Public (1896) Department.

ORDINARY MS.

G.O., No. 846

Dated 8th Aug. 1896

INDEXED.

[Despatch Abstract.]

FLAT FILE SYSTEM BOXES.

Accepting Messrs. Spencer & Co's. tender for circulation boxes and requesting them to furnish 113 boxes as early as possible to the Secretariat departments

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G O.	No.	Department.	Date.
1879/97							
937/97							
Pdc No 1433 of 97							
1420/97							
1929/97							

A

double sheets for

For receipt [illegible] Sheets are to be [illegible] and this docket is to be [illegible] form corrected as per sample annexed. Send three proofs of the plean sharp on stout paper (E. H. or I.) will do. Docks are still retain the old [illegible] number but each dept will have its own number. Any sample of one dept will [illegible] for the present but M. Dan[illegible] has asked me to get a Revenue sample. Please do so, three proofs same as ours except for the name of the department. Remember please, proofs on stout paper.

II Disposal Docket. Vide Sample E. Have this corrected and 3 copies of proof sent up on Bank Post Paper. Revenue Sample also, three proofs

III Boxes. The [illegible] circulation boxes are to be replaced by larger ones of the

same height but double the breadth - ie. the same breadth as the present big boxes.

P.W.D. want 19 boxes
Rly " 22 "
We want 72 *
Total 113 boxes

* 3rd columns including Ltr + Confidential

Please get estimates from our Mint Contractor from Oakes & Co from Spencers & Co & from Deschamps & Co (you must write to the last three please) and, if they will send it, a sample box with the outside brass fittings. Locks will be supplied by us but their estimates must provide for fitting the locks.

IV Boards | Records are to be ~~qua~~ classed as from 1st January 1895. We will want large boards ~~from~~ here for current records from 1st August also for printed papers of 1895. ~~All~~ has been told to supply Sept[illegible]

information as to the number of boards required for the Original records of 1895 also for our printed records of that year up to date. The actual work on the '95 original records is to begin after we return to Madras but the boards should be put in hand at once. Ask S.G.I. please to tell Contractor to furnish 12 pairs as samples shorter & send them up soon. Inform P.W. Asst Ltr. who may wish to commence at once also Rly. Rev. & Ms. Clerk Retd.

Dr 13 13/7/96
with boxes

Chief Secretariat,
Fort St George
13th July 1896.

Dear Sirs,

Please furnish an estimate for making a teak wood box as per sample (to be returned) except that the box is to be no higher than 6 inches (outside measurement) about 5 inches (inside measurement) it is otherwise to be like the sample, varnished, and with brass attachment outside and white lead lettering. You will not be

required

required to provide the lock but
you will have to fix on the one
sent you. It would be well if
you forwarded to me a sample box
for the Chief Secretary's inspection,
but if so, please don't let this
delay the transmission of your
estimate which is urgently wanted.
Government will require something
like one hundred boxes. If further
information is needed, please
write me to the above address, or
call and see me.

Yours faithfully,

Head clerk.

To messrs Spencer & Co
(with a sample box to be returned)

DESCHAMPS & Co
MADRAS

Madras 15th July 1896

No.

The Head Clerk
Chief Secretariat
Fort St. George
Madras

Dear Sir

We are in receipt of your kind favor of date with a sample Teak wood box (herewith returned)

In reply we beg to State that if an order for 100 boxes are given, our charge for each box will be Rs 13/-
in Teakwood or Red cedar.

We note that you will provide locks for the boxes which are to be fixed by us.

The boxes will be varnished, furnished with brass attachment outside, and white lead lettering.

If an order is given we will send a box for the approval of the Chief Secretary.

Yours faithfully
Deschamps

From SPENCER & Co.

Memorandum.

Madras, 14th February 189

Principals:
EUGENE P. OAKSHOTT,
ARTHUR D. OAKES,
JAMES STIVEN.

