

ORDINARY. PRINTED.

Pub DEPARTMENT.
G.O. DATED *22nd June 1894*
No. *453*

INDEXED.

First copy sent to Press.

25/6

Returned for signature.

27/6

Despatched in print.

2-7

[Despatch Abstract.]

Confidential orders and proceed-

ings

*Issuing instructions used
in the treatment of*

✓ 2-12-09
2-1-2-09
13-8-18
22-1-31/18
4-9-40
16-8-44

-9C

25/6

READ AGAIN ORDER OF GOVERNMENT, DATED
18, No.

FURTHER PAPER, No. 2133

OF 18

No. 539

28-94

ENCLOSURES.

CURRENT No.

Pro

STATEMENT WITH DITTO.

ORDER, &C., OF GOVERNMENT—A.

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

NUMBER OF COPIES REQUIRED.

Order complete. 250

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.

22ND JUNE 1894, No. 453, PUBLIC.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—again G.O., dated 4th January 1894, No. 3, Public.

READ—also the following paper :—

Endorsement of the Revenue Department, dated 2nd June 1894, R. No. 1081, transferring Proceedings of the Board of Revenue (Land Revenue), dated 28th May 1894, No. 216.

ORDER—dated 22nd June 1894, No. 453, Public.

The Government agrees in the conclusions of the Board of Revenue, with the exception of that embodied in paragraph 4 of its Proceedings. It is essential that the fortnightly reports on vernacular newspapers should be treated as “confidential.” It is inadvisable to let interested parties know to what matters the attention of Government has been specially directed.

2. The following rules will now be issued for the guidance of all Collectors :—

Rules regarding Confidential Orders and Proceedings.

Only one spare copy of printed confidential Government Orders and Proceedings of the Board of Revenue will be furnished to Collectors. The originals will be retained in the Collector's custody and a register of them will be maintained under his orders. It is essential that one subordinate should be aware of the papers, in order, if necessary, to bring them to notice on a change of officers. The selection will be left to Collectors.

The spare copy will be circulated by Collectors to the officers in the district who they consider should be made aware of its contents. The selection must be left to the Collector's discretion. All such officers will maintain, and retain in their own custody, a register of confidential papers showing number and date, date of receipt, date of passing on and to whom, and a sufficiently full abstract to enable an officer who had not seen the paper to readily comprehend its contents and intentions. Officers will note on the spare copy the dates of receipt and of passing on, and to whom, and will sign the endorsement. On final return to the Collector the spare copy will be filed with the original, and be available for reference on application in the event of necessity arising.

In the case of manuscript confidential communications, the Collector will certify a copy, made by the selected subordinate, and the procedure described above will then be followed.

On a change of officers, the relieved officer should either personally hand over to the officer who relieves him the key of the receptacle in which confidential papers are deposited, or should send it to him in a sealed cover. The register of confidential papers should also be handed over by him to his successor.

Collectors will make their own arrangements in regard to confidential papers other than Government Orders and Proceedings of the Board of Revenue.

The attention of all officers concerned will be directed to the general rules for the treatment of confidential correspondence in G.O., dated 5th March 1874, No. 243, which are reprinted below. They should be followed by Collectors on all points on which they are not at variance with the instructions now issued:—

Confidential papers should not pass in usual course through an office. Only the head of the office and a few trustworthy clerks (whose names are to be noted) should deal with them.

Confidential papers should pass from hand to hand either by personal delivery, or be sent in sealed covers.

The entries in the ordinary office registers and diaries should be made from slips furnished by the confidential clerk who deals with the papers, and should be very general, sufficient merely to admit of the paper being traced, and referring to a separate register. This separate register should be kept by the confidential clerk, and should be in the same form and as full as the general register kept for ordinary correspondence.

Confidential papers should not be brought on the ordinary proceedings, but should be separately recorded, and kept under the personal custody of the confidential clerk. If printed, the spare copies and the Proceedings volumes should be treated with the same attention as the originals, and, when forwarded for the information or use of Government, should be sent carefully packed under double cover.

