

Public (1898) Department.

ORDINARY PRINTED.

G.O., No. 764

DATED 23 July 1896

INDEXED.

[Despatch Abstract.]

"FLAT FILE" SYSTEM OF RECORD KEEPING.

Directing the substitution from the 15th August 1896 by all departments of the Secretariat of the---for that at present in force.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.
Public No 2883 of 96					
2003/10/10					

No. 764, PUBLIC, 23RD JULY 1896.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

ORDER—No 764, Public, dated 23rd July 1896.

The "flat-file" system of record-keeping will be substituted for that at present in force in all departments of the Secretariat with effect from the 15th August 1896.

2. Heads of departments have already * been requested to submit communications to Government *un-creased*, and steps will

* G.O., No. 756, Public, dated 21st July 1896. be taken in the various Secretariat departments to procure from the Government Press a supply of docket forms similar to the attached samples.

3. The Public Department will arrange for the supply of the following circulation boxes to take the place of the smaller-sized box at present in use :—

Chief Secretariat..	Ordinary	35
	Confidential	22
	Local and Municipal Department	15
Revenue Secretariat		22
Public Works Secretariat		19
Total ..		113

4. Paste-boards of the prescribed patterns should be obtained from the Superintendent, Government Press, and record boards from the Superintendent, General Records.

5. The records of 1895 and those of 1896 prior to the 15th August will be converted from the "folded" into the "flat" system, and for this purpose temporary establishments will be entertained. Departments of the Secretariat will inform the Financial Department of their requirements in this respect.

(True Extract.)

Chief Secretary.

To the Financial Department.
 " Local and Municipal Department.
 " Marine Department.
 " Pension Department.
 " Public Works Department (General Branch).
 " " (Railway Branch).
 " " (Irrigation Branch).
 " Revenue Department.
 " Accountant-General (through Financial Department).
 " Superintendent, Government Press.
 " " General Records.

Ed. A. Raitt.

Issued

Read.

Encl.

G.O., No. 764, 23rd July 1893.

JULY.

"Flat File" System of Record-keeping.

Directing the substitution from the 15th August 1896 by all departments of the Secretariat of the — for that at present in force.

No.

From

Dated

189

FOR ORDERS.

"I suppose there is the objection that
 new carcin boxes will be needed - This
 with certainty, but my belief is that the best
 thing to do will be to have tin boxes instead
 of the heavy wooden ones now used. Some
 years ago I bought for Rs 14 or so a tin
 despatch box with all sorts of interior
 partitions ^{and compartments} & I have ^{only} travelled about
 with me papers when I was Govt
of Salt Res. in trains, steamers,
 carts & boats & never got da-
 maged. Much lighter, too, than a wooden
 box of the same size - If we must
 have wooden boxes, why not use Cedar
 instead of teak? It is quite strong enough,
 & much lighter - Sits as to the boards
 for putting records between -

The partitioned file boards of which samples accompanying do quite well in Calcutta, where I never saw wooden boards - 5 files in each. If there is a heavy file, it is almost certain that it includes an official (bookish) publication or two, which goes at the bottom & makes a good foundation. A ^{partitioned} ~~partitioned~~ ^{light} ~~heavy~~ board on top & thick flaps will do in such cases to protect the papers. Mr. Forbes will know how this is. I see no saw any difficulty in Calcutta.

As flattening not papers received,
"heads of sheets & the Pref. Sh. bein-
g as thin common flat.

I submit for Hm's perusal a note which Mr. Butterworth has sent through to me before he left on the subject of the introduction of the system of keeping records that he has of folded lengthways. I agree with Mr. Butterworth in the opinion that the "flat record" system should be introduced from the 1st Jan^y 1896, but I consider that the table of the Servant should use it. In the meantime I will see to introducing it into ordinary work as far as circumstances will permit but it will be possible to do this only for a very limited extent. Mr. Butterworth says the ordinary circulation boxes will under the new system be useless. I do not see to what other purpose they can be turned to. I suppose that when we have suppressed them sent to that altered condition of things we must sell them for what they will bring which will be a mere nothing. The books to be used are Clutter must be taken off from use with the new boxes. Like to think we have were under special order made of Dechamps & Co. & they cost a good deal - some £200 or £300 apiece I think. I believe that I could get the same in wire in cheaper quantities. Dechamps' price was fairly reasonable. It is a great pity that the question of the new system is not more generally understood.

No.

From

Dated

189

FOR ORDERS.

The functions of the machine I am
press to flatten papers with,
may be needed. All papers are
flat must of course have their backs
at the beginning, not at the end, as
now done - for the very India used
us printed papers.

As for single papers, don't put
them in a pasteboard - Put them
flat in the boxes. As things are
now, many papers are damaged by
the entirely needless tying of a tape
round them. When a file consists
of a few papers, there will be no
need to untie the flaps. These
papers will rip in & out easily
enough, if the pasteboard is a
bit wider than the papers.

As to the preservation of G.O.
I often find printed G.O. in bags,
specially when only one or two
leaves. I suppose bound vols of G.O.
are kept, so that a printed G.O. can
always be recovered. But it has often
occurred to me that it would be good to
have one file copy of every G.O. printed
on hand-made paper - or, at all events,
on better paper than is now used. As to
G.O.s, which are not printed, it would be
an improvement, I think, if the messy
way in which they are often & rawled
in the back of current volumes
I don't know whether much better paper
can be afforded for such G.O.s or for notes.
But I think that when
the papers are no longer folded, paper
of the kind I am now writing on will
probably be found of good enough quality.

As to the retrospective introduction
of the new system, I should like to know what
it will cost to bank, say for 2 years.

While on the subject of preservation,
I may point out that its natural
inherent difficulties are greatly en-
hanced by the excessive number of
references usually sent out with even
the most important paper.
In the next box to this, is C No 2103,
a single paper, accompanied by a
whole large box full of Law Reports - that's
thousands of them one? Does anyone
in his senses suppose that I have
time to refer to orig. authorities, except
in the rarest instances? If in a case not
of importance I should want to verify the
quotation or refer given in the current
and the office Note, can't I telephone
for what I want? or, if on the whole
it is left trouble to send all such refs.,
I have done with them, rather than to
run the chance of their being called
for, why in the world not send the parts
required instead of the whole volume?
These reports come within monthly or
quarterly parts. Why not keep 2 sets
of parts bound, one for Madras & one
for Bombay and so save the necessity
of sending these heavy vols about?

which are really stored away and
has a long service.

In hundred years ago the papers used
were every country made and the
state of preservation of these papers
is unimpaired. No such paper as
this has been seen in India. It is
admirable for its quality. The current
union says the old paper stood 20
well was my opinion that the
was all hand made. Towards the
the printing paper which had felt
is machine and that as far as
my experience - which is not a
very limited one - goes it will
be better. The rough usage which
papers which are sent round in
circulation must necessarily undergo
is enough to ensure the better preservation of
the records the measures which
are mentioned at the close of
Mr B's letter must be in my opinion
be continued. It will cost money
but I submit that this must
be allowed to stand in
the way of a reform which
I consider imperatively necessary.

will involve the new
system interdictively but if the will
be to the establishment and expenditure
necessary. I will state the work. I am
never mentioned during my tenure of
office. I am only one among many
and he admitted - at least I think
so - to the new order of things.
I agree with Mr. B. in the whole
of his views about the way in which papers
are to be kept in circulation but his
wooden boards should be as wide
as the papers and a little over so as
to keep the edges. I think that
there has been a mistake as regards
the boards sent up with the notes
and the way in which the notes
are bound. The way in which the notes
are bound is not good and a couple of boards
half the size or a little wider than
the papers would be much better.
I have seen the boards and samples were made
to suit us for my inspection and
I approved of them.
I endorse all that Mr. B. says about the
way in which the papers are kept. I have
come into the Secretariat and used
for years the hand made paper but this
was discontinued because the H.E.
offices objected to it on the score
that it was heavy. The paper was
subsequently tried but not used
because it was too heavy and one and
all cut and was heavily. Papers
of the kind upon which this is written
though nice enough to write upon
for a time, finally that it is
subjected to any rough usage and
as Mr. B. says papers of this kind
are not suitable for circulation. It is
to be made to those handling them.
The paper is not good enough and

(5) Public dept

Letter d/20th May 1895 No. 395
To the Secy. to the Gov of India
Home Dept.

