(1) பக்கங்களின் எண்ணிக்கை 12

(2) புதுக்கித் திருப்பிய நாள் 11/89

(3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

(11)

தமிழ்நாடு அரசு

P.W.D. துறை

அரசாணை எண். — மு. கோப்புத் தாள் எண். 1169	அச்சகம் பலவகை
நாள் : 1 - 5 - 1889	198 .

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

6 Sheets

ஆவண. எண்-1—18,000—15-8-87.

(6)

5169

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—again the following papers:—

G.O.,	dated	13th October	1882, No.	1466, Financial.
"	"	23rd January	1883, Nos.	143, 144, Financial.
"	"	22nd May	" No.	1021 "
"	"	20th July	" "	1557 "
"	"	26th "	" "	1600 "
"	"	" "	" "	1601 "
"	"	10th Sept.	" "	2001 "
"	"	31st March	1884, Nos.	718, 719 "
"	"	21st June	" No.	1365 "
"	"	25th August	" Nos.	1960, 1961 "
"	"			

ORDER—dated 7th June 1886, No. 491, Financial.

In the proceedings read above, the Government passed orders on the quality of the stationery supplied to the several public offices in Madras. But the question of uniformity of size of the paper used was not considered.

2. Under the system of records recently introduced into the superior offices, it is found that, without uniformity of size, the papers cannot be preserved from damage. The Government accordingly direct that for the future all papers used for official and demi-official correspondence shall have width as follows:—

Ordinary width, $8\frac{1}{2}$ inches;
less than ordinary width, $4\frac{1}{4}$ inches;
more than ordinary width, any multiple of $4\frac{1}{4}$ inches.

3. The rule will be applied throughout the administration as soon as convenient, and the Superintendent of Stationery will observe it in framing his next indent for the supply of the central depôt.

(True Extract.)

E. F. WEBSTER,
Chief Secretary.

To the Superintendent of Stationery.
" all Departments of the Secretariat.
" all Heads of Departments.

Exd. A. Raitt.

No. 1660 W. d/ 30 June 1886
Communicated to all
officers of the P.W.D. for
information & guidance
[illegible]

Govt. of {1886} Madras.

FINANCIAL.

Issued

Read. Encl.

G.O., 7th June 1886, No. 491.

No. 1660 W. d/ 30 June 1886

JUNE.

Ch. Engr. for Irrn
Consg. Engr for Rly
Supg Engrs
Supt of W. L. M. L
Consg. ~~Eng~~ Archt to Govt
Engr-in-Ch-M. L. Rly
Engr P.W. Accts
" Gtd. Rly A.
" State Rly A
I. M. A. W.

Stationery.

Prescribing the width of paper to be in future used for official and demi-official correspondence.

Withdrawn

1169

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—again the following papers :—

Memorandum, dated 23rd March 1882, No. 184, Public.
" 27th " " " 187 "
G.O., dated 7th June 1886, No. 491, Financial.

ORDER—dated 13th December 1886, No. 2595, Public.

The following consolidated and amended rules are now published on the subject of the form in which official papers should be submitted to Government :—

(1) Communications should be made on paper, 13 inches in length (about) and the following sizes in width :—ordinary width, 8½ inches ; less than ordinary width, 4¼ inches ; more than ordinary width, some multiple of 4¼ inches. Enclosures should be on similar quality and size of paper, except where there is special cause to the contrary (*e.g.*, in the case of a sketch, plan, or original enclosure). Exactness of width is necessary to prevent filed papers from being torn.

(2) It is specially to be observed that forms which cannot be submitted on paper 8½ inches wide should, under rule 1, be submitted on paper which will fold to 4¼ inches.

(3) Papers should be folded once lengthwise, and should be enclosed in covers large enough to contain them when thus folded. Gazettes should be folded similarly.

(4) Plans and maps, and articles liable to be damaged by folding, should be despatched in tin tubes or cases.

