

(1) பக்கங்களின் எண்ணிக்கை

8

7

(2) புதுக்கித் திருப்பிய நாள்

(3) ஆதாரக் குறிப்பவர் சுருக்கொப்பம்

தமிழ்நாடு ஆவணக் காப்பகம்.

தமிழ்நாடு அரசு

புதுக்கித் திருப்பிய நாள்

அரசாணை எண்.

மு. கோப்புத் தாள் எண்.

343

அச்சகம்

பலவகை

நாள்:

15. 4. 1889

199

மடிக்கவோ தண்டபடி கையாளவோ கூடாது.

[7]

ORDINARY, MS.

<i>Public</i> DEPARTMENT. G.O., DATED <i>15th April 1889.</i> No. <i>343.</i>
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When given for copying *25/4*

[Despatch Abstract.]

*Stating that Govt see no
sufficient reason why the
Accountant should not comply
with Rule 3 of the Rules
sanctioned in go. quoted in his
correspondence with the hon^{ble} Mr.
Accounts.*

[7]

ORDINARY, MS.

DEPARTMENT. G.O., DATED. No.

When given for copying

[Despatch Abstract.]

1574/89

Public 1889.
Public Works Department.

[Signature]
15 April 1894 343
Order 12. Apr

No. 1293 C.
Dated 12th March 89
Despatched 13th
Received

CHIEF SECRETARY
14 MAR 89
GOVERNMENT OF MADRAS

SUBJECT.

Transferring office
Note from the Examiner P. W. Act.
Submitting letter from the Accountant
General re meaning of G. O.
No 712 Public dated 17th
July 1888 on the subject of the
size of paper to be used
and the method of folding
official documents &c

Aut. genl. *
P. W. with enclos 23 APR 89
IN M.S.
22/3.

Back Paper, No. of 188
Further Paper, No. of 183

abstract

Transferring Office Note from the
Examiner, P. W. Act., 8/9/89
No 312, submitting letter from
the Account. Genl. 15th Feb 89
29, 1894 regarding the
meaning of Public G. O. No 712
17th July 1888 on the subject
of the size of paper to be used
The method of folding
official documents; &c. &c.
That for instance, he inquired
what was the intention
of the order.

READ AGAIN ORDER OF GOVERNMENT, dated
188, No. , MISCELLANEOUS.

ENCLOSURES.

CURRENT No. 876

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL (not paged).

With one encl. encls.
del. to the P.W.D.

DESPATCHED
23 APR 89
IN M.S.

N.B.—
A = Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only.

C 896

P.M. H.

No. 1293C 2/12 March 1889

Transferred to the
Public Dept.

M. Munt Colonel R.E.
Ag. Secy. to Govt P.W.D.

V.M.B.
12.3.59

P.M. H.

been substituted for the old system
of folding in four.

C.

SP 9/3

Ecc. 1

to the folding of vouchers and such like documents sent with his exchange accounts, and in this connection the method of folding is in my opinion much more important than the size of the paper used. Such documents commonly pass through a number of hands before they reach the office of final record; they are very frequently returned to be handled again by the same number of hands; in one office they are folded one way, in another another, and the result is that much too frequently by the time they finally reach the office in which they are perhaps (according to rule) to be kept for twenty years, they are all in tatters.

4. General observance of rule (5) of the rules in question would perhaps entail considerable unnecessary expenditure of expensive paper, but the paper used for covers is not an expensive paper. Rule (5) however seems to be specially applicable to secretariat offices where papers very frequently have to be transmitted from branch to branch of the secretariat.

5. Judging from the correspondence which I receive, I should say that in the great majority of offices, the system of folding papers longitudinally, and docketing them accordingly (when any docket is necessary) has long

[C. No. 8.]

GOVT.
OF MADRAS. }

1889.

{ P.W.
DEPT.

EXAMINER, P. W. ACCOUNTS.

Madras, 9th March 1889.

OFFICE NOTE No. 312



To

W.

I beg to submit (in original
to be returned) a letter No.44I of
13th. February 1889 from the Account-
ant General Madras regarding the
meaning of G.O.No.712 Public dated
17th. July 1888 (P.W.D.G.O.No.2437 W.
dated 11th. August 1888) on the
subject of the size of paper to be
used and the method of folding offi-
cial documents, and with reference
thereto to ask that Government may
be moved to say what was the in-
tention of the order.

2. The order seems to me very
clear, namely that the rules (in the
plural) laid down in G.O.No.2595
Public dated 13th. December 1886 should
be generally observed.

3. My letter, which elicited the
reply of the Accountant General here-

KEEP-WITH

Genl. No.

dated

1889.