

Pension (1896) Department.

CURRENT No. 854

From

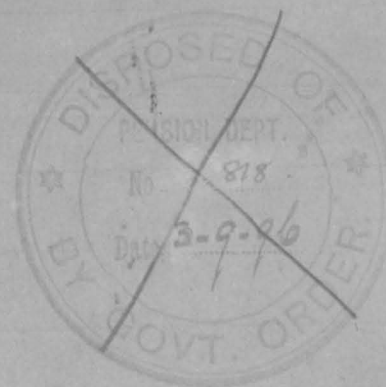
The Public Dept.

Order No. 818 5/3-9-96

Recorded.

No. 764

26/8



Dated 23/7

Received 3/8

Registered 3/8

Enclosures nil

Spare copies. do

Note

We have got about 1600 for of 1895 + 500 for up to the 15th Aug-1896 to be converted from the folded into the flat system, and for this purpose a temporary clerk on Rs. 20/- and a temporary attender on Rs. 10/- may, it is submitted, be entertained for 3 months. The clerk will put in the new docket forms; the new attender's services will be utilized for the current work, and the present attender, who is an experienced hand, will assist the clerk in the flat file system.

* The lowest pay of an attender in the Rev. Dept is

Rs. 10/-

21/8

SUBJECT.

Directing the substitution from the 15th August 1896 by all departments of the Secretariat of the flat file system of record keeping for that now in force.

The clerk can docket about 30 for a day & can finish the 2400 for in 80 days or, at the rate of 26 days a month, in 3 months time.

I think a clerk ought to be able to docket quite twice as many F.O. in a day - These dockets must be type-written, & the copyists might do them out of office hours, if they like, for remuneration of Rs. 1 per 80 dockets. It would be possible to have a printed form for Pension dockets, eg. P.T.O.

Sp. "Granting a pension of gratuity of Rs. Rs. P. per mensem to with effect from the 189-

Talk the matter over with the Repts. I think it wd. be an advantage to have the Revenue & Pension P.O. done by the same establishment. There is much less hurry about pension papers, than revenue.
D
31-89

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

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.)

Ch. 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.

Pension (1896) Department
Current No. 854

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.