

Number of pages 16
Date of repair 10-2-34
Initials of Repairing 7

M.L.O. 1-22-40-12-11-40

MADRAS RECORD OFFICE.

Government of Madras.

DEPARTMENT

G.O. No.	962	Press
		Mis.
Dated	10-2-34	18

Not to be folded or roughly handled

A5

B5

A4

B4

A3

B5

4

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following papers :—

From A. MACKENZIE, Esq., c.s., Secretary to the Government of India, Home Department (Public), to the Chief Secretary to Government, dated Simla, 9th September 1882, No. 34-1369.

I am directed to forward, for the information of His Excellency the Governor in Council, the accompanying copy of rules, with the forms mentioned therein, which will in future regulate the submission of current official correspondence in the different departments of the Government of India.

2. The adoption of these rules necessitates a modification of the orders conveyed in paragraph 1 of the Resolution of this Department, No. 1455-1872, dated the 18th March 1870, as to the manner in which letters should be submitted to the Home Office by Local Governments and Administrations. I am accordingly to request that, with the exception of covering letters or communications of a purely routine nature, all letters addressed to this office may, with the permission of His Excellency the Governor in Council, be submitted with dockets in form A enclosed. For routine letters of an unimportant character, or brief tabular statements, the nature of which will be gathered from the list appended to this circular, it will not be necessary to use the docket form A, but it will suffice if the letter-commencement (form B) is adopted. The new system will be brought into operation in the Home Department on the 1st proximo, and I am accordingly to request that letters addressed to this office, which may be expected to arrive by that date, may be submitted in accordance with the above instructions.

Home Department Resolution, No. 699, dated the 26th March 1877.

Home Department Circular, No. 30-2180-89, dated the 27th June 1873.

Home Department Resolution, No. 1455-72, dated the 18th March 1870.

3. I am to add that these instructions do not, except to the extent above indicated, modify in any way the orders conveyed in the papers mentioned in the margin, to which I am again to invite attention in view to their careful observance.

ENCLOSURE.

From A. MACKENZIE, Esq., c.s., Secretary to the Government of India, Home Department (Public), dated Simla, 14th August 1882, Nos. 30-1221-1226.

The following rules for the submission of current official correspondence have been approved by His Excellency the Governor-General in Council for adoption in all departments of the Government of India.

1. All papers shall be submitted open, and not folded over.

2. (a) Each letter on receipt shall ordinarily have prefixed to it a separate docket-leaf on which the subject of the letter shall be briefly endorsed, together with such other routine entries as may be necessary—a space being also provided for office remarks and orders which are not sufficiently lengthy to require submission on a separate note-sheet.

(b). Each department may adopt the form of docket best suited to its requirements; and if desired, the dockets may be on colored paper.

(c). It shall be open to any department in which there is much unimportant routine correspondence not requiring a separate docket-leaf, to prescribe, for use by offices corresponding with it, such form of letter-commencement as it may deem suitable, on which the routine entries and orders, ordinarily endorsed upon dockets, may be recorded.

3. "Lists of papers" (on colored paper, if desired) showing the office of despatch, the date and number of each letter, its subject-matter and place in the file, may, at the discretion of each department, be used in addition to the docket leaves or letter-commencements prescribed in Rule 2. The subject of the letter in the file, as given in the list, shall always be identical in wording with the "abstract" on the docket or letter-commencement, as the case may be.

4. Each department may adopt its own system of fastening papers together for submission, provided:—

(a) That care is taken to prevent the number of leaves in any single collection of papers thus fastened together from being such as to render it inconvenient to handle and lift for reading purposes;

(b) That when a "list of papers" is put up, the letters are arranged from top to bottom in the order of the list; and

(c) That notes and *précis* for orders are placed at the top of the file, previous notes *disposed* of being put in their proper places in the file next to the last letter to which they refer.

5. Office *précis* and notes shall always be written and (if printed before submission) printed on half margin.

N.B.—This rule will not apply to *précis* and notes printed *after orders* and recording, for "collection" purposes.

6. All departments shall endeavour by prompt recording to avoid the compilation of unwieldy "collection" files.

Copy forwarded to the Secretary to the Government of India in the Department for information and guidance. Forms of Docket (A) and of letter-commencement (B) adopted in the Home Department, are annexed, for information only; but the undersigned is to intimate that it is desirable, to save trouble in printing, and for the sake of uniformity, that this form should be adopted in all offices, unless there be sufficient reason to the contrary as to which the Secretary in each department will be at liberty to form his own judgment. The new system will be introduced in the Home Department from the 1st October next.

From H. M. DURAND, Esq., Under Secretary to the Government of India, Foreign Department (General), to the Chief Secretary to Government, dated Simla, 9th September 1882, Circular No. 655-G.

I am directed to inform you that, from the 1st October next, all papers received in this office will be submitted for orders unfolded as open sheets. The introduction of this arrangement will necessitate an alteration in the form of the docket-leaf.

2. I am accordingly to enclose a specimen of the form which will be adopted; and I am to request that, with the permission of His Excellency the Governor, instructions may be issued to your office to print*

* On paper of the same description. off and use such a docket-leaf.

3. I am to add that letters for this office should not be folded for despatch, but should be enclosed unfolded in covers of the necessary size, except when they consist of a few sheets and are likely to get torn in transit.

ORDER—dated 23rd September 1882, No. 1030, Public.

Communicated to the Departments of the Secretariat for information and guidance.

2. The Superintendent of Government Press will print forms like those accompanying the letters read above, for the use of the Secretariat Offices.

(True Extract.)

C. G. MASTER,
Chief Secretary.

To the Revenue Department.
" Public Works Department.
" Military Department.

Exd. J. Wright.

Public *400 pth*
Govt. of (1882) Madras.
PUBLIC.

N^o 1181

Issued

Recd. *2^d Oct/82* Encl.

G.O., 23rd September 1882, No. 1030.

SEPTEMBER.

Official Correspondence.

Communicating, for information and guidance, letters from the Government of India forwarding copy of rules, with forms, for submission of current — in the different departments of the Government of India, and requesting adoption of the new form of docket.

With order 29/82

2^d Oct/82
Under the name No. 1030 23/9/82
Recorded

11/1
2-10-82