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Public (1895) Department.

ORDINARY MS.

G.O., No. 719

DATED 30th Aug. 1895

INDEXED.

[Despatch Abstract.]

ADDRESSES ENTERED AT THE FOOT OF GOVERNMENT ORDRES.

Informing the Inspector General of Prisons that the present rule is that all addresses should be entered at the foot of Government Orders whether printed or manuscript and that steps will be taken to prevent omissions

BACK PAPERS.

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

FURTHER PAPERS.

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

CURRENT NO. 716
JUDICIAL DEPT.
JAIL (1895) DEPARTMENT.

From
THE INSPECTOR-GENERAL OF PRISONS,
Madras,
To
THE CHIEF SECRETARY TO GOVERNMENT,



Dated 9th
Despatched
Received 10th
Regd 12th
August 1895.
No. 40/94
Encl.

Enclosures.

Subject.

Suggesting that the names of all the addressees to whom G.Os are communicated maybe entered ^{at the foot of} in the Manuscript Proceedings as is done in the case of printed ones.

WITH ORDER

Appn order in the subject 28.5.94
957 D. 10.5.93
829 D. 24.4.95
278 D. 23.4.95 Pub.

By 30th August 1895, No. 719.

The rule is that all addresses should be entered at the foot of Orders whether printed or manuscript. Steps will be taken for the prevention of omissions. In regard to G.O. No. 278 Pubd 23.4.94 it is observed that the contents of the order to the Inspr. Genl. was all that was necessary.

29/8/95
G.O. of Prison Dept 4/9/95
C.S.
Please see Office Order of the 8th May 94. which I have no reason to believe has been disregarded. The attention of the H.C. & G.O. will be called to it. The G.Os quoted by Mr. C. are all old ones.

H.C. 27.8.95.

No. 4

OFFICE OF THE INSPECTOR-GENERAL OF PRISONS, MADRAS,

Dated *Colacamund* the 9th August 1895.

From

A. G. CARDEW, Esq., M.A.,

INSPECTOR-GENERAL OF PRISONS,

MADRAS,

To

THE HONOURABLE MR. J. F. PRICE. C. S. I.

CHIEF SECRETARY TO GOVERNMENT,

SIR,

Enclosures.

I have the honour to invite attention to a small point connected with the issue of Manuscript Proceedings of Government, as regards which a uniform practice would, I think, be convenient, i.e., the entry of addresses at the foot of the order. In the case of printed Proceedings of Government, the names of all addressees usually appear, and it is, then, easy to ascertain to what officers the order has been communicated. But, in the case of Manuscript Proceedings, no uniform practice seems to be followed; in some cases the names of all addressees being shown, in other cases only the name of the particular addressee to whom the particular copy of the is sent. As

an illustration of the first case, I may mention
 G.O. 24th April 1895, N^o 849, Judicial, while
 illustrations of the second are supplied by
 G.O. 10th May 1893, N^o 957 J.D. to which the only
 address entered is "The Inspector General of Jails",
 though it appears also to have been communi-
 cated to the Public Works Department. On
 the other hand, G.O. 23rd April 1894, N^o 278 Public,
 though affecting the District Magistrates of
 Nilgiris and Madras, appears to have been only
 communicated to this office, but as it was
 not known whether the list of addressees at
 the foot of the order was complete or not, no
 copy was forwarded to the District Magi-
 strates concerned. These Proceedings are only
 referred to as examples, but I venture to
 suggest that it would be convenient if
 the same rule were applied to Manuscript
 Proceedings, viz, that all addressees to whom
 a copy is sent should be entered at the foot
 of each copy.

I have the honour to be,

Sir,

Your most obedient servant,

W. Cardew
 Inspector General of Prisons.
 M.A.

When given for copying _____
 When copied _____
 When examined _____
 When signed _____

189.

READ AGAIN G.O., No.
 189.

DATE

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
 IN ORIGINAL.

N.B. -

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