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G.O., 21st July 1894, No. 532.

JULY.

Proceedings of Government.

Communicating to the several Departments of the Secretariat letter from the Government of India requesting that the orders on the subject of recording papers and reporting the Proceedings of Local Governments and Administrations may, as far as practicable, be strictly observed.

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Do the following
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4. This course may entail some additional expense for printing; but this need not be large, if the rules laid down below are properly observed. The Chief Commissioner of British Burma already sends printed diaries and uses printing largely in his correspondence, and hence, in that Province, very little, if any, additional cost will be necessary. At any rate the administrative advantages to be secured by this change warrant a moderate additional expenditure.

5. As regards the mode of reporting, the Governor-General in Council would commend to the consideration of Local Governments and Administrations the volume of proceedings which accompanies these proceedings, as generally giving all the information which the Government of India or the Secretary of State actually requires; but there is no objection to Governments and Administrations reporting in greater detail, as is the practice of the Government of Madras, if it be convenient to do so. The proceedings of the Madras Government, it should be noted, are now reported as fully as could be wished, and no change in this respect is considered desirable.

6. As regards the exact degree of detail, it must be left in a great measure to the discretion of each Local Government and Administration to decide, from time to time, what papers should be printed *in extenso* in the monthly proceedings and what only in abstract.* As a general rule, letters which have been printed for issue should

* Or in other words what should be recorded as A. and what as B. proceedings.

appear at length in the proceedings. With proper management, a letter can be so set up that the type can be used for proceedings, and the expense of re-printing it saved. All important letters, however, should appear in the proceedings, whether originally printed or issued in manuscript. Besides, if an important question should arise out of a correspondence originally recorded in abstract, the papers will have to be brought on the proceedings and printed *in extenso*.

7. But it should be distinctly understood that the fuller reporting of proceedings is in no way to interfere with the present practice of reporting correspondence separately to the Secretary of State and to the Government of India in all important matters. This practice, in fact, should be even more strictly observed than heretofore. Information of all important occurrences should be sent to the Secretary of State and the Government of India by the Local Governments, and to the Government of India by the Local Administrations at the earliest practicable date; and such reports should be furnished at each stage through which an important matter passes. Nor will this practice involve any change in the authorized mode of correspondence between Her Majesty's Government and the Governments in India. The Governments of Madras and Bombay alone address the Secretary of State direct, the other Local Governments being required to communicate with him through the Government of India. This arrangement will remain unaltered: and the proceedings of the Local Administrations will be reported to the Secretary of State through the Department of the Government of India to which the subject-matter may belong.

8. Again, it is now the practice of some Governments not to record papers and bring them on proceedings until the question to which they refer has been finally decided. It is not unusual for a correspondence to be brought for the first time on the proceedings after months or even years have elapsed since that correspondence commenced. Such a practice destroys the usefulness of the proceedings for the object for which they are intended, *viz.*, to keep the Government of India and the Secretary of State punctually informed of what is passing in the various provinces of the Empire, and of the views and acts of the local Governments. The opposite course is no doubt open to the objection that the papers of an important case would be recorded on different dates and printed in different volumes. But if the proceedings are properly indexed and the papers carefully linked, no real inconvenience can ensue from this arrangement which has now prevailed for some time in the Secretariats of the Government of India and has been found to involve no inconvenience.

9. The Governor-General in Council, therefore, requests that the Local Governments and Administrations will adopt the practice both of recording all letters or other documents on the date when any order issues from the office on the matter under discussion, and of reporting them in the proceedings of the month. The only allowable exception to this rule is in the case of mere departmental calls for information or opinion sent from one Secretariat to another; these need not be recorded till the case is complete. Similarly, confidential correspondence, if not brought on record, should be at once reported confidentially to the Government of India and the Secretary of State as soon as any orders are issued, or earlier, if necessary.

10. No public business should be disposed of altogether demi-officially, and orders passed on demi-official correspondence (except of course when such correspondence is merely preliminary to report and consideration officially in the usual way), should be recorded; or, if of sufficient importance, reported confidentially to the Secretary of State and the Government of India, as soon as issued.