As few copies of confidential papers as possible should be printed, and a register should be kept of these showing how each copy has been disposed of.

When confidential papers are sent out of an office, they should be put into double covers, the inner one being marked "*Confidential*" and superscribed with only the name of the addressee, and the outer one bearing the usual official address. The inner cover alone should be sealed.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Collector of North Arcot.
,, the Board of Revenue (Land Revenue),
 through the Revenue Department.
,, all other Collectors.
,, the Revenue Department.
,, the Public Works Department.
,, the Military Department.

Govt. of {1894} Madras.
PUBLIC.

Issued

Recd.

Encl.

G.O., 22nd June 1894, No. 453.

JUNE.

Confidential Orders and Proceedings.

Issuing instructions regarding the treatment
of —.

No.

Eng.

NELLORE COLLECTOR'S OFFICE,

Dated 13th March 1894

S. H. Wynne

From C. D. Maclean, Esq.,

A. g. Collector of Nellore.

To the Secretary to the Board of Revenue
Land Revenue, Madras

Sir,

I have the honor in reply to
Board's Proceedings 1274 of 8th March
1894 to remark that there are various kinds
of papers marked Confidential. Some are
deserving of the title only in a small degree
as for instance G.O. No. 515 A Political
dated 18th August 1891 on demi-official
correspondence, while others should as far
as possible be kept really secret. The
former papers could be treated in the manner
proposed by Government, and I think they
can be kept in the futcherry in a Confiden-
-tial box in charge of the person (usually
I presume the Muzur Sheristadar) who

[Eng.; 22-9-93.]

is treated as the confidential clerk. The
matter however I do not think should be
seen by any body but the collector himself
or those persons to whom he thinks it necessary
to communicate them. I do not believe much
in "Confidential clerks" in the office and
I do not think the procedure proposed by
Government is suitable to such papers. They
should be kept under the personal lock and
key of the collector and then should neither be
registered nor copied nor abstracted by any
clerk. It is probable that not many will
require to be circulated to Divisional officers,
and if any are so sent the registering and
abstracting (if Government adhere to the rule
of sending only one copy) should be done by
the Divisional officer himself. I do not
however myself see any advantage in the
limiting the copy sent by Government to one.

It will give trouble and to my mind rather
increase the risk of divulgence than other-
wise. But strict rules should in any case
be passed as to the treatment of confiden-
tial papers in Divisional Offices.

I observe that the proposed rules are made to apply to "Government orders" only and not confidential papers sent to Collectors by the Board &c.

I have the honor to be
 Sir
 Your most obedient servant
 J. B. Evans
 Acting Collector

To The Secretary to the Board of Revenue
Land Revenue, Madras

From the Collector of
Nellore.

RECEIVED
1348 OF 1894

To
The Secretary to the
Board of Revenue
Land Revenue

Dated 13th March 1894

No. Eng

Subject,

Provisional reply to request
made to the Collector on confi-
dential papers.

L.M.W.

[Eng.; 21-7-03.]

No. 1348 of 1894.
Eng

NORTH ARCOT COLLECTOR'S OFFICE,
Chittoor 19-3-1894.

FROM

H. LE FANU, ESQUIRE,
Collector and District Magistrate,
North Arcot,

To

THE Secretary to the Commission of
Land Revenue
Madras.

SIR,

Referring to Board's Proceedings, dated
8th March 1894, No. 1279 Ins., (Land Revenue)
I have the honor to state, that
para 2 of the instructions should
have an addition, prescribing
the handing over of the Register to
an officer's successor. This is distinct
from the provisions contained in
para 4 of the above instructions.

I have the honor to be,
Sir,
your most obedient servant,

S. M. S.
Agent Collector

Copied
to the
Collector

20

Nos 655 Cud.

Chingleput District,
COLLECTOR'S OFFICE,
SANDAPET, 3rd March 1894.

