13-5-03

Communicated
to the S.E.V circle &
the Consg. Architect
for information.
(Sd) J. C. H.
W.

S.E. V circle
C.A. to Govt

Govt. of {1886} Madras.

MARINE.

Issued

Recd. Encl.

G.O., 18th December 1886, No. 698.

DECEMBER.

Harbour Trust Board.

Promising to bear in mind the request of the — not to alienate any portion of the land formed by the accretion of sand to the south of the southern groyne of the harbour without first referring to them.

With order

GOVERNMENT OF MADRAS.

MARINE DEPARTMENT.

Read—the following paper :—

From the Hon. R. W. BARLOW, C.S., Chairman, Harbour Trust Board, Madras, to the Chief Secretary to Government, dated Madras, 30th November 1886, No. 1342.

I have the honor to forward, for the information of Government, copy of resolution passed by the Harbour Trust Board at a meeting held on Thursday last, the 25th November 1886, in reference to G.O., Marine, No. 601, dated 28th October 1886, and to request that the wishes of the Board may be taken into consideration by Government.

Enclosure.

Extract of Proceedings of the Harbour Trust Board, at a meeting held at the offices of the Board on Thursday, the 25th day of November 1886.

* * * * *

3. Read again G.O., No. 601, dated 28th October 1886, and discussed the question of accretion to the south of the harbour and erosion to the north.

Resolution.—Resolved that, although the land formed by the accretion of sand to the south of the southern groyne of the harbour is not immediately required by the Trust, it will be essential to the future prosperity of the harbour when completed, and the trustees therefore hope that Government will not alienate any portion thereof without first referring to the Harbour Trust Board.

* * * * *

Order—dated 18th December 1886, No. 698, Marine.

The request will be borne in mind.

(True Extract.)

H. E. STOKES,
Ag. Chief Secretary.

To the Chairman, Harbour Trust Board.
" Military Department.
" Public Works Department.
" Revenue Department, with copy of G.O., No. 601.
" Port Officer, Madras.

Exd. A. Raitt.

B. No 69 dy 8-1-87

Communicated to the S.E.V circle and the Consg. Architect for information.

(Sd) J. O. H.
W.

Govt. of {1886} Madras.

MARINE.

Issued

Recd. *Encl.*

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ENCLOSURE.

EXTRACT of Proceedings of the Harbour Trust Board, at a meeting held at the offices of the Board on Thursday, the 25th day of November 1886.

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Resolution.—Resolved that, although the land formed by the accretion of sand to the south of the southern groyne of the harbour is not immediately required by the Trust, it will be essential to the future prosperity of the harbour when completed, and the trustees therefore hope that Government will not alienate any portion thereof without first referring to the Harbour Trust Board.

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(True Extract.)

H. E. STOKES,
Ag. Chief Secretary.

To the Chairman, Harbour Trust Board.
" Military Department.
" Public Works Department.
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" Port Officer, Madras.

Exd. A. Raitt.

2971 - W 11.11.86
2431 - W 22.9.88.

Govt. of {1886} Madras.

MARINE.

Communicated to the S. E. V Circle & the Consy. Architect for information.

W
25.12.86

Issued

Recd. 27/12/86 Enel.

G.O., 18th December 1886, No. 698.

DECEMBER.

6

Harbour Trust Board.

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S. E. V Circle
Conser. Architect.

Recd
31/1/87 8/1/87

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Ag. Chief Secretary.

To the Chairman, Harbour Trust Board.
„ Military Department.
„ Public Works Department.
„ Revenue Department, with copy of G.O., No. 601.
„ Port Officer, Madras.

Exd. A. Raitt.

GOVERNMENT OF MADRAS.

MARINE DEPARTMENT.

READ—the following paper :—

From the Hon. R. W. BARLOW, C. S., Chairman, Harbour Trust Board, Madras, to the Chief Secretary to Government, dated Madras, 27th August 1886, No. 336.

I have the honor to forward herewith, for the information of Government, copy of proceedings of the Harbour Trust Board at a meeting held at the Sea Custom House on the 19th August, the same having been confirmed at the meeting of the trustees held last evening.

2. In accordance with G.O., No. 412, Marine, dated 28th July 1886, a copy of these proceedings has been forwarded to the *Fort St. George Gazette* for publication.

ENCLOSURE.

PROCEEDINGS of the Harbour Trust Board, appointed under the provisions of section 7 of the Madras Harbour Trust Act (II of 1886), at a meeting held at the Sea Custom House on Thursday, 19th August 1886.

