

- (1) பக்கங்களின் எண்ணிக்கை 6
 (2) புதுக்கித் திருப்பிய நாள் 20.2.1989
 (3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் 100

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

பொதுப் பணித் துறை

அரசாணை எண்.	1080 W	அச்சகம்
மு. கோப்புத் தாள் எண்.		பலவகை
நாள் :	11-2-1989	198

1989

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

STANDING ORDER No. 295.

P.W.D. BOOK OF FORMS, EDITION OF 1882.

Form No. M216B.

Insert the following as form No. M216B :—

[Forms—No. 295—6-6-90.]

NOTES.

REFERENCE TO MADRAS P.W.D. CODE.

EDITION OF 1886.

PARA. 899.

P.W.D. Form,
No. M216B.

1. This combined form of "Register of letters issued and account of service postage labels" will be used by superintending engineers, executive engineers and sub-divisional officers.

2. The following instructions should be observed in filling up the several columns of the form :—

Col. 6.—If the issuing letter is not in reply to any received communication, the word "Nil" should be entered in this column against the letter concerned.

Col. 8.—If no reply is required or expected, the word "Nil" should be entered in this column.

Col. 13.—In this column state *inter alia* the nature of each enclosure when there are any.

3. When a first reminder is sent to an issue letter, the figure 1 should be inserted in red ink in column 1 immediately below the number of the issuing letter concerned, and the date of reminder entered in column 2, and so on for second and third, &c., reminders under each issue letter for which reminders are sent.

4. When letters addressed to one office on the same day and sent under one cover are registered consecutively, they should be bracketed in column 9 and the particulars of postage filled in in columns 10 and 11 against the bracket; but if two or more letters sent under one cover are not registered consecutively the particulars of postage should be entered in columns 10 and 11 against the first letter and the subsequent letter nos. (inclosed in the same cover) should be entered in column 9.

N.B.—In the working form of register the above notes should be pasted on the inside of the cover of the register.

DIVISION
OR
CIRCLE.

Register of Letters issued and account
of Service Postage Labels for the
year 189 .

Register of Letters issued and Account of Service Postage Labels for the year 189

Issue No.	Date	Enclosures	To whom sent.	Address.	Receipt General No. replied to.	Subject.	Replied to by receipt General No.	Item Nos. included.	Particulars of Postage.				Remarks.
									Weight.	Amount of Postage.	Daily Total.		
1			4	5	6	7	8	9	10	11	12	13	
520	3-3-90	1	Executive Engineer, Ganjam...	Berhampore	310	Progress on famine relief works							Inspection report with Superintending Engineer's marginal remarks.
521	...	...	Do.	Do.	Nil	Employment of unpassed candidate—forward G.O. re—							
522	...	...	Do.	Do.	299	Revenue establishment required for acquiring land—Calls for further particulars re—			20	0	2	0	
523	...	...	Do.	Do.	Nil	Schedule of preliminary demands—Requests submission of—							
524	...	...	Do.	Vizagapatnam, Waltair	Nil			527 & 529	20	0	2	0	
525	...	...	Do.	Godavari, Eastern.	Nil				10	0	1	0	
526	...	...	Do.	Godavari, Western.	Nil				10	0	1	0	
527	...	...	Do.	Vizagapatnam, Waltair	Nil			See No. 524					
528	...	...	Examiner of P.W. Accounts	Madras	Nil				10	0	1	0	
529	...	...	Executive Engineer, Vizagapatnam.	Waltair	Nil			See No. 524					
											0	7	

942b

STANDING ORDER No. 73.

Form No. M216A.

After page 942, insert the following as Form No. M216A.

[Form—No. 73 of 1887.]

NOTES.

REFERENCE TO MADRAS P.W.D. CODE,

PARAS. 896—900.

DIVISION OR OFFICE

Account of Service Postage Labels.

This account contains a record of all letters, packets and parcels sent by post, and shows the postage labels received, expended and in hand each day.

2. Weights need be given only in units of the scale laid down in the *Indian Postal Guide*; thus, a letter exceeding $\frac{1}{2}$ a tola and not exceeding 10 tolas in weight will be entered as 10 tolas, and so on.

3. A total will be made of the labels used each day and a balance struck, which should be examined and initialled by the head-clerk, as at (A) in the form.

4. When a fresh supply of labels is to be indented for, the balance in hand should first be counted and certified by the accountant as at (B). The entry of the receipt of fresh labels will be made as at (C).

P.W.D., Madras,
Form No. M216A.

To whom despatched.	Station.	Particulars.	Number of enclosures.	Weight	Amount of postage.			Total.			Remarks.	
					TOLAS.	RS.	A.	P.	RS.	A.	P.	
		Balance of stamps in hand	...	...	...	...	...	...	9	1	9	
15th October 1886.												
Superintending Engineer, IV Circle.	Coimbatore	Letter No. 184	...	10	0	1	0	...	...	...	...	
Superintendent, Public Works Stores.	Madras	" " 187	4	20	0	2	0	...	...	...	...	Registration fee
Superintendent of Stationery.	Madras	Sample of yellow paper.	...	60	0	3	0	...	...	...	...	Packet post. Certificate of post
Examiner, Public Works Accounts.	Madras	Letter No. 188	...	20	0	2	0	...	...	...	...	Registration fee. Postal acknowledge fee.
		Total expended	...	...	...	...	...	...	0	13	6	
		Balance of stamps in hand	...	...	...	...	...	...	8	4	3	Examined. (A.)
16th October 1886.												
Collector of Coimbatore	Coimbatore	Reminder to letter No. 150	...	...	0	0	3	...	...	...	...	(Post-card)
		and so on for other items.										
		Total expended	...	...	...	...	...	...	0	10	0	
		Balance of stamps in hand	...	...	...	...	...	...	7	10	3	Detail as follows RS 2 annas 40=5 1 anna 32=2 " " 20=0 Post-cards 1=0 7 Counted and found correct.
17th October 1886.												
(C) Service labels and post-cards purchased as per Service label receipt dated 17th October 1886			...	...	...	...	...	...	20	0	0	Compared with
		Total in hand	...	...	...	...	...	...	27	10	3	tion and found (A.)

[C. No. 8.]

GOVT. OF MADRAS. }

1890

{ P. W. DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 26 March 1890.

OFFICE NOTE No. 172.

To

W.

*
No. 2786 of 12th. December 1889.

KEEP-WITH

Genl. No.

dated

189

In forwarding herewith, in original (to be returned) a letter from the Executive Engineer Tirnevelly Division (with two enclosures) suggesting a saving of labor and stationery by combining into one register the two separate registers for " letters issued " & "account of service postage labels", I beg to point out that form No.M. 216 A, which was previously in use in this office only, was made general by standing order No. 61 (of 4th. February 1887) to code para 899, and that the form, though suitable for a large office in which the issue registry and the despatching business are conveniently, and almost of necessity, kept distinct, uselessly involves double work and waste of stationery in small offices, where issue registry and despatching business usually are, and probably always can be, combined.

2. I would therefore suggest that the form be modified according to the enclosed draft form (marked A) & that

this form be the prescribed form of
"issue and despatch register" for all
divisional and circle offices.

P.W.C. No. 3160 ✓

C/
W3

Recd 27-3-90
Enc 4.

M. G. S.
D. G. S.
(Enc 4)

No. 108015 3/11 April 1890

Am
12

his
2 am
Approved.

W. M.
31.3.90

P. W. C.
21.3.90

Exr. P. W. C. A. S. S.
with 4 Enclos.

Recd 15/4/90
P. W. C.

Am 1-4-90 R. C. S. S.