DESPATCHED
31 MAR 94

From

J. Thomson Esquire,

Collector of the

Chingleput District.

To

The Secretary to the Commissioners

of Land Revenue,

Madras.

Sir,

Referring to Board's Proceedings,
of the 8th Instant, No. 1279 Mis; regarding
proposed instructions for dealing with
Confidential papers, I have the honour
to state that, in my opinion, papers
classed as confidential do not all
require the same amount of secrecy
and precaution, and that I would
prefer that Government in sending
out printed spare copies would con-
sider whether to send one or more, having
regard

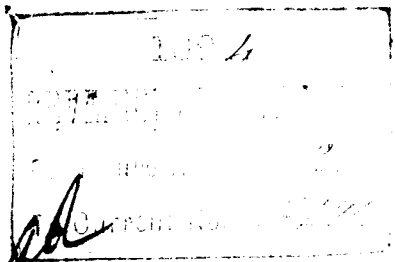
Yr

of officers concerned with it and the degree in which they ought to be, and to continue conversant with it. Such a paper as Board's Proceedings, No. 561 of 29th September, ought to be in the full knowledge of all likely to be responsible for Treasury administration, others that I need not refer to should not pass beyond a single individual. When the disposal of a confidential paper cannot be fully directed by Government, the Collector might be directed to report how he has dealt with spare copies.

2. If one spare copy only is sent, the proposed method of dealing with it appears satisfactory.

I have the honour to be,
Sir,
Your most obedient servant,

Ramnarayan
for Collector.



Serial Number	Nature of the papers	To whom the papers in whose custody they may be shown	The papers should remain	If printed P.C. or G.C. is received, how to be disposed of
1	Correspondence regarding Divisional Officer's Confidential clerk	Confidential clerk	one copy blue	
	Assumption of Manager's Confidential clerk	of the office concerned	circulated to	
	ment of Proprietary Seta (2) Confidential clerk	file or does are obtained	Divisional Officer	
	Assesses accounts	from the		
	which should be shown			
	to no one beyond the head			
	of the office, except with			
	the Assessee's Consent			
7	Footnightly report on Vernacular news papers	need, not be treated	Confidentially	
8	Weekly reports of Superintendent and Assistant Superintendent of Police	District Magistrate	District Magistrate	
9	Police Weekly Abstracts	Alone	Alone	
10	Miscellaneous papers treated Confidentially for special reasons	ditto	ditto	
		According to the circumstances of each case		

J. N. Attorney
10/10/1901

- | Serial Number | Nature of the papers | To whom the papers in whose custody they may be shown | the papers should remain | If printed P.B. or G.O. is received, how to be disposed of |
|---------------|---|--|---------------------------|--|
| 1 | Correspondence regarding Divisional Officer's assumption of Manag. - dential clerk. ment of Proprietary Salts (2) Confidential clerk of Collector's office, & such others as Collector may specially name. | Divisional Officer concerned & his conf. of the office concerned, Divisional Office till orders are obtained from the head of the office to record them. Collector's office. This & other copies to be filed by Confidential clerk | Confidential clerk | one copy to be circulated to Divisional Office and on return to Collector's office this & other copies to be filed by Confidential clerk |
| 2 | Correspondence regarding Divisional Officer's conduct of any public servant of the grade of Deputy Tahsildar and upwards | Divisional Officer concerned but no one else except by Special authority of the Collector. | Ditto | Ditto |
| 3 | List of persons qualified to be tahsildars | Collector's Confidential clerk | Ditto | all to be filed by Collector's Confidential clerk |
| 4 | Half yearly reports on the progress of unpassing Assistants. | Ditto | Ditto | Ditto. After communication if necessary to the officer concerned. |
| 5 | Reports on the work and conduct of Salt and Akhari Inspectors. | Ditto | Ditto | Ditto. |
| 6 | Papers relating to Income - Income-tax clerk of the office concerned, except in case of assessors' accounts, which should be shown to no one beyond the head of the office, except with the Assessee's consent. | Income-tax clerk | Income-tax clerk | Income-tax clerk. |
| 7 | Fortnightly report on Vernacular news papers. | need not be treated | Confidentially - | |
| 8 | Weekly reports of Superintendent and Assistant Superintendent of Police. | District Magistrate alone | District Magistrate alone | |
| 9 | Police Weekly Abstracts | Ditto | Ditto | |
| 10 | Miscellaneous papers treated Confidentially for special reasons | According to the circumstances of each case. | | |