Sir,

I am directed to request that this Govt may be favoured with particulars of the record and reference systems in force in the Govt of India Secretariat. The records of this Secretariat are folded lengthways and before being placed in bundles between boards each separate order is stitched within a stout sheet of brown paper on which the no. & date and abstract of the order ^{are} written. This system renders the finding of any particular order in a bundle an easy matter, and it has other advantages. But it is found that the original

papers get quickly
run down the centre
olding and as printing
resorted to only in
cases of real importance
the destruction of the
original ~~manuscript~~
papers is likely in time
to cause much incon-
venience.

It has been sug-
gested that the "flat"
system, which it is
understood prevails in
the India Secretariat,
should be adopted here.
This system is no doubt
very convenient for "cases"
in which all papers
connected with a particu-
lar subject are kept
together between large
boards. but it is open to
question whether it wd.
be equally successful in
the case of a number
of small Proceedings
consisting of two or
three pages each.

I am to ~~impress~~
request that a copy of
my rules there may be
in the subject may be
furnished and that
information may be afforded

as to the procedure adopted in regard to papers for
time of their receipt to the time they are finally
passed into the records, and also when they
are required for reference for other papers
particulars in regard to form and
manner in which papers are introduced
to the Council will
also be ~~possibly~~ acceptable
10/1/15
15/7/95

[3/9]
2,000-2-4-05.

Current No.

DEPARTMENT.

From

L. N. Thomson Esq.
Simla

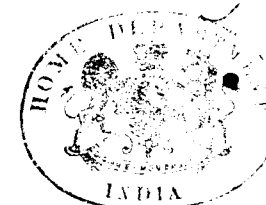
No.

Dated 10 Sept 1895

Received 18 "
Sept 20 "
Enclosures

SUBJECT.

Forwarding for inspection
copies of Public Proceedings
of June 1895 Nos 223 to 229



CHIEF SECRETARY
18 SEP 1895
GOVERNMENT OF MADRAS

Sir, the 10 September 1895.

My dear Sir,

In continuation of my official letter No. 1340 of this date forwarding a copy of a note on office routine in this Department, I enclose for your inspection copies of Public Proceedings June 1895 Nos. 223 to 229. a Collection of Proceedings and of the Proceedings Volume for the month of June 1895.

ings Volume therein referred to, so that you may see how these are got up. Kindly treat them as confidential and return them as soon as done with.

Yours truly,

• L. H. Thornton

To

The Hon'ble J. E. Price, C.S.I.,

Chief Secy. to the Govt. of Madras.

[$\frac{G.}{9}$]

4,000-78-1-06.

DEPARTMENT.

From

No.

Dated

Received

Registered

Enclosures

SUBJECT.

K

11

L

cream wave country made.

(12)

Current No. *Public* DEPARTMENT.

From *The Govt. of India, Home*

No. 1340

Dated 10
Received 18 } Sept 95
Enclosures

SUBJECT.

*Furnishing, with remarks, copy of
office rules of the Govt. of India Secretariat.*

450
1440
44 33
4020
24 113 (5)
120
3-1-0
119-7-0
10-12-3
120-3-0

Register of Letters received.

Register No.	Branch and Diary No.	From whom, No. and date of letter, and date of receipt.	SUBJECT.
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Appendix B

Register of Unofficials received from the Several Departments of the Government of India, including the Surgeon General with the Government of India and other Miscellaneous Departments.

Home Department Unofficial Register No.	Other Department Unofficial No.	SUBJECT.	Stages of disposal.
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Register of Unofficials received from the Several Departments of the Government of India, including the Surgeon General with the Government of India and other Miscellaneous Departments.

[illegible]

Appendix C

Home Department.

No. *Unofficial reference from the*
, dated 189

Home Dept. U. O. Reqr. No.
Recd. 189 .

Subject of File.

Regr. No.
HOME

1895.

DEPT.

(2) ()

(3) FROM

(4) D. }
R. }

(5) No.
Enclosures.
Spare copies.

(7) D. No.

(8) Progs.

No.

(9)

REFERENCES.

(6)

ABSTRACT.

(10)

OFFICE SUGGESTIONS.

ORDERS.

PUBLIC.

Bombay

Register

Diary No.	Month and date of letter and date of receipt	Letter No.	Subject of letter.	Proceedings No. and date.
<i>2472 442</i>	<i>March 16 21</i>	<i>1799</i>	<i>With reference to this, Dept- letter no. 1309 of 31st July 94 + 1445 of 28th Aug 94, make certain suggestions on the subject of the amendment of the rules under the Indian Contract in so far as they relate to the acquisition or disposal of arms by volunteers.</i>	

PUBLIC.

Diary No.	Month and date of letter and date of receipt.	Letter No.	Subject of letter.	Proceeding No. and date

Regr. No.

Branch

D. No.

HOME DEPARTMENT.

OFFICE NOTES.

From

No.

, dated

189

SUBJECT.

Register No.	Date of Despatch.	Diary No.	To whom.	List of Papers.	Subject.	Initials of Receiving Officer.	Date of Return.
100	1897	100	Mr. A. B. C.	Letter from Mr. D. E. F.	Letter from Mr. G. H. I.	J. K. L.	1897
101	1897	101	Mr. M. N. O.	Letter from Mr. P. Q. R.	Letter from Mr. S. T. U.	V. W. X.	1897
102	1897	102	Mr. Y. Z. A.	Letter from Mr. B. C. D.	Letter from Mr. E. F. G.	H. I. J.	1897
103	1897	103	Mr. K. L. M.	Letter from Mr. N. O. P.	Letter from Mr. Q. R. S.	T. U. V.	1897
104	1897	104	Mr. W. X. Y.	Letter from Mr. Z. A. B.	Letter from Mr. C. D. E.	F. G. H.	1897
105	1897	105	Mr. I. J. K.	Letter from Mr. L. M. N.	Letter from Mr. O. P. Q.	R. S. T.	1897
106	1897	106	Mr. U. V. W.	Letter from Mr. X. Y. Z.	Letter from Mr. A. B. C.	D. E. F.	1897
107	1897	107	Mr. G. H. I.	Letter from Mr. J. K. L.	Letter from Mr. M. N. O.	P. Q. R.	1897
108	1897	108	Mr. S. T. U.	Letter from Mr. V. W. X.	Letter from Mr. Y. Z. A.	B. C. D.	1897
109	1897	109	Mr. E. F. G.	Letter from Mr. H. I. J.	Letter from Mr. K. L. M.	N. O. P.	1897
110	1897	110	Mr. Q. R. S.	Letter from Mr. T. U. V.	Letter from Mr. W. X. Y.	Z. A. B.	1897

Alfred N.

