

Pension (1896) Department.

CURRENT No. 872

Link

From

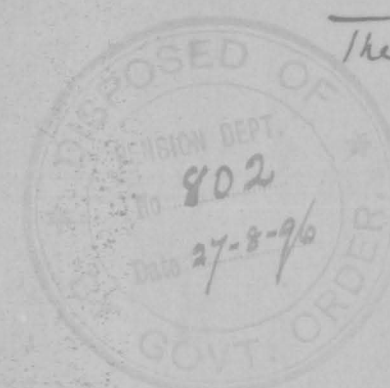
The Public Dep^t

Order 27th Augt 1896 No. 802

Recorded.

Do

KS
19.8.96



No. 756.

Dated 21/7.

Received 6/8.

Registered do

Enclosures nil

Spare copies. nil.

SUBJECT.

Directing the publication of a notification in the Fort St. George Gazette, requesting Heads of Depts to arrange for all communications despatched so as to reach fort. on or after the 15th Augt 1896 being docketed in the docket form in use in the Secretariat Dep^t concerned & posted without being increased.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

No. 756, PUBLIC, 21st JULY 1896.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

ORDER—No. 756, Public, dated 21st July 1896.

The following notification will be published in three consecutive issues of the *Fort St. George Gazette*, Part I:—

NOTIFICATION.

The Board of Revenue and all heads of departments are requested to make arrangements in their offices to ensure that all communications despatched so as to reach Government on or after the 15th August 1896 are docketted with the docket form in use in the department of the Secretariat concerned and posted without being creased. Lengthy communications or those accompanied by large files or numerous enclosures should be sent through the post unfolded and between thin card-boards. Supplies of the docket forms can be obtained from the Superintendent of the Government Press, to whom indents should be forwarded at an early date for a sufficient stock to meet requirements up to the end of the current calendar year. *It should be noted that the form for each Secretariat department is distinct.* Indents for one year's supply of the various Secretariat docket forms should be forwarded by departments of the Secretariat and all heads of departments to the Superintendent, Government Press, so as to reach him by the 15th October, and that officer will arrange for the issue of the same before the end of the current year.

(True Extract.)

[Signature]
Chief Secretary.

To all Departments of the Secretariat. *[Signature]*
„ the Hon'ble the Chief Justice (with C.L.).
„ the Superintendent, Government Press.
Gazette.

Pension Department
Govt. of {1896} Madras.

PUBLIC.

Current Number 872

Issued

Recd.

Encl.

G.O., No. 756, 21st July 1896.



JULY.

Docketting and Posting of Communications.

Directing the publication in the *Fort St. George Gazette* of a notification requesting the Board of Revenue and heads of departments to arrange for all communications despatched so as to reach Government on or after the 15th August 1896 being docketted with the docket form in use in the Secretariat department concerned and posted without being creased.