

97402

GOMS 2596

13.12.1886

GOVERNMENT
PUBLIC DEPARTMENT.

READ again—G.O., dated 25th April 1882, 238, Public.

ORDER—dated 3th November 1886, No. 238, Public.

The following rules slightly modified from the above are now published on the subject of the contents of communications addressed to Government:—

- (1) Communications addressed to the Government should, as a rule, be complete in themselves and independent of enclosures on points of detail. An exception to the rule here given will be where the enclosure added to an enclosure lays the matter before Government with sufficient clearness. But this method will not be permitted where it indicates want of addressing Government.
- (2) In forwarding enclosures, it should be original, to be returned when not forwarded *in extenso* when extracts are required. Also that they should never be forwarded without the original.
- (3) When an officer in immediate correspondence with Government has to submit views based on those of various subordinate officers, a brief précis of the latter should be written to Government. Such précis in the majority of cases, accompanied by the original communications on different subjects from the same Department immediately concerned; or from the Board of Revenue only, on an educational subject from the Director of Public Instruction only, &c. Such officers should, before submitting subjects, make them complete and independent of reference to other communications. Thus, where it is plain that the opinion of the Surgeon-General will be required by Government before disposing of a paper from the Board of Revenue, the latter officer should consult the Surgeon-General prior to addressing Government. Inter-communication between the Executive Departments is to be free, but should be stated before the Government is applied to, as far as possible, and repetition and details should be avoided.
- (4) The Government ordinarily receives communications from the Board of Revenue only, on an educational subject from the Director of Public Instruction only, &c. Such officers should, before submitting subjects, make them complete and independent of reference to other communications. Thus, where it is plain that the opinion of the Surgeon-General will be required by Government before disposing of a paper from the Board of Revenue, the latter officer should consult the Surgeon-General prior to addressing Government. Inter-communication between the Executive Departments is to be free, but should be stated before the Government is applied to, as far as possible, and repetition and details should be avoided.
- (5) Correspondence should be condensed and should be avoided.
- (6) Separate letters should be written on different subjects.
- (7) Care should be taken not to raise general questions or to apply for specific orders in periodical reports.
- (8) When application is made for sanction of any sort, code or written authority should, wherever possible, be noted.
- (9) Demi-official correspondence should be quoted in official communications.
- (10) Such previous correspondence as has been placed on the same subject should be quoted by date and number, adding departmental Government paper. In addressing the Government, subordinate officers should always quote Government Orders, where such have been communicated to them, preference to quoting their own letters included in those orders.
- (11) The unnecessary use of native terms in official correspondence should be avoided. Whenever it may be found necessary to introduce such terms, the equivalent in English should, if possible, be given.

- (12) Dates are ordinarily given for calendar years alone. If it is necessary to give them according to the fiscal (revenue) year or other special year, the corresponding calendar year ought also to be given, and if necessary, the day and name of the English month.
- (13) The name of the officer from whose office a letter comes must in all cases appear at the head of the paper, irrespective of any signature which may be given by procuration at the end. Officers should adopt an intelligible signature.
- (14) Officers addressing the Government can do so either by letter in the first person, or by endorsement in the third person. The latter of these two courses is permissible in trifling cases only. Tabular statements can be forwarded under the signature merely of the sending officer and without covering communication. The Board of Revenue are permitted to address the Government by proceedings.
- (15) In submitting letters, the copy should be made as complete as possible and ready for the press. Marginal notes and entries entail much trouble in printing and should be avoided as much as possible.

(True extract.)

Ag. Chief Secretary.

[Handwritten signature]

9-12

26/10/56

26/10/56

John 11/10/56

*The Bill of the Government
for the relief of the
Governor of the
Governor of the*

Govt. of 1886 Madras.

PUBLIC.

Issued

Reed.

Encl.

G.O., 13th December 1886, No. 2596.

DECEMBER.

Correspondence.

Issuing certain rules on the subject of the contents of communications addressed to Government.

Pub. DEPARTMENT.