24

HOME 189 . DEPT.
()

THE cases noted withinfold were referred
unofficially to the Department
on the dates specified. Will the
Department kindly say when their return may
be expected, or inform the Home Department
what action, if any, has been taken on them?

Under-Secretary.

The 189 .

Home Department

() ;

Simla, the

1895

To

No.

Appendix J.

Monday 2

189 .

Order issued and Date.

When received for issue.	When given to be copied, or sent to Press	When received, copied, and sent for signature.	When signed and sent to Despatcher.	Number and Date of Order Order.	Branch and Diary No.	REMARKS.

MEDICAL

Stefan Zweig

Stefan Zweig

of

1895.

Representing

4	5
Substance of letter and orders thereon.	References.

Appendix P.

HOME

1895.

DEPT.

PUBLIC.

Part B.

Proceedings—

Nos.

SUBJECT.

PREVIOUS REFERENCES.

LATER REFERENCES.

Supplement
EARLY.

Register No. _____

Diary No. _____

_____ Branch.

HOME DEPARTMENT.

ROUTINE NOTES (NOT TO BE PRINTED).

Report of delay in submitting a case or
draft for orders.

Date of receipt in office—

* A spare copy of the letter, etc., if in
print, should be attached.

SUBJECT.*

Reasons for delay (very briefly).

When the case will probably be submitted.

Local forms

PUBLIC, ESTABLISHMENTS, MUNICIPALITIES AND EXAMINATIONS.

List of Cases returned for further references up to

189 , and not yet re-submitted.

[illegible]

No. 1.

Arrear List of the Public Branch

on the _____ 189 .

ABSTRACT OF ARREARS IN OFFICE.

No.	Branch.	Number of cases in arrear.	Number of cases in arrear in past week.	Number of cases to be drafted upon.
1	Public Branch . . .			
2	Judicial „ . . .			
3	Sanitary „ . . .			
4	Issue „ . . .			
5	Arrear Statement A . .			
	Ditto B . .			
6	Ditto C . .			

Remarks by the Registrar on the state of the work.

G. I. C. P. O.—No. 1530 H. D.—21-2-95.—100

PART I.

Approved Drafts received for issue that had not been copied for signature, or the proof of which had not been submitted for approval on the evening of the 189 .

[illegible]

PART II.

List of Cases other than current issues sent to Press and not received back on the evening of the

189 .

1	2	3	4	5
Issue Book Register Number.	No. and date of Letter.	From whom.	Subject.	When sent to Press.

Statement A of unanswered references requiring answers and in arrears over three and under six months from date of receipt; and Statement B of similar references over six months from date of receipt.

[illegible]

Approved by

Statement of Letters and Reports not submitted to the Secretary within three weeks of their receipt in Office, i.e., up to 189 .

Register No.	Branch and Diary No.	From whom, and date of receipt.	SUBJECT.	When submitted by the office.	With whom now.	REMARKS.

HOME 189 . DEPT.

No. 6.

Arrear Statement C.

Letters, Reports and Drafts not submitted to Secretary within three weeks of their receipt in office; also cases on which orders have not been carried out within three weeks.

HOME DEPARTMENT.

ARREAR LIST.

For the quarter ending

189 .

OFFICE COPY.

Branch.

Register Number.	Diary and List Number.	From whom and date of receipt.	SUBJECT.	When first submitted by the office	With whom now	REMARKS.
						Approved by 17

41

(42)
No. 1345 SECRETARY
18 SEP 1895
GOVERNMENT OF MADRAS

From

L. M. Thornton, Esq.,

Offg. Secy. to the Govt. of India.

To

The Chief Secretary to the Government of Madras.

Home Department.

(Public)

Simla, the 10th September 1895.

Sir,

I am directed to acknowledge the receipt of your letter No. 395, dated the 20th May last, asking for a copy of any office rules existing in regard to the record and reference systems in force in the Government of India Secretariats, together with information as to the procedure adopted in dealing with papers from the time of their receipt to the time they are finally passed into the records, also for particulars in regard to the form and manner in which papers are circulated to Hon'ble Members of Council.

2. In reply I am to enclose copy of an office note with appendices showing the different stages through which papers pass in this office from the time of their receipt up to the time that they are recorded and placed on the record shelves. When a case is ordered to be circulated to Hon'ble Members of Council the whole file is sent round with complete references and notes.

3. If the Government of Madras desire further information than what is contained in the note I am to say that if a competent clerk from the Secretariat is sent to Calcutta, he will be given every facility for looking into and acquainting himself with the system in force in this office.

4. An alternative means of assisting the Local

Government and furnishing any further information that may be wanted would be to desire Mr. Pringle (the acting officer in charge of the records of the Government of India) to write a note contrasting the Government of India system with that obtaining in Madras and suggesting any changes which seem to him desirable. If this action is wished by the Government of Madras Mr. Pringle will be instructed accordingly.

I have the honour to be,

Sir,

Your most obedient servant,

L. H. Threlkeld

Depy. Secy. to the Govt. of India.

Current 3065 20/0. 508

6.5.

I have read these papers carefully - the system in the India Secretariat is very good for some things but I take the liberty of saying that it is unwieldy. Papers appear to take so long before they reach the Secy that it is necessary to keep a careful note of where they actually are. The necessity for such minute check is obviated here by the greater celerity with which work passes through the office. To introduce India's system here would be to put a premium on delays and to double our expenditure.

Mr Pringle knows both systems perfectly and I venture to predict that any

comparison instit-
uted by him wd be
in our favour. I wd
be desir able to have
the note by Mr P. sug-
gested by India.

The question out of
which all this has arisen
relates to the manner
of circg. & recording
papers. Whether flat
or folded. It wd. be well
to point this out & to
request that Mr P.'s
note may deal particu-
larly with these two
systems. Each has
much to be said in
its favour.

F.B.

30/9/95

Note

File No.

Serial
Numbers,

Two distinct questions have
been raised in these notes:-

(a) the substitution of what
has been called the flat system
of files or cases for that
which at present prevails in
Madras and Bombay, where
papers are folded once and
where a collection is like a
shut book;

(b) the assimilation of Madras
methods of registering, indexing
recording, & so forth, & those
observed in the Secretariats
of the Government of India.

There is not necessarily
any connection between these
two questions. Of course, some
of the details of the Calcutta
practice in regard to the
record of the passage of papers
through the office have been
shaped by the existence of
the flat system; course
of letters in the same

File No.

Serial
Numbers.

and other departments which would not have been followed if their plan had been to fold documents. But in essentials, the system of Calcutta, Madras, and Bombay is the same; the differences are merely local peculiarities due to circumstances, and as a rule, there are excellent reasons for them.

It will, I believe, clear the ground if the questions lettered (a) and (b) are considered without any reference to one another.

(a)

As to the flat system:-

It is perhaps doubtful whether nine times out of ten, any one cares very much, when a document has to be read, ~~the~~ how it is presented to him, so long as he can read it at all, and in many cases

File No.

Serial
Numbers.

is equally easy to read Madras files and Calcutta files; the difference is no more than that between a shut book and an open one - the Madras file has merely to be opened.

But when it happens that there is a document extending to several or many pages - it doesn't matter whether it is MS or print - the most ardent advocate of the Madras practice must allow that reading ceases to be easy; the central crease annoys the eye, and the tendency of the sheets to close, if the hand is removed for an instant, effectually prevents the person reading from settling down the paper at pleasure; he is forced to go to the end of it, or else to tie up the case & then, if minor after-effects are

it and search for the spot where he left off. Where inter-
~~jections~~ ^{interjections} are frequent,
this is a serious consideration.

