

ORDINARY, PRINTED.

<i>Public</i>	DEPARTMENT.
G.O., DATED <i>10-12-92</i>	
No. <i>856</i>	

INDEXED.

First copy sent to Press. *10-12-92*

Returned for signature. *10-12-92*

Despatched in print. *11/12*

[Despatch Abstract.]

"Handbook of Proce-
-dure & Precedents"

Approved, with remarks
the — compiled by
Messrs. Bird & Schmidt.
& sanctioning certain
distribution of copies
of the work —

3/4/93 *14-8-13* ✓
19-11-25 ✓

READ AGAIN ORDER OF GOVERNMENT, DATED
18 No.

FURTHER PAPER, No.

DO. 307/97

OF 13

Cno. 2775/97

ENCLOSURE.

CURRENT No.

(See draft order)
No. 2775/97

STATEMENT WITH DITTO.

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Letter only.
Order complete with Letter.

N.B.—

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

10TH DECEMBER 1892, No. 856, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—the following paper:—

Memorandum from Mr. F. D. Bird, in charge of the Public Department, submitting for approval a copy of the "Hand-book of Procedure and Precedents," compiled under the orders of the Chief Secretary to Government, and acknowledging the assistance afforded him by Mr. C. Schmidt of the Chief Secretariat.

ORDER—dated 10th December 1892, No. 856, Public.

Approved. The Government considers the hand-book a very useful work. The officers (Messrs. Bird and Schmidt) who have been engaged in its compilation deserve great credit for the manner in which they have brought their labours to such a successful conclusion.

2. The following distribution is sanctioned:—

Bound in Morocco.										No. of copies.
His Excellency the Governor	..	..	..	..	..	..	..	..	..	1
" the Commander-in-Chief	..	..	..	..	..	..	..	..	..	1
" Honorable Members of Council	..	..	..	..	..	..	..	..	..	2
Military Secretary to His Excellency the Governor	..	..	..	..	..	..	..	..	..	1
Council Chamber, Madras	..	..	..	..	..	..	..	..	..	1
" Ootacamund	..	..	..	..	..	..	..	..	..	1
Spare copies	..	..	..	..	..	..	..	..	..	3
Total										10

Bound in Roan.										No. of copies.
The Chief Secretary to Government	..	..	..	..	..	..	..	..	..	1
" Revenue "	..	..	..	..	..	..	..	..	..	1
" Military "	..	..	..	..	..	..	..	..	..	1
" Secretaries to Government, Public Works Department	..	..	..	..	..	..	..	..	..	3
" Private Secretary to His Excellency the Governor	..	..	..	..	..	..	..	..	..	1
" Military "	..	..	..	..	..	..	..	..	..	1
Spare copies	..	..	..	..	..	..	..	..	..	6
Total										14

Shaw Print Press
23/11/92

Bound in Cloth.

The Under Secretaries to Government, Public and Revenue Departments	2
„ Assistant Secretary to Government	1
„ Chief Assistant, Chief Secretariat	1
„ First Assistants, Revenue, Military, and Public Works Departments	3
„ Assistant, Local and Municipal Department	1
„ Second Assistant, Chief Secretariat	1
„ Confidential Clerk, Chief Secretariat	1
Spare copies	16
Total ..	26
Grand Total ..	50

(True Extract.).

J. F. PRICE,
Chief Secretary.

To the Revenue Department, with 3 copies.

„ Military Department, with 2 copies.

„ Public Works Department, with 4 copies.

„ Military Secretary to H.E. the Governor, with 2 copies.

„ Private Secretary to H.E. the Governor, with 1 copy.

„ Military Secretary to H.E. the Commander-in-Chief, with 1 copy.

„ Superintendent, Government Press.

„ Librarian, Chief Secretariat.

To F. D. Bird, Esq.

„ Mr. C. Schmidt.

Gobt. of {1892} Madras.
PUBLIC.

Issued

Recd.

Encl.

G.O., 10th December 1892, No. 856.

DECEMBER.

"Handbook of Procedure and
Precedents."

Approving, with remarks, the — compiled by
Messrs. Bird and Schmidt, and sanctioning certain
distribution of copies of the work.

Note for the Chief Secretary.

I beg to submit a copy of
a "Handbook of Procedure
and Precedents" which
I have been engaged on
in my spare hours for
some months past.

The idea originated in
a demi official from the
Hon. Mr. Garstin regarding
the existing Statute Law
concerning Governors
and members of Council,
and in the Chief Secy's
desire to have on record
the exact procedure
followed on the occasion
of the arrival of Lord
Wentworth.

The book would have
been ready earlier had
the press been less full
of work and had I been
able to devote more time
to it. Although there is
not much original
matter in the book there
has been a considerable
amount of work in
connection with it.

The extracts from
Statutes have been carefully

corrected up to date - The legal notes in Part I are by the Govt Solicitor. The chronological index on pages X & XI will no doubt be found useful.

The selections embodied in Part II will, I hope, save some time & trouble on future similar occasions.

The 300 and odd rulings in Part III should be of assistance to the Reference Dept.

Interleaved copies of the pamphlet will be provided for use in the office in view to its being kept up to date.

