

ORDINARY, PRINTED.

Public	DEPARTMENT.
G.O., DATED	2-4-95.
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INDEXED

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[Despatch Abstract.]

Docketing of papers

Drawing the attention
of all depts of
the Secretariat & heads
of depts under them
to the instructions
regarding —

Govt. of {1893} Madras.
PUBLIC.

Issued

Recd.

Encl.

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

APRIL.

Docketing of Papers.

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

READ AGAIN ORDER OF GOVERNMENT, DATED
18 No.

ENCLOSURES.

CURRENT No.

STATEMENT WITH EXTRACT.

ORDER, &c., OF GOVERNMENT—A.

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

NUMBER OF COPIES
REQUIRED. { Order complete. 700
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.
- R = Print, but not for monthly volume.

BACK PAPER, No.

OF 1

FORWARD PAPER, No. 1203

OF 1

FINANCIAL

Accountant-General
 Commissioner of Paper Currency

EDUCATIONAL

Director of Public Instruction
 Commissioner for the Uncovenanted Civil Service Examinations

THE DISTRICT MAGISTRATE OF

Anantapur
 North Arcot (Chittoor)
 South Arcot (Cuddalore)
 Bellary
 South Canara (Mangalore)
 Chingleput (Saidápet)
 Coimbatore
 Cuddapah
 Ganjam (Chatrapur)
 Godáviri (Cocanada)
 Kistna (Masulipatam)
 Kurnool
 Madura
 Malabar (Calicut)
 Nilgiris (Ootacamund)
 Nellore
 Salem
 Tanjore
 Tinnevely
 Trichinopoly
 Vizagapatam

DISTRICT AND SESSIONS JUDGE
OF

North Arcot (Chittoor)
 South Arcot (Cuddalore)
 Bellary
 South Canara (Mangalore)
 Chingleput
 Coimbatore
 Cuddapah
 Ganjam (Berhampore)
 Godáviri (Rajahmundry)
 Kistna (Masulipatam)
 Kurnool
 Madura
 North Malabar (Tellicherry)
 South Malabar (Calicut)
 Nellore
 Nilgiris (Ootacamund)
 Salem
 Tanjore (Tanjore)
 Tinnevely (Palamecottah)
 Trichinopoly
 Vizagapatam

Accepted
19-4-93

8TH APRIL 1893, No. 289, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—again the following paper:—

G.O., dated 13th December 1886, No. 2594, Public.

ABSTRACT.—Directing that Rule 11 in Board's Standing Order No. 211 regarding the docketing of letters, &c., be extended to all departments and offices under Government, and approving of the suggestion that the name and designation of the writer of every official letter should be set out clearly and in full at the head of the letter.

ORDER—dated 8th April 1893, No. 289, Public.

Every letter, whether printed or in manuscript, should be docketed and abstracted on the back; the docket should be inserted on the left half of the paper and the abstract should state clearly the purport of the letter and not merely its title subject. As the greatest inconvenience is occasioned by the neglect of this rule, a clerk in each office should be held responsible for the correctness and completeness of the dockets.

Enclosures and statements also, whether sent with letters, or merely under cover, should be numbered, docketed and abstracted. The headings of statements should be written in full to prevent mistakes.

The order read above having been frequently disregarded, the attention of all departments of the Secretariat and all heads of departments under them will be directed to the instructions contained in the rules marginally noted which were declared applicable to all departments and offices under Government.

2. Secretaries and Under Secretaries

to Government will see that effect is given to the instructions in their respective departments.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To Departments of the Secretariat.
 „ Secretaries and Under Secretaries to Government.
 „ all Heads of Departments.

Exd. J. Moses.

Public DEPARTMENT.

Docketing papers.

