

2351

30TH JULY 1889, No. 474, FINANCIAL.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

ORDER—dated 30th July 1889, No. 474, Financial.

The Government resolves to direct the disuse of the separate dockets prescribed by No. (5) of the rules printed in G.O., No. 2595, Public, dated 13th September 1886, in the case of all purely routine communications which do not extend in length beyond one side of a page (half sheet). Paragraph 8 of the above rules should be carefully observed and separate docket covers for enclosures should not be made use of.

2. The standing instructions in regard to the use of post-cards for brief and unimportant communications are so seldom observed by many offices that Government must again insist on attention to this point.

3. It should be laid down as an absolute rule that advices of blank returns should be sent on post-cards. It is a common practice to use printed columnar statements for blank returns, and to write the word *Nil* across the form, which has then to be sent by letter. This is clearly wasteful and should be discontinued, the printed stock forms being reserved for use when the periodical return is one with at least four entries. Returns with less than that number can generally be compressed within the compass of a post-card.

4. As an appendix * to this order a list of returns for which post-cards ought as a rule to serve will be printed, and a form† on a post-card, for use by District Judges, District Magistrates or Collectors, in reporting that returns are blank, will be struck off at the Government Press, which will supply copies on indent.

* Appendix A.

† Appendix B.

5. In conclusion, His Excellency the Governor in Council desires the attention of every officer to the useless consumption of expensive Government stationery which too often prevails. This—the chief source of waste—rules and regulations for the management of official correspondence can only partly prevent, but it is the duty of every head of an office to minimise it to the best of his ability.

(True Extract.)

J. F. PRICE,
Chief Secretary.

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

Exd. J. Moses.

[Appendix.]

2351

APPENDIX A.

List of returns which, when blank or containing few entries, should be submitted on post-cards.

1. List of unanswered references.
2. Intimation of dates of submission of budgets or reports.
3. Reports of return to duty or arrival at head-quarters.
4. Report of maintenance of inventory of stores in the Civil Department.
5. Return of lands held by officers.
6. Statement of expenditure from Provincial funds on grants-in-aid.
7. Declarations of publishers of native newspapers.
8. Weekly telegram of health at outposts.
9. Report on pilgrims proceeding to the Hedjaz.
10. Statement of deaths among Carnatic stipendiaries.
11. Rewards statement.
12. Fees to Public Prosecutors.
13. Expenditure on pauper travellers.
14. Extradition return.
15. Factories report.
16. Statement of presses worked and periodicals published.
17. Return of new titles or lapses.
18. Statement of fresh charges.

APPENDIX B.

The following returns for the ending are blank :—

1. List of unanswered references.
2. Return of lands.
3. Declarations of publishers of native newspapers.
4. Report on pilgrims proceeding to the Hedjaz.
5. Rewards statement.
6. Probate return.
7. Fees to Public Prosecutors.
8. Expenditure on pauper travellers.
9. Extradition return.
10. Factories report.
11. Arms Act report.
12. Statement of presses worked and periodicals published.
13. Fees to Vakils in murder cases.
14. Return of unclaimed property.
15. Return of new titles or lapses.
16. Statement of sulphur dealers, sulphur licenses, &c.

Date _____
Station _____

District Judge.
District Magistrate.
Collector.

Note.—A cross should be made against the return or returns in Appendix B regarding which an officer is reporting.

2

Govt. of {1889} Madras.

FINANCIAL.

Issued

Recd.

Encl.

G.O., 30th July 1889, No. 474.

JULY.

Official Correspondence.

Directing the disuse of separate dockets in the case of all communications of the kind referred to, and inviting attention to the standing instructions regarding the use of post-cards and to the useless consumption of expensive Government stationery.

(2)

No 2351 W of 26th August 1889

Communicated to
Officers of the P. W. Department
for information and guidance
with reference to G.O. Nos
3369 W of 27th December 1886
and 2291 W of 3rd October
1885

1/2 of R.R.G. D.B.

W

Ch. E. for I

C. E. for Rys

Shes

C. A. to Govt

Exm. P. W. S.

Exm. Ry. Accts