

ORDINARY, MS.

Pub DEPARTMENT.
G.O., DATED 18 Dec 1894
No. 959

INDEXED

When given for copying.

[Despatch Abstract.]

Recording Proc P.W.D.
approving, with remarks
the proposals made by
the Secretary in Council
with the restriction
of surplus records
that dept.

900
4-1-95

READ AGAIN ORDER OF GOVERNMENT, DATED
189, No. , MISCELLANEOUS.

ENCLOSURES.

CURRENT No.

STATEMENT WITH DITTO.

ORDER OF GOVERNMENT. A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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

N.B.—

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

S. G. R.
Have you any
remarks to offer?

2513

26/11.

In view of the
fact that it is submitted that
records, as far as at least
as they will affect the re-
cords that will have to
be ultimately transferred to
the General Record Dept, should
first be approved in the
Public Dept or that that
Dept should be consulted
before they are finally ac-
cepted. It is necessary
that there should be
general rules applicable
to the records received
from all the Secretariat
depts.

In my reply to G.O. 29
Augst 94 at 624 re dis-
tribution of records I was
imposed that 6 spare
copies of ordinary G.O.
12 of important ones
are to be kept, while the
G.O. order limits the
number to 5 in both
cases

res. not as references
made as to species
pieces of Post Vals, In
deser & Tables of Contents

It is submitted that
bural orders on the
subject should be pass-
ed out after receipt
of replies from all the
depts & after giving
some consideration to
the proposals in my
report referred to above

20/4/94

It is better to let them
pass their own orders
in the matter. If they
elect to keep only 3
copies they will have
only themselves to
consult when a 4th
is not forthcoming.
No other dept is
particularly inter-

ested.

35B

14/12

GOVERNMENT OF MADRAS.
PUBLIC WORKS DEPARTMENT.

General.
Establishment:

READ—the following paper :—

Note by the Secretary to Government, Public Works Department.

In G.O., No. 624, Public, dated 29th August 1894, information is called for as to what papers may be periodically destroyed in order to prevent an inconvenient accumulation of records. The order has been communicated to officers of the Public Works Department for report. Meanwhile, the question as to the useless records of the Secretariat office of this department may be considered. It would perhaps be as well to deal at first with the *spare copies* of papers, of which there are a great number that may be eliminated with advantage. The following proposals are accordingly submitted for sanction :—

To destroy—

(1) All spare copies of Proceedings of the Government of India and the Local Government in other departments *in excess of three*.

NOTE.—There will then remain the originals in all cases and spare copies up to the limit of three.

(2) All spare copies in excess of five of Proceedings of Government in the Public Works Department when over ten years old.

(3) All spare copies of Gazettes after binding one complete set for future reference.

(4) All loose sheets containing notes of the circulation and registry of papers *after one year*.

NOTE.—Bound volumes of registers should be preserved.

(5) All spare copies of Standing Orders to Codes on which action has been taken.

Before destroying spare copies of Proceedings of other departments, it is proposed to communicate their numbers and dates to those departments in order that they may have an opportunity of taking over any papers which may be of use to them.

23rd October 1894. (Signed) J. PENNYCUICK, Colonel, R.E.,
Secretary to Govt., P.W.D.

ORDER—dated 13th November 1894, No. 2901 W., Public Works.

The proposals of the Secretary in the Public Works Department are approved. Further proposals will be awaited as to what *original* documents can be destroyed.

(True Extract.)



Under Secy. to Govt., P.W.D.

To the Public, &c., Departments. *(Public Works)*
" Revenue Department.
" Chief Engineer for Irrigation.
" Consulting Engineer for Railways.

Exd. C. A. Munisawmy.
Spare Copies

GENERAL.
ESTABLISHMENT.

Gobt. of {1894} Madras.
PUBLIC WORKS.

N
order D 18 Dec 1894 N° 957

Recorded.

12
16/12/94

Dated November, 13th.

Recd. 25/11/94

Encl. 6.5c

Ref 25/11/94

G.O., 13th Nov. 1894, No. 2901 W.

NOVEMBER.



Records

The proposals made by the Secretary in connection with the destruction of surplus of the Public Works Secretariat, approved with remark.

WITH ORDER