Head Office & Bonded Warehouse
MOUNT ROAD,
MADRAS.

Branches.
Esplanade, MADRAS.
South Parade, BANGALORE.
Church Hill, OOTACAMUND.

Cigar Factory.
DINDIGUL.

Importers of
HIGH CLASS WINES,
SPIRITS AND LIQUEURS,
MALT LIQUORS.

OILMANSTORES AND
CANNED PROVISIONS
OF ALL KINDS.
TOBACCOS & CIGARETTES
SMOKERS' REQUISITES.

CROCKERY, GLASSWARE,
AND
HOUSEHOLD SUNDRIES.

TRAVELLERS' REQUISITES.
BICYCLES & TRICYCLES.
Stationery & Artists' Materials.
PHOTOGRAPHIC CAMERAS, &c.
FANCY GOODS OF ALL DESCRIPTIONS.

Purveyors to
H.M. CIVIL & MILITARY SERVICES.

Manufacturers of
ÆRATED WATERS.

Mr. C. Clerk.
Head Clerk.
Chief Secretariat
Fort St George.

Dear Sir,

In reply to your letter dated 13th Current, we can supply Teakwood boxes @ Rs 5/4 per box if 100 are taken. We are having one made, which we will send you in a few days.

We are Dear Sir
Yours faithfully
for Spencer & Co

OAKES AND CO., LIMITED.

MADRAS AND OOTACAMUND.

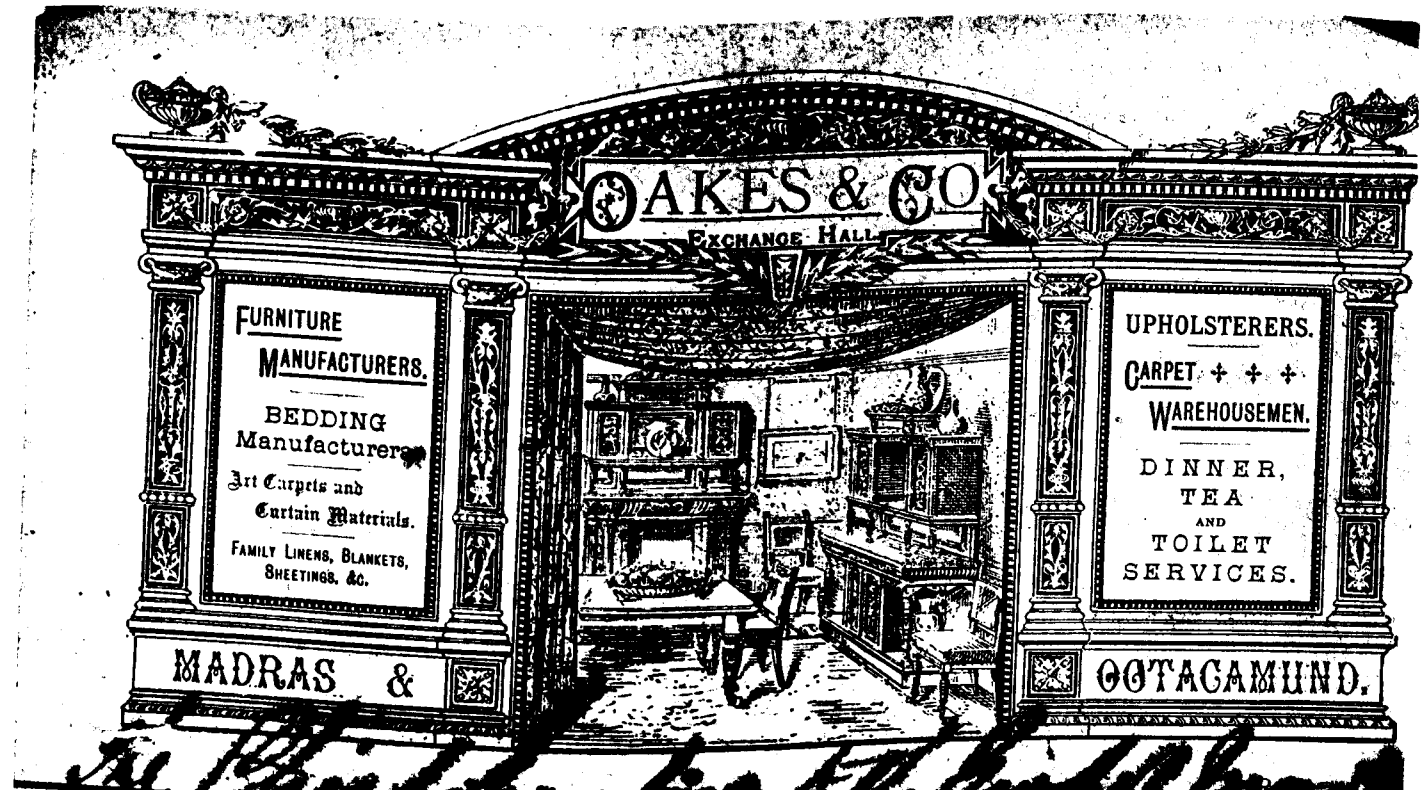
Broadway
EXCHANGE HALL,
MADRAS, 15th July 96

