

1. Number of pages 6
2. Date of receipt 5-2-37
3. Initials of Receiver
M.B.O. 1-32,400-23-11-30

MADRAS RECORD OFFICE.

Government of Madras.

Public DEPARTMENT.

G.O. No.	1769	Press
		Mis.
Dated	3/12	1869

Not to be folded or roughly handled

14

Proceedings of the Madras Government, Public Department,
31st December 1869.

No. 141. Read the following letter from the Officiating Secretary to the Government of India, Foreign Department, (General,) to the Chief Secretary to Government, Fort Saint George, dated Fort William, 11th December 1869, Circular No. 2432-G.

Considerable inconvenience and delay have been experienced in the Foreign Department on account of incorrect references to previous papers, omissions of references, and other departures from former practice in communications addressed to the Government of India in this department. Accordingly, His Excellency the Viceroy and Governor-General in Council directs that, for the future, the following Rules should be carefully observed in all correspondence with this department:—

I.—Any reference to a letter of this department, or to previous correspondence, whether in the opening paragraph or in the body of a letter, or its enclosures, should be specific and precise, and comprise not only the number, date and year, but the

* This will only apply to letters issued from this office subsequent to October 1861.

branch* in which the paper in question is issued: thus —No. 1, dated 1st January 1869, Political or General, as the case may be.

To facilitate the operation of the above rule as regards references, the initial letter of every branch will, in future, be attached to the number of a letter issued from this office: *e. g.*, the letters in the Political branch will be numbered 1-P., in the General branch 1-G., and so on.

II.—Such vague and general reference as “in continuation of previous correspondence,” or “as previously reported,” should be avoided, and a careful reference be inserted to the last letter upon the subject, as well as to any previous letters to which it is desirable that the attention of the Government should be specially drawn.

III.—The department of the Government of India in which a letter or a resolution is issued should also be stated—that is, whether the Foreign, or the Financial, or the Home Department, &c.

IV.—Any allusion to a circumstance, or an event, of which the Government is supposed to be cognizant, should be accompanied by a reference, on the margin, to the paper in which it was reported, or, where this precision is not possible, the best clue that can be given should be afforded to permit of the matter being traced without unnecessary difficulty.

V.—A copy of all maps, sketches, or plans, referred to in any case, should be forwarded, where possible, with the papers, or else shortly after.

It is specially observable that when sketches are mentioned in the enclosures of a letter their submission is not unfrequently omitted.

VI.—In all cases of territorial distribution, and disputes, or of expeditions, or where reference is made to localities but little known, or whenever a map would elucidate a case, it is very desirable that such a map or sketch should be forwarded, or that an allusion should be made to some well-known map, or to those published by the Surveyor-General of India. In the event of sudden disturbances, when such a map or reference is not immediately available, it should follow the first Report as speedily as possible.

Proceedings of the Madras Government, Public Department,
31st December 1869.

VII.—One subject only should be taken up in a letter—where two or three subjects are connected, they should be dealt with in separate communications, which should be severally referred to.

VIII.—From the 1st January 1870, all letters to this office, with their enclosures, should be folded in half, lengthways, and not fourfold, as at present, the usual dockets being given on the face of the left half of the paper, at full length.

No. 142. ORDER THEREON, 31st December 1869, No. 1769. .
Communicated to the Revenue and Military Departments.
(True Extract.)

Acting Chief Secretary.

To the Revenue Department.
„ Military do.

CIRCULAR.

No. 2432 G.

FROM

C. U. AITCHISON, Esq.,

Offg. Secretary to the Government of India,

To

*The Secretary to Government.
Fort Saint George*

PORT WILLIAM, the ¹⁴ December 1869.

Foreign Dept.
GENERAL

SIR,

CONSIDERABLE inconvenience and delay have been experienced in the Foreign Department on account of incorrect references to previous papers, omissions of references, and other departures from former practice in communications addressed to the Government of India, in this Department. Accordingly, His Excellency the Viceroy and Governor General in Council directs that, for the future, the following Rules should be carefully observed in all correspondence with this Department:—

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No., date, and year, but the branch* in which the paper in question is issued: thus—No. 1, dated 1st January 1869,

Political or General, as the case may be.

To facilitate the operation of the above rule as regards references, the initial letter of every branch will in future be attached to the number of a letter issued from this Office: *e. g.*, the letters in the Political branch will be numbered 1 P., in the General branch 1 G., and so on.

II.—Such vague and general reference as “in continuation of previous correspondence,” or “as previously reported,” should be avoided, and a careful reference be inserted to the last letter upon the subject, as well as to any previous letters to which it is desirable that the attention of the Government should be specially drawn.

Dec. 11 1869

PUBLIC.

To

THE REVENUE DEPARTMENT.

Ac., Ac., Ac.

Dated December, 31st.

Recd.

Ent.

G. O., 31st December 1869, No. 1769.

DISCONTINUED.

NO. 141.142.

Communicating certain rules laid down for observance in future correspondence with the Foreign Department of the Government of India.

III.—The Department of the Government of India in which a letter or a Resolution is issued should also be stated—that is, whether the Foreign, or the Financial, or the Home Department, &c.

IV.—Any allusion to a circumstance, or an event, of which the Government is supposed to be cognizant, should be accompanied by a reference, on the margin, to the paper in which it was reported, or, where this precision is not possible, the best clue that can be given should be afforded to permit of the matter being traced without

V.—A copy of all maps, sketches, or plans, referred to in any case, should be forwarded, where possible, with the papers, or else shortly after.

It is specially observable that when sketches are mentioned in the enclosures of a letter their submission is not unfrequently omitted.

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I have the honor to be,

Sir,

Your most obedient servant,

W. C. C.

Offy. Secy. to the Govt. of India,

Public Reg Dept
Jan 11 1870
Under Secy Govt of India
Secy to Govt
21. 3. 70
Dec
27/6
Coming under to be observed
and in future correspondence
related with the Foreign
Dept
No 1749 of 21 Dec 70
W. C. C. communicated to the
Revenue & Land Survey Dept
110
Under Secy Dept
21. 3. 70