

Public (1897) Department.

ORDINARY PRINTED.

G.O., No. 1338

↑
DATED 8.10.97

[Despatch Abstract.]

Records.

Issuing Certain amended rules
regarding the form in which
Communications should be
submitted to Govt.

110/97

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.

Regd.

} 1897.

Enclosures

Spare copies

G.O., No. 1338, 8th October 1897.

OCTOBER.

Correspondence.

Issuing certain amended rules regarding the form in which communications should be submitted to Government.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

ORDER—No. 1338, Public, dated 8th October 1897.

The following amended rules regarding the form in which communications should be submitted to Government are published in supersession of those circulated with G.O., No. 2595, Public, dated 13th December 1886:—

(1) The paper on which communications are made should be 13 inches in length and, ordinarily, $8\frac{1}{2}$ inches in width; in cases where wider paper is found necessary, the width should be some multiple of $8\frac{1}{2}$ inches. Enclosures should be on paper of similar quality and size, except where there is special cause to the contrary (*e.g.*, in the case of a sketch, plan or original enclosure). Exactness of width is necessary to prevent filed papers from being torn.

(2) Papers should be folded and creased as little as possible. Lengthy communications, or those accompanied by large files or numerous enclosures, should be sent through the post (unfolded) between thin card boards.

(3) Plans, maps, &c., which would be damaged by folding, should be despatched in tin tubes or cases.

(4) With every manuscript communication a docket on a separate half-sheet of substantial paper, 13 inches by $8\frac{1}{2}$ inches, should be supplied. The docket is kept separate to facilitate the subsequent transmission of the contents in original to other offices. The abstract of the docket should state clearly the purport of the letter, and not merely indicate its title-subject. Docket forms for use in addressing each department of the Secretariat are procurable from the Superintendent, Government Press.

Separate dockets are not required and should not be used in the case of the communications noted below:—

General.

Reports of arrival or departure.

Do. of return to duty.

Do. of assumption or transfer of charge.

Do. of casual leave.

All returns which are submitted by more than two separate officers.

Reports of official publications ready for issue.

Periodical returns which are submitted on printed forms.

Applications for spare copies of Government orders.

Financial.

Packing accounts of administration stores.

Duplicate bills of lading.

Import bills for stores.

Communications forwarding books with receipts for signature and return.

Political.

Returns of casualties amongst political stipendiaries.

Applications for permission to reside in Native States.

Letters forwarding copies of communications to Darbars of Native States in pursuance of instructions from the Government of India.

Judicial.

Applications for all descriptions of powers under the Procedure Codes.

Educational.

Applications for temporary exemption from examination rules submitted in the form prescribed in Circular No. 2304, Educational, dated 27th September 1895.

Public Works Department.

Weekly returns of changes affecting the Engineer and Upper-subordinate establishments.

Fortnightly returns of changes in the personnel of Engineer and Upper-subordinate establishments.

Monthly variation statements showing changes in the return of second-class warrant officers and their families requiring passages to England.

Quarterly distribution returns of officers and Upper subordinates.

Half-yearly returns of births, marriages and deaths in the families of non-commissioned officers.

Lists of disallowances.

Objectionable item statements.

Statements of unauthorized appropriations.

(5) The arrangement of the papers should be as follows:—On the top of the file should be the docket sheet. Below it should be placed the enclosures, if any, to the letter, arranged according to their dates, the earlier papers above and the later below. At the bottom of all should come the letter. The paper should be connected by a tag, a hole being bored for that purpose with a punch in the top left-hand corner. The ends of the tag should be left open and should on no account be tied. Pins should never be used.

(6) When a file is voluminous it may be broken up into two or more portions. Enclosures, which are of such a nature that they will not readily lie in book form (*e.g.*, sketches and plans), can be kept separate.

(7) Enclosures should be clearly numbered at the head of the first page, "Enclosure Nos. 1 and 2, &c., to letter No. ." Statements appended should be similarly treated.