Again, the system of folding papers, by reducing by one half the space before the eye of the reader, has this disadvantage, that in the shortest & simplest case & conceivable it is still necessary that he should untie the bundle and examine more than one side of it. Various plans to remedy this have been tried at Madras, but none of them has answered, although the places for entering dockets, notes & short drafts, orders, have now & again been changed. And where the $\frac{1}{2}$ written in the Serial increases the half to a full sheet, there is a $\frac{1}{2}$ of the space for this is

the initials of a Secretary are reached.

The superiority of the latter method would, I think, be acknowledged by any one who had had experience of the two systems.

As regards economy of space in the record room: the present form of almirah, which gives liberal space to three bundles of folded files, will hold two unfolded bundles, side by side, in each partition. There will thus be a gain of equivalent to the space occupied by one folded bundle and to twice the number of papers in that bundle, multiplied in both cases by the number of partitions in each almirah of the pattern. Moreover, as there is some slight difficulty in securing ^{large} bundles of outside papers and as

File No.

Serial
Numbers.

time is lost by placing one bundle behind another, there is a tendency at present to leave unoccupied space in the centre of every almirah. With a change of system, there will be larger boards, and consequently more room for the tape which secures the bundles, and therefore the bundles will be more easily handled and replaced. With greater facilities for handling & replacing them, the necessity for restricting their depth - from front to centre of the almirah - will disappear, and the space in the almirahs will be more fully utilized.

If my opinion is desired, I would advocate the adoption of the flat system, & ¹⁸⁷⁶ with effect from Jan 1st 1876.

If it is decided

since it is decided

File No.

Serial
Numbers.

that instructions should be given to departments and officers to order their clerks not to crease papers sent to Government. So long as there is no crease, I don't think the mere folding of letters, for the post, matters very much. One department, at least, of the Government of India, sends about papers loosely folded, between Simla and Calcutta: postage is saved by it, and I cannot say that the sheets so posted lie less smoothly ~~between~~ in the cases. In all instances, a small press would set matters right, even where papers had been creased.

(C)

As to (b): a suggestion has been made that I should be called upon to draw up a note instructing the

and Calcutta systems.
But if my opinion is desired
informally by the Chief Secy.
I would certainly say 'let
it alone'. It may be well
to ~~add~~ ^{add} that the Secretaries
of the Government of India
differ very much in their
practice. Probably, the ideal
system would be something
embracing details of Calcutta,
Madras & Bombay methods,
but agreeing with no one of
the three. But canvasses of
perfection are scarcely required;
and when long usage has
made clerks expert, it is,
to my mind, a great pity to
upset everything by introducing
rules with which ~~perfect~~
familiarity can only be ac-
quired after long practice,
& which can hardly be ~~at all~~
in every respect to ~~off~~
circumstances of the

George Secretariat. That the
substitution of any rules whatever
of Secretariat practice for
those now observed would
have magic effects if it is of
course not to be supposed.
As said above, no one Govt.
has a system which in
essential matters differs from
the systems of other Govern-
ments. Probably if such a
test as collecting a number
of papers selected at a
venture were to be applied,
it would be found that
there is nothing to choose
between Calcutta, Madras
& Bombay, while as regards
the accuracy & completeness
of files, the difference would
be inappreciable - Bombay,
for reasons of which the
Chief Secretary is aware, taking
the first place with a slight
lead.

Note for the U.S. P.O.D.

With ref^{ce} to our conversation this morning about the proposal to introduce the flat system of record keeping as opposed to the folded system, can you furnish me with the following information?

A. The probable cost of introducing the flat system with retro-spective effect for two years.

This would mean flattening out each R.O., & putting a fresh double docket on it - in lieu of the folded single sheet docket now in use. - Also supplying double width boards instead of single width for each bundle of R.O.'s in the record. - If you can give me the number of R.O.'s (General, Irrigation & Railways), & the number of bundles in the record, I can manage the rest.

B. The probable initial cost of introducing the new system in the future. - This means (a) new circulation boxes, if yours like ours, will not take foolscap width, (b) a sufficient number of paste-board file boards to satisfy the requirements of daily circulation to Univer^{sities}, Sects & Members of Colls. (c) double docket clips instead of single for each R.O. sent to the record - & for each undocketed lapial record.

For (a), it will suffice to specify the no. of circ^l boxes which will require replacing.

To (b) it is proposed to provide a number of paste-boards equal to ~~be~~ twice the average daily number of papers received; of this number ~~as~~ to given, I will supply the ~~cost~~ estimate of cost in connection with the Dept. Post. Recs.

For (c) - The no. of currents received, (the approximate proportion which require docketing now on receipt), & the average annual no. of P.O.'s sent to record - will suffice.

C. It is presumed that your record racks will hold the double width bundles as well as the single; & that you will not require new racks.

If there is any further information you want on the subject, I will endeavour to supply it.

J
S. S. E. B.

I
Note for the Chief Assistant

The C.S. has asked me to note on these questions & I find that certain further information is required in order to ascertain the cost of effecting the change. So far my own opinions are -

I. It is impracticable & inexpedient to attempt the introduction of the elaborate system in vogue at Simla & Calcutta - for the reasons given by Mr. Poirer.

II. It is undesirable to attempt to give retrospective effect to the open paper system on the ground of cost & trouble.

The Hon. Mr. P. P. P. wishes, however, to know what it would cost to go back two years. - Only an approximate estimate can be formed of course. - Can you ascertain how many P.O.'s went into the record in 1893-94 in the Chief Secy. - I can do the same in Revenue & will get similar information from the P.W.D. if possible. We should then have some idea of the labour & cost. It would be necessary to unfold, press, & re-do each paper & to get boards of double thickness with to replace those at present in use.

III. The existing racks wld. do but for circulation purposes we would require a number of pasteboards. file boards. How many. I wld. say the average number of files put up in two days for all drafting officers (not merely those sent to the H.M.'s or C.S.) - How many wld. this be for each Dept. for how many & cost.

IV. It wd. be necessary to
introduce new docket forms (double
sheets) like those used by India
what would these cost, absolutely
(b) relatively to those at present in
use.

V. It wd. be necessary to have
new circulation boxes. How many
at what cost, if of tin, or if of wood
- the present locks being used
if possible.

VI. The only extra labour involved
is stitching the dockets of E.O.
in two places instead of one.

VII. What would the double width

~~board~~
VIII. The double width boards shed
cost no more than single
width

IX. It will suffice to take hands
of Dept. to fold papers & not
to crease them.

X. Has any action been taken
are bound files of E.O.
kept

I have sent an officer to P.W. for
to receive information in P.O.
I am sure you will be the same for
a report in chief of the
to the Director of the Department
the Department) the present showing the cost
of new and the same as the old (costs)
(the necessity of the double width boards &
table docket sheets as compared with
single like the one at the India office - or
if the papers are also of the same
size.

II
NOTE for the I. C.
I

(i) Please ask Supt., General Records, to report on in L of Mr. Davidson's note. In calculating the cost the following considerations should be borne in mind:--

(a) cost of new broad boards

(b) ,, of establishment for re-arranging- all the G.Os. would require to be docketed again, stitched etc. - give an establishment to do the work in three months.

(ii) Please let me know from the annual statistics the average number of currents received on each working day. You must of course subtract from the 365 days in the year the 52 sundays, 12 last Saturdays, Christmas, Easter and general holidays.