Sept 19/4/83

List showing the distribution of the Proceedings of Government,
dated 8 Sept 1893 No. 289.Revenue Department
Public Works Department
Military Department
Local and Municipal DepartmentJUDICIAL.
Honorable the Chief Justice with C.L.
Inspector-General of Police
Do. of Jails
Do. of Registration
Chief Presidency Magistrate
Commissioner of Police
Judges of the Madras Court of Small Causes
Advocate General
Government Solicitor
Administrator-General
Sheriff of Madras
Government Pleader
Registrar of Joint Stock CompaniesPUBLIC.
Surgeon-General with the Government of Madras
Sanitary Commissioner
Sanitary Engineer to Government
Meteorological Reporter
President, Board of Examiners
Private Secretary to the Right Honorable the Governor.
Government Astronomer
Superintendent, Government Central Museum
Chemical Examiner
Superintendent of Stationery
Protector of Emigrants
Superintendent, Government Press
Tamil Translator to Government
Telugu do. to do.
Malayalam do. to do.
Canarese do. to do.
Hindustani do. to do.
British Consular Agent, Pondicherry
Superintendent, Archaeological SurveyPOLITICAL.
Resident in Travancore and Cochin
Paymaster, Carnatic Stipends
Government Agent at Tanjore
Political Agent at Pudukota
Special Agent, South ArcotECCLESIASTICAL.
The Right Reverend the Bishop of Madras
Venerable Archdeacon of Madras
Senior Chaplain of the Church of ScotlandMARINE.
Presidency Port Officer
Chairman, Harbour Trust Board

Hon. Mr. H. E. Stoddard.

Show C.A. a brief

Govt. of {1893} Madras
PUBLIC.

Issued

Recd.

G.O., 8th April 1893, No.

R. C.

APRIL.

Docketing of Papers.

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

* Every letter whether printed, or in manuscript should be docketed and abstracted on the back; the docket should be inserted on the left half of the paper and the abstract should state clearly the purport of the letter and not merely its title subject. As the greatest inconvenience is occasioned by the neglect of this rule, a clerk in each office should be held responsible for the correctness and completeness of the docket.

Enclosures and statements also, whether sent with letters, or merely under cover, should be numbered, docketed and abstracted. The headings of statements should be written in full to prevent mistakes.

Public Department.

Read again:—

G. O. of 13.12.86, No. 25948

Order: D. April 93 No. 2894

The order read above

disregarded the attention of all departments of the Secretariat and all heads of departments under them will be directed to the instructions contained in the rules marginally noted which were declared applicable to all Departments and offices under Government.

2. Secretaries and Under Secretaries to Government will see that effect is given to the instructions in their respective departments.

Depts of the Secretariat } desps 1874/83
Secretaries & Under Secretaries to Govt.

All heads of departments } desps 1874/83
including Collectors & Magistrates

I am now desired to point out that while these instructions are duly complied with in the Chief and Revenue Secretariats they appear to be entirely ignored in some departments of the Secretariat and much useless labour is thereby caused; this is especially the case in the P. W. Department and I am sending Mr. Walsh a copy of this letter for information, but His Excellency desires that a Government order

should issue calling attention to the order of Dec 86, and enjoining all Secretaries and Under Secretaries to see that it is enforced in their departments.

I return the papers referred to above.

Yours sincerely

Reelan

The Honble Mr. Capatton I.C.S.

GOVERNMENT HOUSE.
GUINDY.

4 April 1893.

My dear W. Galtton

It was laid down in S. O.
2594 Public dated 13 Dec 86 of
which you sent me a copy
with your note of March 27
that Board's Standing Order
211 para 11 (old Edn) about
docketing papers should be
made applicable to all
departments and offices
under Government. I
presume that this order
applied also to para 12 of
the same standing order

in the same

Handwritten notes and signatures at the top of the page, including "Mr. [unclear]" and "Mr. [unclear]"

CHIEF SECRETARY
27 MAR 93
GOVERNMENT OF CANADA

27 March

My dear Mr. Fulton

*would you kindly
let me have a copy of the
orders about docketing
all office papers - there was a
P.O. ordering docketing on printed
papers to be put on the right
side - & there were some
other orders too.*

*Yours sincerely
Ree*

Paper taken out of the Records from the charge of the Ref

Orl

Press
Miscellaneous No. 290
Bontine

, dated 10-4-95 193

Date taken out.	FOR WHAT PURPOSE.			Initials of clerk taking the paper or of attender.	Date returned.
	Department.	C. No.	Year.		
22/9/89	unlu	10081/89		(Orl)	27-10-89
27-11-39	unlu	12679/37		JF	12/1/40
27/4/53	mulo D7	to for Re search student Maricanan			
27/4/55	M. RO B-7	FV. R. S.			12/4/55
17056/1870					
3/10/86					
12 11 02 1214 151					
7/7/03					