

Pension (1897) Department

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Government {1897} of Madras.

PUBLIC.

Current No 904



Recd. 12th Nov.

Enclosures

Regd. 12th -

} 1897.

Spare copies

G.O., No. 1338, 8th October 1897.

OCTOBER.

13 Nov 1897 no 859

Correspondence.

Issuing certain amended rules regarding the form in which communications should be submitted to Government.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

ORDER—No. 1338, Public, dated 8th October 1897.

The following amended rules regarding the form in which communications should be submitted to Government are published in supersession of those circulated with G.O., No. 2595, Public, dated 13th December 1886:—

(1) The paper on which communications are made should be 13 inches in length and, ordinarily, $8\frac{1}{2}$ inches in width; in cases where wider paper is found necessary, the width should be some multiple of $8\frac{1}{2}$ inches. Enclosures should be on paper of similar quality and size, except where there is special cause to the contrary (e.g., in the case of a sketch, plan or original enclosure). Exactness of width is necessary to prevent filed papers from being torn.

(2) Papers should be folded and creased as little as possible. Lengthy communications, or those accompanied by large files or numerous enclosures, should be sent through the post (unfolded) between thin card boards.

(3) Plans, maps, &c., which would be damaged by folding, should be despatched in tin tubes or cases.

(4) With every manuscript communication a docket on a separate half-sheet of substantial paper, 13 inches by $8\frac{1}{2}$ inches, should be supplied. The docket is kept separate to facilitate the subsequent transmission of the contents in original to other offices. The abstract of the docket should state clearly the purport of the letter, and not merely indicate its title-subject. Docket forms for use in addressing each department of the Secretariat are procurable from the Superintendent, Government Press.

Separate dockets are not required and should not be used in the case of the communications noted below:—

General.

Reports of arrival or departure.

Do. of return to duty.

Do. of assumption or transfer of charge.

Do. of casual leave.

All returns which are submitted by more than two separate officers.

Reports of official publications ready for issue.

Periodical returns which are submitted on printed forms.

Applications for spare copies of Government orders.

Financial.

Packing accounts of administration stores.

Duplicate bills of lading.

Import bills for stores.

Communications forwarding books with receipts for signature and return.

Political.

Returns of casualties amongst political stipendiaries.

Applications for permission to reside in Native States.

Letters forwarding copies of communications to Darbars of Native States in pursuance of instructions from the Government of India.

Judicial.

Applications for all descriptions of powers under the Procedure Codes.

Educational.

Applications for temporary exemption from examination rules submitted in the form prescribed in Circular No. 2304, Educational, dated 27th September 1895.

Public Works Department.

Weekly returns of changes affecting the Engineer and Upper-subordinate establishments.

Fortnightly returns of changes in the personnel of Engineer and Upper-subordinate establishments.

Monthly variation statements showing changes in the return of second-class warrant officers and their families requiring passages to England.

Quarterly distribution returns of officers and Upper subordinates.

Half-yearly returns of births, marriages and deaths in the families of non-commissioned officers.

Lists of disallowances.

Objectionable item statements.

Statements of unauthorized appropriations.

(5) The arrangement of the papers should be as follows:—On the top of the file should be the docket sheet. Below it should be placed the enclosures, if any, to the letter, arranged according to their dates, the earlier papers above and the later below. At the bottom of all should come the letter. The paper should be connected by a tag, a hole being bored for that purpose with a punch in the top left-hand corner. The ends of the tag should be left open and should on no account be tied. Pins should never be used.

(6) When a file is voluminous it may be broken up into two or more portions. Enclosures, which are of such a nature that they will not readily lie in book form (e.g., sketches and plans), can be kept separate.

(7) Enclosures should be clearly numbered at the head of the first page, "Enclosure Nos. 1 and 2, &c., to letter No. ." Statements appended should be similarly treated.

These do not require dockets.

(8) All letters should be numbered and dated. The name of the town, village or other place from which the letter is written should be added to the date.

(9) Heads of departments should see that copies issued to petitioners and other parties are issued on stationery which conforms to these rules.

(True Extract.)

McConoman.

for Chief Secretary.

To departments of the Secretariat. (Pension)
" all heads of departments, including Collectors and Judges.