(iii) The docket sheet we should have to use for Press and Mis. G.Os would be of the form in Appendix P to the Govt of India letter. Ask Mr. Hill please for comparative cost of this docket and our present docket and let me have result on the average number of Press & Mis. G.Os issued in a year (take 1895 and 1894)

(iv) To bring routine G.Os. into the system we would have to introduce thick receipt & docket sheets in all cases. These need not necessarily be of cartridge paper. I think H or I or J paper.

paper would do. They would have to be full sheets like the Govt. of India disposal decreets. How would the cost of these compare with those in use at present? Take the average number of currents received in a year (on the statistics of 1894 and 1895).

We would require to replace all our small circulation boxes by large ones - the present lots could be used. What would be the cost (1) in tin and (2) in wood?

Any other information or remarks please that strike you or the Supt., General Records.

NOTE for the CHIEF ASSISTANT

The following statement shows the number of G.Os of both the ordinary and Routine series in each dept: that went into the records in the years 1893 and 1894.

Depts.	Originals of Ordinary Series		Originals of Routine Series	
	1893	1894	1893	1894
Judicial	3706	3213	1350	1218
Public	1056	986	1200	1099
Financial	1334	1167	914	1058
Educational	910	993	803	196
Political	889	981	817	853
Ecclesiastical	105	102	116	118
<i>Legislative</i>	142	138	138	113
	7143	7510	4144	4109
	14685	23211	8553	

In 1893 there are 11,293 original papers in all and in the next year 11919. To deal with them in the manner referred to by the Under Secy., I think a clerk on A.L. with the aid of an attender can do about 80 to 100 papers a day. Thus to finish the two years in question in 3 months. I think it will not be in excess of the requirements to have on the work 3 clerks and 3 attenders.

Of the originals referred to in the foregoing para there are 146 bundles. In addition there are printed copy bundles

~~4,300~~ 24,100

Bundles of which there are 143 for the two years 1893 and 1894.

The following figures show the details:--

Departments	Originals				Printed	
	Ordinary series		Routine series		Copies	
	1893	1894	1893	1894	1893	1894
Judicial	21	21	4	3	21	20
Public	8	8	9	3	13	12
Financial	10	8	4	4	19	14
Educational	6	7	1	1	9	8
Political	5	6	1	1	9	6
Ecclesiastical	1	1	1	1	1	1
Legislative	2	1	1	1	5	5
	50	55	21	14	77	66
	146				143	

The arrangement of the printed copies according to the first flat system must also be attended to by the new establishment. But the labelling varnishing etc. in the cases of the bundles of originals as well as of the spare copies can I think be entrusted to the Record special establishment hitherto employed in such work. As regards the double width boards required, seeing that there are in all about 390 bundles for the two years which can be reduced to half the number under the flat system and that for each bundle two boards will be wanted, about 390 boards will be required for the records of 1893 and 1894.

The

The office carpenter, who only turned up this day, having been ^{very} ill, says that he will be a loser unless he supplies the boards at the rate of 3 annas each. The present rate for the small boards is Rs. 7 per 100 i.e. about 3 annas and 3 pies a pair. The increased charge he says is due to the following causes:--

- (1) the cost of big sized planis is greater
- (2) the planis must be of seasoned wood so that they may not warp
- (3) the boards must be thicker than the smaller ones so as not to split.

The cost of 390 double width boards at 3 annas each will amount to Rs. 56-4-0.

A
Judicial (189) Department.

CURRENT No.

From

Order

(Paid from below line
on this half)

No.

Dated

Received

Registered

Enclosures

Spare copies.

SUBJECT.

[]

— 25-4-98.

Judicial (189) Department.

B

ORDINARY, MS.

G.O., No.

DATED

[Despatch Abstract.]

IV
NOTE for the CHIEF ASSISTANT.

(ii) The average number of currents received per working day in a year, excluding Sundays and authorized holidays (which total 90) is ----- 18.483

(iv) The average number of currents received in a year is ----- 18.833

Cost for the above currents of receipt docket forms, inclusive of printing charges, of

(a) half sheets of printing paper (form in use) is ----- 18.83-9-0

(b) full sheets of "J" paper (13.14-11-1 per ream) is 18.578-8-0

(c) full sheets of E paper (13.7-3-5 per ream) is ---- 18.385-3-0

(d) full sheets of cream wove, country made (13.3/1 per ream) is 18.122-2-0

Difference of cost between (a) and (b) 18.491-15-0

-----do-- (a) and (c) 18.301-10-0

-----do-- (a) and (d) 18.38-9-0

(iii) The average number of Ordinary G.Os (i.e. Press and Mis.) issued in a year is ----- 7.683

Cost ~~for~~ the above G.Os of disposal docket forms, inclusive of printing charges, of

(a) half sheets of brown cartridge paper (form in use) is ---- 18.52-13-1

(b) full sheets of mottled grey

Note. The Stationery office does not issue the paper (b) and is therefore not sure of its price but this is it might be taken at 18.3-12-0 the ream

paper (Govt. of India form) at Rs. 1.00-1-7

Difference of cost between (a) &

(b) at Rs. 1.10-6-6

Including the L. & M. Dept:

boxes (15) and Confidential (50) to make altogether 75 small communication boxes.

Each box is charged Rs. 1.10, with an extra rupee for brass fittings, per box, whether large or small. As ordinarily for 75 boxes the cost was Rs. 79.

The office carpenter undertakes to supply the large boxes at Rs. 1.7 per box, or for 75 boxes at Rs. 150.

The estimated cost per tin box (large) is Rs. 3, for 75 boxes, Rs. 570.

Mr. Hill mentions that one thousand file boards, with cloth flaps and tape as per sample, with printing charges will cost Rs. 150-1-0

100 T.M. for the Under Secretary.

Please see your note in the file of 9th May 1890.

I The introduction of the elaborate system in vogue in the Govt. of India Secretariat is, as you point out, impracticable here. We should require a large increase of establishment to perform the various - and in many cases needless - operations gone through there.

II The cost of converting two years' records from the ~~flat~~ ^{folded} into the ~~flat~~ system:-- From the statistics furnished by the Supt: of General Records, the number of 2.0s in the ^{1/2} ordinary and ²Montine series of the Chief Secretariat Departments amounts in round figures to 24,000. He calculates that an establishment costing about Rs. 300 could complete the papers in 3 months and that the cost of double width boards would amount to Rs. 50/4. To this must be added the cost of the double sheet docket forms for both ¹ordinary and ²Montine 2.0s. Taking the numbers of these as 15,000 and 9,000 respectively, the cost of mottled grey paper used by the Govt. of India would amount to Rs. 273-7-0 for the ordinary 2.0s and of the "T" paper to Rs. 125-15 for the Montine 2.0s. The total cost would then come to:--

Establishment-----1.500-0-0
 Boards-----1.50-0-0
 Docket forms-----11.100-0-0
 Total-----13.800-0-0

Or including *lapet Simdase* Rs 50

III. The average number of
 currents received per working day at the
 Chief Secretariat is calculated at
 Rs. 18, say 70. I think a supply of 700

boards would be necessary. This would
 cost about Rs. 110. *It should be remembered*

that one advantage of these file-boards is that the tape is permanently attached. There
will be no need of any other saving in the

IV. The average number of
 Ordinary F.Os. issued in the Chief
 Secretariat during a year is 7,000 and
 the cost for the above F.Os. of full
 sheet ~~as disposal~~ *of bottled grey paper* docket forms would

be Rs. 16-0-0 in excess of what is now
 spent. To keep *putting* F.Os. properly
 docketed, it ~~is~~ *would be* necessary to introduce
 receipt docket forms on full sheets and
 on a better paper than what is used now.

