(1) பக்கங்களின் எண்ணிக்கை 30

(2) புதுக்கித் திருப்பிய நாள் 6/88

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

பொதுப்பணி துறை

அரசாணை எண்.	அச்சகம்
மு. கோப்புத் தாள் எண். 912	பலவகை

நாள் : 20-3-1888 1988

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

ஆவண. கா-1—18,000—15-6-87.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

Read—the following papers :—

Office note from the Examiner, Public Works Accounts, dated 14th March 1888, No. 1205.
Letter from the Superintending Engineer, II Circle, dated 10th March 1888, No. 2087 K.S.

Order—dated 20th March 1888, No. 912 W., Public Works.

Code paragraphs 872 and 889 should be expunged. The rule to be framed under G.O., No. 210 W., dated 18th January 1888, will make provision as to the folding and size of paper which is all that is necessary.

2. When a docket is written it should appear on the first and not on the fourth half page. This is in accordance with existing usage in Secretariat offices. The form of the printed Proceedings of Government shows exactly what is required.

(True Extract.)

Captain, R.E.,
Under Secy. to Govt., P.W.D.

To the Examiner, Public Works Accounts, with one enclosure.
To Superintending Engineers.
To the Consulting Architect to Government.
" Chief Engineer for Irrigation.
" Consulting Engineer for Railways.

Exd. J. Moses.
Spare Copies

GENERAL.
ESTABLISHMENT.

Govt. of {1888} Madras.

PUBLIC WORKS.

Dated March, 20th.

Recd. *Encl.*

G.O., 20th March 1888, No. 912 W.

MARCH.

Docketing of Letters

Orders regarding the — and the folding and size of paper used for correspondence.

No. 2087. K.S.

912/Supdg. Engineer's Office,
2nd Circle.
10th March 1888.

From,

J. Haman Esquire,
Superintending Engineer,
2nd Circle.

To,

The Chief Engineer,
Public Works Department,
Madras.

Sir,

With reference to your Memo No. 658 C. of 16th February 1888 informing me that G.O. No. 3368 of 21st December 1886 regarding the docketting of letters, does not apply to officers of the Secretariat, I have the honor to enquire if it applies to the Examiner of Public Works Accounts. That officer never dockets his letters, and although I brought the omission to his notice, he has paid no attention to my communication.

I have the honor to be,
Sir,
Your most Obedt. Servant,

J. Haman

Superintending Engineer,
II Circle.

PWC. No. 2636

From,

The Supdg. Engineer,
2nd. Circle.

To,

The Chief Engineer,
P. W. D.

Dated 10th March 1888.

Rg. No. 2-E.

No. 2087 K.S.

Docketting of Letters.
Enquires if the G.O. regarding applies to the Examiner, P.W. and brings to notice that he never dockets his letters although he has been written to on the subject.

[C. No. 8.]

912/7

GOVT. OF MADRAS. 1888. P.W. DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 14 March 1888.

OFFICE NOTE No. 1205

Enc: 1

To

W.

Please see letter No. 462 G1 × dated the 13th. February 1888 from the Supg. Engineer 2nd. Circle requesting that letters from this office may be docketed as prescribed in G.O. No. 3368 W. dated 21st. December 1886 Very few officers docket their letters to this office, and the very letter in which the Supg. Engineer 2nd. Circle makes the complaint is not docketed, still I think the rules in Code paras 872 and 889 if not cancelled, should be observed.

2. I would however suggest that Govt. be moved to cancel Code para 872 so far as it relates to correspondence, leaving Code para 889 as it stands if thought desirable, or adding in para 889, the Board of Revenue and any other superior offices considered desirable, as when

× to be returned.

434.7-

6582 of 16-2-88

KEEP-WITH Genl. No.

dated 188 .

1,000—7-2-88.

correspondence is folded lengthwise, instead of in four, the inside can be got at so easily that the docket is really unnecessary especially when the letters received are put into jackets, as is done by many offices. Moreover docketing, unless done very well indeed, is of very little use; and if any officer wants his correspondence docketed, it would be much better that he should have it done in his own office; when he can take measures to have it done properly. For my own part I should never expect to find in a docket by some very subordinate clerk in an Executive Engineer's or Supg. Engineer's office, any very valuable indications of the contents of a letter. The easiest plan I think is to read the letter.