J. N. Attorney

Histua Collector's office

Malapattam

Dated

670

gm

From,

J. N. Atkinson Esquire,

Acting Collector, Histua

To

The Secretary to the Commissioners
of Land Revenue, Madras.

Sir,

I have the honor to submit the
following reply to B.P. No 1279 Misdated
8 March 1894 calling for my remarks
on the instructions proposed by Government
for distribution of copies of confidential
papers.

2 I am not quite sure whether the
instructions are intended to apply only to
Government orders, or to all confidential
communications. It would be advisable
while the subject is under discussion to
deal with it thoroughly, as regards all kinds
of confidential papers.

3 The confidential communications that
pass through a Collector's office are referable

to one or other of the following heads.

- (1) Correspondence regarding the assumption of management of Proprietary estates by the Court of Wards, until final orders of Government are passed.
- (2) Correspondence regarding the conduct of any public servant of the grade of Deputy Tahsildars and upwards.
- (3) List of persons qualified for the post of Deputy Collector.
- (4) Half yearly reports on the progress of unpassed Assistants.
- (5) Reports on the work and conduct of Salt and Abkari Inspectors.
- (6) Papers relating to Income-tax assessments on any given individual.
- (7) Fortnightly reports on Vernacular news papers.
- (8) Weekly reports of Superintendents and Assistant Superintendents of Police.

7 Police Weekly Abstracts

10 Miscellaneous papers treated as Confidential for special reasons.

It is obvious that of the above classes of papers cannot be treated in the same manner, and in any instructions to be issued this should be made clear.

1. I append to this report a table showing how each kind of paper should be dealt with.

The only special remark I need offer is with regard to ~~the~~ not the fortnightly report on Vernacular news papers. This is always printed "Confidential", but I submit that there is no reason for so doing. The report merely gives an epitome of matters of public interest which have appeared in the public press. The practice in this District has been to circulate the report to Divisional officers for information & guidance, a much more reasonable procedure than to keep the report hidden away in a confidential box.

to one or other of the following heads.

- (1) Correspondence regarding the assumption of management of Proprietary Estates by the Court of Wards, until final orders of Government are passed.
- (2) Correspondence regarding the conduct of any public servant of the grade of Deputy Tahsildars and upwards.
- (3) List of persons qualified for the post of Deputy Collector.
- (4) Half yearly reports on the progress of unpassed Assistants.
- (5) Reports on the work and conduct of Salt and Abkari Inspectors.
- (6) Papers relating to Income-tax assessments on any given individual.
- (7) Fortnightly reports on Vernacular news papers.
- (8) Weekly reports of Superintendents and Assistant Superintendents of Police.

7 Police Weekly Abstracts.

10 Miscellaneous papers treated as Confidential for special reasons.

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5 The instructions proposed in G.O. ^{3 Public} 4-1-94

will be appropriate to all printed Board's Proceedings or Government orders Communicated to Collectors in connection with papers of the 1st, second and tenth classes enumerated in para 3 above, but not to others.

I have the honor to be,
Sir,
Your most obedient Servant,

J. M. Atkinson
Ag Collector.

26/4

TANJORE COLLECTOR'S OFFICE,

Camp, Vallam 2nd May 1894.

No. 995
Ven

FROM

N. M. Winterbotham

ESQUIRE,

COLLECTOR,

Tanjore,

TO

The SECRETARY TO THE COMMISSIONERS
OF Land Revenue,

Madras.