If the *or corresponding* "B" paper were used, the extra
 cost would be Rs. 2-0-0. The total extra
 cost therefore under this head would
 amount to Rs. 2-0-0. *2/8-0*

V. To substitute large sized
 boxes for our ~~ones~~ *present small* would cost Rs. 399.

If tin boxes were substituted for all
 the small boxes, the cost would be
 Rs. 456. *This is taking the large boxes as exactly the same size as those at present*
in use, but it would suffice to substitute, for our present small boxes, others of the same
width but of 1/2 the length of the large ones. This will reduce the cost.

VI. The extra labour involved
 in stitching the dockets to these F.Os
 cannot be left altogether out of the
 question. It ~~is~~ *would* ~~not~~ *be* ~~certainly~~ *not* ~~impossible~~ *impossible*
 at the present rate of work.

cost
 VII. The present ~~rate~~ of small
 boards is about Rs. 2/3 a pair. The
 Supt. General Records reports that
 the Contractor who has done this work
 hitherto for the office states that he
 could not supply large sized boards
 under three annas each. The difference
 in the cost at this rate would ~~be~~ *be*
 be that between Rs. 0 and Rs. 2/3 viz. Rs.
 Rs. 2/3 per set.

Sending
 VIII. ~~Containing~~ papers through
 the post flat cannot be properly
 carried out unless they are put between
 card boards, but, as pointed out, it will
 suffice to tell heads of Depts. to fold
 papers and not to crease them.

IX. Volumes of printed copies
 of F.Os. are always kept.

The above information is for
Chief Secy: depts. exclusive of L. Secy.
It is to be noted which it has just
struck me you may want also. But
perhaps what is here stated will
be sufficient for your purposes, for
the present

C.S.
10.6.96.

109 CHIEF SECRETARY
12 JUN. 1896
GOVERNMENT OF MADRAS

Dear Mr. P. N. S. 6

His Excellency wishes
to know what action
has been taken by you
to introduce the 'unfolded
file' system into the
Secretariat.

Yours sincerely
J. H. M.

[5]

NOTE FOR THE UNDER SECRETARY.

(Mr. Davidson)

Will you kindly find the
Army Department. I spoke about
to Mr. Smith some
days ago and told him
about the necessary
bond for the Press
as a beginning - I spoke
about boxes.

28

12/11

5

6

No.

From

Dated

189

FOR ORDERS.

I most heartily and thankfully welcome the proposed change. It will effect a vast saving of time, temper and trouble.

I consider me owe the Chief Secretary a debt of gratitude for what he has done in this matter.

Tie va non vobis!

I am glad to find that the matter has been seriously taken in hand at last - I thought it never would be

RS
25/6/96

The change should be introduced as soon as possible.

25/6/96

Early in May 1896 the Chief Secy handed over to me the papers relating to the proposed introduction of the "flat file" system of keeping records. I understood that its introduction had been practically decided upon & that I was to ascertain the approximate cost of the change & the best method of giving effect to it.

2. From the notes in G.O. 395 Public 20.5.95

I find that the Honble Mr. Bliass had enquired what would be the cost of introducing the system with retro-operation effect for two years, & that he had suggested the desirability of having any new circulation boxes made of tin, or at least of cedar rather than heavy teak as at present, and (b) instructing all heads of departments to send

communications to Govt. flat instead of folded. -

These points here now to be considered in connection with the subject.

3. In November last, Mr. Pringle (who was for many years Chief Assistant and Assistant Secy in

the Govt. office but is now officiating as Director of Records at Calcutta) wrote a note on the double question of (i) assimilating the Madras methods of registering, indexing, & recording papers to those observed at the Secretariat of the Govt. of India, and (ii) introducing the flat file system. -

He was strongly opposed to attempting the present system of registering, indexing &c. but it is submitted that there can be no objection on the subject. The ^{present} system works well & any attempt to introduce the elaborate methods in vogue at the Secretariat ~~and~~ offices at Calcutta & Simla would be pre-destined to failure unless accompanied by a considerable increase in establishment. - This Mr. Pringle's opinion - based on

FOR ORDERS.

* In my request.

I kept the memorandums until Mr. Pringle visited here as he told me that he would take on his order that I might talk over matters with him.

* 20 am I. It is a long road one and should be left alone.

67
system; Mr. Bird & Mr. Schmidt, the Chief & Second Assistants in the Govt. office, concurred with him & I have no hesitation in stating that their conclusion must be accepted. 4. As regards the flat file system Mr. Pringle recommended ^{an} immediate introduction. - Commenting on the Hon. Mr. Bliss' suggestion to issue instructions directing heads of departments to send communications ~~directly~~ to Govt. flat instead of folding them, Mr. Pringle noted as follows: -

"I would suggest that instructions should be given to departments & officers to order their clerks not to crease papers sent to Govt. So long as there is no crease, I don't think the mere folding of letters for the post matters very much. One department at least of the Govt. of India sends about papers loosely folded between Simla & Calcutta: postage is saved by it and I cannot say that the sheets so posted lie less smoothly in the cases. In all instances a small pre-pressed set matters

* Then we shall have to get I think I saw one in the office as full size things here. They would do very well. If I am mistaken

creased."

It is submitted ~~therefore~~ that Mr. Bringle's opinion on this point may be accepted & acted on, unless and until experience proves it to be wrong. A further consideration is that envelopes of double the usual width containing flat papers bound together with their contents to be likely to be more damaged in the post than single ones.

5. As to the cost of introducing the new system without other changes effect. - The items contributing to the total cost appear to be the following:

- (i) New circulation boxes (since the smaller size now in use will not take a single width of foolscap).
- (ii) Enhanced cost of new Docket forms - None. Half a No. 1 does in either case. No.
- (iii) Enhanced cost of wider boards for keeping bundles of records together. None. Only half the number needed.
- (iv) Cost of paste board filler boards for circulating files in.
- (v) Additional labour involved in stitching dockets.

As regards item (i) the existing locks should be available to the Chief Secretary then

I think this is an important question.

I have some large ones now which can be used but the shells would be a good thing. The new ones are the best. Many of the small boxes are still being used provided the papers are properly fastened not matted down.

None. Only half the number needed.

None. That is correct.

I doubt if there will be enough.

Half the number of the existing ones will be plenty of room.

In future the order can go on the same paper as it does now. There will be plenty of room.

Where? The Despatch Docket will be very handy to the Secretary.

number of new boxes required is 72; the cost of made of ^{light} wood is estimated at Rs 504, if of tin Rs 576.

Item (ii). The papers being flat, the docket must be of double the size, it will be necessary to docket receipts disposed of by Post Office P.O.'s; there are not docketed as a rule at present, the order being written on the black space on that half of the outer sheet which does not bear the docket of the Despatching officer.