* * * *

1. Read the minutes and confirmed proceedings of the last meeting held on the 12th instant.

2. Read letter from Messrs. Branson and Branson regarding cooly contractor's agreement.
Resolved the Secretary communicate with the contractor.

3. Read memorandum, No. 275, from the Secretary, regarding the proposed alteration in the method of collecting export harbour dues from firms having fixed deposits in the Chairman's hands.

Resolved that the change of procedure with regard to payment of export harbour dues, suggested by Messrs. Binny and Company and Messrs. Wilson and Company and approved by the members of the Chamber of Commerce, be conceded on the understanding that it shall only apply to those firms who have a standing deposit with the Chairman, and that any goods "shut out" are liable to charges for pier contractor's expenses incurred in re-hoisting.

4. Read letter from the Superintendent, Madras Harbour Works, No. 194-M, dated 17th August, regarding Portland cement.
Ordered to be recorded.

5. Read G.O., dated 12th August, No. 2012-N, Public Works, sanctioning the increase of salary to the Superintendent, Madras Harbour Works.
Read also letter No. 247-X, dated 13th August 1886, from Examiner, Public Works Accounts, relating to same subject.
Ordered to be recorded.

6. Read letter, No. 2267, dated Chepâk, 16th August, from the—

Inspector-General of Ordnance,	Deputy Assistant Quartermaster-General,
Commissary-General,	Superintending Engineer, V Circle,

regarding proposed site for military store godowns.
Ordered to be recorded.

7. Read statement of payments made in England during the month of July on account of Madras Harbour Works.
Ordered to be recorded.

8. Read endorsement order, No. 2015, dated 12th August, Public Works Department, communicating statement of estimated outlay in England against indents not yet executed.
Ordered to be recorded.

9. Read letter, No. 185 M, dated 12th August, from Superintendent, Madras Harbour Works, forwarding travelling bills of the staff of his office for the month of July last.

Resolved that, before submitting the bills to Government, the Superintendent of the Madras Harbour Works be requested to state under what circumstances carriage allowances have been sanctioned.

10. Read letter from Port Storekeeper of State Railway Stores, No. 266 S.R., dated 16th August, requesting that one ground be assigned for his use alongside the pier on the hard for stacking railway materials previous to removal.

Read also memorandum from the Secretary, No. 305, dated 19th August, in reference thereto.

Resolved that the Port Storekeeper of State Railway Stores be informed that it is impossible to comply with his request to grant him a piece of ground alongside the pier on the hard, but the low-lying sand on the north of the pier can be allotted to him, or a plot to the south of the enclosure opposite to Messrs. Arbuthnot and Company's offices on the hard, upon the usual rental terms and conditions, subject to the understanding that the space may be resumed by the trustees, after due notice, if at any time required for other purposes.

11. Read letter, No. 2348, dated 19th August 1886, from the Accountant-General, intimating that the balance of harbour dues in his hands can be transferred to the credit of the Chairman, Harbour Trust Board, provided that any re-adjustments of the amount which might be found necessary hereafter be agreed to.

Resolved that the Chairman be invited to request the Accountant-General to hand over the balance to him at as early a date as possible, and that the Board have no objection to re-adjustment hereafter should such be found necessary.

12. Read memorandum from Secretary, No. 303, dated 18th August, regarding office establishment and accommodation, &c.

Resolved that the Secretary's proposals be adopted and sanctioned as a tentative measure for a period of three months.

ORDER—dated 8th September 1886, No. 496, Marine.

Recorded.

(True Extract.)

E. F. WEBSTER,
Chief Secretary.

To the Chairman, Harbour Trust Board.
" Public Works Department.
" Port Officer, Madras.
" Military Department.

Exd. A. Raitt.

B. P. 2431 W. of 22-9-86.

Recorded.

1st Oct W.

Govt. of {1886} Madras.

MARINE.

Issued

Recd. *Encl.*

G.O., 8th September 1886, No. 496.

SEPTEMBER.

Harbour Trust Board.

Recording letter from the Chairman, forwarding copy of proceedings of the — at a meeting held on the 19th August 1886.

With order

GOVERNMENT OF MADRAS.

MARINE DEPARTMENT.

READ—the following papers :—

From the Hon. R. W. BARLOW, C.S., Chairman, Harbour Trust Board, Madras, to the Chief Secretary to Government, dated Madras, 23rd September 1886, No. 539.

I have the honor to forward, for the information of Government, in reference to G.O., No. 496, Marine, dated 8th September 1886, and paragraph 6 of proceedings of Harbour Trust Board therein recorded, the enclosed copy of resolution of the Harbour Trust Board, confirmed at their last meeting, with reference to the sites required by the various Military Departments, for the erection of store-godowns, within the precincts of the harbour.

