

Public (1895) Department.

ORDINARY MS.

G.O., No. 140

Dated 12-2-97

INDEXED.

[Despatch Abstract.]

Receiving the office note and notes by the Hon.
Members in regard to reform of correspondence
adopted by the Govt. and the desire of H.E.
the Governor that the dictation of orders should
be polite.

BACK PAPERS.

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

FURTHER PAPERS.

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

H. E. THE GOVERNOR. *and wife*

SUBJECT.

~~THE HON'BLE MR. BLISS, C.I.E.~~

~~THE HON'BLE MR. GROSE, C.I.E.~~

Form of communications.

FOR ORDERS.

*Submitted to
H.E. the Governor
with reference to
the notes by Hon:
Members d/27.1.97
and 30.1.97.*

*3.5.13
1/2/97*

*28
4/2/97*

1. *Sum.*
2. *I think the Chief Secretary will
send the Sec. C. to send to the
under practice of his earlier days,
where case was taken that the
direction of Orders should be
positive.*

A. 3.4 7.2.97

*No 1408712. 2. 97
Recorded*

*3.5.13
1/2/97*

*3.5.13
9.2.97*

*28
11/2/97*

With reference to the notes by
His Excellency the Governor copies of
which are attached His Excellency's
attention is invited to the papers here-
with submitted which indicate the form
of communication adopted by the Govt.
of India to Local Governments and Admini-
strations subordinate to it.

When the subject is one of
general application in regard to which
communications have been received from
various Local Governments and Administ-
rations a Resolution is published which
is followed by an order communicating it
to Governments concerned-*vide flag A*

In the event of one Government
raising a question the reply to which is
of general application the answer is
in the letter form followed by an Endors-
ment forwarding copies of it to Local
Governments and Administrations-*vide*

flag B & C

Flag **D** is an instance of a reply to a reference from this Government.

The work of the Government of India is principally connected with Local Governments and Administrations and the letter form is therefore generally adopted, but to save unnecessary repetition copies of ~~that~~ letters are forwarded to other Governments or Administrations by an Endorsement or an Order.

The Military Department of the Govt. of India has an accounts branch ^{attached} to it ~~in which correspondence is carried~~ ^{on} ~~on by~~ the executive head of the dept. viz. Controller of Military Accounts, Bengal Command, by letter.

Flag **E** is an instance of such a letter which is communicated to Local Governments for the necessary action by a mere Endorsement. Considering that the letter is addressed ^{to a subordinate} ~~to such~~ officer it seems somewhat extraordinary that India should adopt the Endorsement form to Local Governments or Administrations in the same way as it does when issuing a Resolution or addressing another Local Government or Administration by letter.

As the position occupied by Local Governments in reference to the Govt. of India is considerably different to that of the head of a dept. under a Local Govt. it is more suitable to compare the system followed by the only

other ~~Govt.~~ Govt, viz. that of
Bombay, in conducting its official
correspondence.

Flag **F** is a **R**esolution of the
Govt. of Bombay; ~~and~~ among the addresses
appears "the Govt. of Madras, Political
Dept." but copy of ^{**E R**} ~~that~~ resolution was
forwarded to this Govt. with a covering
letter.

Flag **C**. This is precisely
the system followed by this Govt. when
communicating orders to the Hon. the
Judges of the High Court and the Resi-
dents in Mysore and at Hyderabad. It is
not often, however, that an order has to
be communicated to the ~~latter~~ officers.
Correspondence with them is usually
conducted by letter; but, to bring ~~in~~ a
letter from the Chief Secretary on the
Proceedings of Govt. it ~~is~~ ^{shd: always be} preceded by
an **O**rdersuch as "The following letter
will be despatched"; that is taken as
the instruction to the Chief Secretary
to write the letter which accordingly
usually commences with "I am directed
&c."

The ~~form~~ of correspond-
ence adopted by the Govt. of Bombay
when communicating with the heads of
depts. under it is not known here
but it may be inferred from Flag **F**
that the Proceedings of that Govt. are
in the form of Resolutions, *which corres-*
pond with the order form of this Govt.
Instructions are requested

whether the Govt. of Bombay shall be
addressed on the subject.

