

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Establishment.

READ—the following paper:—

Note by the Secretary to Government, Public Works Department.

In continuation of the orders quoted in the margin, the accompanying list of periodical publications received in the Library of the Public Works Secretariat is submitted with proposals for the disposal of useless and surplus copies.

2. The proposed period of retention in each case is shown in column 3 of the statement.

16th January 1895.

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

ENCLOSURE.

List of periodical publications received in the Public Works Department Library showing the period for which it is proposed to retain them.

Item No.	Name of book.	Proposed period of retention in the Library.	Remarks.
1	2	3	4
	<i>Quarterly.</i>		
1	Madras Army List	One year.	The library contains copies for the last 30 years. These might be discarded. If old copies are required at any time, they can be obtained from the general records. Quarterly Indian Army List will be supplied from April 1895 in lieu of the present publication.
2	Bengal Classified List	Do.	
3	Quarterly Returns of the rail and river borne trade of Bengal.	Do.	
4	Quarterly Returns of weight of articles carried by rail and river in British India.	Do.	
	<i>Half-yearly.</i>		
5	Bombay Public Works Department Classified List ..	One year.	One copy to be kept permanently; other copies to be disposed of after one year.
6	India do. do. do. ..	..	
7	List of Civil officers holding gazetted appointments under the Government of India in the Home, Legislative, Foreign, &c., Departments.	One year.	
	<i>Yearly.</i>		
8	Asylum Press Almanac	Five years.	The library contains copies of this publication for the past 57 years. One copy might be kept for five years, the others being disposed of after one year.
9	Indian Army List	One year.	
10	Bombay Army List	..	This publication will be discontinued from April 1895. The past issues of this list are not required.

List of periodical publications received in the Public Works Department Library showing the period for which it is proposed to retain them—*cont.*

Item No.	Name of book.	Proposed period of retention in the Library.	Remarks.
1	2	3	4
<i>Yearly—cont.</i>			
11	India Office list	Five years.	
12	Revenue Department establishment list	One year.	
13	List of establishments under the Chief Secretary, Military Secretariat, Government Press, &c.	Do.	
14	History of Services of Officers of the Engineer, Accounts and State Railway Revenue establishment, Government of India, Public Works Department.	..	One copy might be kept permanently, the others being disposed of after one year.
15	History of Services of Officers holding gazetted appointments under the Government of India in the Home, Legislative, &c., Departments.	One year.	
16	Annual Volume of sea-borne trade and navigation of the Madras Presidency.	Do.	The Railway Branch has separate copies.
17	Administration Report of the Madras Presidency ..	Five years.	Copies over five years old are obtainable from the Public Department whenever required by this office.
18	Thomason Civil Engineering College calendar ..	..	To be kept permanently.
19	Cooper's Hill calendar	..	One copy to be kept permanently.
20	Administration Report of other Governments ..	Five years.	This is already included as item 7 in G.O., No. 3137 W., dated 7th December 1894.
21	Public Works Department Administration Report of other Governments.	Do.	Do. do.
22	Revenue Administration Report of other Governments ..	Do.	
23	Irrigation Revenue Report of other Governments ..	Do.	
24	Madras Land Revenue Reports	One year.	
25	Administration Report of Forest Department, Madras Presidency.	Do.	
26	Administration Report of Registration Department, Madras.	Do.	
27	Annual Report on Lunatic Asylums	Do.	
28	Report on Jail Administration, Madras Presidency ..	Do.	
29	Report on Public Instruction, do.	Do.	
30	Administration Report of the Alkari Revenue, Madras ..	Do.	
31	Do. do. of Salt Revenue, Madras	Do.	
32	Do. do. of the Indian Telegraph Department.	Do.	
33	Do. do. of the Railways in India	Do.	The Railway Branch has separate copies of these reports.
34	Report of the River-borne traffic of the Lower Provinces of Bengal.	Do.	
35	Return showing the weights and values of articles carried by rail and river in British India.	Do.	The Railway Branch has separate copies.
36	Finance and Revenue Accounts of the Government of India.	..	To be kept permanently.
37	Royal Warrant, Pay and non-effective pay of the Army.	Five years.	
<i>Decennially.</i>			
38	Census of India	..	One copy to be kept permanently.
<i>Occasionally.</i>			
39	Parliamentary papers	..	One copy to be kept permanently.
40	List of Members of the Institute of Civil Engineers ..	..	Do. do.

ORDER—dated 22nd January 1895, No. 168 W., Public Works.

The proposals are approved.

(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 {1895} Madras.
PUBLIC WORKS.

Dated January, 22nd.

Recd.

Encl.

G.O., 22nd Jan. 1895, No. 168 W.

JANUARY.

Periodical Publications

The proposals of the Secretary to Government, Public Works Department, for the disposal of useless and surplus copies of — received in the Library of the Public Works Secretariat, approved.