SIR,

With reference to Board's Proceedings (Land Revenue) dated 8th March 1894 no 1279 mss. I have the honor to state that I do not find any occasion for remark. The proposed instructions regarding the treatment of Confidential papers appear to me unobjectionable.

I have the honor to be,
Sir

Your Most Obedt Servant

M. Carr Vanner
For Collector

26/4

702 9M
LAND REVENUE
From

The Collector of

Mangalore

to

The Secretary to the

Commissioners of
Land Revenue

Madras.

Dated 2nd May 1894

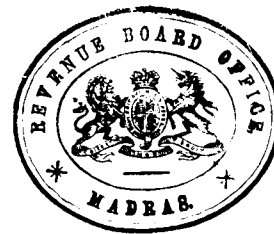
No 995
Per

Enclosures. Nil

Subject

Expressing his opinion -
that the proposed instructions
regarding the treatment of
Confidential papers is -
unobjectionable.

L. M. W.
REMARKS



Proceedings of the Board of Revenue

(Land Revenue),

Dated 28 May 1894,
No. 216 Press

READ the following:-

1. Again Board's Proceedings dated 8-3-94 Mis. forwarding to certain collectors 1279 for early remarks the instructions for the distribution of copies of confidential papers proposed by Government.
2. Also replies of certain collectors to the above proceedings.

Resolution

The Board considers that the rules proposed by Government regarding the distribution of confidential papers are suitable and in this opinion the five collectors who were consulted generally concur. Mr. Wynne, however, objects to allowing a confidential clerk even to see papers which are strictly confidential. He would merely retain them in his custody without

Leaving

Messrs Winter-botham, Allison, Le Fanu, Wynne and Thomson.

To be returned
to Revenue Board
with reply.

having them registered, copied or abstracted by any clerk. Mr. Thomson would regulate the number of spare copies to be communicated by Government by the subject matter of the G. O. and by the number of officers to whom it would have to be sent for perusal. The Board does not agree with either of these suggestions. It is essential that confidential papers should be registered, copied and abstracted and that a register of such papers should be maintained to facilitate reference. A confidential clerk will therefore be necessary. It is also desirable that the number of confidential papers should be as limited as possible.

2. The Board supports Mr. Le Gaux's suggestion that the register of confidential papers to be maintained by an officer should be handed over by him to his successor.

3. The rules when promulgated may be extended to the distribution of confidential Boards Proceedings also but collectors may be left to make their own arrangements in regard to confidential papers other than G. Os or B. Ps.

4. In this connection, the Board submits with its approval, the suggestion of the Collector of Krishna that fortnightly reports on vernacular papers need not be treated as confidential as they merely contain précis of what has already appeared in the public press.

(True Extract)

To The Secretary to Govt. L. S.
with five original letters to
be returned

Unvoynech
Secretary

Public
1894.
Board of Revenue
(Land Revenue),
MADRAS.

*Putgs in 38, 4-1-94 origl
24385-3-74
314187-3-874*

Public DEPARTMENT.
No. 1671.

From *The Board of Revenue*

Dated *28. May '94* 189 .

FOR ORDERS.

To

*The Secretary to Govt.
P. D.*



Recd 27 May
Proceedings, dated *28-5-1894*
No. 216 *Mis. Routine.* Enclosures.

Subject.

*Submitting remarks on
the instructions proposed by
Government regarding the
distribution of copies of con-
fidential papers*

Ent (R.) No. 1081.

*Transferred to the
Public Department*

*Obtained 2 June 1894
ag. Secy. to Govt.*

*List
[Signature]
[Signature]*

*It is submitted that
the Board's conclusions may
be adopted & embodied in
the rules, with the exception
of that in para 4. It is better
that Editors & writers should
not learn to what particular
matters the attention of Govt
has been specially directed.
In some cases it might be
thought to be encouragement
and lead to undesirable
subjects being kept up
instead of allowed to drop.*

*3813
-6/6* *7/6/94.*

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—again G.O., dated 4th January 1894, No. 3, Public.