Despatch Dockets will in future run right across the outer sheet, there will ordinarily be no space available for a routine P.O. -

Making full allowance for this, the Supt. Govt. Press & the Chief Assistant estimate the ^{extra} cost of double width Docket papers at Rs 218/- per annum on the Department of the Chief Secretary, excluding local & Municipal. - About one third of the total work is done with in do m.; the total cost may thus be roughly estimated at Rs 327-

Item (iii). The estimated cost of double width boards for & records

room is better a fair 4 ft x 2 ft
 2 ft x 2 ft. a fair single width.
 Only half as many of the larger
 size will however be required.
 The extra cost will thus be ¹⁰⁰⁰ 6 pice
 for every four single width boards
 at present required. It is estimated
 that about 240 single width
 boards are annually used in the
 Chief Sect (excluding dt n). The
 extra cost would thus be
 about R 7. or R 10 adding
 on 50% for local & Municipal
 items. In the Chief Sect
 excluding dt n. about 70 papers
 are received every working day
 for each of which a paste board
 cover might be required; each may
 be in circulation for about 10
 days; if so 700 paste boards
 would be required - or 1000 including
 dt n. These would cost R 110.
 & would last for a long time.
 Item v, the Chief Assistant thinks
 cannot be altogether disregarded.
 Personally I do not think it need
 be taken into consideration; the
 extra work involved would be
 less than ⁵⁰ 200 sketches a day.

There is no item which has not
 been referred to in the above -
 the work on the standard is
 a much heavier task & one gets
 the picture as the 3d of
 having to be done by some
 time later.

Intelligence instructions.

Where I should like to know
 but with

Provisors single sheets need not be
 put on a pasteboard at all. They
 are only wanted for filing.

There can only be a small amount of
 material.

I don't see why we should not
 have a small amount of material.

It has in fact been I have
 personally tested the racks
 & some are all right & others
 not. I make the experiments
 with dummy bundles.

As an addition in cost, it may
 certainly be left out of account.

As the existing record racks will
 require no alteration the extra
 cost of introducing the new
 system in the Chief Secretariat
 will be R 614 on account
 of circulation boxes & R 337 on
 account of new
 charges on account of new
 docket & boards. Supposing the
 life of a paste board file cover to
 be two years; the initial expenditure
 will be about R 600 & the recurring
 annual expenditure R 400.

In the Revenue Secretariat,
 similar calculations show the
 initial expenditure to be about
 R 200 & the recurring annual
 charges about R 130.

In the P.W. Secretariat, the
 initial expenditure is similarly
 estimated at
 R 200 & the recurring charge
 at R 70.

The total for the whole of the
 Govt offices thus comes to

Initial expenditure R 1000

Recurring charge R 500

As the initial expenditure may
 be set off against proceeds of 1000 and

It is to be seen
 300 paste board covers

It is to be seen
 400 paste boards

(large 2 1/2 x 3 1/2) at about Rs 2/- each, which would reduce the initial expenditure to Rs 500.

This estimate is necessarily of a very rough description; in the P.O. I am informed that dockets can be made a rule to dispense with, & that the task of the official memos issuing there from will not require any change in treatment. As to the cost of introducing the system with retro-spective effect for two years.

The number of P.O.s to be allowed is shown below: (the figures are only approximate).

Chief Secy.	about	37,000
Rev. Secy.	—	17,000
P.O. Secy. (including mess)	—	12,000
		<u>66,000</u>

To flatten the docket then P.O.s a special establishment would be required. I think one clerk at Rs 20/- a day by an attendant at Rs 10/- should be able to do about 100 a day:— I would have the dockets kept on file for clearance's sake. The cost of the establishment would come to about Rs 825; & the work might be done in 3 months if the attendants were entertained.

and should be done in a room with

as there are in the large amount of papers now at

In addition to the establishment the cost of supplying tables and benches for about 700 ^{or 500} lbs of notes, or about Rs 300/-, & the cost of docketing ^{for} 66,000 P.O. about Rs 800.

The total cost then comes to about Rs 1425 - say Rs 2,000.

To sum up, the cost of giving retro-spective effect to the new system for two years would be about Rs 2,000. The cost of introducing it would be about Rs 1000, with an additional annual charge of Rs 800. 113 new boxes would have to be purchased. About 1500 paste board file covers, while double receipt & disposal dockets would be required in place of single width do. - In the case of routine papers it would no doubt be possible to dispense with receipt dockets, & disposal dockets would not be required. ^{at all} I am of opinion that as to whether the boxes should be made of tin or lead or cedar, I submit that it would be best to stick to tin or lead; tin will be very noisy, & dirty, & equally liable to damage; cedar, I imagine, would be very noisy.

* Cedar is certainly useful. It will not wear down usage. This is lighter than tin or lead. It is not so noisy, & is not so liable to damage.

NOTE FOR THE UNDER SECRETARY.

Our record racks are of
different sizes - widthwise.
Just a few very few of
the old (allens) are partitioned
off (caged) most of them
are open racks and therefore
there will be no difficulty
in placing any papers
placed in them. The
outside supports or pillars
of the racks, marked 'Y' and
Z - your sketches, will form
no obstacle to the free
insertion & withdrawal
of the files.

I don't think there will be
any objection to filing
together bundles of 4's
of 2 or more months of
a single Dept. with each
the bundles, big or small,
will be labelled (all
bundles are) showing
exactly their contents.

The question of giving
relatives office to the
schedule is one for the
only office to answer as
all the records, & should
accepted, are there.
But the first thing is
to provide the file boards
is that which the
will be kept.

In the event of the return
of recording papers flat-
introduced in which have
discarded one small corner
books & replace them by
80 ordinary papers } there is
12 or more complete } file boards

be got & big rollers for con-
taining to this way. to be
wards. This is the first
aspect, & doubtless the
improvement will be forthcoming
in a better system of work
is provided. But I have
already submitted for con-
sideration some few of
the apparently objectionable
features to the scheme, &
big to add one more -
think it important.

Take in every day file for
a current or two & adapt
or so reference papers
- 4th, original, & spare
copies along the first
- 6th, date with the file
- to assume himself that
he has got out that
wanted, & he also might
of his reading the current
glances at the 4th. doubtless
now with 4 or 5 file
as is at present noted
the convenience of the
doubtless is done with the
same facility - indeed
greater

with a heap of flat records
- the 4th of all sizes, varying
from once of a couple of
sheets to one of 20 sheets &
more - the process of securing
the double means that each
4th must be deliberately
lifted clean off the heap
to inspect the double of
what lying immediately
under. Deliberately I say
for if done hurriedly there
is the risk of 2 or more
4ths being caught up at
the same time (e.g. the
filing threads may have
got entangled) and there
is a paper or papers being
overlooked. If with our
present handy files 4th
are being overlooked, the
risk of oversight will be
much increased, & I am
afraid, under the proposed
scheme.

W
2/5

NOTE FOR THE UNDER SECRETARY.

60.
The Under Secy. was talking
of recording papers flat - i.e.
currents are not to be folded
at all but are to be opened
out and laid flat with the
Ref. papers under & the
draft 40 on the top. To
keep the papers together &
compact a couple of boards
are to be used, one under
& the other at the top of
the file. I believe that the
y & w/ops. would much prefer
the latter to this it seems
firmer it. For heavy files
the plan is doubtless
suitable, but for the
numerous single paper
drafts, or what is pretty
nearly the same, 3 or 4
paper files, I think that the
Secretaries & the Wri. will
regard the plan as a
nuisance and its multipli-
city of boards requiring
as much of untying and
tying again of letters instead
of the present ease &
easy plan of not
removing papers at all, or
if removing, slipping them
off & on again without
undoing & redoing the ties.
The boards will of course
not go into the records,
but when the papers
arrive at that stage
they will be provided with
two double sheets, the

of the present form duly
docketed, & the bottom a
plain brown sheet of paper
merely. The plan is to have
prospective effect. old papers
are to continue as they are
and they are to be put into
the boards in vol-
cove-nant. A Press, then
is to be used, we have to be
purchased to flatten out
the encasements some of which
will exert great
pressure you will see
The L.S. will talk over
the matter in the A.S.,
but meanwhile I was
furnish specimens
a couple of which I am
dispatching this day.

