

238 (Public) of 25.4.02

P.W.C. No 9966

Govt. of (1886) Madras.

PUBLIC.

B. No 7011 of 8 Jan 1887

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

20 sc

Issued

Recd. 18.12.88

Encl.

WMB
21.12.86

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

Lu
6/1/87

B. No 7011 of 8-1-87

DECEMBER.

- Ch. Engrs for Engrs ✓
- Consq. Engrs for Ry ✓
- Supdg. Engrs ✓
- S. E. T. in Scheme ✓
- C. A. to Govt ✓
- Exr. P. W. Accts. ✓
- Exr. Gr. Ry Accts. ✓
- Exr. State Ry Accts. ✓
- Engr-in-charge in S. Ry Survey ✓

Correspondence.

Issuing certain rules on the subject of the contents of communications addressed to Government.

Enclosed

With order

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

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. Inter-communication 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 procurator 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.)

H. E. STOKES,
Ag. Chief Secretary.

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

3/2/99 R.W.
Govt. of {1896} Madras.
PUBLIC.

Issued

Recd.

Encl.

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

DECEMBER.

Correspondence.

Issuing certain rules on the subject of the contents of communications addressed to Government.

13TH DECEMBER 1886, No. 2596, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

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. Inter-communication 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.)

H. E. STOKES,
Ag. Chief Secretary.

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

23.0.94
2-2-99

Govt. of (1886) Madras

PUBLIC.

Order No 70W of 5-1-87

Communicated to officers of the
P.W. Department for information
& guidance (See Extract)

(Ad) W. C. Baddley

J. O. Hasted

Col: R.

Secretary to Govt.

Issued

Recd.

Encl.

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

DECEMBER.

Correspondence.

Issuing certain rules on the subject of the contents of communications addressed to Government.

For Records

25TH APRIL 1882, No. 238, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—again the following Proceedings of the Madras Government, dated 21st May 1859, No. 801, Public.

ABSTRACT.—Issuing orders to the Heads of Public Offices pointing out the mode in which correspondence should in future be laid before Government.

READ—again Official Memorandum from E. S. LAFFAN, Esq., Acting Assistant Secretary, to the Secretary to the Board of Revenue, dated 22nd December 1881, No. 107.

READ—also Official Memorandum from C. A. GALTON, Esq., Secretary to the Board of Revenue, to the Chief Secretary to Government, dated 10th January 1882, No. 34.

ORDER—dated 25th April 1882, No. 238, Public.

The following instructions are issued in supersession of previous instructions regarding the contents of letters, &c., 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. Inter-communication 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. The following books among others furnish equivalents :—Wilson's Glossary, Balfour's Cyclopædia, Drury's Useful Plants of India.
- (12) Native proper names should be written according to the rules in force for transliteration.
- (13) Dates are ordinarily given for calendar years alone. If it is necessary to give them according to the fasli (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.
- (14) 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, and signature by procuration should be as far as possible avoided.
- (15) 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. 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.
- (16) 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.)

C. G. MASTER,
Acting Chief Secretary,

To the Departments of the Secretariat,
„ Heads of Departments,

Exd. J. W. Fischer.

23. w. 74
C/No 2734/82.
Gobt. of (1882) Madras.

PUBLIC.

+ There was no final decision made of this paper No 253 (Eq. 23-6-82 in the original was sent to Govt on 26-6-82 and it was returned to P-3-7-82. Please see para 87/2 of our Code - S.D. 20-12-86.

Order, dated 25th April 1882, No. 238.

Correspondence.—Issuing instructions regarding the contents of letters, &c., addressed to Government.

13TH DECEMBER 1886, No. 2596, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

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. Inter-communication 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 procurator 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.)

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

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

Exd. A. Raitt.

20-10-