

- (1) பக்கங்களின் எண்ணிக்கை 130
 (2) புதுக்கித் திருப்பிய நாள் 25.5.50
 (3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் 10/5

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

PWD துறை

அரசாணை எண். மு. கோப்புத் தாள் எண்.	2009	அச்சகம் பலவகை
நாள் :	24.7.1991	198

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

2 Sheets

10/5

ஆவண, கா-1-18,008-15-6-87.

No. 306 W

SUPERINTENDING ENGINEER'S OFFICE,

V Circle, Madras,

Chennai, 26 June 1891.

From

Major D. McNeil Campbell

SUPERINTENDING ENGINEER, V CIRCLE,

To

The Chief Engineer
P. W. Department

Sir,

Enclosures.

The Executive Engineer, Chingleput Division represented to me the unsuitability of Code form No. 216 B, which is apparently intended to supersede form No. 216 A; hitherto in use. I referred the matter to the other Executive Engineers, who all disapprove of the new form.

2 The new form is a combination of the Register of letters despatched and Account of Service Postage stamps used for the despatch of letters. The adoption of this form would tend to delay the despatch of letters, as each letter, number, date, subject &c &c, must all be entered in the book before the stamps can be used, otherwise the entries cannot be correctly made. In the case of the old form 216 A, which is the Stamp Account only, the letters can be despatched without delay, and the Registers of letters despatched can be, afterwards, written up from the diary of the day. In an office

office from which not more than
a dozen letters are despatched daily,
the new form will probably cause
no inconvenience; but where the
number of letters despatched is from
40 to 50 or more daily, the new form
must necessarily cause delay, which
must prove prejudicial to the despatch
of business

3 I may also add that it is found
a very convenient arrangement to
have Registers of letters despatched
as also Registers of letters received
Kept separately for each office or
Department. It is ^{not} apparent how in such
case the stamp account can be pro-
perly kept in so many Registers, or how
the purchases of stamps are to be entered
in the books. Apart from this, as it
must be very difficult in a large
office to keep correctly the account of
Service Postage stamps combined with
the Register of letters despatched. I
have the honor to request that the
use of a separate stamp - Account
form No. 216 may be allowed to be
continued

I have the honor to be

Sir

Your Most obed^t Serv^t

Wm. Capwell Major &
Superintending Engineer
5th Cir

2009/2

From
The Superintending Engineer
5 Circle

To
The Chief Engineer
P.W. Department

Dated 26th June 1891
Recd. 30th June 1891
17-7-91

N. 3067
New Form of
Register of letters despatched
(Code Form No. 216 B.)

States that the use of
is very inconvenient as
for reasons stated within
I request to allow from
No. 216 A to be continued -

2

6997
7608
No. 948 W 96.4.91 3895
Memo No. 3135 of 2.7.91

No. 3135 C. of 2nd July
1891

For

For power of

remarks. OUB
1-7-91
Du

No. 4027 of 16.7.91

To W.

I think this case may be dealt
with as suggested in my note No. 1880
of 19th. March 1891 on a similar re-
ference from the Superintending Engi-
neer 8th. Circle.

+ G.O. No. 948 W
9-6-91-

10/7
Offg. C.

No. 2009 W of 24 July 1891
21 July

A Copy of G.O. No.
948 W dated 9th April 1891
will be Communicated
to the Supg. Engineer V
circle who is at liberty
to act on the permission
therein given.

30/9/91
31/7
20.7.1891
S.E. Circle with copy of G.O. No. 948 W
Elar. P.W. Dept.