List of Periodical Publications received in the P.W.D. Library, showing the period for which it is proposed to retain them

Item no.	(24) Name of book	Proposed period of retention in the library	(25) Remarks
1	Quarterly Madras Army List	1 year	The Library contains copies for the last 30 years. These might be discarded. Old copies are required at any time, they can be obtained from the General records. Quarterly Indian Army List will be supplied from April 1895 in lieu of the present publication.
2	Bengal Classified List	1 year	
2	Quarterly returns of the Rail and	1 year	The Ry Branch has separate copies of these returns
3	Reinforce trade of Bengal	1 year	
4	Quarterly returns of weight of articles carried by Rail and River in British India	1 year	
5	Half-yearly Bombay P.W.D. Classified List	1 year	
6	India P.W.D. Classified List	1 year	1 copy to be kept permanently, the rest to be disposed of after 1 year

7 List of civil officers holding gazetted appointments under the Govt of India in the Home, Legislative, Foreign & Dept. } 1 year

yearly

8 Asylum Press Almanac

5 years. The library contains copies of this publication for the past 5 years. These might be eliminated from the library on being searched, required for reference in the case of the old copies being required, we can always obtain them from the Public Dept. One copy might be kept for 5 years, the others being disposed of after 1 year.

9 Indian Army List

1 year

10 Bombay Army List

This publication will be discontinued from April 1895. The past issues of this list are not required.

11 India office List

5 years

12 Revenue Department Establishment List

1 year

13 List of Establishments under the Chief Secy, Military Secretariat, Govt Press &c

1 year

14 History of Services of Officers of the Engineers, accounts & State Railway Revenue Establishment, Govt of India

1 copy might be kept permanently, the others being disposed of after 1 year.

15 History of Services of Officers holding gazetted appointments under the Govt of India in the Home, Legislative & Departments

1 year

16 Annual volume of Seaborne Trade and navigation of the Madras Presidency

1 year

17 Administration report of the Madras Presidency

5 years

Copies over 5 years old are obtainable from the Public Dept. whenever required by the officers. ~~copies might be kept permanently, the others being disposed of after 1 year.~~

18 Thomason civil Engineering calendar

19	Cooper's Mill Calendar		
20 ¹⁸	Administration report of other governments	5 years	1 copy to be kept permanently This is already included as item 7 in S.O. 3137 W 47.12.94
21 ¹⁹	P.W.D administration report of other governments	5 years	do
22 ²⁰	Revenue administration report of other governments	5 years	do
23 ²¹	Irrigation Revenue report of other governments	5 years	
24 ²²	Madras Land Revenue reports	1 year	
25 ²³	Administration report of Forest Dept Madras Presidency	1 year	
26 ²⁴	Administration report of Registration Dept Madras	1 year	
25 ²⁵ 27	Annual report on Land Revenue Assyums	1 year	

28	Report on jail administration Madras Presidency	1 year	
29	Report on Public Instruction Madras Presidency	1 year	
28 ³⁰	Administration Report of the Alkari Revenue Madras	1 year	
29 ³¹	Administration Report of Salt Revenue Madras	1 year	
30 ³²	Administration report of the Indian Telegraph Dept	1 year	
34	Administration report of the Railways in India	1 year	The Railway branch has separate copies of these reports.
32 ³³	Report of the Percival-Losborne Committee of the Lower Provinces of Bengal	1 year	
33 ³⁴ 35	Return showing the weights & values of articles carried by Rail & River in British India	1 year	The Railway branch has separate copies.

336

Expenses and Revenue accounts of the Govt of India - - - - -

337

Royal warrant: pay and non-effective pay of the Army - - - - -

338

Decennially
Census of India - - - - -

Occasionally

339

Parliamentary Papers - - - - -

40

List of members of the Institute of civil Engineers - - - - -

W. J. ...
1871

1871

1871

copy to be kept permanent -
others being disposed of
after 5 years.

1 copy to be kept permanent

- do -

- do -

READ the following:—

Noted by Secy to Govt P.W.D.
16-1-95
FOR ORDERS.

* L.O. 2901 W of 13. Nov: '94
 " 3137 W of 7. Dec: '94

Approved
W
 18 Jan

In continuation of the orders quoted in the margin, the accompanying list of periodical publications received in the Library of the P. W. Secretariat is submitted with proposals for the disposal of useless and surplus copies

2. The proposed period of retention in each case is shown in column 3 of the statement.

S

W
 16/1

CRD
 16/55

R.S.

R.S.

FOR ORDERS.

Proposals for the disposal of
useless and surplus copies of
periodical publications.

PUBLIC WORKS DEPARTMENT.

Lo 168 W. d. 22 January 1895

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following

Note by the Secretary to Govt. P.W.D. of 16 Jan. 1895
with
statute

The proposals
are approved.

CLK:VLS
22/1/95

S. 22.1

To,
The Public Works Dept.
" Revenue Dept.
" C. E. & S. Dept.
" C. E. & S. Dept.

A

Govt. of (1895) Madras.
PUBLIC WORKS.

Dated

Recd.

Encl.

G.O. 22/1 1895 No. 168W

Periodical publications

The proposals of the Secy.
to Govt., P.W.D., for the
disposal of useless &
surplus copies of — received
in the Library of the
P.W. Secretariat, approved.

180/18

T.C.S.
2/1