

1-9-17 ✓

11/10/17 5-5-13 ✓
17/10/17 5-5-13 ✓

W. CURRENT No. 4923
Govt. of {1894} Madras.
PUBLIC.

No. 1745 b. d. 12 July 1894.

Communicated
to officers of the
Dept. S.C.

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1002/94

G.O., 22nd June 1894, No. 453.

JUNE.

Confidential Orders and Proceedings.
Issuing instructions regarding the treatment
of —.

Cu
Ch. S. for S. S. C. ✓
C. S. for S. S. C. ✓
Sup. S. S. C. ✓
CA to Govt. ✓
S. S. C. P. P. P. ✓
S. S. C. P. P. P. ✓
S. S. C. P. P. P. ✓

17/6 29/7 25.10 sent 26.11/7

The attention of all officers concerned will be directed to the general rules for the treatment of confidential correspondence in G.O., dated 5th March 1874, No. 243, which are reprinted below. They should be followed by Collectors on all points on which they are not at variance with the instructions now issued:—

Confidential papers should not pass in usual course through an office. Only the head of the office and a few trustworthy clerks (whose names are to be noted) should deal with them.

Confidential papers should pass from hand to hand either by personal delivery, or be sent in sealed covers.

The entries in the ordinary office registers and diaries should be made from slips furnished by the confidential clerk who deals with the papers, and should be very general, sufficient merely to admit of the paper being traced, and referring to a separate register. This separate register should be kept by the confidential clerk, and should be in the same form and as full as the general register kept for ordinary correspondence.

Confidential papers should not be brought on the ordinary proceedings, but should be separately recorded, and kept under the personal custody of the confidential clerk. If printed, the spare copies and the Proceedings volumes should be treated with the same attention as the originals, and, when forwarded for the information or use of Government, should be sent carefully packed under double cover.

As few copies of confidential papers as possible should be printed, and a register should be kept of these showing how each copy has been disposed of.

When confidential papers are sent out of an office, they should be put into double covers, the inner one being marked "Confidential" and superscribed with only the name of the addressee, and the outer one bearing the usual official address. The inner cover alone should be sealed.

(True Extract.)

W. H. P. H.
Chief Secretary.

To the Collector of North Arcot.
 „ the Board of Revenue (Land Revenue),
 through the Revenue Department.
 „ all other Collectors.
 „ the Revenue Department.
 „ the Public Works Department.
 „ the Military Department.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—again G.O., dated 4th January 1894, No. 3, Public.

READ—also the following paper :—

Endorsement of the Revenue Department, dated 2nd June 1894, R. No. 1081, transferring Proceedings of the Board of Revenue (Land Revenue), dated 28th May 1894, No. 216.

ORDER—dated 22nd June 1894, No. 453, Public.

The Government agrees in the conclusions of the Board of Revenue, with the exception of that embodied in paragraph 4 of its Proceedings. It is essential that the fortnightly reports on vernacular newspapers should be treated as “confidential.” It is inadvisable to let interested parties know to what matters the attention of Government has been specially directed.

2. The following rules will now be issued for the guidance of all Collectors :—

Rules regarding Confidential Orders and Proceedings.

Only one spare copy of printed confidential Government Orders and Proceedings of the Board of Revenue will be furnished to Collectors. The originals will be retained in the Collector's custody and a register of them will be maintained under his orders. It is essential that one subordinate should be aware of the papers, in order, if necessary, to bring them to notice on a change of officers. The selection will be left to Collectors.

The *spare copy* will be *circulated* by Collectors to the officers in the district who they consider should be made aware of its contents. The selection must be left to the Collector's discretion. All such officers will maintain, and retain in their own custody, a register of confidential papers showing number and date, date of receipt, date of passing on and to whom, and a sufficiently full abstract to enable an officer who had not seen the paper to readily comprehend its contents and intentions. Officers will note on the spare copy the dates of receipt and of passing on, and to whom, and will sign the endorsement. On final return to the Collector the spare copy will be filed with the original, and be available for reference on application in the event of necessity arising.

In the case of manuscript confidential communications, the Collector will certify a copy, made by the selected subordinate, and the procedure described above will then be followed.

On a change of officers, the relieved officer should either personally hand over to the officer who relieves him the key of the receptacle in which confidential papers are deposited, or should send it to him in a sealed cover. The register of confidential papers should also be handed over by him to his successor.

Collectors will make their own arrangements in regard to confidential papers other than Government Orders and Proceedings of the Board of Revenue.