These do not require dockets.

(8) All letters should be numbered and dated. The name of the town, village or other place from which the letter is written should be added to the date.

(9) Heads of departments should see that copies issued to petitioners and other parties are issued on stationery which conforms to these rules.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To departments of the Secretariat.
" all heads of departments, including Collectors and Judges.

Exd. Shaik Kareem.

Public (189 7) Department.

CURRENT No. 2721

From
The Marine Dept.

Order

No. 4748.

Dated	22	} 7-27
Received	23	
Registered	23	
Enclosures	-	
Spare copies	-	

US

To await other replies.

AS
22/7-27
- 7
24/7/27

SUBJECT.

Giving certain the
marks with refer: to the
No. 1508, Public, the papers
which do not require docket
the.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

No. 474 E.

Government of Madras.

PUBLIC WORKS DEPARTMENT.

Qotacamund
Madras, 22nd July 1897.

OFFICE NOTE.

From The Secretary to Govt.,
Public Works Department.

To The Chief Secretary
Your office note no 1508 (Public Department)
dated 19th July 1897

The following remarks are offered in the Public Works Department:-
(1) "Lengthy" communications only are to be sent through the post unfolded. Short communications would thus be folded. If so, it is difficult to see how they can be sent uncreased as required by the rule.

(2). It is considered that papers should also be allowed to be connected with stout thread, and that the punch should not be regarded as essential. The tags and punches will cost a great deal of money if universally prescribed, and the tags are not always the most convenient. They are apt to get tangled.

(3). This is a good rule, but is not essential, and is deprecated on the ground

ground that it will take as time, which
the elaborate routine of recent years
is encroaching on more and more.

There are ^{no} additions in the
marine department to the war in of
rule.

John Campbell Colonel, U.S.A.,
Secretary to Government.

Pub.
28.
2,000-5-3-97.

Public (1897) Department.

CURRENT No. *20*

Order

From

*The Local & Municipal
Department.*

No. *20*

Dated *6. 8. 97*

Received *7. 8. 97*

Registered *7. 8. 97*

Enclosures -

Spare copies -

SUBJECT.

*Offering remarks with reference
to office note No. 1508 d/19 July 1897,
regarding papers that require
no docket fee.*

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Local and Municipal department.

OFFICE NOTE No.20

Dated 6th August 1897.

From

The Secretary to Government,

Local and Municipal department,

To

The Chief Secretary to Government,

Public department.

Your Office Note No.1568 d/19th July1897.

The undersigned is of opinion that in rule (4), provision should be made for the use of a post card in the case of reminders and nil returns, and that in rule (5) the following words should be inserted at the end of the penultimate sentence:-

" on the left hand top corner. The ends of the tag should be left open, and should not be tied together."

Papers are sometimes tagged or stitched together at the right hand top corner and the ends of the tag are occasionally tied together thus causing much inconvenience in untying the knot.

Also with regard to rule (5) the undersigned is strongly of opinion that the forwarding letter should be below

the

E. J. Barker
Secretary to Government.

Public (1897) Department.

CURRENT No. 2945

Order

From

The Educational Dept.

No. 1658.

Dated 7. 8. }
Received 7. 8. } 97
Registered 7. 8.

Enclosures -

Spare copies -

SUBJECT.

*Offering remarks with
reference to office note
7. 1508 dated 19 July 97
regarding papers that
require docket.*

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

[78] 2,000-25-11-96.

CURRENT

2945

OFFICE NOTE No. 1658.
Dated 7th August 1897.

From G. S. Forbes Esq J.C.S.
SECRETARY to Government
To Chief
THE SECRETARY to Govt. Public DEPARTMENT.

