

Public Works (189) Department.

G.O., No. 2939 W

DATED 6¹⁵ Nov 19

7/11/19

[Despatch Abstract.]

Stationery Rules - Pres. Dir. Dept.;
according sanction to the inclusion in
the — of blank cards as an article
of general issue, issued to officers
of the R.W.D. —

250
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C.A.W. 11/19
re. P.W.D.
E. J. [Signature]
ck by 11/19

Proceedings, Financial Department, according sanction to the inclusion in the —
of blank cards as an article of general issue, communicated to officers of the Public
Works Department.

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General.
Account.

READ—the following paper :—

G.O., No. 1155, Financial, dated 24th October 1899.

Read—the following paper :—

From the Superintendent of Stationery, Madras, dated 16th October 1899, Ref. No. 5470.

I have the honour to forward, herewith, a copy of Board's Proceedings (Land Revenue), No. 235, dated 27th ultimo, and to request that Government will be pleased to sanction the inclusion in the Stationery Rules of blank cards as an article of general issue.

ENCLOSURE.

Proceedings of the Board of Revenue (Land Revenue), No. 235, dated 27th September 1899.
Read—again Procs. of the Board of Revenue (Land Revenue), No. 153, dated 21st June 1899.

Resolution—No. 235, dated 27th September 1899.

At the instance of the Collector of South Arcot, the Board resolves, in continuation of its Proceedings, No. 153, dated 21st June 1899, to lay down the following rule for observance in the offices of Collectors and their subordinates.

Short and unimportant communications should, in future, be written on blank cards of the prescribed size instead of on service post cards as heretofore; if the despatching clerk has other communications to send to the addressee on the same day, he should enclose the unstamped card in the cover containing such communications, provided no additional postage is thereby incurred; otherwise, he should stamp the card with a quarter anna label and post it separately.

The object of this rule is to effect a saving in postage. The necessary stamps and cards can be had from the Superintendent of Stamps and Stationery.

Order—No. 1155, Financial, dated 24th October 1899.

Sanctioned.

(True Extract.)

(Signed) G. STOKES,
Chief Secretary.

ORDER—No. 2939 W., dated 6th November 1899.

Communicated to officers of the Public Works Department for information and guidance. The cards referred to should be used in future for short and unimportant communications.

(True Extract.)

(Signed) W. B. DEWINTON,
Secretary to Government.

To the Chief Engineer for Irrigation.
„ the Consulting Engineer for Railways.
„ all Superintending Engineers.
„ the Consulting Architect to Government.
„ the Superintendent of Works, Lighthouse Division.
„ the Examiner, Public Works Accounts.
„ the Examiner, Railway Accounts.

Exd. T. K. Narayana Aiyangar.

Public Works (1899) Department.

CURRENT No. 8915

A 3P Good

From

The Financial Department

Order

No. 293948

Communicated

No. 1155

to officers of the P.W.D.
for information & guidance.

Dated 24-10-99

The cards referred to should
be used in future for short
& unimportant communications.

Received

Registered

Enclosures

Spare copies.

SUBJECT.

According sanction to the
inclusion in the stationery rules of
blank cards as an article of general
issue.

- To
- The Chief Engr. for Irrigation
 - " Engr. Engr. for Railways
 - All Supty. Engrs.
 - The Engr. Architect to Govt.
 - " Suptt. of works, L.H. Divn.
 - " Engrs. P.W. Accts.
 - " Engrs. Ry. Accts.
 - (Special order)

DW
W

FURTHER PAPERS.

Financial Department

PROCEEDINGS OF THE MADRAS GOVERNMENT.

Read the following paper:-

From the Superintendent of Stationery, Madras, Ref.
No. 5470, dated 16th October 1899:-

I have the honour to forward herewith a copy of Board's Proceedings No. 335 L.R., dated 27th ultimo, and to request that Government will be pleased to sanction the inclusion in the Stationery Rules of blank cards as an article of general issue.

PROCEEDINGS OF THE BOARD OF REVENUE.

(Land Revenue)

The Honourable Mr. J. Starrock I.C.S.

Read again Proceedings of the Board of Revenue (Land Revenue), No.153, dated 31st June 1899.

Resolution - No.235, dated 27th September 1899.

At the instance of the Collector of South Arcot, the Board resolves, in continuation of its Proceedings No.153, dated 21st June 1899, to lay down the following rule for observance in the offices of Collectors and their subordinate

Short and unimportant communications should, in future, be written on blank cards of the prescribed size instead of on service post cards as heretofore; if the despatching clerk has other communications to send to the addressee on the same day he should enclose the unstamped card in the cover containing such communications, provided no additional postage is thereby incurred; otherwise, he should stamp the card with a quarter anna label and post it separately.

The object of this rule is to effect a saving in postage. The necessary stamps and cards can be had from the Superintendent of Stamps and Stationery.

ORDER

O. R. D. W. R.: - No. 1155, dated 24th October 1899.

Sanctioned.
(True Extract)

[Signature]
for Chief Secretary.

TO

All Departments of the Secretariat.
The Superintendent of Stationery.

cc

n p

[Signature]

[Signature]