

BUILDINGS AND ROADS.
CIVIL WORKS.

20/3/88 No 265 Jm
3/1/11

10/5/88
11/12/6

0/5/6 - 31/6
11/7/6
22/20/6
11.11.6

Handwritten signature or initials

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BUILDINGS AND ROADS.
CIVIL WORKS.

KEEP-WITH

Genl. No.

dated

188 .

*This is very far from
the object of the iron
racks*

This is

1,000-7-2-88.

GOVT.
OF MADRAS.

CURRENT NO. 100

EXAMINER, P. W. ACCOUNTS.

Madras,

17th May 1888

OFFICE NOTE No.

1509

Ans: 2

To
W.

I forward herewith a plan
and estimate, amounting to Rs. 215,
prepared by the Supt. P.W. Workshops
for a pigeon holed rack required
for the current records of this
office, and solicit sanction of
Government to the same.

2. An iron rack of the standard
recently
pattern, approved by Government would
not be suitable in this case, as the
object is not to store away old
records which can be piled up out
of the way, but to keep in the
smallest possible space, and yet in
a way to admit of their being always
immediately accessible, the current
records in daily and hourly use.

3. The rack is moreover required
to be of the pattern shown in the
plan, as part of a modified system
of record keeping which I am now

BUILDINGS AND ROADS.

to get over the serious difficulty caused by the continual accumulation of useless records. Under the present system it is practically impossible to destroy any correspondence records whatever until they are about twenty years old or more, that is until it is practically certain that there can be nothing in them that is ever likely to be wanted, because the operation of sorting them cannot be entrusted to any agency which would not be too expensive. Under the modified system the records will be sorted as they are filed, and such of them as it is unnecessary to keep can be destroyed at any time.

4. I may add that I shall very shortly ask for the sanction of Government to the destruction of a large number of old records, five and twenty years old and upwards, and if this is sanctioned I shall be able to set free a number of old almirahs which can then be sold.

5. The old almirahs mentioned above are not in the least suitable

would have proposed to make use of them, instead of having a rack made.

No. 1965 C d/22 May 1888

To

C.

Please say whether the estimate should be sanctioned under "Civil Buildings," or office furniture - i.e. "Establishment and Contingencies."

W.C.W.
21.5.88

D.W.

To W.

The estimate should be sanctioned under "Civil Buildings".

h/6

C.

21.5.88

EXAMINER
No. 1114
28 MAY 1993
ENCLOSURES 2
P. W. ACCOUNTS

~~R 185.88~~
R 2.6.

 $\Sigma^* 2$

(+1 plane)

P3

$\frac{2}{5} \times \frac{6}{6} = \frac{12}{30}$

20/3/88 No 265 Imo

36 1/4 / 20 20 31 R

SECRETARY TO GOVERNMENT

PNC 548
95

CURRENT NO.

PROCEEDINGS OF THE MADRAS GOVERNMENT

UNDER date the 12th January

READ the following

Office note from the Examiner of P.W. Sects. H.E. No: 1509 of 17 "May 1888.

— 20 — 20 — H. L. N. 1583 d/1 June 1888.

PRH

The estimate amounting to

Rs. 215, for a pigeon holed rack required for the current records of the office of the Examiner of P.W. Acts, is sanctioned.

2. This sanction has been registered as Provincial No: 37 W of 1888-89, and classified as Civil Buildings, Original Works.

Уезд

5.6.5d

Loc

6/4/88

To the Suptg. Genl. I enclose with
1 enclos.

Examiner of P.W. sets with
the estimate for note & return to S.B.I.

cc
13/8/88

Cr

18
576