The undersigned has the honour to state that he has no remarks to offer on the draft rules forwarded with the Public Department office note No. 1508 dated 19th July 1897 except with regard to clause 5- as to which please see his office note in the Legislative Department on a similar reference. Application for temporary exemption from the examination rules submitted in the form prescribed in circular number 2304 Ed dated 27th September 1895 requires no separate docket and it may be added to the entries made in the margin opposite rule 4.

As Whapp.
for Secretary to Govt.

Public (1897) Department.

CURRENT No. 2446

From

The Legislative Dept.

No. 1657

Dated 6. 8

Received 7. 8

Registered 7. 8

Enclosures —

Spare copies —

SUBJECT.

*Offering remarks with
reference to office note No. 1500
dated 19 July 97 regarding papers
that require dockets.*

Order

US do. await replies from
not. Finl. Coll
the Rev. + P.W. Dept.

Aug 1/97

AK 11/8/97

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

Legislative Department

Office Note No. 1659
dated 6th August 1907.

FROM

C. F. Forbes Esquire, I.C.S.,

Secretary to Government,

TO

The Chief Secretary.

The undersigned has the honor to state that he has no remarks to add with reference to the draft rules forwarded with the Public Department Office Note No. 1608, dated 12th July, 1907, except that with reference to clause (c) a better plan, in his opinion, is to place the current letter at the top of the folder below the docket and then the enclosure in order of date. This is the correct order. The first thing one does is to read the forwarding letter to note the object of the communication sent. It is, with the letter at the bottom, and to ^{wade} through the file to get hold of it.

C. F. Forbes
Secretary to Government

Public (1897) Department.

CURRENT No. 3024

Order

From

The Public Works Dep't

No. 1105 D

Dated 13 Aug. 97

Received 13. " "

Registered 13. " "

Enclosures - 11/11/97

Spare copies - 11/11/97

ad
To await replies from the Rev.
Genl. Finl. & Coll. Depts.

16/11/97 Mc 16/8/97

SUBJECT.

Submitting list of communications
of the Public Works Dep't which
require no separate Decret Sheet

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

No. 1105 D

Government of Madras.

PUBLIC WORKS DEPARTMENT.

Ootacamund
~~Madras~~, 13th August 1897.

Recd 13/8/97
 OFFICE NOTE.

From
 The Secretary to Government,
 P. W. D.

To
 The Chief Secretary to Govt.

Your Office Note No. 1508 dated
 19th July 1897.

The following communications
 received in the Public Works Dept.
 require no separate docket sheet:-

(i) Weekly returns of changes affecting
 the Engineer and Upper Subordinate
 Establishments.

(ii) Fortnightly returns of changes in
 the personnel of Engineer and Upper
 Subordinate establishments.

(iii) Monthly Variation statement
 showing changes in the return of 2nd
 class warrant officers and their families
 requiring passages to England.

(iv) Quarterly Distribution Return

- of officers and upper subordinates.
- (v) Half yearly returns of births marriages and deaths in the families of Non-commissioned officers.
 - (vi) Lists of Disallowances.
 - (vii) Objectionable Item Statements.
 - (viii) Statements of unauthorized appropriations.

John Campbell Col., R.R.
Secretary to Government.

R.R.

Pub.
29.
000-5-5-27.

Public (1897) Department.

CURRENT No. 5076

From

The Rev. Secy.

Order

No. 74

Dated	16	} 8-97
Received	17	
Registered	17	
Enclosures	-	1 file
Spare copies	-	

no do await replies from
the Ind. Finl + PM Dept.

CW
19/8/97

AM
19/8/97

SUBJECT
Returning ^{with} ~~the~~ ^{from} ~~the~~ ^{the} ~~draft~~ ^{forms}
under the forms in
which communications
should be submitted to
Govt.

recd 19/8/97
W

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

10.06.01 3 25

PT 10

11

11

11

11

11.06.01 3 25

11.06.01 3 25

11.06.01 3 25

Papers to be read in proceedings :—

Again G.O., No.	dated	189 .
Again G.O., No.	dated	189 .
Current No.	of 189 , dated	, from
" "	" 189 , "	" "
" "	" 189 , "	" "

ORDER.

