

1884
Public Works (1896) Department.

G.O., No. 3100 W

DATED 30th October 1896

[Despatch Abstract.]

Record Board. Pro. Financial Dept passing for pay-
ment the bill for No. 340 for 2000 - supplied to
the Department of the Secretariat and stating
that the cost will be debited proportionately to the
Departments concerned, Comd to the Ex^o P.W. and
//

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

1,000-20-7-96

1,000-20-7-96

1,000-20-7-96

CURRENT No. 9664

The Financial Dept

Order No. 3100 v 27³⁰ october 1896.

Communicated to
the Gen. P. W. Account, in
Continuation of G. O. 4
2692 W of 21st Sept. 1886. I

No. 709

Dated 23. October 1896.

Received 27-10-96

Registered _____ 100 _____

Enclosures

Spare copies.

R.K. Singh
30/04/61

SUBJECT

Passing for payment 2 bills
for Rs: 340 for Rs: 340 for 2000
record boards supplied to the dep.
of the S.A. and requesting the dep.
to make their own arrangements
for any further supply of boards
they may require.

✓ 2/10
Mr. Moore - 3/10

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Financial Department.

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following:-

Bill from S. Amundaraya Pillay dated 19th October 1896
for Rupees 340 for 2000 record boards supplied.

ORDER :- No 709 dated 23rd October 1896.

The bill for Rupees three hundred and forty (340) for
2000 record boards supplied under paragraph 4 of G.O., No 784
Public, dated 23rd July 1896 to the departments of the
Secretariat, as shown in the margin, is passed for payment.
The cost will be debited proportionately to the departments
concerned.

2. Departments will be requested to make their own
arrangements for any further supply of boards they may
require.

(True Extract)

A. L. Hannay
for Chief Secretary.

* Public, &c, Department	Boards supplied
Local & Municipal "	496
Revenue "	600
Public Works "	250
	654
	<u>2,000</u>

To

The Accountant-General
Public Department
Local and Municipal Department
Revenue
Pension
Public Works

"
"
" ✓

Please note and
return to me J.S.
24-10-96 -

9664

Re

- (1) are the 654 boards unmentioned in addition to the 400 referred to in 26924?
- (2) Have we received the full supply indicated?

S. A. W.

C.

28/10/96

yes. We have received in all 1054 boards -

J.P.

28-10-96-

for fictitious sup.
 1/2 of boards
 + required by them.

Vide (No. 9664/96)

13803400 W. J. T. Coombs

30/10/96

23/10/96

Supt. for Record

Please mention
 this to you H.C.
 with reference to his
 telephone to me.

H.C. - Please note and
 return to me - J.P.

24-10-96-

General Record DEPARTMENT.

11 Aug 1-1896.



mandum.

Read the following

hundred (200) boards
 are herewith
 to the Superintendent
 section P.W. Sec
 with reference to
 section for 1054.
 will be sent
 course - Please re
 apt -

J. T. Coombs

Supt. for Record

intendant

Record Section Mr.

Secretary

200 record boards

BACK PAPERS.

NOTE FOR THE Superintendent
Record Section
P.W. Secretariat

General Record DEPARTMENT.

11 Aug 1-1896.



andum.

Your note receive
an order in due
course - it is being
copied I think,
stating that
the depots of
the Secretariat
will make their
own arrangements
for future sup-
plies of boxes
required by them.

Vide (No. 9664/96)

13823400 W.J.T. Comber

30/10/96

23/10/96

Supt. Gen. Record

Please mention
this to your H.C.
with reference to his
telephone line.

H.C. - Please note and
return to me - J.D.

24/10/96 -

Read the following
hundred (200) boxes
orders are herewith
to the Superintendent
Record Section P.W. Sec-
retariat with reference to
order for 1054 boxes
which will be sent
in due course. Please re-
ply -

J.T. Coombes

Supt. Gen. Record

Superintendent
Record Section P.W.
Secretariat

200 record boxes

[G]
65
1,000-15-8-05.

General Revenue DEPARTMENT.

11 Aug 1-1896.



Memorandum.

Read the following

Two hundred (200) loose
record boards are herewith
forwarded to the Superinten-
-dent Record Section P.W. Se-
-cretariat with reference to
his requisition for 1054.
The balance will be sent
in due course. Please re-
knowledge receipt.

J. T. Coomley

Super. Gen. Secy

To

The Superintendent

Record Section Mr.

Secretary

with 200 record boards

9664

RM

(1) are the 652 boards now
mentioned in addition to
the 400 referred to in the
2692W?

(2) Have we received
the full supply indicated?

C.

28/10/96

S. A. W.

yes. We have received
in all 1054 boards -

J. P.

28-10-96-

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.

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.

Receipt acknowledged—

Memorandum

J. F. PRICE
11/8/96

The undersigned would be very glad to have as early as possible the remainder of the file boards, required for use in the P. W. Department. Half of the boards sent with Memo. of the 11th August 1896 is needed for use at Chittoor.

To the Chief Secretary
General Secretariat
J. F. PRICE

J. F. PRICE
11/8/96

Gobt. of {1896} Madras.
PUBLIC.

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.

NOTE FOR THE

Superintendent
Records Section
P. H. Kuntz

I herewith forward
200 more record
boards in addition
to those already sup-
plied. I have also
forwarded receipt-
separately.

J. J. Combs
Supd. of Records

9. 10. 96.

Receipt acknowledged -
J. J. Combs
8. 10. 96.

NOTE FOR THE Superintendent
Record Section
PW Secretariat

Your note receive
an order in due
course - it is being
copied I think,
stating that
the depots of
the secretariat
will make their
own arrangements
for future sup-
plies of boards
+ required by them.

Vine (No. 9664/96)
13803400 W.I.T. Comrade
3010/96 - Supd. Genl
23/10/96 Record

Please mention
this to you H.C.
with reference to his
telephone line.

H.C. - Please note and
return to me - J.S.
24/10/96 -

S.A.W. Paris: 4 of G.O. 82764
Publication dated 23rd July 1896
says that record boards
will be supplied by the
Genl. Record Dept. - Does
this mean that all our
future supplies of boards
are to be obtained from
the Genl. Record Dept. or
only the boards for the
records of 1895 & 1896 -

We shall require a supply
of boards for 1897 and
it is nearly time to
arrange for getting them -

J.P.
13-10-96

He
do you know about this?
If not will please
inquire.

Ce
12. 10. 96

S.A.W. Please see attached
teletype message from the
Genl. Record Office.

R.R.
14/10

Note sent
to the Genl. Record Dept. for
instructions. J.P. 22-10-96

NOTE FOR THE *Superintendent*
Section *H.H. Dept.*

I herewith for-
ward 254 more
units boxes
in completion of
the requisition for
1054.

Please provide
a receipt regarding

J.T. Combes
Supd
Receiv

21/10/46

Receipt acknowledged
J.P.
21/10/46

NOTE FOR THE

Safes and boxes

Print Section

P. W. Secretariat

Two hundred
more boxes
and boxes
the quantity
are herewith sent:
10 54-

Please return
these receipt
of them.

J. T. Holmes

Last full

Recd

for Recd exp-
19 Aug 1896

Receipt acknowledged

Received 200 J.P.
additional boards 20-8-96-
this day - J.P.
12-9-96-