

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
C	2889		1896				

Govt. of {1896} Madras.
PUBLIC.

Issued

Recd.

Encl.

G.O., No. 756, 21st July 1896.

JULY.

Docketting and Posting of Communications.

Directing the publication in the *Fort St. George Gazette* of a notification requesting the Board of Revenue and heads of departments to arrange for all communications despatched so as to reach Government on or after the 15th August 1896 being docketted with the docket form in use in the Secretariat department concerned and posted without being creased.

No. 756, PUBLIC, 21st JULY 1896.

GOVERNMENT OF MADRAS.
PUBLIC DEPARTMENT.

ORDER—No. 756, Public, dated 21st July 1896.

The following notification will be published in three consecutive issues of the Fort St. George Gazette, Part I:—

NOTIFICATION.

The Board of Revenue and all heads of departments are requested to make arrangements in their offices to ensure that all communications despatched so as to reach Government on or after the 15th August 1896 are docketed with the docket form in use in the department of the Secretariat concerned and posted without being creased. Lengthy communications or those accompanied by large files or numerous enclosures should be sent through the post unfolded and between thin card-boards. Supplies of the docket forms can be obtained from the Superintendent of the Government Press, to whom indents should be forwarded at an early date for a sufficient stock to meet requirements up to the end of the current calendar year. It should be noted that the form for each Secretariat department is distinct. Indents for one year's supply of the various Secretariat docket forms should be forwarded by departments of the Secretariat and all heads of departments to the Superintendent, Government Press, so as to reach him by the 15th October, and that officer will arrange for the issue of the same before the end of the current year.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To all Departments of the Secretariat.
" the Hon'ble the Chief Justice (with C.L.).
" the Superintendent, Government Press.
Gazette.

Exd. A. Baitt.

NOTE FOR THE H.B.
Public G.O. 7
you send up 7 copies

signature and they have be
to the addresses mentioned in
slip attached. Copy has
be despd to the Supdt. of
the S. A. that the G.O. sh
be send to all the Depts
under the control of the G.
send up copies. What
to Pension Depts? Should

Gazette date has to
marked in the original and
G.O. has to be indented.
the depts, Madras, under
keep entry when copies be
sub to all addresses, please

Public Dept.

Letter to

The Hon. Sir Arthur
Collins, Kt., & C.

Honible Sir,

I am directed to
forward a copy of G.O. No. 756
Public of 21 July 1896 and to
request that the Honible the
Judges will be so good as
to issue the necessary
instructions for having all
communications to Govt.
despatched in the manner
described in the notification
permitted in the G.O. referred
to above.

28
351 V 8/6

The Hon. the C.J.
with copy of G.O. 756 Pub

GOVERNMENT OF MADRAS.
PUBLIC DEPARTMENT.

ORDER No. 111, Public, dated 15th July 1896.

The Hon'ble the Chief Justice of the High Court, the Board of Revenue and all heads of departments will be requested to make arrangements in their offices to ensure that papers which are despatched so as to reach Government on or after the 1st August 1896 are folded and not crossed before despatch, and that all communications to Government Secretariat concerned. Lengthy communications or those accompanied by large files or numerous enclosures should be sent through the post between thin card-board. Supplies of the docket forms can be obtained from the Superintendent of the Government Press, to whom indents should be forwarded at an early date for a sufficient stock to meet requirements up to the end of the current calendar year. It should be noted that the form for each Secretariat department is distinct. Indents for one year's supply of the various Secretariat docket forms should be forwarded by departments of the Secretariat and all heads of departments to the Superintendent, Government Press, so as to reach him by the 15th October, and that officer will arrange for the issue of the same before the end of the current year.

(True Extract.)

Chief Secretary.

To all Departments of Secretariat.
" the Hon'ble the Chief Justice (with O.L.)
" the Board of Revenue (all departments).
" all Heads of Departments under the Chief Secretary.
" the Superintendent, Government Press.

Not in U.S. (Revenue)

Please see proposed
draft. I am awaiting sample
docket forms. I think it
A. G. L. this might be notified
in the Gazette. I think 1st
August is a bit C.B.
15.7.96
might make it 16th

Handwritten notes in a box, possibly a stamp or administrative mark.

No. 756, PUBLIC, 21st JULY 1896.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

ORDER—No. 756, Public, dated 21st July 1896

The following notification will be published in three consecutive issues of the Fort St. George Gazette. Part I. Notification

are The Hon'ble the Judges of the High Court, the Board of Revenue and all heads of departments ~~will be~~ requested to make arrangements in their offices to ensure that ~~papers which are~~ despatched so as to reach Government on or after the 1st August 1896 ~~are folded and not opened before despatch, and for all communications to Government~~ being docketed ~~prior to despatch~~ with the docket form in use in the department of the Secretariat concerned. Lengthy communications or those accompanied by large files or numerous enclosures should be sent through the post, between thin card-board. Supplies of the docket forms can be obtained from the Superintendent of the Government Press, to whom indents should be forwarded at an early date for a sufficient stock to meet requirements up to the end of the current calendar year. It should be noted that the form for each Secretariat department is distinct. Indents for one year's supply of the various Secretariat docket forms should be forwarded by departments of the Secretariat and all heads of departments to the Superintendent, Government Press, so as to reach him by the 15th October, and that officer will arrange for the issue of the same before the end of the current year.

all communications 15th
unfolding and
italic

(True Extract.)

- To all Departments of Secretariat.
- " the Hon'ble the Chief Justice (with C.L.)
- " the Board of Revenue (all departments)
- " All Heads of Departments under the Chief Secretary.
- " the Superintendent, Government Press.

Gazette. 28/7/96

CS 15.7.96
18/7/96
Chief Secretary.

CS 15.7.96

15/7