List showing the distribution of the Proceedings of Government,

dated 13th December 1886. No. 2596

	Revenue Department, for information and for communication to Subordinate Officers	..	21
	Public Works Department, do. do.	..	21
	Military Department, do. do.	..	21
	Secretary to the Board of Revenue, do. do.	..	21
	Honorable the Judges of the High Court, for information and for communication to Subordinate Officers	..	11
	Inspector-General of Police, do. do.	..	30
	Do. of Jails, do. do.	..	30
	Magistrates of the Town Police Court	..	30
	Do. of the Egmore Police Court	..	30
JUDICIAL.	Judges of the Madras Court of Small Causes	..	30
	Advocate-General	..	30
	Government Solicitor	..	30
	Administrator-General	..	30
	Coroner of Madras	..	30
	Inspector-General of Registration	..	30
	Sheriff of Madras	..	30
	Government Pleader	..	30
	Registrar of the Joint Stock Companies	..	30
	Surgeon-General with the Government of Madras for information and for communication to Subordinate Officers	..	30
	Sanitary Commissioner	..	30
	Health Officer	..	30
	Secretary to Board of Examiners	..	30
	Private Secretary to the Right Honorable the Governor	..	30
	Government Astronomer	..	30
	Superintendent, Government Central Museum	..	30
	Chemical Examiner	..	30
	Superintendent of Stationery	..	30
	Protector of Emigrants	..	30
	Superintendent, Government Press	..	30
	Tamil Translator to Government	..	30
	Telugu do. to do.	..	30
	Malayalam do. to do.	..	30
	Canarese do. to do.	..	30
	Hindustani do. to do.	..	30
	Postmaster-General	..	30
	Superintendent, Electric Telegraphs	..	30
	Examiner of Medical Accounts	..	30
	Committee for the Management, Government Workhouse, Madras	..	30
	British Consular Agent, Pondicherry	..	30
	Do. Karikal	..	30
	Resident in Travancore and Cochin	..	30
	Government Agent at Chepauk	..	30
	Do. at Tanjore	..	30
	Political Agent at Poodocottah	..	30
	Collector in charge of the Special Agent's Department at Cuddalore	..	30
	Political Officer, Vellore	..	30

Papers to be read in Proceedings :—

Again G.O., dated 188 , No.

Again G.O., dated 188 , No.

Current No. of 188 , dated from

Current No. of 188 , dated from

ECCLESIASTICAL.	The Right Reverend the Bishop of Madras 6
	Venerable Archdeacon of Madras 6
	Senior Chaplain of the Church of Scotland, Madras 6
MARINE.	Port Officer, Madras, for information and for communication to Subordinate Officers .. 20
FINANCIAL.	Accountant-General 6
	Commissioner of Paper Currency 6
EDUCATIONAL.	Financial (L. & F) Dept. 6
	Director of Public Instruction 20
	Commissioner for the Uncovenanted Civil Service Examinations 20

THE COLLECTORS OF
THE DISTRICT MAGISTRATES OF

Anantapur 20
North Arcot, Chittoor 20
South Arcot, Cuddalore 20
Bellary 20
South Canara, Mangalore 20
Chingleput, Saidapet 20
Coimbatore 20
Cuddapah 20
Ganjam, Chatrapur 20
Godavari, Cocanada 20
Kistna, Masulipatam 20
Kurnool 20
Madura 20
Malabar, Calicut 20
Nilgiris, Ootacamund 20
Nellore 20
Salem 20
Tanjore 20
Tinnevely 20
Trichinopoly 20
Vizagapatam 20

DISTRICT AND SESSION JUDGE
OF

North Arcot, Chittoor 20
South Arcot, Cuddalore 20
Bellary 20
South Canara, Mangalore 20
Chingleput 20
Coimbatore 20
Cuddapah 20
Ganjam, Berhampur 20
Godavari, Rajahmundry 20
Kistna, Masulipatam 20
Kurnool 20
Madura 20
North Malabar, Tellicherry 20
South Malabar, Calicut 20
Nellore 20
Nilgiris, Ootacamund 20
Salem 20
North Tanjore, Tanjore 20
South Tanjore, Tanjore 20
Tinnevely, Palamcottah 20
Trichinopoly 20
Vizagapatam 20

Note.

Printed draft is submitted.
The reasons are similar
to those in the case of
draft or form of
correspondence put up
to day. The changes
in the present case are
very slight, but it
seems desirable to
make the whole operation
in connection with the
rule complete, and
it can do no harm
to re-affirm instructions
here shown.

Pass

28/10/88

Draft 17-12-88

SUBJECT.

Contents of
 Confidential
 the Secretariat

Under the
 for
 to the interest of all
 trust of the public

For

Mr. M.

Copy

2/2

10-15-16
 10-15-16

ENCLOSURES.

CURRENT No.

proof

STATEMENT WITH DITTO.

ORDER, &c. OF GOVERNMENT—A.

PAPERS KEPT OUT OF FILE FOR DESPATCH IN ORIGINAL
(not paged.)

{ Order *700*.
{ Letter
{ Collection

N.B.—

- A = Print in full.
- B = Not to be printed.
- P = Print abstract only.
- Q = Print heading only.
- R = Print, but not for monthly volume.

23-6-05 ✓
 18-12-05 ✓
 15-12-09 ✓
 14-11-12 ✓
 12/12/13
 25-3-14 ✓
 21-10-14 B.L. 11 ✓
 7-1-16 B.L. 11 ✓
 9-2-16 B.L. 11 ✓
 21-6-17 B.L. 11 ✓
 23-1-18 B.L. 11 ✓
 17-7-20 B.L. 11 ✓
 30-7-29 B.L. 11 ✓
 5-1-34 B.L. 11 ✓
 20-8-36 B.L. 11 ✓
 17-12-35 B.L. 11 ✓
 8 12/94 / 51 / OBR

[11]

PRESS.

Public DEPARTMENT.
 G.O. DATED 13 Dec/00
 No. 2576

First copy sent to Press. 14/12

Returned for signature. 15/12

Despatched in print. 17/12

[Despatch Abstract.]

Independence of India certain
 in the subject of the contents
 of the Commission as addressed to Govt.