

ORDINARY, PRINTED.

Public DEPARTMENT.
G.O., DATED 15-5-93
No. 307

INDEXED.

First copy sent to Press. 17-5-93

Returned for signature. 20/5

Despatched in print. 25/5

[Despatch Abstract.]

Docketing of papers

Improving the Dept.
the Department
that the rule re-
-garding—
applies in these
cases only to
certain commu-
nications—

17/5/93
25/5/93

17/5/93

Returned to Secy.

CURRENT NO 1203
Public Deptt



From
The Public Works Deptt
Hdqd at the
Government

No 207-15-5-93

Dated 26 April 1893
Received 26 April 1893
Enclosures 1

Pointing out that G.O.
regarding docketing of
papers should be
-ed as it is found in
practice to be unsatisfactory

File
No. 207-15-5-93
26 April 1893

No. 49 D dated 26 April 1893.

Government of Madras.

PUBLIC WORKS DEPARTMENT.

CURRENT NO 1203

OFFICE NOTE.

From The Secretary to Govt
P. W. Department

To The Honble
Meeting Secretary to Govt
Public Deptt

With reference to G.O.
289 Public dated 8th
April 1893 attention
is invited to the attached
office notes, from which
it will be seen that if
all Communications
from this office are
to be docketed, one, if not
two extra Clerks, will

FROM CIRCULATION
WITH REMARKS.

Public Dept

20

Not to the C.S.

The draft in accordance with the
said reference to the C.S. 11/5

With reference to Chief
Secretary's query it is respectfully
submitted that it is usual
to remove detached slips, before
papers go in circulation, but
not those which are stitched
with the Currents. In this
case as the slip containing
the office note had been stitched
with the Current by the C. A.
(Mr. Bird) it was not removed
before it went in circulation.
Submitted to the C.S. Only the long
slip went in circ.; the smaller ones did
not.

C.S. 21/5

NOTE FOR THE UNDER SECRETARY.

I should like to see
him this
He doesn't seem
to be so much
interested

8/5/93

For the C.S.
stating that the difficulty
may be somewhat overstated
it is still I think a
real one. I calculate
that the Chief Secy's
office is the amount of

1111

additional work might
 be placed at ~~some~~
 time for 60 days in a
 year, & as a matter
 of fact every clerk's
 time is fully occupied
 already.

Other officers have
 their strength calculated
 & fixed on a certain
 amount of work which
 includes the entry of
 dockets on papers recd.
 & the change in
 practice is the same in
 other presidencies. The
 does not docket it. ^{the} ^{fact} is
 to this fact the test is

NOTE FOR THE CHIEF SECRETARY.

relative position of
 the sending & receiving
 officers & unless there is
 some thing special.
 Probably all addressee
 docket mgs. addressed to
 the staff of the Head of
 the Province - Genl. & Lt.
 Genl.

I think that the proposed
 draft will meet the case
 & that it is in accordance
 with R.E. wishes.

578 -

C. No. 1203
Public

C. H.
NOTE FOR THE UNDER SECRETARY.

P. W. spoke to me
about this. As the order
now stands it is incumbent
on ~~every~~ ^{each} Secretariat dept. to
put dockets on to all papers
which it issues - whether to the
G. of I. or to the least important
Head of a department. This was
not, I think, intended. In
the Chief Sect. it wd. be
unworkable - much more so
than in the P. W. Sect. -

To ~~set~~ make matters quite
clear, perhaps a supplementary
order might issue to
Secretariat depts stating that
so far as the docketing of
papers issued by them is
concerned the rule applies
only to ~~comm.~~ to the Govt
of India, other Govts, Sectt.
depts, ⁺ the P. S. ~~will~~ to
H. H. the Governor.