[Faint, illegible handwritten text, likely bleed-through from the reverse side of the page.]

Reports of return to duty, casual
 leave, arrival and departure and
 of assumption and transfer of charge.
 Vouchers accounts, bills of lading and
 receipt bills for stores.
 Letters forwarding books with the
 receipts for signature and return.
 Reminders and Nil returns.
 Applications for Magisterial powers.

under the heading CODES.

of the letter and not merely
 indicate its title subjects.

Docket forms for use in address-
 ing each Department of the
 Secretariat are procurable
 from the Superintendent,
 Government Press.

Separate docket are not
 required and should not be
 used in the case of the com-
 munications noted in the
 margin.

(5) The arrangements of
 the papers should ~~not~~ be
 as follows: On the top of the
 file should lie the docket
 sheet. Below it should be
 placed the enclosures, if any,
 to the letter, arranged ac-
 cording to their dates, the
 earlier papers above and the
 later below. At the bottom
 of all should come the
 letter. The papers should
 be connected by a tag, a
 hole being bored for that
 purpose with a punch. Pins
 should on no account be
 used.

OFFICE NOTE No. 74

Dated 16 August 1899

Recd 17/8/99

From

THE SECRETARY TO GOVERNMENT, REVENUE DEPARTMENT,

To

THE CHIEF SECRETARY TO GOVERNMENT.

in returning the draft rules

(6) When a file is voluminous it may be broken up into two or more portions. Enclosures which are of such a nature that they will not readily lie in book form (e.g. sketches and plans) can be kept separate.

(7) Enclosures should be clearly numbered at the head of the first page, "Enclosure. Nos 1 and 2, &c; to letter No. ---". Statements appended should be similarly indicated.

These do not require docket.

(8) Letters should be numbered according to the order of their despatch. The date entered on them should be the date of their despatch. The name of the town, village or other place from which the letter is written should be added to the date.

(9) Heads of departments should see that copies issued to petitioners and other parties are issued on stationery which conforms to these rules.

1899
Public Dept.
Enclos. No. 1
To
G. No. 3210

1899
Public Dept.
Enclos. No. 1
To
G. No. 3220

1,000-14-6-97

Papers to be read in proceedings :—

[illegible]

Again G.O., No.	dated	189
Again G.O., No.	dated	189
Current No.	of 189 , dated	, from
" "	" 189 , "	, "
" "	" 189 , "	, "

ORDER.

G.O.	No.	Department.	Date.

The following amended
rules regarding the form in
which communications should
be submitted to Government
are published in supersession
of those circulated with G.O.
No 2595, Public, dated 13th December
1886 :-

(1) The paper on which communications are made should be 13 inches in length and, ordinarily, $8\frac{1}{2}$ inches in width. In cases where wider paper is found necessary the width should be some multiple of $8\frac{1}{2}$ inches. Enclosures should be on paper of similar quality and size, except where there is special cause to the contrary.

Exactness of width is necessary to prevent false persons from being sworn.

(2) Papers should be folded as little as possible, and when folding is necessary it should be done without creasing. Lengthy communications or those accompanied by large files or numerous enclosures should be so to arrange the tabs (unfiled) between their end boards.

(3) Plans, maps &c., should
be kept in tin tubes
&c.

2. With every manuscript communication a docket on a separate half sheet of substantial paper 13 inches by 8 1/2 inches should be supplied. The docket is to be separate to facilitate the subsequent transmission of the contents of the original to other officers. An abstract of the docket should state clearly the purpose

Notice of removal
The undersigned hereby transfers
to the undersigned all his books of Lending and
for sale for starts.
Lenders forwarding books with
receipts for signature and no
Remuneration.