Ch
12/6

NOTE FOR THE CHIEF SECRETARY.

I have been into the record
room with Mr. Douthett &
we agree that there will
be no serious difficulty
in the way of introducing
the flat-record system
into the Govt. Office.

Mr. Coombes is of a different
opinion but so far as I
remember, his principal
objections were

- (1) that the edges of
papers would get
torn more than they
are at present &
- (2) that the weight of
the bundles in the
racks being double
the present weight
would be too heavy
for the Attendants, &
would hinder their
drawing the bundles
out of the shelves.

Mr. Douthett disputes the
former contention & I think
rightly. If we are both of
opinion that the weight of
the bundles will not be
excessive under the new
scheme.

The principal defects of the
present folded-record system
are that

- (1) that the folding of the
papers, & the tying of folders
papers in bundles for
circulation, damage
them considerably;
(2) that a folded paper

is difficult to read.

These objections are serious ones & I think, outweigh the ~~difficulties~~ difficulties which will undoubtedly be caused by the introduction of a new system. The principal difficulties which will be experienced at first are—

- (1) the small circ on boxes will become useless as they would not hold a sheet of foolscap laid out flat;
- (2) for some years the references attached to currents will consist partly of flat G.D.s. & partly of folded ones & it will not be easy to make them up into convenient bundles for circulating.

~~It will cause some expense~~ It will cause some expense to replace all the small circ on boxes by big ones, the exact cost involved can be easily ascertained.

The second difficulty will grow less every year & I do not think that it will be really serious after the first year.

I recommend that the flat-record system be introduced with effect from the 1st Jan 1896 for both the Chief & the Rev. Secy. Of course, it is not proposed that the system shall be introduced otherwise than prospectively; it would give enormous trouble to convert our present

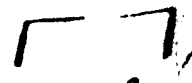
NOTE FOR THE CHIEF SECRETARY.—

folded records into flat ones.

I may just indicate how papers will be dealt with under the new system. First of all we must get a set of boards of double width to put at front & back of the bundles in the racks. Our new racks are shaped as shown below & hold 4 bundles in each cage; in future they will hold 2 only, but, as each G.D. in the bundle will be flat, each bundle will hold twice as many G.D.s; there will thus be no waste of space as compared with the present system.

On receipt of the tappal it will have to be passed through a press in order to flatten out the papers which are received folded. For this purpose a few hand-presses will have to be bought. It is ~~now~~ in my room; but it does not work.

of Broad Lake. It is
 scarcely necessary to
 point out that the destruction
 of a mass of Q.O. may be
 a serious matter & yet
 I do not see how we
 are to save a number
 of Bank's & Brown notes
 & drafts (well worth
 preserving for their own
 sake) will have dropped
 into decay while the
 orders of fifty years past
 are as fresh as ever.
 What between inferior
 paper & rough handling
 we have got our files
 for into a sad state.
 The flat record system
 will prove much less
 destructive I think, but
 if it is not introduced
 I can think of only
 two ways of effecting
 an improvement viz

- (1) to use a still
 tougher paper for
 Notes & draft orders
 for pocket-entries
- (2) to protect big
 bundles of Q.O. when
 cited as references
 either by wood or
 boards above &
 below, or by metal
 edges, shaped 
 to be fitted at the edges
 of the files.

The records are
 getting into a
 shocking state.
 Something must
 be done soon.
 7.13.74/16
 - see also 7.13.74/16

NOTE FOR THE CHIEF SECRETARY.

Mr Fowler of the
 Ry Bk - who leaves here
 on Saturday morning
 has some experience
 of the G.O. Secretariat.
 He tells me that the
 flat system is very
 convenient for "cases".
 It is in force in the
 P.W.D. here - all papers
 connected with a
 particular subject are
 kept together - so that
 the case is complete
 for future reference.
 The Record Keeper main-
 tains a book which
 shows in what file all
 original Q.O. are.
 Such a system could
 not be adopted in the
 Chief Secretariat. If
 an attempt is made
 to send letters flat thro'
 the post it is not likely
 they will remain in
 that condition during
 transit they would
 certainly get folded.

The cost of covers wd.
 be much increased

The office Mr. Forbes
 did not reply to the
 note of the 15th
 asking for a de-
 scription of the Indian
 system. It should be
 remembered that
 nearly all of India's
 subjects are large
 ones and the case
 system will be very
 convenient.
 It is suggested that
 before any definite
 orders are issued here
 India may be asked
 officially for a descrip-
 tion of their record
 & reference systems.

J.S.B.
 9.11.75.

The
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 some
 red

The Secy {P. W. & L.} Dept for personal
 Public DEPARTMENT

The Hon'ble Mr. B. C. S.
 The Hon'ble Mr. S. C. S.

FOR ORDERS.

The following are submitted in
 accordance with the Hon'ble Member's
 instruction to the Chief Secy. after
 Council last Friday:-

A. Sample of ^{Receipt} ~~routine~~ docket.
 The red chalk cross & square denote
 where the "Routine Order" stamp
 will come when a current is
 disposed of by a routine G.O.

B. Sample of disposal docket.
 In this case a mis docket. The
 form docket is similar with slight
 alterations in the headings.

C. is a draft order containing a
 notification to heads of dep'ts.

The arrangements for procuring
 boxes, flat boards, and
 file boards are proceeding.

C.S.
 18/7/96

80
Oataseamund,
27 July 1896.

FOR ORDERS.

E. THE GOVERNOR.

HON'BLE MR. H. W. BLISS, C.I.E.

HON'BLE MR. J. GROSE, C.I.E.

My dear Sir,

I return, with many thanks
copies of Public Procs June 1895 Nos
223 to 229 and Public Procs volume
for the month of June 1895 received
with Mr Thornton's letter of the 10th
September last.

Yours truly,

H. J. S. Cotton, ^{Engr} S. S. S. S. S.
Offy Secretary to the Y. of S.
Home Dep.,
Simla.

(81)

Read all this in file (16)
From No. 764, 23 July 1896

The "flat-file" system of recording keeping will be substituted for that at present in force in all dep'ts of the Sect. with effect from the 15th August 1896.

x 40. 11. 756, 21 July 1896

1. Heads of dep'ts have already been requested to submit unrecorded and steps will be taken in the respective various Sect. dep'ts. to procure from the Genl. Prov. a supply of docket forms ~~of the same~~ to the attached sample.

* Mr. Smith
Send me receipt, see receipt
from Prov. Dept.

3. The Public Dept. will arrange for the supply of ^{the following} ~~the following~~ forms to take the place of the smaller size now at present in use; ~~the following~~

Chief Sect.	Ordinary - 35
	Conf. - 22
	2. Sec. Dept. 15
Rev. Sect.	22
Off. Sect.	19
	<u>Total 113</u>

4. Parti-boards of the present pattern should be obtained from the Suplt. Genl. Prov. and record boards from the Suplt. Genl. Records.

5. ~~Parti-boards~~ ^{Parti-boards} ~~will not be carried~~

5. The records of 1895 & those of 1896 prior to the 15th August will be

[illegible]

Derek
 1/8/91
 with samples
 of double-

44.6.
Please return to us after Party
I have with me ~~handwritten~~ ^{handwritten} ~~that~~ ^{that} ~~it~~ ^{it}
the file is in the 44.6.10.

154
23/74

23-6-05 ✓

6-1-01 ✓

29-1-01

2/12/13

1-4-05

2-2-01

N. U. G.

10/1

~~14/10/02~~ 51