Two copies of the pamphlet are subd. for inspection. The cost of the ^{noan} binding is Rs. 1-8-0 and of the cloth binding 7 annas. Morocco w^l cost 2 Rs.

Before being finally struck off, I would respectfully suggest that the two copies be circulated for the approval of Hon'ble Members and any directions they may have to give regarding the book.

As the book is intended for Secretariat use only, the following

distribution is suggested:-

In Morocco:

H.E. the Governor -	1.
H.E. the C. in C -	1.
Hon'ble Members -	2.
Council Chambers -	2.
	4.

10 copies @ 2 Rs. ——— 20-0-0 + Spare copies

as it will have to be one to Hon'ble Sec^y to Governor
so constantly in use by him
other distribution
Approved. W
6 Nov

In Row

Chief Secretary -	1.
Revenue -	1.
Military - (to Govt) -	1.
P. W. Secretaries -	3.
P. S. to H.E. the Govr -	1.
M. S. to -	1.
	6.

14 copies @ R. 1-8 ——— 21-0-0. Spare copies

In cloth

Under Secretaries -	2.
Asst Secy -	1.
First Assistants -	4.
Asst. S. & M. Dept -	1.
Second Asst Chief Secy -	1.
Confidential Clerk -	16.
Spare copies -	
	50

26 copies @ 7 annas - 11-6-0

50 copies Rs. 52-6-0.

I wish to acknowledge the assistance I have received from Mr Schmidt in the matter. He willingly gave up several holidays to work with me and he has helped me greatly in checking

* the cloth cover since removed.
2/11/92

comparing, arranging
etc

J.D.B.
19/10/92

H. S.

By far the greater
portion of the work has
been done out of office.

Submitted to Mr. Bird &
Mr. Schmidt deserve credit for
the trouble which they have taken
in compiling the book. The former
has spent much time & trouble upon the job.
He has already been found very
helpful.

27 Oct -

The book is a useful one & its com-
pilation creditable to the officers who
have undertaken it. I approve
the proposed print distribution.

Wes
28 Oct

Very useful work as I
expected it would be. Mr
Bird & Mr. Schmidt are entitled
to great credit for the trouble
they have taken in its com-
pilation.

21.11.92

Shd like a copy as soon as
possible

The officers who have been engaged
in the compilation of this work
deserve great credit for the manner
in which they have brought their labours
to such a successful conclusion. It will
be a very useful book for reference

note for the committee
19/10/92

Print
23/11/92

Read Memorandum from
Mr. F. D. Bird, in charge
of the Public Dept, submit-
ting for approval a copy
of the "Handbook of Pro-
cedure & Precedents",
compiled under the
~~instructions~~^{orders} of the Chief
Secy to Govt; and acknow-
ledging the assistance
afforded him by Mr. C.
Schmidt of the Chief
Secretariat.

Order.

Approved. The Govt:
considers the handbook
a very useful work. The
officers ^(Mr. Bird & Schmidt) who have been
engaged in its compilation
deserve great credit for
the manner in which
they have brought their
labours to such a success-
ful conclusion.

2. The following dis-
tribution is sanctioned:

Bound

Bound in Morocco.

	<u>N^o of copies.</u>
H.E. the Governor	1
H.E. the Comdr-in-Chief...	1
Hon'ble Members of Council.	2
Mil'y Secy to H.E. the Govr.	1
Council Chamber, Madras.	1
— do — do —, Doabam?	1.
Spare copies	3
	— 10.

Bound in Roan.

Chief Secy to Govt	1
" Revenue — "	1
" Military — "	1
" Secretaries to Govt. P. W. D.	3.
" Priv. Secy to H.E. the Govr	1
" Mil'y — "	1
Spare copies	6
	— 14

Bound in Cloths.

Under Secretaries to Govt.	
Public & Revenue Dept —	2.
" Asst Secy to Govt	1
" Chief Asst - ^{Chief Secretariat} ~~Secretariat~~	1.
" First Assts: Revenue,	
Mil'y & P. W. Depts —	3.
" Asst: L. & C. Dept —	1
" Second Asst, Chief Secd- ^{ry}	1
" Confidential Clerk, Chief	
Secretariat —	1
Spare copies	16
	— 26.

/ from orders /

50

S.D.B.
18/11.

Rev. Dept with 3 copies.
Mil'y Dept with 2 copies.
Asst with 4 copies.

P. S. to H.E. the Govr. with 1 Copy.
M. S. to H.E. the Govr. with 1 Copy.
Librarian - Chief Secy.
M. S. to Govt Press

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

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" Revenue	1
" Military	1
" Secretaries to Government, Public Works Department	3
" Private Secretary to His Excellency the Governor	1
" Military	1
Spare copies	6
Total ..	14

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 „ Private Secretary to H.E. the Governor, with 1 copy.
 „ Military Secretary to H.E. the Commander-in-Chief, with 1 copy.
 „ Superintendent, Government Press.
 „ Librarian, Chief Secretariat.
 To F. D. Bird, Esq.
 „ Mr. C. Schmidt.

Exd. A. Raitt.