16/7/96

L. Clarke Esqre
Chief Secretariat Office
Fort St. George.

Dear Sir Enq 13th Inst.
We have the pleasure to
submit an estimate for
Making a Chukrum Line
& trust it will meet with
approval.

We are dear Sir
Yr faithfully
FOR OAKES & CO., LD.
R Soape
Managing Director.


OAKES & CO
EXCHANGE HALL
FURNITURE
MANUFACTURERS.
BEDDING
Manufacturers
Art Carpets and
Curtain Materials.
FAMILY LINENS, BLANKETS,
SHEETINGS, &c.
UPHOLSTERERS.
CARPET
WAREHOUSEMEN.
DINNER,
TEA
AND
TOILET
SERVICES.
MADRAS &
OOTACAMUND.

To,

The Government of Madras,
Public Department,
Madras.

Estimate of a Circulation box similar to the Sample one ~~[illegible]~~ furnished. [N.B. The Sample one measures 8 inches in length while the one described hereunder will measure 6 inches as ordered].

Thickness of each of the planks	on the four sides	0 - 0" 5/8
do	do at the top & at the bottom	0 - 0" 1/2
Outside length		1' - 7" 1/2
Inside length	(the two side planks measuring 1" 1/4)	1' - 6" 1/4
Outside breadth		1' - 0" 1/2
Inside breadth	(the two side planks measuring 1" 1/4)	0 - 11" 1/4
Outside depth	of the box	0 - 6"
do	of the lower part of the box	0 - 4" 1/2
Inside depth	do (the thickness of the planks at the bottom being 1/2")	0 - 4"
outside depth	of the upper part of the box	0 - 1" 1/2
Inside depth	do (the thickness of the plank at the top being 1/2")	0 - 1"

The cost of the planks, carpenters Coolys, Varnish, Brass hinges, Brass frame work for insertion of cards, nails, glue &c for Each circulation box of the above description 1 - 2 -

J. [illegible]

Madras
15 July '96

(Signed) S. Anandaroya Pillai
(Contractor)

Flat Fils Syplēm

Boxes.

Nile

(1) Deschampsia wavis Rs 13 ker

(2) Spencer-Co — Rs 5/4 ker

(3) Obies Carpentēi — Rs 7/- ker

Oatmeal 10' 8-0

Transplant one small box on

(Including Flat)

Chiefsect: requires 72

Rer. Seed " 22 ♂

Rs D " " 19

Total 11 3

(2) & (3) above promise specimens

These may be awarded

C.S. 16-7-96

J.D.H. 16/7/96

Flat File System

Brass

MENTION HONORABLE PARIS

BY APPOINTMENT TO

H.R.H the Prince of Wales

& VIENNA EXHIBITION

DESCHAMPS & CO

FURNITURE · BILLIARD · CARRIAGE · HARNESS · AND GENERAL MANUFACTURERS

Importers of Pianos, Pier Glasses, Carpets, Wall Papers, Marbles &c.

