for much else as they are awkward to file with other documents.

I have the honor to be
Sir
Your most obedient Servant

Engineer-in-chief
Madras State Ry. Surveys

Recd 53

Rw 18/6/85

No. 2291 W/ 3-10-85

Compile
CB

28/9/85 R. 8

No. 293
P.W.

Supg: Engineer's office IV circle
Coimbatore, 17th July 1885.

2291
18

From,

The Superintending Engineer
IV Circle.

To,

The Chief Engineer
P. W. Department.

Sir

In reply to G. O. No. 1262 W. of 1st ultimo, I have the honor to report that post cards may be used for nil returns; reminders; Short and unimportant correspondence such as arrivals, departures, post copy of telegram and acknowledgement of receipt of official documents or small sums.

I have the honor to be
Sir
Your most obt servant

L. Beatty Colonel RE
Supg: Engineer IV circle

5

Sec. 632

From

The Supg. Engineer
Fourth Circle

Dated 17th }
Despd. 18th } July 1885.
Recd. }

No. 293/21 W.

[illegible] 3-10-85

Post Cards – Reporting for what documents the – may be used.

O.2819/85 – N. 3.10.85

Compile

No. 23 W

2291/19

FROM

THE SUPERINTENDENT,
MADRAS HARBOUR WORKS,

TO The Honble. Col. J. H. M. Shaw-Stewart, R.E.
Secretary to Government,
Public Works Department,
Fort Saint George

MADRAS, 25th July 1885.

Sir,

With reference to your reminder No. 1262/1 W of the 21st instant drawing attention to G. O. No. 1262 W of June 1st 1885, I have the honour to report that very few occasions occur in this Office on which the use of Official Post Cards is a Convenience.–

2. I use them as much as possible for short replies, but I think the Consumption of them seldom exceeds three or four per mensem.

I have the honour to be,
Sir,
Your most Obdt. Servant
F. W. Harrowgood,
Superintendent

2291/20

Inch 64781

General

From The Superintendent
Madras Harbour Works

No 23 W
Dated 23rd July 1885.
Recd 24 "

No 2291 Dd 3-10-85

No of Enclosures Nil

Post Cards

States that they are seldom used in his office.

Compile

O 28/9/85 R. 3.10.85

O 28/9/85 R. 3.10.85

[Form No. I.]

N.B.—In any future communication on this subject, the number and date of this letter should be quoted.

2291/21

No. 36-W.

From

The EXAMINER,
PUBLIC WORKS ACCOUNTS,
Madras.

To

THE SECRETARY TO GOVERNMENT,
PUBLIC WORKS DEPARTMENT.

Madras, 24th JULY 1885.

SIR,

WITH REFERENCE TO YOUR NO. 1366 W. DATED 21ST. JULY 1885, I HAVE THE HONOR TO STATE THAT POST-CARDS MIGHT BE USED FOR 'COPIES OF TELEGRAMS SENT BY POST'. 'INDENTS BY EXECUTIVE ENGINEERS FOR ODD FORMS' AND ALSO AS SUGGESTED FOR 'REMINDERS' AND 'NIL RETURNS' AS FOR INSTANCE IN THE CASE OF THE 'WEEKLY REPORT OF CHANGES IN ENGINEER AND UPPER SUBORDINATE ESTABLISHMENT'.

I HAVE THE HONOR TO BE
SIR,
YOUR MOST OBEDIENT SERVANT,

EXAMINER P.W. ACCOUNTS.

E.G. 24/7

2291/22

Pr 6528

FROM

THE EXAMINER P.W. ACCOUNTS,
MADRAS.

TO

THE SECRETARY TO GOVERNMENT,
PUBLIC WORKS DEPARTMENT.

NO. 36W

No. 2291 W&f 3-10-85

DATED 24 JULY 1885.

RECD. 25 —

POST-CARDS----ANENT THE USE OF----

Compiled

CH
27-7

O 28/9/85 R. 3.10.85

O 28/9/85 R. 3.10.85

BELLARY KISTNA STATE RAILWAY.

