

13TH DECEMBER 1886, No. 2594, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following paper :—

Proceedings of the Board of Revenue, dated 29th October 1886, No. 2368.

Read—the following letter from E. GIBSON, Esq., Acting Collector of Tanjore, to the Secretary to the Board of Revenue, dated Vallum, 29th September 1886, No. 6828 :—

A rule is laid down at paragraph 11 of Board's Standing Order, No. 211, which requires that all communications addressed to the Board should be docketed and abstracted on the back. The necessity for this rule in the Board's office is well known, but I would beg leave to suggest that a similar rule might with advantage be prescribed for observance in all offices.

2. So far as the Revenue Department is concerned, the Board may be disposed to issue a circular on the subject, and I would propose that Government be moved to issue orders to the same effect for observance in all departments. It is simply intolerable, for instance, that my time should be wasted day after day because, in opening my morning's tappal, I find a number of communications without docket; in other words, because a clerk in, say, the office of the Collector of Madras or South Arcot, has chosen to shirk work.

Resolution—dated 29th October 1886, No. 2368.

The Board approve of the suggestion of the Collector. All Collectors are requested to see that Rule 11, Standing Order-211, is strictly followed in the case of all correspondence issuing from their offices, whether the letters be addressed to superior, co-ordinate, or subordinate officers.

2. The Collector's letter will be communicated to Government for such action as they may think necessary with regard to other departments. The Board consider that it should be directed that, in future, the name of the writer of every official letter, as well as his official designation, shall be set out at the head of the letter clearly and in full.

(A true Copy and Extract.)

(Signed) M. HAMMICK,
Acting Secretary.

To the Secretary to Government, Revenue Department.
„ all Collectors.

No. 6985.

Transferred to the Public Department.

FORT ST. GEORGE,
10th November 1886.

(Signed) J. F. PRICE,
Ag. Secretary to Government.

ORDER—dated 13th December 1886, No. 2594, Public.

The rule referred to in paragraph 1 of the Board's resolution will be made applicable to all departments and offices under Government, and the suggestion in paragraph 2 approved and communicated to all heads of departments for information and guidance.

(True Extract.)

H. S. S. S.
Ag. Chief Secretary.

To the Departments of the Secretariat.
„ the Board of Revenue.
„ all Heads of Departments.

Exd. A. Raiff.

20.1.1887

Govt. of (1886) Madras.

PUBLIC.

Issued

Recd.

Encl.

G.O., 13th December 1886, No. 2594.

DECEMBER.

Docketing of Letters, &c.

Directing that Rule 11 in Board's Standing Order No. 211, regarding the — be extended to all departments and offices under Government, and approving of the suggestion that the name and designation of the writer of every official letter should be set out clearly and in full at the head of the letter.

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Ag. Chief Secretary.

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„ the Board of Revenue.
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Govt. of (1886) Madras.

PUBLIC.

15. Dec 86

11/12/86

14. Dec 86

Issued

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Bt. 3368 w 21.12.86

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