P. W. CURRENT No. 8885

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—again the following papers :—

G.O., dated 5th August 1878, No. 1196, Public.

ABSTRACT.—Passing orders on despatch from Secretary of State regarding the reduction of the number of copies of certain printed reports.

G.O., dated 21st August 1878, No. 1271, Public.

ABSTRACT.—Recording despatch from the Secretary of State, dated 25th July 1878, No. 32 (Statistics and Commerce), requesting to be supplied with 35 copies only of the ordinary annual administration reports and with 45 copies of special reports of a historical character.

G.O., dated 10th April 1880, No. 540, Public.

ABSTRACT.—Regarding a list showing the revised number of copies of all reports required by the Secretary of State.

G.O., dated 24th March 1885, No. 717, Public.

ABSTRACT.—Recording despatch from the Secretary of State, dated 26th February 1885, No. 15, Public (Records), requesting that in future 27 copies only of the ordinary annual administration reports and 32 copies of special reports of a historical character may be supplied to the India Office.

G.O., dated 24th March 1893, No. 316, Financial.

ABSTRACT.—Recording correspondence regarding the annual reports for the India Office and directing that in future 35 copies *plus* 2 advance copies of all yearly departmental reports be forwarded.

READ—also the following paper :—

Despatch from the Right Honorable Mr. H. H. FOWLER, Her Majesty's Secretary of State for India, to His Excellency the Right Honorable the Governor in Council, Fort St. George, dated India Office, London, 27th September 1894, No. 19, Public (Records).

Referring to the Earl of Kimberley's despatch, No. 15, of the 25th February 1885, I have to inform your Excellency that the numbers of copies of reports, &c., now regularly sent home by your Government is, in some instances, found to be in excess of actual requirements, and I have therefore to request that the numbers despatched for the use of this office may in future be regulated according to the figures shown in the enclosed statement.

ENCLOSURE.

MEMORANDUM.

From time to time it has been customary to review the supply of official reports sent to this country from India, with the view of making such alterations in the quantities received as may seem desirable, and, where possible, of reducing their numbers, with the view of effecting savings both in space and cost of freight. Alterations and reductions were thus made in 1885 and in 1889.

After a careful consideration of the subject, I am of opinion that further reductions may now be made both in the numbers of certain reports sent home as well as in the numbers kept in stock.

The following statement shows (1) the numbers of various reports, &c., now received, (2) the numbers distributed in this office and outside, and (3) the numbers proposed to be asked for in future :—

Nature of paper.	1 Numbers received.	2 Numbers distributed including office supply.	3 Numbers to be demanded in future for office use and for distribution to copyright libraries.
Geological Survey Reports	25	16	25
Trigonometrical do.	200	150	155
Administration Reports (annual)	35	21	25
Do. (decennial)	45	21	* 60
Acts	60	37	10
Legislative Council Proceedings	25	5	10
Annual Trade and Navigation Reports ..	10	9	10
Finance and Revenue Statistics, parts 1 and 2.	20	7	12
Madras Sanitary Commissioner's Proceedings.	35	17	18

* The surplus copies are required for sale to the public.

Besides the above the annual departmental reports are received in varying quantities from the different Presidencies. The following list shows (1) the numbers now distributed, including those for office use, and (2) the numbers proposed to be received in future. These latter show very considerable reductions in some cases on those now received :—

Nature of Report.	1 Numbers distributed including those for office use.	2 Numbers to be received in future for office use and for distribution to copyright libraries.
Land Records and Agriculture	15	18
Local Boards	11	12
Bombay Chemical Analyser	21	22
Customs	10	15
Dispensaries	26	27
Education	12	15
Excise	9	15
Emigration	9	12
† Forests—	9	12
India	36	12
Madras	18	12
Bombay	11	12
Coorg	19	12
North-Western Provinces	11	12
Punjab	5	12
Bengal	5	12
Central Provinces	5	12
Burma	13	12
Assam	11	12
Berar	10	10
Experimental Farms	16	16
Botanical Gardens	24	25
Lunatic Asylums	9	12
Income Tax	10	12
Irrigation Revenue	10	12
Irrigation Works	11	12
Jails	9	10
Justice	10	12
Land Revenue	10	12
Court of Wards	21	21
Municipalities		

† Some of the numbers in column 1 include copies sent home separately addressed. In the numbers to be asked for in future those required for office use only are included.

