

Public Works (1897) Department.

G.O., No. 2317 W

DATED 23rd August 1897

[Despatch Abstract.]

Books in files, Pro: Public Dept revising
Paragraph 5 of G.O. No. 992 Public D. 11. 9. 96 regarding
the arrangement of books in flat files of
records, recorded.

2.6
23/8

[illegible]

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

all clerks concerned
to be known to
the

0.25 366 113/8

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—again the following paper:—

G.O., No. 992, Public, dated 11th September 1896.

ABSTRACT.—Issuing certain instructions for arranging files under the flat-file system of record-keeping.

ORDER—No. 1011, Public, dated 29th July 1897.

The following will be substituted for paragraph 5 of the Government order read above:—

Books should never be placed *inside* the flap of a case. Those of foolscap size should be placed underneath the case tied with a separate tape, and those of smaller size than foolscap at the top of the file *outside* the flaps and tied with the tape belonging to the case.

(True Extract.)

J. P. S.
for Chief Secretary.

To all Departments of the Secretariat.

P. W. D. ✓

CN-7916

G.O. No. 1011 (Public) dt 29-7-97

The above circulated
to all clerks for informa-
-tion & guidance.

J. P. S.

C.S.

J. P. S. 13/8/97
R. S. 13/8/97
W. 13/8/97
J. P. S. 16/8/97
J. P. S. 16/8/97
J. P. S. 16/8/97

Public Works Department.

Government {1897} of Madras.
PUBLIC.

Recd.

Regd.

} 1897.

Enclosures

Spare copies

G.O., No. 1011, 29th July 1897.

No 2319 W of 23-8-97
Recorded in continuation
of G.O. No 2719 W of 23 Sept 96.

JULY.

for B. & C.
W

To the Ch. Secy for S.
" C. Secy for Rangoon.

Books in Files.

Revising paragraph 5 of G.O., No. 992, Public, dated 11th September 1896, regarding the arrangement of books in flat files of records.

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(True Extract.)

J. F. PRICE,
Chief Secretary.

To all Departments of the Secretariat.