

7TH MAY 1885, No. 835, FINANCIAL.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper :—

G.O., dated 9th April 1885, No. 937, Judicial.

Read—the following papers :—

From the District Magistrate of Chingleput, to the Chief Secretary to Government, dated Saidápet, 2nd March 1885, No. 483 G. & B.

I have the honor to submit the opinion called for in the proceedings of Government, Judicial department, No. 499, dated 23rd ultimo.

2. I am in favor of the use of post-cards for police arrest reports.

3. It means not only a saving of stationery, as no charge is made for the paper used for post-cards, but it involves the economy of one-quarter anna postage on each report, which, taking every district into consideration, will, at the end of a year, form an appreciable item of saving. In this district we employ post-cards largely for daily rain reports, intimation of payment of Abkári kists, and reminder takids and dockets, and I have under contemplation introducing the use of them still further.

4. The difficulty brought forward by the Inspector-General of Police can be easily obviated by the District Magistrate printing and supplying the necessary forms on cards, the cost of printing alone being debited to the Police department.

5. I see no objection to sending arrest reports in the way proposed by the District Magistrate of Cuddapah. No harm can arise from so doing; they are neither confidential, nor are they interesting reading. Under present arrangements, it is perfectly easy for any one, who is of a curious turn, to read the reports in transit through the post. As for the risk of their being lost, I believe that I am correct in stating that this fate has not hitherto befallen one of the numerous post-cards which every year pass out of my office.

6. As for the question of the present system being inconvenient, I think that it is. Not only has the officer to whom the reports are addressed to mark them for payment of the bearing postage, but the covers have to be retained as vouchers for the charge. Employing post-cards would put a stop to this.

(Signed) J. F. PRICE,
District Magistrate.

From the District Magistrate of Salem, to the Chief Secretary to Government, dated Salem, 5th March 1885, No. 386.

I have the honor to reply to G.O., dated 23rd February 1885, No. 499, Judicial.

2. The object of reporting apprehensions under the provisions of section 62, Criminal Procedure Code, is (1) to enable the magistrates to see that the police do not detain persons in custody, without special orders, for more than 24 hours, *exclusive of the time necessary for the journey from the place of arrest to the Magistrate's Court*, and (2) that no person once arrested is discharged except on his own bond or on bail or under the special order of a magistrate.

3. The post-card approved of by the Acting District Magistrate of Cuddapah is not explicit enough for these purposes.

4. Regarding the matter in a financial point of view the proposal to utilize one-quarter anna post-cards for arrest reports under section 62, Criminal Procedure Code, would in round numbers save Government three-quarters of the present bearing postal charges.

5. It is true that all such charges as well as all charges on bearing covers generally are debited to Land Revenue, one-fifth of which is debited to Law and Justice; but this arrangement makes no difference in regard to the question raised.

6. I would advocate, therefore, the use of one-quarter anna service post-cards for arrest reports, but I would make the cards contain sufficient information to enable the magistrates to do their duty.

7. The following form would suffice. Of course it would have to be in the vernaculars also:—

Arrest Report under section 62, Civil Procedure Code.

1. Offence.
2. Date when committed.
3. Names of persons arrested.
4. Date and hour of arrest.
5. Distance of place of arrest from Magistrate's Court.
6. How disposed of.

8. The old forms of arrest reports under section 132 of the repealed code still generally used are insufficient for the requirements of the existing law.

(Signed) G. McWATTERS,
District Magistrate.

From the District Magistrate, Cuddapah, to the Chief Secretary to Government,
dated Pullampet, 21st March 1885, No. 292.

With reference to G.O., No. 499, of 23rd ultimo, I have the honor to report that the number of police stations in the district are about 110 at the rate of 10 in each taluk. The average reports from each station for a month will be about two at least. Therefore the total number for the year will be 2,400 reports from all the police stations, and the cost of the bearing charge at the rate of one anna each will be Rs. 150. If the suggestion to introduce post-cards is sanctioned the probable cost will be Rs. 37-8-0 only. There will be a saving of about Rs. 113 for the district. The actual cost of bearing charge on covers during the year 1884 was Rs. 69-1-6 as detailed below for the district:—

1884.									RS.	A.	P.
January	..	..	..	..	..	..	..	..	8	5	6
February	..	..	..	..	..	..	..	..	3	8	6
March	..	..	..	..	..	..	..	..	8	11	0
April	..	..	..	..	..	..	..	..	6	13	0
May	..	..	..	..	..	..	..	..	7	2	6
June	..	..	..	..	..	..	..	..	2	5	6
July	..	..	..	..	..	..	..	..	4	7	6
August	..	..	..	..	..	..	..	..	4	8	6
September	..	..	..	..	..	..	..	..	7	5	6
October	..	..	..	..	..	..	..	..	3	12	6
November	..	..	..	..	..	..	..	..	5	13	6
December	..	..	..	..	..	..	..	..	6	4	0
Total amount									69	1	6

If the new system had been in force the cost would have been Rs. 17-4-4. Thus there would have been a saving of Rs. 51-13-2.