MADRAS

17th July 1868

C. Clarke Esqr

Chief Secretariat,

Fort Saint George

Dear Sir,

In continuation of our letter of 13 instant we beg to inform you that on referring upon your letter referred to we find we have furnished you with a wrong Cabinet, as we were at the time under the impression that the one in question was to have brass attachments for its Corners &c., hence we charged you Rs 13/. but as you require the brass attachment only as per sample furnished, for placing a Card for Circulation, and has been made up typo for Government in lieu please note our charge thereafter @ Rs 10/. nett each.

We are

Dear Sir

Yours faithfully

Deschamps

the Second Number.

SA

These posted to Sally this day
Specimen books forwarded
Messrs Spencer & Co. Letter of
enquiries. As you will see the
& judge for yourself as comm
are called for from me. I may
just remark however that the
& bottom plants of Species is Lon
seem too thin & the hinges very
inferior. There is a great differ
in the weight - If Specimens book
will only cover with that I am hap
this advantage in this respect.

Yrs

24/2/96.

27/7

(1) C. A. (Publ) ✓
(2) W. S (Rec) ✓
(3) C. A. (P. Wd) R.S.

please note their opinions

C.S.
27.7.96

A seems worth all the difference in cost. The depth is not sufficient for flat files of annual reports etc.

J.D.B.
27.7.96.

N.S. 28 July

C

C For these the present Record boxes will be used. The boxes of which samples are sent will take the places of the present Small Size boxes.

C.S.
29/7/96

N.S. 29 July 96

These have been found to fall to pieces after a time but if W.S. wants them the Rec. boxes they will be added. Pasting a slip under the lid answers the purpose

C

Flat File System

Boxes to replace present small size Circulation Boxes.

Samples

Specimen No. — No. 6-4. per box.
Office Carpenter — No 7. per box.

, although heavier, is much stronger and the wood much thicker than which is not likely to last long without cracking

C.S.
27.7.96

A is better article; though one thing is not put on properly. ~~the~~ ~~one other box~~ not many, I think D

D
27.7.96

~~The Record box now in use~~ have the present record box ~~is~~ four ~~ties~~ ~~cords~~ eyes ( ) attached to the inside of the lid so as to take a card board slip on which to write the subject matter of the file, [illegible]

Submitted to the C. S.

C.S.
28/7/96

CS

Box A (Messrs Carpenter) weighs
425 Grms or 10 lbs 14·86 ozs
Top & bottom planks are 1/2 inch thick

Box B (Spencers) weighs 305 Grms
or 7 lbs 13·45 ozs
Top & bottom planks are 1/4 inch thick

CS.
31-7-96

Is a difference of 3 lbs per box.
as explained one 2 lbs 1·12 ozs
fuses, I should like to know that
has tobe stored in the smaller
trunk

LO
31/7/96

Submitted to the Secretaries to Govt.
Revenue, Stat.D, & Marine Depts
in favour of remarks, in accordance
with the CS note above.

CS
31-7-96

I can't see any difference in the
quality of the work; the difference in
weight is apparently due to the
difference (1/4 inch) in the top &
bottom boards. I doubt
whether 1/4 inch boards would
stand heavy wear & tear without
being bound to the sides by brass
angles ⌊ unless this can
be done the chests will be
useless. Spencers tho will no doubt
modify as necessary. RA 1-8-96

See what Spencers
will do a box of
each and the exact
weight
LO
31/7/96

I thank B Chatterjee Esq
[illegible] of the Steamer and be
the bearer of the two box shooks
the make - Keevil & Co
[illegible] than A I thank
the Letter may be receipted

1/8/96

2nd August

To.

