

Public (1895) Department.

ORDINARY MS.

G.O., No. 56

DATED 24th Jan: 1895

[Despatch Abstract.]

DESTRUCTION OF RECORDS.

Recording Public Works Department Proceedings approving proposals of the Secretary to Government in that Department for the destruction of original documents on the records of the Public Works Secretariat.

AL

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

ORDINARY, MS.

Public DEPARTMENT.

G.O., DATED 24/1/95

No. 56.

INDEXED.

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[Despatch Abstract.]

Recording P. M. D. procs,
approving proposals of the Secy
to Govt in that dept for the
destruction of original docu-
ments on the records of the
Public Works Secretariat.

BACK PAPER, No.

OF 189

FURTHER PAPER, No.

OF 189

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 DESPATCH
IN ORIGINAL (not paged).

N.B.—

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S. R.

any remarks?

J.S.B.
18/12

With reference to the
last para of the P.W.
Secretary's note I think
it will be well if
the order is commu-
nicated to the other
depts under the Chief
Secretary for re-
marks with reference
to the returns in
these depts—

W.

24/12/44

S. R.

Please speak. I don't
understand.

J.S.B.

22/12

Then see separate note

W.

21/12/45

GOVERNMENT OF MADRAS.

PUBLIC WORKS DEPARTMENT.

General,
Establishment.

READ—the following paper :—

Note by the Secretary to Government, Public Works Department.

Adverting to G.O., No. 2901 W., dated 13th November 1894, in which it is intimated that further proposals will be awaited as to what *original* documents on the Secretariat records can be destroyed, it is thought that the following original papers may, with advantage, be destroyed after the period noted against each :—

1. All periodical returns that have been printed—after one year.
2. All periodical returns that have not been printed—after one year.
3. All statements other than periodical returns that have been printed—after one year.

4. Reports regarding change of appointment—after one year.

Note.—A separate record of this information is kept in registers.

5. Applications for leave—after one year.

Note.—This information is also separately recorded.

6. Budget estimates of other Governments—after five years.
7. Administration reports of other Governments—after five years.
8. Budget estimates of municipal and district boards—after one year.
9. Annual reports of municipal and district boards—after one year.
10. Lists of surplus stores—after one year.
11. Unanswered reference lists—after one year.
12. Indian daily weather reports—after one year.
13. Madras daily weather reports—after one year.

It is possible that during the progress of the work other items will suggest themselves, and in this case further orders of Government will be solicited.

It is proposed to communicate to other departments of the Secretariat all Proceedings in this matter in the Public Works Department, and it would be useful if those departments would reciprocate.

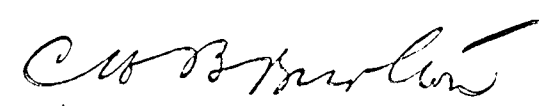
26th Nov. 1894.

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

ORDER—dated 7th December 1894, No. 3137 W., Public Works.

The proposals of the Secretary to Government, Public Works Department, are approved.

(True Extract.)


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

To the Public, &c., Departments.
„ Revenue Department.
„ Chief Engineer for Irrigation.
„ Consulting Engineer for Railways.

Exd. Shaik Karim.
Spare Copies

GENERAL.
ESTABLISHMENT.

Govt. of {1894} Madras.
PUBLIC WORKS.

Dated December, 7th.

Recd. 15/12/94
Rep 17/12/94

Encl.

G.O., 7th Dec. 1894, No. 3137 W.

DECEMBER:

Records

The proposals of the Secretary to Government, Public Works Department, for the destruction of original documents on the — of the Public Works Secretariat, approved.

WITH ORDER

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189

READ AGAIN G.O., No.
189

DATED

CURRENT No.

ENCLOSURES TO C. No.

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