*a good many go to the
High Court, and there is
a printed form of letter to
the C.J. which invariably
accompanies each G.O.
H.B.*

Not necessary

It appears from the Old Record

in the old days
that the letter form was ~~immediately~~
used in communicating resolutions of
the Council of ~~the~~ Port St. George
to the parties concerned.

The old form of Extracts from
Minutes of Consultations ^{have} appears to ~~be~~
~~discontinued~~ when the Proceedings were
of this Govt. were numbered consecutive- *in 1859 or 1860*
ly for the entire month or year and
not for each sitting of the Council -
vide flag H.

It is submitted that the Order
form is the more convenient and also
the more economical. To reply to a letter
by a letter which has first to be
brought on the Proceedings of Govt.
by an Order and then to communicate
the whole by endorsements to other
officers concerned would considerably
increase the expenditure on time,
printing, and paper, when applied to
the very large number of disposals
issuing from the various departments of
the Secretariat, ~~is taken into considera-~~
~~tion~~. It is seldom that the reply of Govt.
to a letter from the Head of dept. has
not to be communicated also to some
other dept. or officer.

Different officers have differ-
ent styles of wording their drafts. It
is as easy to draft a C.O. in the form
of a reasonable request as in that of a
peremptory demand, and the flexibility
of the Order form renders it easily
adaptable to the various circumstances
of the case dealt with.

Is a C.O. absolutely necessary?

254

*Keep for Mr Price who may
wish to add to the note.*

Mt 19.12.86

*2013
14/12/16*

a.f.h

NOTE FOR THE

I returned these papers in order that search might be made for an order which I collected was passed some years ago on the subject the use of the letter form but found that it applied only to correspondence between Officers subordinate to Govt. when addressing one another.

The file marked K shows how it came about that the High Court is always addressed by letter.

The practice is that Govt. when addressing orders to Officers subordinate to it does so by Proceedings - in Bombay called Resolutions - and this has been the practice ever since I have been in the service. It is the most convenient & economical form. There is no reason why the decision should not be written. I myself have personally been always in favour of it being so but in English days in the Resolutions I have more than once had a polite way of putting things struck out and a civil phrase substituted for it.

Govt. always addresses other Govt. and Administrations, Political Officers and

It should always be written.
A. H.

The Chief Sec. should insist to the Govt. practice of his earlier days.

A. H.

6. 2. 97

Other Officers with subordinate to be made
with Council with the Presidency of
Mr. P. George by letter.

161.97

It seems that the letter form is used by
the Govt. in India to a large extent than
by this Govt., and I think we might with
advantage follow the example of the
Govt. of India, in this matter.

I would ask whether when a letter
is answered by a letter, a G.O.
is necessary. If the G.O. can be
dispensed with in such cases, the
suggestion used in the Note that the
use of the letter form would entail more
work and more printing - would be
contradicted.

I would propose that the letter form be
used in communication with authorities
not subordinate to this Govt. (Genl. Secy for
example), and non-officials (the
Chamber of Commerce for example).
The G.O. form being retained for
communications to subordinates. The
Chief Secy. will kindly consider whether
this can be done without much additional
trouble or expenditure of time and
paper.

22.1.97

India has far fewer people to
correspond with, I think
BS

Should say if necessary
to authorize the Secy to write the
letter
BS

The letter form of reply must
infallibly, I fear, cause much
trouble & had
to a much greater expenditure
of paper & printing than the G.O. form.
I am therefore in favour of adopting
the present practice, at least until
any complaints of it.

BS

27/1/97

I think that we had better adhere
to the existing practice.

29

30/1/97

+ Poll no 1386

NOTES FOR THE ~~Public~~ ~~Department~~

the following contents
from the notes on a draft
order on a letter from Brigadier
General R. J. Dugard, Commanding
Madras District, are communicated
to the Public Dept. for the
necessary action:-

Note by H.E. the Governor:-

- "2. ^{to it} ~~is~~ the fixed practice
- "to answer all communications
- "to Govt. by an Order in Council
- "Is a letter form ever used
- "as the form of such answer?

