

1896} Madras.
1896} BLIC.
PUB

N^o 2282 W 4/10-8-96

Recorded for
guidance

(sd) Dmc
5-8-96

Issued

Recd.

Encl.

G.O., No. 764, 23rd July 1893.

JULY.

"Flat File" System of Record-keeping.

Directing the substitution from the 15th August 1896 by all departments of the Secretariat of the — for that at present in force.

No. 764, PUBLIC, 23RD JULY 1896.

GOVERNMENT OF MADRAS.
PUBLIC DEPARTMENT.

ORDER—No 764, Public, dated 23rd July 1896.

The "flat-file" system of record-keeping will be substituted for that at present in force in all departments of the Secretariat with effect from the 15th August 1896.

2. Heads of departments have already * been requested to submit communications to Government *un-creased*, and steps will be taken in the various Secretariat departments to procure from the Government Press a supply of docket forms similar to the attached samples.

* G.O., No. 756, Public, dated 21st July 1896.

3. The Public Department will arrange for the supply of the following circulation boxes to take the place of the smaller-sized box at present in use:—

Chief Secretariat..	Ordinary	35
	Confidential	22
	Local and Municipal Department	15
Revenue Secretariat		22
Public Works Secretariat		19
Total ..		113

4. Paste-boards of the prescribed patterns should be obtained from the Superintendent, Government Press, and record boards from the Superintendent, General Records.

5. The records of 1895 and those of 1896 prior to the 15th August will be converted from the "folded" into the "flat" system, and for this purpose temporary establishments will be entertained. Departments of the Secretariat will inform the Financial Department of their requirements in this respect.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Financial Department.
" Local and Municipal Department.
" Marine Department.
" Pension Department.
" Public Works Department (General Branch).
" " (Railway Branch).
" " (Irrigation Branch).
" Revenue Department.
" Accountant-General (through Financial Department).
" Superintendent, Government Press.
" General Records.

Exd. A. Raitt.

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PUBLIC.

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