Applications for spare copies of G.O.S
Intimations from the Dept for Press
of the publications likely to be ready
for issue within a fortnight
Periodical returns which are submitted
in printed forms.

of the letter and not merely
indicates its little subjects.
Back to terms for me and
I am. I am not the
same but we are unable
from the same with
the same.

I am to have not
 with it, shall not be
 in it, in case of the
 negotiations with the
 margin.

(5) The arrangement of the papers should ~~not~~ be as follows. At the top of the file should be the letter from B. Brown. Below it should be placed the enclosures if any in the letter arranged according to their dates. The earlier papers above and the later below. At the bottom of all should come the letter. The paper should be connected by a tag, a hole being bored for that purpose with a punch. This should on no account be omitted.

OFFICE NOTE No. 1781

Dated 25th August 1897.

From

THE CHIEF SECRETARY, *Judicial Department*

To

Chief
THE SECRETARY *Public* DEPARTMENT.

In returning the draft form with office note N^o. 1508 dated 19th July 1897 the undersigned has the honour to state that for "applications for magisterial powers" it would be better to substitute "applications for all descriptions of powers under the Procedure Codes". This would include all those usually sent up.

Respectfully
Chief Secretary

Mm
24.8.97

Letter to the for list. M
10/8/97 Ask him to hurry up the case
and 25/8/97 12/8/97

From
The CHIEF SECRETARY,
Political
To
The SECRETARY Financial and DEPARTMENTS

Also ask the
25/8/97 To
ask him to hurry up the case
regard the
violence on papers in days
written to the.
12/8/97

The undersigned has the honor
to forward the accompanying
draft for favour of remarks
and for insertion in the margin
opposite rule 4 of particulars
of such papers as require no
separate docket sheet.

Adm. Secy.
For Chief Secretary

Public 3222
Recd 27.8.97
Regd 27.8.97
Final report

Note the g.s. file is now
complete.

To Public Dept.

Recd 14th Aug 1897
Please see the list signed

The first part of rule (8) might
it is thought, be omitted. It is
not observed in the Secretariat &
the insertion of
causes double dates (disposal
despatch) in some cases
C. S. Secy. P. S.

Ans. 26442

- 1. Reports of arrival or departure.
- 2. Reports of ~~officers~~ returning to duty.
- 3. Reports of assumption ~~of~~ transfer of charge.
- 4. Reports of casual leave.
- 5. Packing accounts of administration stores.
- 6. Duplicate bills of lading.
- 7. Import bills for stores.
- 8. Communications forwarding books, with receipts for signature and return.
- 9. Reports of official publications ready for issue.
- 10. Letters from the Ceylon Government forwarding replies petitions or requesting ~~payment~~ of pensions.

There is for a full
alone to note -

Political Returns of casualties amongst political stipendiaries.
 Quarterly returns of deaths among Carnatic stipendiaries.

" Applications for permission to reside in Native States.

1) Letters forwarding copies of communications advising

1) Letters forwarding copies of communications advising
 Bureau of the instructions of the Government
Native *Sum*

Barbers of Native
States in Pursuance of
the Director of the Instructions of the
India. Financial
Periodical Returns from the Accountant General

There is no office
about the matter

Printed Periodical returns from the Accountant-General.
[Civil accounts monthly and progressive figures from the
Comptroller-General.

Carl Reminders.

8. ~~Conf~~ - ~~ALL~~ returns.

441 returns.

All returns in Incl. Political Departments
which ~~are~~ are submitted by more than two
separate offices - i.e. G. D. return reports.
Adopted and returned in the ~~same~~ ~~same~~ ~~same~~
submitted in both ~~in~~ ~~in~~ ~~in~~

Cont
25/06/20

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for information

He The clear proof of
Corrected can issue

Aug 14/1892 mel.
3/11/97

I should say that
'the returns' should
be on the ...
...
...
...
I think it taken into
the word is so vague that
it might be taken to cover

Has there been a
distinct ruling
that all will return
and be sent on
p.c.s.