2. The Harbour Board, while quite willing to allot a site as already intimated in their resolution of 24th June, submitted to Government with my letter, No. 60, dated 29th June, consider that the present request of the departments are more than can fairly be conceded by the board without detriment to the interests confided to their care.

3. A glance at the enclosed map will, I think, convince Government of the reasonableness of the board's decision.

4. What was originally asked for was, as Government are aware, a small piece of land marked " A " in plan No. 2 also forwarded.

5. In connection with this subject, I beg to bring to the notice of Government that the notification, G.O., No. 276, dated 1st June 1886, Marine, requires, in my opinion, modification, as regards the western limits of the harbour south of the southern groyne. Government are aware that the cost of the erosion to the north of the northern arm has been debited to the construction of the harbour, and I presume that, should further erosion take place, the Harbour Board will be held responsible for it. On the same principle I consider that the large accretion south of the southern groyne, which results from the construction of the harbour, should vest in the trust. This is not the case under the terms of the notification which run " * * * and without the limits of the artificial harbour a line running parallel to the water's edge between the northern and southern limits at 50 yards above high-water mark, spring tides, provided that, between a line running due east from the military boundary pillar near Messrs. Parry and Co.'s office on the north, and the mouth of the Coum river on the south, the western limits shall be the water's edge itself ;" and the board lose much valuable property ; and further, this boundary line is continually changing, as the sea recedes.

6. I would suggest that the boundary should be 50 yards above the high-water mark which existed at the time the harbour works were commenced, exception being made, if necessary, as regards that portion of the coast " from the military boundary pillar near Messrs. Parry and Co.'s office on the north and the mouth of the Coum river on the south," where the boundary can remain as already notified, should Government so see fit.

7. The accretion immediately to the south of the southern groyne, up to the military boundary line, by Messrs. Parry and Co.'s, is needed by the Harbour Works Department at present, and will be emergently required in the future for various harbour additions and improvements.

ENCLOSURE.

EXTRACT from Proceedings of the Harbour Trust Board, appointed under the provisions of section VII of the Madras Harbour Trust Act (II of 1886), at a meeting held at the Sea Custom House on Thursday the 9th September 1886.

* * * * * *

2. Read letter No. 2642, dated 4th September 1886, from the
Commissary-General,
Superintending Engineer, V Circle,
Inspector-General of Ordnance, and
Quartermaster-General,
regarding plots of ground, within the harbour limits, which they consider should be reserved for military purposes; and examined plan relating thereto.

Resolved that, having regard to the future interests of the harbour traffic, the board are unable to concede the large spaces now asked for by the several Military Departments.

* * * * *

From the Hon. R. W. BARLOW, C.S., Chairman, Harbour Trust Board, Madras, to the Chief Secretary to Government, dated Madras, 4th October 1886, No. 651.

In continuation of my letter, No. 539, dated 23rd September 1886, I have the honor to submit, for the consideration of Government, extract from the report of the Engineer-in-Chief, Madras Harbour Works, dated 25th February 1879, from which it will clearly be seen that Mr. Parkes counted upon the accretions, to the south of the harbour, becoming property of considerable value, and regarded the same as a set-off to the heavy expenditure that would have to be incurred on account of the erosion to the north.

ENCLOSURE.

EXTRACTS from report addressed by W. PARKES, Esq., M.I.C.E, Engineer-in-Chief, Madras Harbour Works, to the Secretary to Government, Public Works Department, dated Madras, 25th February 1879.

* * * *

12. I confess I am unable to look upon the advance of the shore line by annually decreasing increments as an evil although it is sometimes assumed to be so, unless it is permitted to become so by neglect of the obvious precautions to prevent the new lands being devoted to unsuitable purposes. The portion which will abut on the south pier will become ultimately of great value as possessing a harbour frontage, and I would suggest that an ample area contiguous to such frontage be reserved for purposes connected with the business of the harbour. With regard to the remainder, it is only necessary for me to point out that it will continue to accrue, and the proper authorities will no doubt be prepared to deal with it to the best advantage of the public.

14. I now come to the part of the shore north of the harbour, where what we have to deal with is *erosion*. There is no doubt that this, at any rate, is an evil, and one for which some watchfulness and judgment is required to reduce it to a minimum, but it is one which, estimated at its worst, is not of great magnitude. It may also, I think, be fairly considered as a price paid for the gain of valuable sites in and near the harbour to the southward.

ORDER THEREON—dated 13th March 1879, No. 758 W.

1. The recommendations made by Mr. Parkes in his report are generally approved.

2. * * * * *

ORDER—dated 28th October 1886, No. 601, Marine.

