PWD- 1893

கோத்தகிரியின் எண்ணிக்கை - 2
புதுப்பாத்தி திறப்பாயது 10/93

Gono: 2282 W- dt. 5-9-1893

1+2

22E/1

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

ORDER—dated 10th August 1893, No. 757, Financial.

It is observed that official packets sent through the post are frequently received in a damaged condition. The matter has been brought to the notice of the Postmaster-General, but the Government considers that the remedy lies partly in the hands of heads of departments and that closer supervision as regards the subject of covers is called for. The attention of all officers will be drawn to the following directions :—

(i) The contents of a cover should, as far as possible, be always of the same size as the cover itself. The enclosure of a small packet in a large cover, besides involving wastage as regards both stationery and postage, renders the packet liable to damage in transit.

(ii) Papers of a confidential nature should be placed in a strong inner envelope large enough to fill the outer one, which should likewise be of strong material.

(iii) Cream wove, 14, should be used for demi-official envelopes, as directed in paragraph 20 of G.O., dated 4th December 1890, No. 908.

(iv) Discretion should be exercised in the utilization of old forms for covers. Communications extending beyond one sheet of foolscap should not ordinarily be posted in these.

(v) The papers supplied for covers should on no account be used for other purposes.

(True Extract.)

Chief Secretary.

To the Departments of Secretariat.
,, all Heads of Departments under the Chief Secretary.
Copy to Postmaster-General.

Exd. A. Raitt.

P. W. CURRENT No. 7334

No 144 a 97-1-91.

PWD- 1893

Govt. of {1893} Madras.

FINANCIAL.

No 2282 W a/5 September 1893

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

16/

Issued 20.8.93

Recd. 24.8.93 Encl.

G.O., 10th August 1893, No. 757.

AUGUST.

Covers.

Issuing instructions in view to the prevention of damage to — sent by post.

Ch. Engr for Irrign ✓
Comrs. Engr for Roads ✓
Supdg. Engr ✓
C.A. to Govt ✓
S. D. W. P. Project ✓
Exr. P.W. Accts
Exr. Ry Accts