Letters which should
properly have docketed

He
28/X/97

NOTE FOR THE SECRETARY

Page 1 of 1
draft - fo. 1338
18.10.97.

Page A which
belonged originally
to my note for order
has been inserted
between rules (4) &
(5) in the order

"The words on post
cards" was put in
more fully by D.C.
They can't have done
sheets. The words in
the printed fo. are
unnecessary

The entry
"Reports of officers put
ready for use" and
that is the same as
"Intimations - future
under. has

this entry
that be under

General
So with the new
entry "Periodical
returns" & entry
marked A in prof. Sh

held over the despatching
 of the papers
 on these points
~~on these points~~
 Cw
 5/10/97

13 3 8 10 11
 8 CS

1884
 NK
 6/1/97

FOR ORDERS

Owing to the introduction of the flat file system of record keeping, the rules regarding the form in which papers should be submitted to Govt. printed in G.O.No.2,595 Pub., d/ 13th Decr. 1896, require emendation. Draft rules have been drawn up and circulated to all depts: of the Secretariat for remarks. A revised draft prepared in accordance with the remarks of the various depts. is ~~now~~ submitted. Orders are solicited on the following points:--

Rule 2.- With regard to this rule the Marine Dept. observes that as only lengthy communications are to be sent through the post unfolded, it is difficult to see how other papers can be kept un-
 A creased. In his note d/ 6th May 1893, F.M. ordered that "all heads of depts. and the Press should be instructed to send up their communications flat." The few others were a "matter". It is submitted that to direct that all communications should be sent unfolded would involve considerable unnecessary expense on covers and the rule as it stands is sufficient.

Rule 3.- The rule lays down that enclosures should be placed before, that is above the current. This direction is based on a note of F.M. 5/ 28th August 1896. ~~on a note of F.M. 5/ 28th August 1896.~~

Note - This is done.

NK.
 7/5/97
 The rule may stand as it is: where there is a double or two the papers can easily be pinned flat after receipt
 8/10/97

C personal orders

Legislative and L. & H. Depts. suggest that it would be more convenient if the current were placed on top of the file and then the enclosures in order of date. This they suggest is the natural order. Orders are solicited.

Rule 7.- This rule directs that the enclosures should each be numbered. The Marine Dept: deprecates the rule on the ground that it will take up time, which the elaborate routine of recent years is encroaching on more and more. It is to be observed that the rule has been nominally in force since 1886 and no alteration, it is submitted, is required.

Rule 8.- No. 10 of the rules of '96 directs that letters should be numbered according to the order of their despatch and that the date entered on them should be the date of their despatch. It has however been pointed out that in all depts of the Secretariat as well as in the Board's office and all revenue offices in the mufassal, letters and proceedings are numbered & dated in the order of disposal. Under the circumstances the provisions of the former rule 10 may, it is submitted, be omitted altogether.

AK.
27/9/97

*We must allow 15
This is the time
the same time as the
but the present system.*

*I see no reason
for a distinction
the Marine Dept.
the numbering of enclosures is
very desirable and will be
made of time. The rule must
stand. LD*

W. 12/10/97

24.
500-23-10-96.

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	" "

*Read 2/11/97
the highest authority
of the Dept. of the Secretariat
30/6/97.*

ORDER.

The following amended rules regarding the form in which communications should be submitted to Govt. are published in supersession of those circulated with G.O. No. 2595, Public, dated 13th December 1886:-

(1) The paper on which communications are made should be 13 inches in length and, ordinarily, 8½ inches in width; in cases where wider paper is found necessary the width should be some multiple of 8½ inches. Enclosures should be on paper of similar quality and size, except where there is special cause to the contrary (e.g., in the case of a sketch, plan or original enclosure). Exactness of width is necessary to prevent filed papers from being torn.

(2) Papers should be folded as little as possible and when folding is necessary it should be done without creasing. Lengthy communications

those accompanied by large files or numerous enclosures should be sent through the post (unfolded) between thin card-boards.

