

6.0.3 11 84 A 6688

G.O. No. 2595 dated 13th. December
1886 would effectually stop this
damage.

high

46
48
49

- N^o 914 5d/12.4.82.
- 958 1/2d/19.4.82.
- 1660 1/2d/30.6.86
- 3369 1/2d/21.12.86
- 1312 1/2d/13.5.87
- 11.11.18. 15th January/88

The proposals of the
Examiner are approved.
The proposals regarding the
width of paper and
rule 3 of G.O. 2595 Public
of 13th December 1886 will
accordingly be codified.

17.1.88

The Secy. P.W. 17/1/88
18-1-88

copy to the works of...

25/1

Under Secretary
Post Office
1888
DEPARTMENT

25/1

25/1

C. No. 204.

Note for the Honble Member on remark of 15.1.88.

It seems to me that so long as
all papers are folded lengthwise,
and the sizes laid down adhered
to, it is not admissible to
omit or ~~the other rules~~ rule 5
in G.O. No 2595 of 13th Dec 86

was
16.1.88

When I saw only ~~provisions~~
to apply rule 3 - not
rule 5 as is quite
unnecessary. Rule 3
of the rules reg^d width
of paper may be
codified. ~~pp 11~~

7 May

Please see C. No. 385

which illustrates practically
the waste of stationery going
on under the new rules which
G.O. 2595 of 13th December 1886
orders to be introduced.

These orders were communi-
cated to officers of the S.W.

Dept for "information and
guidance," but they have
remained generally a dead
letter, the economical
instincts of officers having
apparently rebelled against
them. Even in the Secretariat,
they are more honoured
in name than in reality.

S. W. Sept.

C. No: 201

Note for the Hon. Member

The most serious objection to introducing the proposed change at once into subordinate office is perhaps the increased consumption of stationery involved, and there may also be some difficulty, though of less consequence, in adapting Almirahs to the new system.

So far as this office can judge there is nothing else to prevent the immediate introduction of the system - which will accordingly be ordered, if approved.

MCM
13. 1. 50

L. W.

How, except in the case of covers? I ask whether rules can of course be adapted with any modification necessary
P.H.
15 Jan

Mc 16. 1. 88

2. The system of folding in two length wise for filing and record purposes, has I believe very generally superseded the old system of folding in fours, and I venture to think it is very desirable to extend it to offices in which it has not been adopted; but even in offices in which this system is adopted for filing and recording: the old plan of folding in fours is still frequently adopted for enclosing in covers for transmission from office to office; and this is a cause of a great deal of damage to official papers, especially to those forms, of which there are many in use in the P.W. Department, which pass backwards and forwards between two or even three offices.

3. Hardly any paper, except hand made paper, will stand any handling after being once cross folded; with the slightest handling it begins to go at the points where the folds cross one another; and then it very soon tears into ribbons. The general adoption of the first three rules of Public Department

[C. No. 8.]

GOVT.
OF MADRAS.

1888

{ P. W.
DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 7 January 1888

OFFICE NOTE No. 938

To W.

G.O. No. 1660 W. dated 30th June 1886.

I find that the rules laid down in Financial Department G.O. No. 491 dated 7th. June 1886, regarding the width of papers to be used for official and demi-official correspondence, is by no means generally observed in the P.W. Department, at any rate in correspondence with this office, and I beg to suggest that, with a view to its enforcement, the rule should be codified; and I would suggest that at the same time the third rule in Public Department G.O. No. 2595 dated 13th. December 1886, regarding the folding and enclosing of papers, should be made applicable to all correspondence etc. throughout the P.W. Department, and not only to official papers submitted to Government.

Referred to officers of the Public Works Dept for remarks on the suggestion of the Examiner that the rule which requires papers to be folded once lengthwise and enclosed in covers large enough to contain them when thus folded should be made applicable to all correspondence throughout the Dept and not only to that submitted to Gnt.

2. The matter should be considered not only with regard to the convenience or otherwise of the arrangement but also in respect to the increased consumption of stationery involved, an approximate estimate of which in each case should be framed.

W. W. 11.1.88

Is a reference necessary?

Cannot the sanction be given at once - see G.O. 7 June 86, §3.

SS to Gnt. I am decidedly in favour of the proposals.

E. P. W. Accts. H. W. 11.1.88

P.W. No. 204

9.9.88

Referred

KEEP-WITH

Genl. No.

dated

188

x 3369 W. 21-12-86

1000-12-5-87.