

- (1) பக்கங்களின் எண்ணிக்கை 6
 (2) புதுக்கித் திருப்பிய நாள் 3/90
 (3) ஆதாரங்குறிப்பவர் சுருக்கொப்பம் 10/90

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

P.W.D துறை

131

அரசாணை எண். 454
 மு. கோப்புத் தாள் எண்.

அச்சகம்
 பலவகை

நாள் : 17-2-1891

198

மடிக்கவோ கண்டபடி கையாளவோ கூடாது

3 Sheets

ஆவண, கா-1-18,000-15-6-87.

10/90

N.B.—The reply to this communication should be addressed to the Chief Secretary.



454
1

Memorandum.

Dated the 13th February 1891.
No. 79

The following extracts from the minutes of the Honorable Messrs Bliss and Larnston will be circulated to all Departments of the Secretariat for information and guidance:

Minute by the Honorable Mr Bliss.

"So far as the Members work goes, it seems to me, from the very slight experience I have had, that it would be an advantage to stop all merely formal papers at a lower stage. The plan I adopted in the Salt and Abkari Department, when the work got altogether beyond my powers, single handed, was this: I had an officer on special duty and my Personal Assistant to assist me. I divided the work according to subjects, and assigned so many to each of the above officers for final disposal, subject to the daily submission to me of a list

"list of papers so disposed of, in which was shown
"the purport of the paper and an abstract of the
"order passed: A glance over this showed me
"whether things were going well; if I thought not,
"I called for the papers and got them in plenty
"of time for the telegraph to enable me to stop
"any action of which I disapproved, which of
"course was not once in 500 cases. When I left
"the Department in 1886, Mr. Galton dropped
"this plan, why, I don't know. When I came
"out again in 1889, I resuscitated it, with the
"modification that the daily list was no longer
"a special one, but the draft for the Press
"of the index to the Board's Proceedings. Under
"this system, I have never had the least
"difficulty in maintaining the most complete
"control, though I dare say I did not actually
"see more than perhaps a fifth of the papers
"that passed through the office."

x x x x
"The only effective plan is that suggested
"by the Honorable Mr. Bliss of having only
"important papers circulated and printed
"abstracts of all others disposed of by the Secretaries
sent

Minute by the
Honorable Mr. Galton

"sent round to the member in charge. I consider
"that not $\frac{1}{10}$ of the papers at present circulated
need be circulated. The Secretaries must use
"their discretion, the broad rule only being
"laid down for their guidance that only papers
"entailing in their disposal the decision of matters
"of principle or the sanction of large expenditure
"should be sent round. All others should be
"disposed of by the Secretaries on their own
"responsibility, to act on which is one of their
"chief functions and is what they are paid
"for. This reform should be brought into
"effect from the 1st January 1891 if possible. Each
"Secretary may draw up a set of rules for
"guidance, in his own Department for
"approval by Government at once."

Edmund Rice

Chief Secretary

To
All Departments of the Secretariat

March 1891

May 16/2/91

P. W. DEPARTMENT.

Read the following:—

454/3

Memo in the Local and Municipal Department
No. 79 of 13th February 1891

FOR ORDERS. whether the ~~pro-~~
cedure herein laid down,
~~viz.~~ that "only papers en-
volving in their disposal
the decision of matters of
principle or the sanction
of large expenditure" should
be submitted to the Honble
Member, is in future to be
adopted in the P. W. Depto.
A list of papers disposed of
by the Secretary on his own
responsibility can also, if
required, be submitted to the
Honble Member - say once
a week. From such list
it would perhaps be well
to exclude all merely formal
disposals

disposals where there has
 been no specific exercise of
 the powers of the Court. There
 are a great many such
 papers of a routine character
 eg Orders in other Depart-
 ments issuing through the
P.W. Department without
 material addition to their
 tenor; papers brought on
 formal record without
 remarks of an important
 character, &c.

Wm
Intro 454 W of 17
1891

Recorded.

Wm
17.2.91

Wm
16.2.91

L.S.

S

with many
I am ~~convinced~~ changed system.
~~the same system~~
~~the same system~~

(3)

Wm
17 Feb.

L.S.
18.2.91
16.2.91
17.2.91

Pau/2

Wm
17.2.91