

843A 3-7-94 No 16576
16-8-16 ✓

13TH NOVEMBER 1894, No. 2901 W., PUBLIC WORKS.

GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

General.
Establishment:

READ—the following paper :—

Note by the Secretary to Government, Public Works Department.

In G.O., No. 624, Public, dated 29th August 1894, information is called for as to what papers may be periodically destroyed in order to prevent an inconvenient accumulation of records. The order has been communicated to officers of the Public Works Department for report. Meanwhile, the question as to the useless records of the Secretariat office of this department may be considered. It would perhaps be as well to deal at first with the *spare copies* of papers, of which there are a great number that may be eliminated with advantage. The following proposals are accordingly submitted for sanction :—

To destroy—

(1) All spare copies of Proceedings of the Government of India and the Local Government in other departments *in excess of three*.

NOTE.—There will then remain the originals in all cases and spare copies up to the limit of three.

(2) All spare copies in excess of five of Proceedings of Government in the Public Works Department when over ten years old.

(3) All spare copies of Gazettes after binding one complete set for future reference.

(4) All loose sheets containing notes of the circulation and registry of papers *after one year*.

NOTE.—Bound volumes of registers should be preserved.

(5) All spare copies of Standing Orders to Codes on which action has been taken.

Before destroying spare copies of Proceedings of other departments, it is proposed to communicate their numbers and dates to those departments in order that they may have an opportunity of taking over any papers which may be of use to them.

23rd October 1894.

(Signed) J. PENNYCUICK, Colonel, R.E.,
Secretary to Govt., P.W.D.

ORDER—dated 13th November 1894, No. 2901 W., Public Works.

The proposals of the Secretary in the Public Works Department are approved. Further proposals will be awaited as to what *original* documents can be destroyed.

(True Extract.)

Under Secy. to Govt., P.W.D.

To the Public, &c., Departments.
„ Revenue Department.
„ Chief Engineer for Irrigation.
„ Consulting Engineer for Railways.

Exd. C. A. Munisawmy.
Spare Copies

GENERAL.
ESTABLISHMENT.

Gobt. of {1894} Madras.
PUBLIC WORKS.

Dated November, 13th.

Recd.

Encl.

G.O., 13th Nov. 1894, No. 2901 W.

NOVEMBER.

Records

The proposals made by the Secretary in connection with the destruction of surplus — of the Public Works Secretariat, approved with remark.

No. 2901 W. d. 13th Nov. 94 P. W. DEPARTMENT.
Note by the Secretary to Govt. P. W. Dept
^{again}
Read the following:—

G.O. 2449 W dated 2^o October 1894 with

FOR ORDERS.

The proposals submitted
are approved.
These only deal with spare
copies. I suppose further
proposals as to other useless
documents will be submitted
W
Thos.

* Note - 10/11
This matter is being
further considered - and
proposals will be submitted
in due course

Thos.

In G.O. 624, Public, dated
29th August 1894, information
is called for as to what papers
may be periodically destroyed
in order to prevent ^{an} inconvenient
accumulation of records. The
order has been communicated
to officers of the P. W. Depart-
ment for report. Meanwhile,
the question as to the useless
records of the Secretariat
Office of this Department
may be considered.

It

It would perhaps be as well to deal at first with the spare copies of papers of which there are a great number that may be eliminated with advantage.

The following proposals are accordingly submitted for sanction.

To destroy

- (1) All spare copies of Proceedings of the Government of India and the local Government in other Departments, in excess of 3.

note

There will then remain the originals in all cases, and spare copies up to the limit of 3.

- (2) All spare copies in excess of 5 of Proceedings of Government in the Public

Public Works Department, when over 10 years old. 20

- (3) All spare copies of Gazettes after binding one complete set for future reference.

- (4) All loose sheets containing notes of the Circulation and registry of papers, after one year.

Note

Bound volumes of Registers should be preserved.

- (5) All spare copies of Standing Orders to Codes on which action has been taken.

Before destroying spare copies of Proceedings of other Departments, it is proposed to communicate their Nos. and dates to those Departments, in order that they may have an opportunity of

of taking over any papers
which may be of use to them

Hg

FOR ORDERS.

Destruction of Surplus
records.

S

W

2000

Chas
28/10/94

885 D 2 P P 94

2365 D 2 P P 94

2449 W of 2-10-94

part of [unclear]

25/10/94

LS

Hg
28/10/94

DA 29/10/94

H.O. 2449 W of 2 Oct. 94.

As regards the Secretariat,
it is proposed that the
following documents be
destroyed.

- (1) All spare copies of Pro-
ceedings of the G. of S. and the
Local Govt. in other Depts;
in excess of 3.

Note

There will then remain
the originals in all cases, &
spare copies up to the limit
of 3.

- (2) All spare copies in excess
of 5 of Proceedings of
Govt. in the P.W. Dept.
when over 10 years old.

- (3) All spare copies of Gazette
after binding one complete
set for future reference.

- (4) All loose sheets con-
taining notes of the Circula-
tion & Registry of papers
after one year.

Note

Bound volumes of
Registers should be preserved.

- (5) All spare copies of
Standing orders to Codes

General
S. 11/10/94

2/ on which action has been
taken - 11/10/94

Before spare copies
of other Dept Proceedings
are destroyed, those Depts.
might be asked whether
they require them. A list
of numbers & dates will be
sufficient to enable them
to judge.

The sanction of Govt
will be necessary before
these proposals can be
carried out.

The services of a Clerk
and an Attender will be
required exclusively for
this work.

L.S.
18 Oct 94

+ For what period?
cost
22/10/94

D.W.

It is impossible to say
until some experience has
been acquired as to the amount
of work. It is not proposed to
entertain additional hands.
Arrangements will be made to
employ present Establishment
L.S.
11/10/94

It is impossible to say
until some experience has
been acquired as to the amount
of work. It is not impossible to
say that the amount of work
done will be small to
large. It is not possible to say
whether the amount of work
done will be small to
large.

From note

General
Establishment

No. 2901 W. d. 13th November 1894.

PUBLIC WORKS DEPARTMENT.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following

Note by the Secretary to Government P.W.D. 23/10/94

38

The proposals of the Secretary in the Public Works Dept are approved. Further proposals will be awaited as to what original documents can be destroyed.

DECEMBER
21 NOV. 94

The Public Works Dept
" Revenue Dept
" C. E. for I.
" C. E. for Pys.

CORNS
8/11/94
L...

the purpose of
the present is to
take the effect of
afforded the
reference to the
the original
the original

24

off
the

6A

Govt. of Madras.

PUBLIC WORKS.

Date

Revd.

Encl.

G.O., 13/11 1894, No. 290/W

Records

The proposals made by
the Secy. ~~in the P.W.D.~~
in connection with
the destruction of surplus
— of the P.W. Secretariat,
approved with remark.

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T.C.E.
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