(5) With every manuscript communication (except in cases of a very trifling description) a docket on a *separate* half sheet of substantial paper, 13 inches by 8½ inches, should be supplied. The docket is kept separate to facilitate the subsequent transmission of the contents in original to other offices. A space should be left blank at the head of the docket for the entry of marks in the receiving office.

(6) The docket, the covering letter, and the enclosures or appended statements (if any) should be all filed chronologically in a single file. Enclosures which bear a date prior to that of the letter should come first in the file ; then the letter itself ; then any statements (appendices) prepared at the same time as the letter ; at the back of all, the docket. The intention is that the whole file shall read as a book from left to right, and chronologically as regards the date borne by each paper.

(7) When a file is voluminous it can be broken up into two or more portions. Enclosures which are of such a nature (*e.g.*, sketches and plans) that they will not readily lie in book form, can be kept separate.

(8) Enclosures should be clearly numbered at the head of the first page, "Enclosure No. 1, 2, &c., of letter No.——." The same for statements appended.

(9) The abstract at foot of the docket should state clearly the purport of the letter and not merely indicate its title subject.

(10) Letters should be numbered according to the order of their despatch. The date entered on them should be the date of their despatch. The name of the town, village or other place from which the letter is written should be added to the date.

(11) Heads of departments should see that copies issued to petitioners and other parties are issued on stationery which conforms to these rules.

(True Extract.)

H. E. STOKES,
Ag. Chief Secretary.

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

Exd. A. Raitt.

2

G. O. No 3369 dated 21-12-86.

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

(Sd) J. O. H. W.

Govt. of {1886} Madras.

PUBLIC.

Issued

Recd. Encl.

G.O., 13th Dec. 1886, No. 2595.

DECEMBER.

Ch. Engr for Irrign
Consg. Engr for Rys
Suptg. Engrs.
S. & T. in. Scheme
C. A. to Govt
Exr. P. W. Accts.
Exr. Gr. Ry. Accts.
Exr. State Ry Accts
Engr-in-ch. in. State Ry
Surveys.

Correspondence.

Issuing certain rules regarding the form in which official papers should be submitted to Government.

With order

17TH JULY 1888, No. 712, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

H 6
1169

READ—the following paper :—

From Major C. H. P. CHRISTIE, R.E., Examiner, Public Works Accounts, to the Secretary to Government, Public Works Department, dated Madras, 26th June 1888, No. 1600-W.

With reference to G.O. (Public), No. 2595, dated 13th December 1886 (P.W.D. G.O., No. 3369 W., dated 21st December 1886), I have the honor to inquire whether Rules 1, 2 and 3, relating to the size and folding of papers, are intended to be of general application, or apply only to communications made directly to Government.

2. In G.O. (Financial), No. 491, 7th June 1886 (P.W.D. G.O., No. 1660 W., dated 30th June 1886), Government prescribed rules for the *width* of all papers used for official correspondence; but said nothing about the length. In the G.O. first above quoted the length also is prescribed, but it is not clear that the rule applies to all official correspondence; at the same time, it is difficult to say what official correspondence may, or may not, have to be submitted to Government at some time or other, and it seems a reasonable inference from Rule II (of the first quoted G.O.) that Government desire that all official papers shall be of the sizes mentioned.

3. My reason for asking the question is that I constantly receive from officers of other departments communications on papers of all sizes, which is inconvenient for the reason given in paragraph 2 of G.O. (Financial), No. 491, dated 7th June 1886, namely, that "without uniformity of size papers cannot be preserved from damage," and before asking the officers in question to conform to the rules in their correspondence with this office, I should like to be sure of the intention of the rules.

No. 2499-C.

Transferred to the Public Department for consideration.

(By order.)

(Signed) W. L. C. BADDELEY, Captain, R.E.,
Under Secretary to Government, P.W.D.

3rd July 1888.

ORDER—dated 17th July 1888, No. 712, Public.

The rules laid down in G.O., dated 13th December 1886, No. 2595, Public, were intended primarily to apply to papers submitted to Government. But, for the reasons stated in paragraph 2 of the Examiner's letter, it is desirable that they should be generally observed.

