

By Number of pages
Date of receipt 15/11
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MADRAS RECORD OFFICE.

Government of Madras.

Public DEPARTMENT.

G.O. No.	1096	Press Mis.
Dated	20-10-	1965.

Not to be folded or roughly handled

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Proceedings of the Madras Government, Public Department,
• 20th October 1865.

No. 108. Read the following letter from the Secretary to the Government of India ; to the Secretary to the Government of Fort Saint George, dated Simla, 5th October 1865, No. 2515.

Home Department.

The attention of the Governor General in Council has been directed to the bulk and somewhat diffuse style of some of the Annual Administration Reports recently submitted, and I am directed to request the attention of His Excellency the Governor in Council to the following remarks, in continuation of the instructions noted in the margin.

21st September 1855.
28th April 1857,
1st May 1861.
19th June 1862.
16th March 1863.
7th September 1864.

2. The Governor General in Council desires to impress upon Local Governments and Administrations that the object of the Annual Administration Report is to submit, in as narrow a compass as may be possible, a statement of the course of administration in the territories to which the Report relates, confined to the year under review.

3. No facts or statements which relate to other territories or to other periods should be admitted into the Report, save only so far as they are strictly necessary to elucidate its main purport.

4. Should the relation of the history of the current year naturally touch upon any matter which is open to discussion, or indicate any required measure of improvement or reform, these should not be dealt with at length in the body of the Report. It will be sufficient to indicate the correspondence which may have passed upon the subject, or an intention of addressing Government separately regarding it.

5. The Report should be written in a plain narrative style, as concise as is consistent with clearness, and no more details should be given than are necessary to the full comprehension of the points treated of, or which are themselves of indisputable and immediate public interest.

6. If these instructions are duly observed, the Governor General in Council believes that there should be no difficulty in preparing the Reports for each year ending on the 30th April, by the 30th of July following.

7. In conclusion, I am directed to request that as usual sixty copies may be sent to the Secretary of State (direct), at the same time that the Report is transmitted to the Government of India—information of the date on which the sixty copies are so transmitted, being sent to this office.

No. 109. ORDER THEREON, 20th October 1865, No. 1096.

Communicated to the several Departments of the Secretariat for information and guidance, and also to the Heads of offices subordinate to the Public, &c., Departments.

(True Extract).

W. HUDLESTON,
Acting Secretary to Government.

To the Revenue Department.

„ Public Works do.

„ Military do.

Exd. J. Tulloch.

Sept 23/10

Public DEPARTMENT.

LIST showing the distribution of the Proceedings of Government, dated
No. 1096 respecting the preparation of Administration Reports

Revenue Department, for information and guidance and for communication to Sub-Officers..... 21
Public Works Department..... do 16
Military Department... .. do 2

Public.	Board of Examiners				3
	Principal Inspector General, Medical Department, for information and guidance and for communication to the Subordinate Officers.....				3
	Protector of Emigrants... ..				3
	Tamil Translator to Government				3
	Teloogoo do. to do... ..				3
	Malayalim do. to do... ..				3
	Canarese do. to do... ..				3
	Persian do. to do... ..				3
	Government Astronomer... ..				3
	Private Secretary to His Excellency the Governor... ..				3
	Officer in charge of Government Central Museum.....				3
	Chemical Examiner				3
	Superintendent of Stationery.....				3
	Superintendent of the Government Press				3
	Municipal Commissioners... ..				3

Judicial.	Judges of the Court of Sudder and Foujdaree Adalat, for information and guidance and for communication to the Subordinate Officers.....				16
	Inspector General of Madras Police... ..	do.		do.	16
	Inspector General of Jails	do.		do.	3
	Commissioner of Police				3
	Magistrate of Police, 1st District.....				3
	Do. of Do. 2d Do.....				3
	Do. of Do. 3d Do.....				3
	Judges of the Madras Court of Small Causes.....				3
	Advocate General.....				3
	Government Solicitor... ..				3
	Government Pleader... ..				3
	Administrator General.....				3
	Chief Clerk of the Insolvent Debtors' Court				3
	Coroner of Madras				3
	Sheriff of Madras... ..				3

Political.	Resident of Travancore and Cochin... ..				3
	Government Agent at Chepauk.....				3
	Government Agent at Tanjore.....				3
	Political Agent of Poodoocottah, Tanjore				3
	Collector in charge of the Special Agent's Department at Cuddalore.....				3

Ecclesiastical.	The Right Reverend the Bishop of Madras.....				3
	Venerable Archdeacon of Madras.....				3
	Senior Chaplain of the Church of Scotland				3

Marine.	Superintendent of Marine for information and guidance and for communication to the Subordinate Officers.....					3
Financial.	Mint Master... ..					3
	Assay Master					3
	Deputy Auditor and Accountant General.....					3
	Civil Paymaster... ..					3
	Secretary, Government Savings Bank					3
	Commissioner of the Department of Issue of Paper Currency.....					3
Railway.	Consulting Engineer for Railways... ..					
Educational.	Director of Public Instruction.....					3
	Commissioner of the Uncovenanted Service Examination.....					3
Revenue.	Revenue Board for information and for communication to the Subordinate Officers					
	Director of Revenue Settlement.....	do.		do.		
	Superintendent of Revenue Survey..	do.		do.		
	Commissioner of Inam...	do.		do.		
	Conservator of Forests....					
	Reporter of External Commerce...					
	Commissioners of Income Tax.....					
	Superintendent Government Gardens, Ootacamund					
	Superintendent of Stamps... ..					
Pub. Works.	Chief Engineer, Department Public Works	do.		do.		
	Commandant of Engineers...					
	Consulting Engineer, Irrigation and Canal Company					
Military.	Controller of Military Finance.....	do.		do.		
	Adjutant General of the Army.....	do.		do.		
	Quarter Master General of the Army.	do.		do.		
	Deputy Adjutant General Her Majesty's Forces. .	do.		do.		
	Deputy Quarter Master General do.	do.		do.		
	Inspector General of Ordnance and Magazines.....	do.		do.		
	Superintendent Gun Carriage Manufactory					
	Superintendent Gun Powder do.					
	Military Accountant... ..					
	Paymaster Presidency... ..					
	Examiner of Medical Accounts					
	Brigade Major.....					
	Fort Adjutant... ..					
	Commissary General	do.		do.		
	Examiner of Commissariat Accounts ..					
	Judge Advocate General					
	Superintendent of Family Payments and Pensions.					
	Superintendent and Agent for Army Clothing					
	Military Secretary to His Excellency the Commander-in-Chief ..					
	Barrack Master, Presidency					

No. 2412

From

E. C. BAYLEY, Esq.,

Secretary to the Government of India,

To

The Secretary to the Government of Madras.

Home Department.

Simla, the 5th October 1865.

SIR,

THE attention of the Governor General in Council has been directed to the bulk and somewhat diffuse style of some of the Annual Administration Reports recently submitted, and I am directed to request the attention of *His Excellency the Governor in Council* to the following remarks, in continuation of the instructions noted in the margin.

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I have the honor to be,

S I R,

Your most obedient Servant,

E. Bayley

Secretary to the Govt. of India.

My Dear Cousin

W. H. C. B. C.

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Communicated to the several
Departments of the Secretariat
for information & guidance. There
being no other officers subordinate

108.107
201.801

To the Rev. Secy to the Board of
 Public Health & Sanitation -
 Wash. D.C.