READ—also the following paper :—

Endorsement of the Revenue Department, dated 2nd June 1894, R. No. 1031, transferring Proceedings of the Board of Revenue (Land Revenue), dated 28th May 1894, No. 216.

22nd
ORDER—dated 2nd June 1894, No. 1453 Public.

The Government agrees in the conclusions of the Board of Revenue, with the exception of that embodied in paragraph 4 of its Proceedings. It is essential that the fortnightly reports on vernacular newspapers should be treated as “confidential.” It is inadvisable to let interested parties know to what matters the attention of Government has been specially directed.

2. The following rules will now be issued for the guidance of all Collectors :—

Rules regarding Confidential Orders and Proceedings.

Only one spare copy of printed confidential Government Orders and Proceedings of the Board of Revenue will be furnished to Collectors. The originals will be retained in the Collector's custody and a register of them will be maintained under his orders. It is essential that one subordinate should be aware of the papers, in order, if necessary, to bring them to notice on a change of officers. The selection will be left to Collectors.

The spare copy will be circulated by Collectors to the officers in the district who they consider should be made aware of its contents. The selection must be left to the Collector's discretion. All such officers will maintain, and retain in their own custody, a register of confidential papers showing number and date, date of receipt, date of passing on and to whom, and a sufficiently full abstract to enable an officer who had not seen the paper to readily comprehend its contents and intentions. Officers will note on the spare copy the dates of receipt and of passing on, and to whom, and will sign the endorsement. On final return to the Collector the spare copy will be filed with the original, and be available for reference on application in the event of necessity arising.

In the case of manuscript confidential communications, the Collector will certify a copy, made by the selected subordinate, and the procedure described above will then be followed.

On a change of officers, the relieved officer should either personally hand over to the officer who relieves him the key of the receptacle in which confidential papers are deposited, or should send it to him in a sealed cover. The register of confidential papers should also be handed over by him to his successor.

Collectors will make their own arrangements in regard to confidential papers other than Government Orders and Proceedings of the Board of Revenue.

The attention of all officers concerned will be directed to the general rules for the treatment of confidential correspondence in G.O., dated 5th March 1874, No. 243, which are reprinted below. They should be followed by Collectors on all points on which they are not at variance with the instructions now issued:—

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Confidential papers should pass from hand to hand either by personal delivery, or be sent in sealed covers.

The entries in the ordinary office registers and diaries should be made from slips furnished by the confidential clerk who deals with the papers, and should be very general, sufficient merely to admit of the paper being traced, and referring to a separate register. This separate register should be kept by the confidential clerk, and should be in the same form and as full as the general register kept for ordinary correspondence.

Confidential papers should not be brought on the ordinary proceedings, but should be separately recorded, and kept under the personal custody of the confidential clerk. If printed, the spare copies and the Proceedings volumes should be treated with the same attention as the originals, and, when forwarded for the information or use of Government, should be sent carefully packed under double cover.

As few copies of confidential papers as possible should be printed, and a register should be kept of these showing how each copy has been disposed of.

When confidential papers are sent out of an office, they should be put into double covers, the inner one being marked "*Confidential*" and superscribed with only the name of the addressee, and the outer one bearing the usual official address. The inner cover alone should be sealed.

~~(True Extract.)~~

/ from orders /

35 B.
18/6

12/11/94

Chief Secretary.

To the Collector of North Arcot. 8
 „ the Board of Revenue (Land Revenue), 11
 through the Revenue Department.
 „ all other Collectors. 173
 „ the Revenue Department. 7
 „ the Public Works Department. 116
 „ the Military Department. 6

267-94
Recd.

DM.
19.6.94

D 2/6

distribution of Confiden-
tial papers in districts

from orders

to Secretaries to Govt.
for papers or counterinitials