(True Extract.)

Under Secretary P.W.D.
pp. Ag. Chief Secretary.

To the Public Works Department.
" the other Departments of the Secretariat.
" all Heads of Departments,
including Collectors and Judges.

Exd. A. Raitt.

3

20-P-C

2499 C – 3-7-88
3369 W – 21-12-86
1660 W – 30-6-86

No. B 2437 W dy 11 August 1888

Communicated to officers of the Board with reference to G.O. No 3369 W d/21 Dec 1886. 1886.

Jm 5/8/88

Govt. of {1888} Madras.

PUBLIC.

Issued

Read. 30.7.88. Encl.

G.O., 17th July 1888, No. 712.

No. 2437 W dy 11-8-88

JULY.

Ch Engr for Irrn
Ch. Engr for Roads & Sc
Consg Engr for Cys
Supdg Engrs
E.A. to Govt
Exr Revenue
Exr Cy Accts
18/8
17/8 Lot 14 P.

Correspondence.

Directing that the rules laid down in G.O., No. 2595 of 1886, regarding the form in which official papers should be submitted to Government, be generally observed.

Worth a/c

No. 2437 W dy 11-8-88
" 2499 C - 3-7-88
" 3369 W - 21-12-86
" 1660 W - 30-6-86

1889.

P. W. DEPARTMENT.

Current No. 2325

From The Examiner P. W. Accts.

Encls.— 1

No. 312
Dated 9th March 1889
Received 11 — do —

Subject.

Submitting (in original to be returned) a letter No 441 of 13-2-89 from the Asst. Genl. Madras regarding the meaning of G.O. No 712 Public dy 17-7-88 (P.W.D. G.O. No 2437 W dy 11-8-88) on the subject of the size of paper to be used & the method of folding official documents, & with reference thereto to ask that Govt. may be moved to say what was the intention of the ord.

Disposal.

No. 1293 C Dated 13 March 1889

Transferred to the Public Dept.

(sd) H. R. Mead Col. R.E.
Ag. Secy. to Govt P. W. D.

D 13/3

4

Public Department.

1168 1168 1189

CHIEF SECRETARIAT. MADRAS.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following paper

From the Public Works Department, dated 12th March 1889, No 1293C, transferring office Note from the Examiner P. W. Accounts 9th March 1889, No 312, submitting letter from the Accountant General, dated 13th February 1889, No 441, regarding the meaning of Public G.O. No 712 dated 17th July 1888 on the subject of the Size of paper to be used and the method of folding official documents, and asking that Government may be moved to say what was the intention of the order.

Order:- 15th April 1889, No 343.

Although the Government are disposed to hear matters such as that under reference to the discretion of Heads of Departments, they see no sufficient reason why the Accountant General should not comply with Rule 3 of the Rules sanctioned in ... G.O. 13th December 1886 No 2595, in his Correspondence with the Examiner P.W. Accounts.

(True Extract)

5

M C Bamfylde Capt R.E.
5 Under Secy Pub. Dept
For Chief Secretary

To,
The P. W. Dept with √
A. & Enclosures

J.A.

Govt. of 188 } Madras.

1169

To 1169

1169

1169

4

Proceedings, dated 188

No.

Subject.

1169

6

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[6]

Memo No 1298 C dy 13. 3. 89
Fo. Proc. 2437 W dy 11. 8. 88
" 3269 4 dy 21-12-86
" 1660 W dy 30-6-86

Govt. of {188} Madras.

(4)

To

The Public Works Department

Proceedings, dated 15th April 1889,
No. 343.

Subject.

Re compliance of the Executive with Rules 3 of the Rules pan thereon in G.O. quoted in his correspondence with the Examiner P. W. Accounts.

No. 1169 W dy 12th April 89

B.

Comm. to the Govt. Rules

Exr: P. W. D.

Secy
26.4.89

Asst. Secy
29.4.89

D

To The Exr. Mo. d.
The Secy P. W. D. with Enclosures
with 1 Enclosure

Secy
10/5

24.8.1/4 bill ordered