(3) Plans, maps, &c., should be despatched in tin tubes or cases.

(4) With every manuscript communication a docket on a separate half sheet of substantial paper, 13 inches by 8½ inches should be supplied. The docket is kept separate to facilitate the subsequent transmission of the contents in original to other offices. The abstract of the docket should state clearly the purport of the letter and not merely indicate its title subject.

Docket forms for use in addressing each Department of the Secretariat are procurable from the Superintendent Government Press.

(5) With the exception of the docket of the letter, ^{which} ~~it~~ must always lie at the top, the rest of the papers, viz, the covering letter and its enclosures with appended statements (if any) should be filed chronologically. The papers should be connected by a tag or hole being bored for that purpose with a punch. Pins should on no account be used.

(6) When a file is voluminous it ~~may~~ ^{can} be broken up into two or more portions. Enclosures which are of such a nature that they will not readily lie in book form (e.g. sketches and plans) can be separate.

Reports of return to duty, casual arrival and departure and of assignment and transfer of charge.
Packing accounts, bills of Import bills for stores.
Letters forwarding books with receipts for signature and re-Reminders and Nil returns.

Application for Magisterial powers.

Note. Separate dockets are not required and should not be used in the case of the communication noted in the margin.

The arrangement of the papers should be as follows: The letter should be placed at the top of the file. Then it should be placed in the docket, and the docket should be placed at the bottom.

Enclosures which bear a date prior to that of the letter should come first in the file; then the letter itself; then any statements (appendices) prepared at the same time as the letter.

On the top of the file should lie the docket sheet. Below it should be placed the enclosures, if any, to the letter, arranged in chronological order according to their dates. The earliest papers come,

and the latest below. At the bottom of all should come the letter. The papers should be connected by a tag, a hole being bored for this purpose with a punch. Pins should on no account be used.

ly numbered at the head of the first page, "Enclosure Nos. 1 and 2, &c., to letter No.---". Statements appended should be similarly treated. These do not require dockets.

8. Letters should be numbered according to the order of their despatch. The date entered on them should be the date of their despatch. The name of the town, village or other place from which the letter is written should be added to the date.

9. Heads of departments should see that copies issued to petitioners and other parties are issued on stationery which conforms to these rules.

AK.
17/6/97.

12
13/7/97.

TO
The Departments of the Secretariat.
All Heads of Departments, including Collectors and District Judges.

Again G.O., No.

dated

189

Again G.O., No.

dated

189

Current No.

of 189 , dated

, from

" "

" 189 , "

" "

" "

" 189 , "

" "

ORDER. W. 1338 of 8 The oct 9/7

The following amended rules regarding the form in which communications should be submitted to Govt. are published in supersession of those circulated with G.O.No.2,595 Public, dated 13th December 1886:—

(1) The paper on which communications are made should be 13 inches in length and, ordinarily, 8½ inches in width in cases where wider paper is found necessary the width should be some multiple of 8½ inches. Enclosures should be on paper of similar quality and size, except where there is special cause to the contrary (e.g., in the case of a sketch, plan or original enclosure). Exactness of width is necessary to prevent filed papers from being torn.

(2) Papers should be folded,

creased

creased as little as possible. Lengthy communications or those accompanied by large files or numerous enclosures should be sent through the post (unfolded) between thin card boards.

(3) Plans, maps etc. which would be damaged by folding should be despatched in tin tubes or cases.

(4) With every manuscript communication a docket on a separate half sheet of substantial paper, 15 inches by 8½ inches, should be supplied. The docket is kept separate to facilitate the subsequent transmission of the contents in original to other offices. The abstract of the docket should state clearly the purport of the letter and not merely indicate its title subject. Docket forms for use in addressing each Department of the Secretariat are procurable from the Superintendent, Government Press.

Separate dockets are not required and should not be used in the case of the communication noted below

No dockets are required on the following communications.