Nature of Report.	1 Numbers distributed including those for office use.	2 Numbers to be received in future for office use and for distribution to copyright libraries.
Opium (Bombay)	9	12
Police	10	12
Registration	10	12
Sanitary (India)	70	75
Do. other Presidencies	30	45
Salt	9	12
Stamps	9	12
Trade	10	12
Vaccination	24	25

I come next to the reports and documents kept in stock. Experience of the last few years has shown that the numbers of these may be considerably reduced, and a large amount of storage space be thus made available for other records. These must be dealt with *seriatim* :—

1. *Geological Survey Reports.*—There are a large number of these reports for past years in store, for which there is no demand, and to keep them here only involves a great waste of space. It is proposed, in the first instance, to inform the Government of India what number of reports for former years we possess, and enquire whether they should be sent back to India.

2. *Trigonometrical Survey Reports.*—There are also a number of these reports in store for which there is no demand. These should be dealt with in the same manner as the Geological Survey Reports.

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5. *Legislative Council's Proceedings.*—Beyond two record sets, the remaining stock to be destroyed with the exception of those for the last five years.

6. *Annual Trade and Navigation Accounts.*—
7. *Finance and Revenue Statistics.*—
8. *Madras Sanitary Commissioner's Proceedings.*—

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Order—dated 14th November 1894, No. 988, Financial.

The despatch from the Right Honorable the Secretary of State will be communicated to the Departments of the Secretariat and the Superintendent, Government Press, for careful observance of the instructions contained therein.

2. The number of copies of the various reports mentioned in the despatch is exclusive of the two advance copies which are forwarded to the India Office.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Departments under the Chief Secretary
" Revenue Department.
" Public Works Department.
" Military Department.
" Local and Municipal Department.
" Superintendent, Government Press.
" Librarian.
" Home Despatcher.

Exd. A. Raitt.

Gobt. of {1894} Madras.

FINANCIAL.

Issued

Recd. Encl.

G.O., 14th November 1894, No. 988.

NOVEMBER.

Reports for the India Office.

Communicating to the Departments of the Secretariat and the Superintendent, Government Press, despatch from the Secretary of State prescribing the number of copies of reports, &c., to be sent for the use of the India Office.

№ 3026 dy 26 Nov. / 94

Recorded for guidance in continuation of G.O. 972 dy 11 April 1893

(Sd) J.P.W.

Despatches to 20th

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Dispensaries	26	27
Education	12	15
Excise	9	15
Emigration	9	12
† Forests—		
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Madras	36	12
Bombay	18	12
Coorg	11	12
North-Western Provinces	19	12
Punjab	11	12
Bengal	5	12
Central Provinces	5	12
Burma	5	12
Assam	13	12
Berar	11	12
Experimental Farms	10	10
Botanical Gardens	16	16
Lunatic Asylums	24	25
Income Tax	9	12
Irrigation Revenue	10	12
Irrigation Works	10	12
Jails	11	12
Justice	9	10
Land Revenue	10	12
Court of Wards	10	12
Municipalities	21	21

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Police	10	12
Registration	10	12
Sanitary (India)	70	75
Do. other Presidencies	30	45
Salt	9	12
Stamps	9	12
Trade	10	12
Vaccination	24	25

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(True Extract.)

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„ Public Works Department.
„ Military Department.
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To the Departments under the Chief Secretary
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Exd. A. Raitt.

P. W. CURRENT No. 8886

11-4-93 № 9724 W
31-3-85 № 819 W

Govt. of {1894} Madras.

FINANCIAL.

No. 3026 W dt 26 June 1894.

Recorded for guidance in continuation of G.O. 972 W dated 11 April 1893.

Issued 10.12.94

Recd. 21-11-94 Encl.

G.O., 14th November 1894, No. 938.

NOVEMBER.

Despatches to the Secretary of State

Reports for the India Office.

Communicating to the Departments of the Secretariat and the Superintendent, Government Press, despatch from the Secretary of State prescribing the number of copies of reports, &c., to be sent for the use of the India Office.

RECEIVED

for the order