There is considerable inconvenience in receiving bearing covers owing to the necessity of paying small sums and having to keep the covers as vouchers.

It frequently happens that they are received at inconvenient times on the march and so on, and the covers have to be taken off whereby the contents are liable to be mislaid as they appear to be private papers disposed of.

(Signed) C. A. BIRD,
District Magistrate.

Order—dated 9th April 1885, No. 937, Judicial.

The Right Honorable the Governor in Council sanctions the proposal to use post-cards for the arrest reports required to be forwarded to the magistracy under section 62 of the Criminal Procedure Code. The particulars to be contained in these reports are given below in the sample card printed. The cost of the cards and of the printing will be met by the District Magistrate, but a reduction will be made in the police budget equal to the cost of printing the arrest reports now prescribed:—

POLICE STATION. DATED 188 .

Arrest Report under Section 62, Criminal Procedure Code.

1. Offence.
నేరము.
2. Date when committed.
జరిగించబడిన తారీఖు.
3. Names of persons arrested.
శట్టుకోబడిన మనుష్యుల పేర్లు.
4. Date and hour of arrest.
శట్టుకోబడిన తారీఖునకు ఘంటాయము.
5. Distance of place of arrest from Magistrate's Court.
శట్టుబడిన జాగాకున్న మజిస్ట్రేటువారి కోర్టుకున్న దూరము.
6. How disposed of.
ఎట్లా పైశు చేయబడినది.

(Signed) Station House Officer ప్లే.ఎ.కె. డా.పు.సు. ఆఫీసరు.
(True Extract.)

(Signed) E. F. WEBSTER,
Chief Secretary.

To the Inspector-General of Police.
„ all District Magistrates.
„ the Financial department.

ORDER—dated 7th May 1885, No. 835, Financial.

Communicated to the Accountant-General.

2. For financial reasons, it is desirable that all short and unimportant communications, whether between officers in the districts or between heads of departments and Government, should be written on post-cards, and this subject will receive attention in all departments of Government.

3. Mr. Price will be requested to indicate any classes of correspondence besides those named in his letter of the 2nd March last, for which in his opinion post-cards might be employed.

(True Extract.)

E. F. WEBSTER,
Chief Secretary.

To the Departments of the Secretariat.
„ the Board of Revenue.
„ J. F. Price, Esq., C.S.

Exd. J. Wright.

Govt. of (1885) Madras.

FINANCIAL.

Issued

Recd.

Encl.

G.O., 7th May 1885, No. 835.

MAY.

Post-cards.

Informing heads of departments that short and unimportant communications, whether between district officers or between heads of departments and Government, should be written on —, and requesting Mr. Price, C.S., to report whether for any other classes of correspondence than those named in his letter of 2nd March last post-cards may be employed.

Public Works Department

Proceedings of the Madras Government

Read the following:-

Proceedings of the Financial Department No. 835 dated 7th. May 1885.

Order thereon No. 1262 W dated 1st. June 1885.

Communicated to the Officers specified below for information and guidance, with a request that Government, in the Public Works Department, may be informed whether any saving can be effected by the use of post-cards, and if so in what directions.

2. It is suggested that post-cards might be utilized for manuscript "Nil" Returns, reminders, &c.
3. Official post-cards are obtainable from all Government Treasuries.

(True Extract)

C. Bowen.

Major R. E.

Under Secretary to government P. W. D.

To

The Suptg. Engineers.
Supt. of Works Tank Maintenance Scheme.
Consgr. Archt. to Govt.
Engineers-in-Chief State Rys.
Examiner P. W. Accounts.
Examiner Ry. Accounts.
Supt. M. H. Works.
Engineer-in-Chief M. S. Ry. Surveys.

Chief Engg for P.W.D.

GENERAL.
ESTABLISHMENT.

Gobt. of 1885 Madras.

PUBLIC WORKS.

Dated October, 3rd.

Recd.

Encl.

G.O., 3rd Oct. 1885, No. 2291 W.

OCTOBER.

Service Post Cards

Orders on reports regarding the use of —.

220
3RD OCTOBER 1885, No. 2291 W., PUBLIC WORKS.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following papers :—

- G.O., Financial Department, dated 7th July 1885, No. 1031.
From the Examiner, Guaranteed Railway Accounts, dated 8th June 1885, No. 430.
" Superintendent of Works, Tank Maintenance Scheme, dated 9th June 1885, No. 1259 T.
" Consulting Architect to Government, dated 9th June 1885, No. 359.
" Superintending Engineer, VI Circle, " 11th " " " 421 T.J.
" " " " " 14th " " " " 568.
" Engineer-in-Chief, Madras State Railway Surveys, dated 16th June 1885, No. 546.
" Superintending Engineer, IV Circle, dated 17th July 1885, No. 293 E.W.
" Superintendent, Madras Harbour Works, dated 23rd July 1885, No. 23 W.
" Examiner, Public Works Accounts, dated 24th July 1885, No. 36 W.
" Engineer-in-Chief, Bellary-Kistna State Railway, dated 24th July 1885, No. 3287.
" Superintending Engineer, V Circle, dated 24th July 1885, No. 1777.
" " " I " " 4th Sept. " " 224 G.L.