Communicated to the Military Department.

2. The Government observe that if the areas applied for by the Military Departments are correctly shown on the map submitted by the chairman, a portion only of the large area shown in pink, immediately to the south of the southern harbour groyne, is under the control of the Harbour Trust.

3. With reference to the suggested modification of the western port limits as defined for the purposes of the Harbour Trust Act, the chairman will be informed that the Government are not prepared to part with their power of direct control over the area lying south of the southern harbour groyne and more than 50 yards above high-water level. This, however, need not prevent the Harbour Trust Board from applying for the use of any portion of the area in question.

(True Extract.)

H. E. STOKES,
Ag. Chief Secretary.

To the Military Department, with maps.
„ Chairman, Harbour Trust Board.
„ Public Works Department.
„ Port Officer, Madras.

Exd. T. O'Connor.

Govt. of {1886} Madras.

MARINE.

Issued

Recd. *Encl.*

G.O., 28th October 1886, No. 601.

B-297/M-11-11-86

OCTOBER.

Port Limits, Madras.

Passing orders, with reference to the sites required by the various Military Departments, for the erection of store-godowns within the —.

No. 70 W., 8TH JANUARY 1887.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

READ—the following paper:—

G.O., dated 13th December 1886, No. 2596, Public.

Read again—G.O., dated 25th April 1882, No. 238, Public.

Order—dated 13th December 1886, No. 2596, Public.

The following rules slightly modified from the above are now published on the subject of the contents of communications addressed to Government:—

(1) Communications addressed to the Government should, as a rule, be complete in themselves and independent of enclosures. Enclosures of importance can be forwarded, but merely for possible reference on points of detail. An exception to the rule here given will be where the case is simple and contained in a few words, and where a brief covering letter or endorsement added to an enclosure lays the matter before Government with sufficient clearness. But this method will not be permitted where it indicates want of attention to the matter in hand by the officer addressing Government.

(2) In forwarding enclosures, it should be noted that they can often be forwarded in original, to be returned when no longer required. Also that they should never be forwarded *in extenso* when extracts will suffice.

(3) When an officer in immediate correspondence with Government has to submit views based on those of various subordinate officers, a brief précis of the latter should, in the majority of cases, accompany the letter written to Government. Such précis can conveniently be in a tabular form.

(4) The Government ordinarily receive communications on different subjects from the officer only who is the head of the Executive Department immediately concerned; as for instance on a revenue subject from the Board of Revenue only, on an educational subject from the Director of Public Instruction only, &c. Such officers should, before submitting subjects, do their best to make them complete and independent of reference to other departments. Thus, where it is plain that the opinion of the Surgeon-General will be required by Government before disposing of a paper from the Board of Revenue, the latter office should consult the Surgeon-General prior to addressing Government. Intercommunication between the Executive Departments is to be freely adopted before the Government is applied to.

(5) Correspondence should be condensed as much as possible, and repetition and details should be avoided.

(6) Separate letters should be written on distinct subjects.

(7) Care should be taken not to raise general questions or to apply for specific orders in periodical reports.

(8) When application is made for financial sanction of any sort, code or written authority should, wherever possible, be quoted.

(9) Demi-official correspondence should not be quoted in official communications.

(10) Such previous correspondence as has taken place on the same subject should be quoted by date and number, adding department if a Government paper. In addressing the Government, subordinate officers should always quote Government Orders, where such have been communicated to them, in preference to quoting their own letters included in those orders.

(11) The unnecessary use of native terms in English correspondence should be avoided. Whenever it may be found necessary to introduce such terms, the equivalent in English should, if possible, be given.

(12) Dates are ordinarily given for calendar years alone. If it is necessary to give them according to the fusly (revenue) or other special year, the corresponding calendar year ought also to be given, and, if necessary, the day and name of the English month.

(13) The name of the officer from whose office a letter comes must in all cases appear at the head of the paper, irrespective of any signature which may be given by procuration at the end. Officers should adopt an intelligible signature.

(14) Officers addressing the Government can do so either by letter in the first person, or by endorsement in the third person. The latter of these two courses is permissible in trifling cases only. Tabular statements can be forwarded under the signature merely of the sending officer and without covering communication. The Board of Revenue are permitted to address Government by proceedings.

(15) In submitting letters, the copy should be made as complete as possible and ready for the press. Marginal notes and entries entail much trouble in printing and should be avoided as much as possible.

(True Extract.)

(Signed) H. E. STOKES,
Ag. Chief Secretary.

ORDER—No. 70 W., dated 8th January 1887.