11. The Governor-General in Council also desires that proceedings on subjects falling under the cognizance of each Department of the Government of India, should be separately bound up. For instance, correspondence connected with registration of assurances†—a subject which belongs to the Home Department—should not

† Registration correspondence may be incorporated in general proceedings.

be printed in Revenue or other proceedings which go to the Department of Agriculture, Revenue and Commerce. And correspondence on sanitation and other matters, falling under the cognizance of the Department of Agriculture, Revenue and Commerce, should not be printed in General or Judicial proceedings which come to the Home Department. A little attention in recording and reporting proceedings would obviate much inconvenience in this respect.

12. In conclusion, His Excellency in Council would notice another point on which a varying practice prevails in different Provinces, that is, the mode of dating letters issued. Some offices affix the date on which orders are issued for the transmission of the letter, others the date on which the letter is despatched. The latter is doubtless the correct practice, and should be followed as a general rule, unless when special reasons make a different course necessary.

Order.—Ordered, that a copy of this Resolution be forwarded to the Governments of Madras, Bombay, Bengal, the North-Western Provinces, and the Punjab; and the Chief Commissioners of Oudh, the Central Provinces, British Burma, and Mysore and Coorg; and the Resident at Hyderabad, for information and guidance.

Ordered also, that a copy of this Resolution be forwarded to the several Departments of the Government of India for information.

(True Extract.)

(Signed) E. C. BAYLEY,
Secretary to the Government of India.

ORDER—dated 21st July 1894, No. 532, Public.

Communicated to the several departments of the Secretariat for information and guidance, with reference to G.O., dated 17th October 1871, No. 1565.

(True Extract.)

A. B. G. Shelley,
Capt. R. R.

Under Secy. to Govt.
Chief Secretary.

To the Departments of the Secretariat.

Exd. A. Raitt.

GOVERNMENT OF MADRAS.
PUBLIC DEPARTMENT.

READ—the following paper :—

From L. M. THORNTON, Esq., Officiating Deputy Secretary to the Government of India, Home Department (Public), to the Chief Secretary to the Government of Madras, dated Simla, the 6th July 1894, No. 12-1157.

The attention of the Government of India has been drawn to certain recent instances in which the orders laid down in Home Department Resolution, No. 4307-4323, dated the 19th September 1871, on the subject of recording papers and reporting the Proceedings of Local Governments and Administrations, have not been observed. I am directed, therefore, to forward a copy of the Resolution in question, and to request that, with the permission of His Excellency the Governor in Council, the orders contained therein, and especially those in paragraphs 8 and 9, may, as far as practicable, be strictly observed in future.

ENCLOSURE.

EXTRACT from the Proceedings of the Government of India in the Home Department (Public), under date Simla, the 19th September 1871, No. 4307-4323.

Read—again

Resolution, dated the 10th June last, appointing a Committee to consider the present system of reporting the proceedings of the Local Governments to the Government of India and to the Secretary of State.

Report of the Committee, dated the 10th ultimo.

Read—also

Resolution of the 6th June last, regarding the constitution of the Department of Agriculture, Revenue and Commerce, and the re-distribution of business between the several Secretariats of the Government of India.

Resolution.—The increased powers of financial control recently conferred upon Local Governments and Administrations render it necessary to revise the present system of reporting their proceedings to the Government of India and to the Secretary of State, so as to secure more complete opportunity of administrative control.

2. As observed by the Committee, the present system varies greatly in the several Provinces. Local Governments send their proceedings monthly, printed in more or less detail, for the information of the Government of India and of the Secretary of State, the Government of Bombay only excepted, which submits a mere abstract, with, sometimes, important papers attached in the shape of appendix. The minor Administrations, on the other hand, report weekly in diaries to the Government of India only and entirely in abstract.

3. It would certainly conduce to the better administration of the country if an uniform mode of reporting were adopted for all Governments and Administrations alike. The Governor-General in Council is, therefore, pleased to

* Chief Commissioner of Oadh.
" " the Central Provinces.
" " British Burma.
" " Mysore and Coorg.

direct that Chief Commissioners* and the Resident at Hyderabad shall, in future, submit printed monthly proceedings like those of the Local Governments, instead of weekly abstract diaries.