ORDER—dated 3rd October 1885, No. 2291 W., Public Works.

The reports above recorded are replies to G.O., No. 1262 W.,* dated 1st June 1885, 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 Public Works Department will be small.

3. Officers of the Public Works 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.

(True Extract.)

Lieut.-Col., R.E.,
Offg. Under Secy. to Govt., P.W.D.

- To the Chief Engineer for Irrigation.
" the Consulting Engineer for Railways.
" Superintending Engineers.
" the Superintending Engineer, Tank Maintenance Scheme.
" the Consulting Architect to Government.
" Examiners of Accounts.
" the Superintendent, Madras Harbour Works.
" the Engineer-in-Chief, Madras State Railway Surveys.
" the Engineer-in-Chief, Bellary-Kistna State Railway.
" the Financial Department.

Exd. J. Henricus.

Spare Copies

MESSAGE.

REPLY.

TELEPHONE MESSAGE.

Date _____ Hour _____	Date _____ Hour _____
From _____	From _____
To _____	To _____
MESSAGE.	REPLY.

Phone see G.O. 2595-6 Public
dated 13-12-1886 communicated
to all dep'ts of the Sect

1061
4/5-06
4-58

13TH DECEMBER 1886, No. 2595, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—again the following papers :—

Memorandum, dated 23rd March 1882, No. 184, Public.
" 27th " 187 "
G.O., dated 7th June 1886, No. 491, Financial.

ORDER—dated 13th December 1886, No. 2595, Public.

The following consolidated and amended rules are now published on the subject of the form in which official papers should be submitted to Government :—

- (1) Communications should be made on paper, 13 inches in length (about) and the following sizes in width :—ordinary width, 8½ inches ; less than ordinary width, 4½ inches ; more than ordinary width, some multiple of 4½ inches. Enclosures should be on similar quality and size of paper, except where there is special cause to the contrary (e.g., in the case of a sketch, plan, or original enclosure). Exactness of width is necessary to prevent filed papers from being torn.
- (2) It is specially to be observed that forms which cannot be submitted on paper 8½ inches wide should, under rule 1, be submitted on paper which will fold to 4½ inches.
- (3) Papers should be folded once lengthwise, and should be enclosed in covers large enough to contain them when thus folded. Gazettes should be folded similarly.
- (4) Plans and maps, and articles liable to be damaged by folding, should be despatched in tin tubes or cases.
- (5) With every manuscript communication (except in cases of a very trifling description) a docket on a separate half sheet of substantial paper, 13 inches by 8½ inches, should be supplied. The docket is kept separate to facilitate the subsequent transmission of the contents in original to other offices. A space should be left blank at the head of the docket for the entry of marks in the receiving office.
- (6) The docket, the covering letter, and the enclosures or appended statements (if any) should be all filed chronologically in a single file. Enclosures which bear a date prior to that of the letter should come first in the file ; then the letter itself ; then any statements (appendices) prepared at the same time as the letter ; at the back of all, the docket. The intention is that the whole file shall read as a book from left to right, and chronologically as regards the date borne by each paper.
- (7) When a file is voluminous it can be broken up into two or more portions. Enclosures which are of such a nature (e.g., sketches and plans) that they will not readily lie in book form, can be kept separate.
- (8) Enclosures should be clearly numbered at the head of the first page, "Enclosure No. 1, 2, &c., of letter No. —." The same for statements appended.
- (9) The abstract at foot of the docket should state clearly the purport of the letter and not merely indicate its title subject.
- (10) Letters should be numbered according to the order of their despatch. The date entered on them should be the date of their despatch. The name of the town, village or other place from which the letter is written should be added to the date.
- (11) Heads of departments should see that copies issued to petitioners and other parties are issued on stationery which conforms to these rules.

(True Extract.)

Ag. Chief Secretary.

To the Departments of the Secretariat.
" all Heads of Departments, including Collectors and District Judges.

Exd. A. Raitt.

9/4 12.4 02
*958 19.4 02
1660 20.6 86

P.W.C. No 99

Govt. of (1886) Madras.

PUBLIC.

B. No 3369 11/21 Dec/86

10

Communicated
to officers of the P.W.
Dept, for information
& guidance.

205-c

Mur
12.12.86

Issued

Recd.

18.12.86

Encl.

G.O., 13th Dec. 1886, No. 2595.

B. No 3369 11/21-12-86

DECEMBER.

Ch. Engr. for Dirgen. ✓

Comdg. Engr. for Rygs ✓

Supdy. Engrs. ✓

S. E. J. in. S. ✓

C. A. to Govt ✓

Exer. P.W. Accts ✓

Exer. Gr. Ry Accts ✓

Exer. State Ry Accts ✓

Engr. in Ch. in State ✓

Ry Survey

Correspondence.

Issuing certain rules regarding the form in which official papers should be submitted to Government.