

see back to
1901 Feb 21/1/81

see back
to also

ask Mr. Smith to
follow suit. They
master & now Mr.
B. & likewise.

The change might be
made from 1st Feb.

It greatly facilitates
work. Mine

W. H. Weston 31/1

2/20

8th Feb
Public (1887) Dept

Ladged.

5/2/87 1872

100

Dear Mr. Pringle 27/8
all depts are
convinced of the
value of the
new method
of folding the
copy of the
note.

Yours truly
M. S.

1/2/87.

Public Department

Proceedings of the Madras Government 4/30
Read the following.

PUBLIC DEPARTMENT.

No. 33.

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.

Order No. 212 January 1881 L. 156

Communicated to the Board of Revenue and to the Settlement, Survey and Forest Departments for information and guidance.

2. *The cover herein prescribed should be adopted in respect of correspondence addressed to the Revenue Department also.*

Edw. J. Wright.

(True Extract)

For circulation

Under Secy. to Govt.

To the Public Works Department

R.D.

23 JAN 31

156 *Feb*

Public (188) DEPARTMENT.

(4)

Correspondence

From *Sea Dept*

THE CHIEF SECRETARY
TO GOVERNMENT

No. 28. *156*

2/27
Dated *28th*
Recd. *28* } January 1881.

No. *191*

SUBJECT.

Issuing certain instructions as to folding and
docketing letters.

Ladged

30

28/1/81

M. J. M.

(1) Number of pages 4
 (2) Date of repair 9-10-86
 (3) Initials of the Referencer lms

TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

Public DEPARTMENT

G.O. No.	30	Press.
B.P. No.		Mis.
Dated	1-2-1881	187

Not to be folded or roughly handled

30
4
Ch. &

1881
30
Dear Mother

I am glad
you are
now adopting in Y. S. S.
the system of folding & binding
all of the papers & loose
lengths. as the Rev.
have done from the first.
I think it is the better
plan. With great