C. S.

7/14

11.11.14

C. A. W.

With reference to D. W.'s remarks on c. 3478, it is respectfully submitted that the rule requiring that all communications issuing from the office shall be docketed is simply unworkable with the limited establishment allowed. It is believed that when the reductions of 1874 were made in the Secretariat it was intended that most communications from the Govt. office should issue in print, and the press was accordingly strengthened at the expense of the Secretariat. Since then, however, work has increased enormously, and most of the orders issuing from this office now go in manuscript. Compared with the other departments it

few papers. Approximately
between 60 and 70 manu-
script copies of orders are
despatched every day from
this office. If each of these
is to be docketed, it is
submitted that extra clerks
will be required. To show
how unworkable the rule
is, it may be mentioned
that the very dept. that
issued it has not been
able to carry ^{it} out. In the
Chief Secretariat it has
been found impossible to
docket all ~~past~~ manuscript
communications; and they
now only docket communi-
cations to the Govt. of
India, to superior authorities,
and to other depts. of the
Secretariat. Those to sub-
ordinate authorities are.

precisely what is done in
this and in every other
dept. of the Secretariat
with this difference, that
in the Chief Secretariat
all communications to the
Private Military Secretaries
are always docketed.
This rule it is now pro-
posed to follow here.

Rur

14/4/83

SW

Submitted.

H.C. has correctly
stated the case.

At present and for
some time past we have
had 2 clerks short viz.

Kishnamalluri sick &
one vacancy unfilled,
and it is only by working
extra time that business
is kept current.

The rule is quite work-
able

L.S.

11-10-82

Page 28928 8-4-93 014

Public Dept

20

Read again:-

Go. d/ 8.4.93, No 289.

387

Order 15th May 1893, No ~~377~~.

The depts: of the Secretariat will be informed that the rule regarding docketting & abstracting papers applies in their cases only to correspondence to the Govt: of India, to other Govts, to depts: of the Secretariat and to the Private & Military Secretaries to H.E. the Governor.

Yes
8 May

17th
8/5/93

2813

Note

1/5. I have consulted Mr. Dingle who has had a long experience of the working of the Office and he is of opinion in which I agree that of very proper that there is to be docketted there will be frequent delays in issuing and that the employment of a special clerk for this work will be necessary.

Depts: of the Secret^y

17/5/93

I don't think it is worth
incurring of cost
sent to H.E. at whom instance
the necessary order issued

17/5/93

15TH MAY 1893, No. 387, PUBLIC.

GOVERNMENT OF MADRAS.
PUBLIC DEPARTMENT.

READ—again the following paper :—

G.O., dated 8th April 1893, No. 289, Public.

ABSTRACT.—Drawing the attention of all departments of the Secretariat and heads of departments under them to the instructions regarding docketing of papers.

ORDER—dated 15th May 1893, No. 387, Public.

The departments of the Secretariat will be informed that the rule regarding docketing and abstracting papers applies in their cases only to communications to the Government of India, to other Governments, to departments of the Secretariat and to the Private and Military Secretaries to His Excellency the Governor.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To Departments of the Secretariat.

Exd. A. Raitt.

2000-11-19 papers.

For the H. C.

For the H. C.

Please issue the G.O. and send the original to the C. A. has asked a question in the case. He has to be answered. I have retained his note here.

R.A.

15 May

Where to

24/5

c8/0-

Ord 31/5/93.

Gobt. of {1893} Madras.
PUBLIC.

Issued

Recd.

Encl.

G.O., 15th May 1893, No. 387.

MAY.

Docketing of Papers.

Informing the departments of the Secretariat
that the rule regarding — applies in their cases
only to certain communications.



READ AGAIN ORDER OF GOVERNMENT, DATED 8

17/12/93 No. 287

BACK PAPER, No.

OF 13

FURTHER PAPER, No.

OF 13

ENCLOSURE.

CURRENT No.

STATEMENT WITH DITTO.

ORDER, G.O., OF GOVERNMENT—A.

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

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Order complete with Letter.

N.B.—

A = Print in full.
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