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G.O., No. 1011

DATED 29. 7. 97

INDEXED

[Despatch Abstract.]

Books in files.

Revising Para 5 of G.O. No. 992 Pub.
8 11th Sep '96 regarding the arrangement
of books in flat files of records.

2/8/97

BACK PAPERS.

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

FURTHER PAPERS.

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

Government {1897} of Madras.

PUBLIC.

Recd.

Enclosures

} 1897.

Regd.

Spare copies

G.O., No. 1011, 29th July 1897.

JULY.

Books in Files.

Revising paragraph 5 of G.O., No. 992, Public, dated 11th September 1896, regarding the arrangement of books in flat files of records.

GOVERNMENT OF MADRAS.
PUBLIC DEPARTMENT.

Read—again the following paper:—

G.O., No. 992, Public, dated 11th September 1896.

ABSTRACT.—Issuing certain instructions for arranging files under the flat-file system of record-keeping.

ORDER—No. 1011, Public, dated 29th July 1897.

The following will be substituted for paragraph 5 of the Government order read above:—

Books should never be placed *inside* the flap of a case. Those of foolscap size should be placed underneath the case tied with a separate tape, and those of smaller size than foolscap at the top of the file *outside* the flaps and tied with the tape belonging to the case.

(True Extract.)

Chief Secretary.

To all Departments of the Secretariat.

Encl. P. Seetharam.

BOOKS IN FILES

Public Dept:

The Hon'ble Sir Henry Bliss, K.C.I.E.

The Hon'ble Mr. Justice C. J. J.

Revenue

L. M.

W.D.

for remarks

FOR ORDERS

Para 5 of G.O.No.992 Public, 11th Sept. 1896, directs that, in arranging papers under the flat file system, books should be placed on the top of the note for orders or the draft order, either inside or outside the flaps and (ii) the books of foolscap size should be placed at the bottom of a file instead of a board. It is the custom as regards the first of these rules to place books inside the flaps of cases and this practice is understood to have arisen in consequence of a direction by the Hon'ble Sir Henry Bliss, K.C.I.E.; the note on the subject cannot be traced. It is submitted, however, that the rule should be altered, and that books should invariably be placed outside the flaps. The result of placing books inside the flaps, especially when there are two or three ^{books of} different sizes ~~board~~ in ^a file, is to crack the file flaps and to tear them at the corners and this result is being ^{evincing} ~~evincing~~ ^{now} ~~evincing~~ that the cases have been sometime in use.

With reference to the second rule it is submitted that the effect of not using a case (which has been termed a board in the order of 1896) when books

Ly. 6. 1011 87 - 9-7-97
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[G.
24.]
800-28-10-96.

Papers to be read in proceedings:—

Again G.O., dated 11th September 1896, No. 932 (P)
Again G.O., dated 189 , No.

Current No. of 189 , dated , from
" " " 189 , " " "
" " " 189 , " " "
Rev: L & M Repts. for counter-initials
P. V.

ORDER. W. 10118 29 July 97

The following will be substituted for paragraph 6 of the G.O. read above:—

Books should never be placed inside the flap of a case. Those of foolscap size should be placed underneath the case tied with a separate tape, and those of smaller size than foolscap at the top of the file outside the flaps ~~of the case~~ and tied with the tape belonging to the case.

From 22nd
26.7.97.

17.7.97
See marginal note on
Public Dept. O. 10118
29/7/97
29/7/97

To All Repts. of the Secretariat
(including C.S.)
30 Sept 7/97
B.M. P. 10118

Heavy books are tied
separately or outside
—the frequently the rule
is not strictly followed.
But pamphlets & small light
books may be indistinguishably
tied within

If foolscap size are put up, is to tear
edges of the
the papers which come in contact with
the tape, which is the protection
which is afforded by the flaps. It will
be seen from para 28 on page 50 of the
Text-Book of Official Procedure by Mr.
Hogan of the India Foreign Office that
the rule in the Govt. of India Secretariats is that books put up as references may be placed underneath the board of, and tied up with, the otherwise completed file. It is not known how this rule is worked in the Govt. of India offices but the result of tying a book of smaller size than foolscap underneath ~~the~~ ^{a foolscap} case must be somewhat inconvenient. Books of foolscap size might well be underneath the case and be tied with a separate tape. But smaller size books should, it is thought, be placed outside the case, being tied with the tape belonging to the case.

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27/7/97

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189

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