Communicated to officers of the Public Works Department for information and guidance.

(True Extract.)

(Signed) J. O. HASTED, Colonel, R.E.,
Secretary to Government.

To the Chief Engineer for Irrigation.
„ the Consulting Engineer Railways.
„ Superintending Engineers.
„ the Superintendent of Works, T. M. Scheme.
„ the Consulting Architect to Government.
„ the Engineer-in-Chief, Madras State Railway Surveys.
„ the Examiner of Public Works Accounts.
„ the Examiner of Guaranteed Railway Accounts.
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Ex'd. T. K. Narayana Aiyangar.

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„ the Examiner of Public Works Accounts.
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Exd. T. K. Narayana Aiyangar.

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Order—No. 70 W., dated 8th January 1887.

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(14) Officers addressing the Government can do so either by letter in the first person, or by endorsement in the third person. The latter of these two courses is permissible in trifling cases only. Tabular statements can be forwarded under the signature merely of the sending officer and without covering communication. The Board of Revenue are permitted to address Government by proceedings.

(15) In submitting letters, the copy should be made as complete as possible and ready for the press. Marginal notes and entries entail much trouble in printing and should be avoided as much as possible.

(True Extract.)

(Signed) H. E. STOKES,
Ag. Chief Secretary.

ORDER—No. 70 W., dated 8th January 1887.

Communicated to officers of the Public Works Department for information and guidance.

(True Extract.)

(Signed) J. O. HASTED, Colonel, R.E.,
Secretary to Government.

To the Chief Engineer for Irrigation.
" the Consulting Engineer Railways.
" Superintending Engineers.
" the Superintendent of Works, T. M. Scheme.
" the Consulting Architect to Government.
" the Engineer-in-Chief, Madras State Railway Surveys.
" the Examiner of Public Works Accounts.
" the Examiner of Guaranteed Railway Accounts.
" the Examiner of State Railway Accounts.

Ex-l. T. K. Narayana Aiyangar.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

READ—the following paper :—

G.O., dated 13th December 1886, No. 2596, Public.

Read again—G.O., dated 25th April 1882, No. 238, Public.

Order—dated 13th December 1886, No. 2596, Public.

The following rules slightly modified from the above are now published on the subject of the contents of communications addressed to Government :—

(1) Communications addressed to the Government should, as a rule, be complete in themselves and independent of enclosures. Enclosures of importance can be forwarded, but merely for possible reference on points of detail. An exception to the rule here given will be where the case is simple and contained in a few words, and where a brief covering letter or endorsement added to an enclosure lays the matter before Government with sufficient clearness. But this method will not be permitted where it indicates want of attention to the matter in hand by the officer addressing Government.

(2) In forwarding enclosures, it should be noted that they can often be forwarded in original, to be returned when no longer required. Also that they should never be forwarded *in extenso* when extracts will suffice.

(3) When an officer in immediate correspondence with Government has to submit views based on those of various subordinate officers, a brief précis of the latter should, in the majority of cases, accompany the letter written to Government. Such précis can conveniently be in a tabular form.

(4) The Government ordinarily receive communications on different subjects from the officer only who is the head of the Executive Department immediately concerned ; as for instance on a revenue subject from the Board of Revenue only, on an educational subject from the Director of Public Instruction only, &c. Such officers should, before submitting subjects, do their best to make them complete and independent of reference to other departments. Thus, where it is plain that the opinion of the Surgeon-General will be required by Government before disposing of a paper from the Board of Revenue, the latter office should consult the Surgeon-General prior to addressing Government. Intercommunication between the Executive Departments is to be freely adopted before the Government is applied to.

(5) Correspondence should be condensed as much as possible, and repetition and details should be avoided.

(6) Separate letters should be written on distinct subjects.

(7) Care should be taken not to raise general questions or to apply for specific orders in periodical reports.

(8) When application is made for financial sanction of any sort, code or written authority should, wherever possible, be quoted.

(9) Demi-official correspondence should not be quoted in official communications.

(10) Such previous correspondence as has taken place on the same subject should be quoted by date and number, adding department if a Government paper. In addressing the Government, subordinate officers should always quote Government Orders, where such have been communicated to them, in preference to quoting their own letters included in those orders.

(11) The unnecessary use of native terms in English correspondence should be avoided. Whenever it may be found necessary to introduce such terms, the equivalent in English should, if possible, be given.

(12) Dates are ordinarily given for calendar years alone. If it is necessary to give them according to the fusly (revenue) or other special year, the corresponding calendar year ought also to be given, and, if necessary, the day and name of the English month.

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Ed. T. K. Narayana Aiyangar.