General

Reports of arrival or departure.

" " return to duty.

" " assumption or transfer of charge

" " casual leave

Reminders

Nil returns. } (on post cards.) (C 2944)

Applications for spare copies of forms vide 13076 noted on below

Financial

Packing accounts of administration stores.

Duplicate bills of lading

Import bills for stores.

Communications forwarding books with receipts for signature and return.

Reports of official publications ready for issue

Periodical Financial returns from the Accountant General.

Political

Note
for office to note.

(Letters from the Ceylon Government forwarding replies to petitions or requesting payment of pensions.)

(Civil accounts monthly and progressive figures from the from the Comptroller General.)

- Returns of casualties amongst political stipendiaries.

- Applications for permission to reside in Native States

- Letters forwarding copies of communications to Darbars of Native States in pursuance of instructions from the Government of India.

All returns in Financial & Political departments which are submitted by more than two separate officers i.e. G.S. returns and reports.

Judicial

Judicial Applications for all descriptions of powers under the Procedure Codes.

C 3200

Educational

Application ~~from~~ for temporary exemption from examination rules submitted in the form prescribed in Circular No. 2504 Educational, dated 27th Septr. 1915

C 2945

P.W. Dept.

Weekly returns of changes affecting the Engineer and Upper Subordinate establishments.

Fortnightly returns of changes in the personnel of Engineer and Upper Subordinate establishments.

Monthly variation statements showing changes in the return of 2nd class warrant officers and their families requiring passages to England.

Quarterly Distribution Returns of Officers and Upper Subordinates.

Half yearly returns of births marriages and deaths in the families of non-commissioned officers.

Lists of disallowances.

Objectionable item statements.

Statements of unauthorized appropriations.

Revenue Dept.

Applications for spare copies of G.O's. (put under general) *This may be*

Intimations from the Superintendent, Government

Press of the publications likely to be ready for issue within a fortnight. (vide Fmail list)

Periodical returns which are submitted in printed forms.

C 3076

(5) The arrangement of the papers should be as follows:-- On the top of the file should be the docket sheet. Below it should be placed the enclosures, if any, to the letter, arranged according to their dates, the earlier papers above and the later below. At the bottom of all should come the letter. The paper should be connected by a tag, a hole being bored for that purpose with a punch in the top left hand corner. The ends of the tag should be left open and should on no account be tied. Pins should ~~on no account~~ ^{never} be used.

(6) When a file is voluminous it may be broken up into two or more parts. Enclosures which are of such a nature that they will not readily lie in book form (sketches and plans) can be kept separate.

(7) Enclosures should be clearly numbered at the head of the first page, "Enclosure Nos. 1 and 2 etc., to letter". Statements appended should be similarly treated.

These do not require dockets.

(8) Letters should be numbered

according to the order of their dates. The name of the village or other place from which the letter is written should be added to the date.

(9) Heads of depts. should see that copies issued to petitioners and other parties are issued on stationery which conforms to these rules.

Cen no. 3222 suggests that letters should be docketed

Photocopies do not exceed two sheets of paper (15. 8 inches) might be attached, this use of tags being avoided. Apparently coming in the form of suggestion - but the saving would be so very small that it need not be submitted, especially for the purpose of uniformity.

Note in the file 27/9/1917. Papers are to be docketed. Have been made a list of all the letters in the file. The list is being made by the letter writer. Since the letters are being written by the letter writer, the list is being made by the letter writer. The list is being made by the letter writer.

Dept. of the General Secy. 12.11.17. 16.11.17. 16.11.17.

First copy sent to Press.

Returned for signature.

Despatched in print.

NUMBER OF COPIES
REQUIRED. { Order complete.
Letter only.
Order complete with Letter.

READ AGAIN G.O., No.
189

DATED

CURRENT NO.

ENCLOSURES TO C. No.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

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

N.B.—

A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.