No. 3287

229/23

From
The Engineer-in-chief

To
The Under Secretary
to Govt. of Madras P.W.D.
Chepak
Madras

Dated Bellary 24th July 1885.

In reply to his Reminder No 1262/1 of 21st instant, has the honor to acknowledge receipt of Madras Government Proceedings Financial Department No 835 dated 7th May 1885 and order thereon.

Post cards have been used when needed, and will be more generally adopted as suggested – but the undersigned is doubtful if much saving will be effected – probably

(1/2

Inch 6534

Recd 25/7/85

probably Rs 5/- or so during the year.

H Lambert
Engineer in Chief

No 2291 W2/ 3-10-85

Compile

Cdt
27.7

O 28/9/85 3.10.85

U 28/9/85

No. 1777

SUPERINTENDING ENGINEER'S OFFICE,
5TH CIRCLE, MADRAS,
Chepauk, 24th July 1885.

2291
24

From

THE SUPERINTENDING ENGINEER,
5TH CIRCLE,

To

THE Chief Engineer
P. W. Department.

SIR,

Enclosures.

With reference to G. O. No 1262 W, dated 1st June 1885, I have the honor to state, that Post cards may be used with advantage in Public Works Offices, for Reminders, blank Returns, acknowledgements, and short correspondence where only one paper has to be sent to an address in one day. But, several papers are so often despatched in one cover, in which a Reminder &c can be added without increasing the postage, that Postcards will but seldom be brought into use –

The

The Post Card is also handy though for Officers & Subordinates when travelling: to send a Message, and forward a communication, when there is no need of keeping a copy.

I have the honor to be
Sir
Your Most obedt Servt
Alexr Saunders for Lt Colll R.E.
Superintg Engr
5th Circle

229/25

Dect 65 81

From

THE SUPERINTENDING ENGINEER,

5TH CIRCLE,

To

THE Chief Engineer
P. W. D.

Dated 24 } July 1885.
Recd. 27 }

ENCLOSURES.

No. 225 (W.) 3-10-85

No. 1777

Post-Cards-
Reports regarding the use of-

O 28/7/85 – R. 3/10/85

Compile
CH
27-7

No. 2249 L

229/26

FROM,

THE SUPERINTENDING ENGINEER
FIRST CIRCLE.

TO,

THE CHIEF ENGINEER
P. W. Department
FOR IRRIGATION

DOWLAISHWARAM, 4th September 1885.

Desp. 4-9-85

SIR,

With reference to G. O No. 1262 W. dated 1st June 1885, I have the honor to inform you that Post cards might with advantage be utilized for Nil Returns, Reminders and for any unimportant communications. The use of Post cards will result in a considerable saving of stationery and a large reduction in the charges on account of Postage.

I have the honor to be,
Sir,
your most obedient Servt.
Wm Mathews Asst. Engr.
For Supdg. Engr. 1st Circle.

229|
27

G.O. 3/1262 W a/1-6-85

P.W. C. No. 7758 6

From

The Supdg Engineer
4th Circle

To

The Chief Engineer
P.W. Departt
Madras

Dated 4th }
Despd 4th } Septr/85.
Recd 11

No 2244 L.

No. 2291 W d/ 3-10-85

Post Cards.

Reports on the subject of utilization of.—

Compiled

Ord 19/85 R 3-10-85

PUBLIC WORKS DEPARTMENT.