3. In order however that there shall always be some space on which the docket can be written if desired, it might be well, in connection with recent orders regarding folding of papers lengthwise — G.O.No. 210 W. dated 18th. January 1888 — to make it a rule to adopt the plan in use by some officers, viz to fold a half sheet

912/4

lengthwise, begin on the first half page, then write right across the paper on the inside 2nd. and 3rd. half pages, and leave the fourth half page for docketing by the receiving office if it thinks it necessary.

C.

PHC K 2540

912W

No. 58 dy 16-2-88
" 3368W " 21-12-86
" 210W " 18-1-88
" 1312W " 13-5-87
" 3369W " 21-12-86
" 1660W " 30-6-86
" 958W " 17-4-82
" 914W " 12-4-82

Feb 4426 Pts

R15 3 88

E1

Circ. 17-3-88
Rec. 20. 3. 88

912 A 912

I think that all letters should be docketted when they are dispatched as it saves much trouble if this is done our ordinary clerk can copy the docket into the dispatch register and another ordinary clerk can copy it into the month register of the Mr vacancy Files.

Dockets are required to the above entry not on C thinks only to show the contents of the letter

In any case the letter must be docketted sometime and I cannot see why it should not be docketted before dispatch

This is ordered in Q6 at 2594 P 13/12/86 and I can see no reason why it should not be carried out. Also the contents of the letter have to be written in the dispatch register only should not the letter be docketted before dispatch

The Examiner is wrong
in stating that Rule II
below is cut [illegible] but
it has by docket
It is a brief letter in connn
cut under para 871
is a Docket form

I can understand Mr Webb's
Mr Robertson's 2594 P
13/12/88 that the entire
rule is all there
must should not be altered
in regard to para
para 872 - the para
of this Gl

17/3/88.

Circ. 17-3-88
Rc. 20-3-88

912/6

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

~~UNDER date the~~

READ the following

Office Note from the Examiner of Public Works Accounts, } No. 1205 dated 14th March 1888.

~~So much of Rule as follows~~
~~"All letters addressed to~~
~~Government or the~~

and 889
Code para 872 should be
~~expunged and para 889 modified,~~
~~by omission of the words~~
~~suggested by the Examiner in~~
~~para 2 of his office note.~~
~~The words "written" on pucka checks~~
~~are settled,"~~
~~and should be omitted in~~
~~the amended rule.~~

The rule to be framed
under G. O. 210 W. dated 18th January
1888, will make provision as to
the folding and size of paper.
which is all that is necessary

When a docket is written
it should appear on the 3rd quarter
and not the 4th half page.
This is in accordance with existing
usage

usage in Secretariat offices. The form of the printed Proceedings of Government shows exactly what is required.

16.3.88

16/3/88

C. N: 2540

1713

To The Examiner P. W. Accts: with 1 enclosure

R.S.

Nos 1/2

912/7

Govt Exhibits

PUBLIC WORKS DEPARTMENT.

No 1205

PROCEEDINGS OF THE MADRAS GOVERNMENT.

UNDER date the 29th March 88

READ the following

Office note from the Ex. Engr. Accts (No. No 1205 of March 14, 1888)
Letter from S. & II Circle " 2087 R Sd/10 March 1888.

Code paras 872 and 889 should be expunged - the rule to be framed under G.O. No 2106 of 18th Jan. 1888, will make provision as to the folding and size of paper which is all that is necessary.

When a docket is written it should appear on the 1st and last on the 4th half page. This is in accordance with existing usage

The Hon'ble P. P. Hunter

C.S.I.

usage in Secretariat offices.
The form of the printed
Proceedings of Govt shows
exactly what is required

17.3.88

17/3/88

27/3

Govt. N.W. Accts. Sec.
with Enclosure.
S. Engrs.
C.A.G.
C.E. for I
Cant. Engr. for Rys.

N.S. Rec. 20-3-88
Circ. 17-3-88

Govt. of (1887) Madras.

PUBLIC WORKS.

Dated

Rect. Encl.

G.O. 20 Mch 88 No. 912 W.

Docketing of letters

=

Orders regarding the —

and the folding & size

of paper used for

correspondence.

200/

15

gr 21/3

Stat 24/3