Messrs Spencer & Co.

Madras.

Dear Sirs,

The top & bottom boards of the sample Teakwood box which you furnished to the Steam Clerk of the Chief Secretariat Madras are each about 1/4 inch in thickness. Will you please let me know, for the information of the Chief Secy, what your estimate for boxes will be complete with planed top & bottom but otherwise similar to the box you have sent. Your price for the latter I note will be Rs 5/4 per box including brass fittings, fixing Blocks (to be supplied by the Secretariat) & white lead lettering.

Kindly by return post will oblige

Yours faithfully

(Sd) Chatterjee

Second Asst. Chief Secretary.

500-23-7-95.

SPENCER & Co

—PRINCIPALS—

Eugène P Oakshott | A.W.D. Oakes.

J. Stiven.

WINE MERCHANTS

— AND —

General Mess Purveyors.

MADRAS. BANGALORE. OOTACAMUND.

Madras 4th Augt 1896.

C. W. Schmidt Esq

Second Asst Chief Secretariat

Government of Madras.

Ootacamund

Dear Sir

In reply to your favour of the 2nd Inst, the additional thickness at top & bottom of box will entail an extra charge of Annas 6 per box, making our estimate Rs 6/0 instead of Rs 5/4 each

We are dear Sir

Yours faithfully

Spencer & Co

[G. 24] 500—23-7-98.

Public DEPARTMEN

Papers to be read in proceedings :—

Again G.O., dated 189 , No.

Again G.O., dated 189 , No.

Current No. of 189 , dated , from

" " " 189 , " , "

" " " 189 , " , "

The Secy { Revenue / P. W. } Dept for favour of comptn. initials

ORDER. No. 846. 8th August 1896.

Messrs. Spencer & Co: will be informed that their tender for circulation boxes of the pattern submitted by them, but with top and bottom boards of one half inch thickness, at Rs.5-10-0 per box (including the fitting of locks which will be supplied by the Secretariat) is accepted. They will be requested to furnish 113 as soon as early as possible to the depts. noted below:—

Chief Secretariat 57

L & M. Dept: 15

Revenue Secretariat..... 22

P.W. Secretariat 19

2. Of the boxes for the Chief Secretariat, 38 should have white ~~red~~ lead numbering 1 to 22 and the remaining 35 khaki. The boxes for the L. & M. dept. should be numbered 1 to 29 and should have white maltese crosses on the front and sides. Those for the Rev: Secretariat should be numbered 1 to 22 and should have similar green maltese crosses, and those for the P.W. Secretariat should be

Flat File System Boxes.

(F O R A P P R O V A L)

C. S.

numbered 1 to 19 and should have blue maltese crosses. The depts. concerned will be requested to furnish Messrs. Spencer & Co: with the locks and with a sample box shewing the position and size of the maltese crosses.

3. As the boxes are required for immediate use, Messrs. Spencer & Co: will be requested to forward the following to Ootacamund with as little delay as possible:--

Chief Secretariat	6 with 3 numbering
- -Do--	10 with ordinary -do-
L. & M. Dept.	5
Rev: Secretariat	8
P.W. Secretariat	6

and to report to the departments concerned when the order has been completed.

4. The bill for the boxes, with receipts from the respective depts. for the numbers supplied to them, should be forwarded by Messrs. Spencer & Co: to the Financial dept:

C.S. 6.8.96

8/8/96

8/8/96

To

Messrs. Spencer & Co., Madras
The L. & M. Dept.
,, Revenue ,,
,, P.W. Dept.
,, A.G. through the Financial dept.

Desps 10/8/96

Desp 13/8/96

When given for copying ——
When copied ——
When examined ——
When signed ——
} 189

D AGAIN G.O., No. DATED
, 189 ,

RRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT	A	A	A	A	A	A	A
LETTER OF GOVERNMENT.							
EMENT WITH DITTO.							
PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGI							

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