

(1) Number of pages 2

(2) Date of repair 8-1-42

(3) Initials of the Referencer J

MADRAS RECORD OFFICE.

Government of Madras.

Revenue DEPARTMENT.

G.O. No.	16	Press
		Mis.
Dated	18	

Not to be folded or roughly handled

CIRCULAR MEMORANDUM.

Correspondence—Folding and Docketing of letters.

Officers in correspondence with the Chief Secretary are requested to adopt the following system of folding and docketing letters:—

(1.) All letters and enclosures should be folded lengthwise. The number, date, and docket should be entered upon the front page, the writing running across. A specimen is forwarded with this Memorandum.

(2.) Covering letters and enclosures should, as a rule, be looped together by a thread, sufficient length being allowed to admit of all the papers being fully opened. The covering letter should be placed furthest from the docket slip, and enclosures should be ranged in order of date.

FORT ST. GEORGE,
8th January 1881.

R. DAVIDSON,
Chief Secretary.

To all Heads of Departments.

Exd. J. Wright.

Pension (188/) DEPARTMENT.

A⁵ 64

From
THE CHIEF SECRETARY
TO GOVERNMENT.

No. 33.

Dated 8th
Recd. *13th* } January 1881.

No.

SUBJECT.

Issuing certain instructions as to folding and
docketing letters.

Order thereon 15 Jan 1881-676

Recorded