2291/28

B/

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the

READ the following

G.O. Financial Department H. E. No. 1031 dated 7th July 1885
From the Examr. Guaranteed Ry Accts .. No. 430 dated 8th June 1885
From the Supdt. of Works T. M. Scheme .. No. 1257 I d/9th June 1885
From the Consg Archt to Govt .. No. 359 d/9th June 1885
From the Supdg Engr. VI Circle .. No. 421 I. J d/11th June 1885
From the Supdg Engr. III Circle .. No. 568 d/11th June 1885
From the Engineer in Chief Madras State Ry Surveys } .. No. 546 d/16th June 1885
From the Supdg Engr. IV Circle .. No. 273 E.W. d/17th July 1885
From the Supdt M. H. Works .. No. 23 W d/22d July 1885
From the Examr. P. W. Accts .. No. 36 W d/24th July 1885
From the Engineer in Chief Bellary Kistna State Ry } .. No. 3787 d/24th July 1885
From the Supdg Engr. V Circle .. No. 1777 d/24th July/85
From the Supdg Engr. I Circle .. No. 224 G. L d/4th Septr/85

Recorded

The

2. The Financial Department will be informed that G.O. No 835 dated 7th May 1885 was communicated to officers of the P.W. Department for information and guidance with the request that a report might be submitted as to whether any saving could be effected by the use of post cards, and if so in what directions.

3. The reports have now been received, and

and show that post Cards can are and will be used for Reminders, Nil Returns and such unimportant matters, but that the saving likely to result from their extended use will be very small.

AH

Sep. 25. 85

To

The Financial Dept.

HB.

(7)

W/

Revised draft submitted –

The Financial dept have not asked for reports from other depts. & the Secretariat, but have communicated the Pros. for information, & for such action as may be found practicable

Cu
1-10-85

2291/W

O 28/9/85

O 28/9/85 R. 3.10.85

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gov/
Estabt

No. 2291 W

A

PUBLIC WORKS DEPARTMENT.

2291/30

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the 3rd October 18

READ the following

G.O. Financial Department A.E. No. 1031 d/ 7" July 1885
From the Ex: Guaranteed Ry: Accts " " 430 d/ 8" June 1885
From the Supt: of Works. T.M. Scheme " " 1259. T d/ 9" June/85
From the Consg: Archt: to Govt: " " 359 d/ 9" June/85
From the S.E. VI. circle —— " " 421 T.J d/ 11" June/85
From the S.E. III. circle —— " " 568 d/ 14" June/85
From the Engineer-in-Chief Madras State Ry: Survey } " " 546 d/ 16" June/85
From the Suptg: Engr: IV circle " " 293 E.W. d/ 17" July/85
From the Supt: M.A. Works " " 23 W d/ 23rd July/85
From the Ex: P.W. Accounts " " 36 W d/ 24" July/85
From the Engineer-in-Chief Bellary Kistna State Ry. } " " 3287 d/ 24" July/85
From the Suptg: Engr: V circle " " 1777 d/ 24" July/85
From the Suptg: Engr: I circle " " 224 G.L d/ 4" Septr/8

The reports abov

recorded are replies to G.

No. 1262 W d/ 1st June 1885*

* Fin: G.O. No. 835 d/ 7" May/85

inquiring whether any saving can be effected by the use of post cards for official correspondence, and if so, in what directions.

2. The reports show that post cards can, and in some cases are already, used for reminders, nil returns, and such unimportant communications; but that the saving likely to result from their extended use in the P.W. Department will be small.

Officers of the P.W. Department will give the matter their attention, and will take steps to extend the system of correspondence by means of service post cards so far as may be consistent with economy and convenience.

291/31

6

1.10.85

Chief Engr: for Irrgn. ✓
Cousg: Engr: for Rys: ✓
Suptg: Engineers ✓
Suptg Engr: T.M. Scheme ✓
Cousg: Archt: to Govt ✓
Examiners of accts ✓
Supt: M. H. Works ✓
Engr-in-Chief, Madras State ✓
Do. Bellary Ry. Survey
Civil: Dept. [illegible] Western State Rys ✓

Despd 12/10/85

Cu

Dys. 139/9.

829/32

Govt. of 1885 Madras.

PUBLIC WORKS.

Dated 9/10

Recd. Encl.

G.O. 3d Octr 1885, No. 2291 W

Service Post Cards

=

Orders on reports regarding the use of —

~~210~~

-290

18

5/10