the records of the
Examiner's office.

CWDS 13/9/94

Secty

5-8-92

2014

Ks: 2449 W. dy 2nd October 94.

Reminders issued to S.E. 1, 2, 3, 5 & S.E. 4 & 6

S.E. to I. & II. Ks 2449 W dy 16.1.95
Ks 2449/2 W dy 25.3.96

DESPATCHED
3 - OCT. 94

C. Eng. Irrig.
C. Eng. Sup.
Supty Engineer
Insp Architect
for Perym Project
Exec Asst

P. W. CURRENT No. 6.804

No 2365 W d/25-8-92

PUBLIC WORKS DEPARTMENT.

No. 2449 W. d. 2nd October 1894

PROCEEDINGS OF THE MADRAS GOVERNMENT.

READ the following

Proceedings, Public dept. (P.E. No. 624 d/29/8/94)

Communicated to officers of the P.W. Dept., other than the Examiner, for report as to what records should in their opinion be destroyed. On receipt of replies, final orders will be passed. Attention is invited to para 40 chap. VII Vol. I of the P.W. Code which contains a list of records which should on no account be destroyed.

2. G.O. No. 2365 W dated 25 August 1892 sanctioned

Gobt. of {1894} Madras.

PUBLIC.

Issued 20 S.C

Read. 10.9.94 Encl.

G.O., 29th August 1894, No. 624.

AUGUST.

Destruction of Records.

Directing heads of departments under the Chief Secretary to report what records they consider may be periodically destroyed, and communicating these Proceedings to the other Civil departments of the Secretariat for the necessary action.

(40—1 000—22-2-94.)

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

ORDER—dated 29th August 1894, No. 624, Public.

The Government observes that, with the exception of G.O., dated 25th August 1892, No. 2365 W., no orders exist in regard to the destruction of official papers relating to matters other than judicial and revenue.

2. There seems to be no doubt that in nearly all public offices certain records could without inconvenience be destroyed periodically. Their accumulation takes up space required for other papers and no useful purpose is served by their preservation.

3. All heads of departments under the Chief Secretary will be directed to report what records they consider may be periodically destroyed. There is perhaps no reason why the originals of reports and returns which are subsequently printed and communicated by Government should be indefinitely preserved. Many unimportant petitions could be destroyed after an interval succeeding their final disposal. Sufficient particulars for reference would be available in the registers of the office.

4. The Superintendent, General Records, will submit a report in regard to the records of the Chief Secretariat.

5. These Proceedings will be communicated to other Civil departments of the Secretariat for the necessary action.

(True Extract.)

A.G. Shelley
Capt RE
for Under Secy to Govt
Chief Secretary.

To the Revenue Department.
" the Public Works Department.
" all Heads of Departments under the Chief Secretary.
" other Departments under the Chief Secretary.
" the Superintendent, General Record Department.

Erd. A. Raitt.