Note for H.E. the Governor:-

- "As regards the second
- "para of H.E. the Governor's
- "note, it is submitted that
- "the letter form is used by
- "Govt. only when addressing
- "authorities of higher or
- "equal standing."

Note by H.E. the Governor:-

- "I observe that the letter
- "form is used by the Govt.
- "of India - It makes for
- "more politeness and
- "urbanity than the
- "GO. form. Perhaps - Perhaps
- "we might ascertain
- who

that is the practice of the Govt
of India in the matter, with
respect to authorities of
lower standing than

Cut
20 11 26

(1+4) In the earlier times the letter form appears to have been invariably used in communicating resolutions of the Council to the parties concerned. No papers can be traced to show when the order form came to take the place of the letter form. The change appears to have been a gradual one.

(2) The E M C's appear to have been discontinued when the proceedings were numbered consecutively for the entire month or year and not for each sitting of the Council as was the case before. Please see G.O. 28-5-60 & 759
page A

(3) Please see
G.O. 28-5-60 & 759 A
G.O. 22-9-60 & 1186 B.

15
10/12/66

10159.

10
LIST OF OFFICES.

Superior Authorities.

Secretary of State for India.

Government of India.

Other Secretariat Departments.

Revenue.

Public Works.

Marine.

Local and Municipal.

Pension.

Authorities not subordinate.

Other Governments-

Bombay.

Bengal.

Punjaub.

North-Western Provinces and Oudh.

Central Provinces.

General Superintendent of Thuggee and Dacoity, Calcutta.

Chamber of Commerce, Madras.

Do Do Cocanada.

Do Do Cochin.

Governor of the French Settlements in India.

The Administrator of Mahe.

British Consul at Saigon.

*Consular Agent, Pondicherry and the other Consuls at Madras.

Colonial Governments-

Straits Settlements.

Penang.

Ceylon.

Natal.

Burmah-Chief Commissioner.

Coorg- Chief Commissioner.

Hyderabad } Resident.
Coorg. }

Aden-Political Agent.

* This officer is always addressed by G.P. As he is now apptd by the Foreign office perhaps the better form shd. be adopted.

S.D.B.
25/1/97

Authorities not subordinate. (Continued)

Madras Trades Association.

Postmaster-General.

Chief Superintendent of Telegraphs, Madras Division.

Director of the Indian Marine, Bombay.

Deputy Adjutant-General, Madras Command.

Chief Justice of the High Court.

Chief Inspector of Explosives, Tirkee.

Non-official Members of the Legislative Council.

C.P.
23/1

12
No. 630, PUBLIC, 16TH JUNE 1896.

GOVERNMENT OF MADRAS.
PUBLIC DEPARTMENT.

READ—the following paper :—

From Colonel M. J. KING-HARMAN, Deputy Secretary to the Government of India, Military Department, to the Adjutant-General in India, dated Simla, the 21st May 1896, No. 1359-B.

I am directed to state, for the information of the Commander-in-Chief, that the Government of India have had under consideration the question of the manner in which correspondence is to be carried on between the Lieutenant-Generals Commanding the Forces, Punjab, Bengal, Madras and Bombay, and Local Governments or Administrations and Political officers.

2. It has been decided that, in future, all official correspondence between the Lieutenant-Generals and the Local Governments and Administrations shall be carried on between the Deputy Adjutant-General of the Command and the Secretaries to the Local Government or Administration concerned; and that as regards Political officers, Residents of the 1st class and Agents to Governor-General * shall be addressed by the Deputy Adjutant-General through their 1st Assistants; other Political officers being addressed direct.

- 1. The Resident at Hyderabad.
- 2. The Resident in Mysore.
- 3. The Agent to the Governor-General in Rajputana.
- 4. The Agent to the Governor-General in Central India.
- 5. The Agent to the Governor-General in Baluchistan.

Copy forwarded to—

The Home Department for information and for communication to Local Governments and Administrations.

The Foreign Department for information and for communication to the Political officers concerned.

(By order.)

(Signed) P. A. BUCKLAND,
Asst. Secy. to the Govt. of India.

No. 1001.

Copy forwarded to the Government of Madras for information.

(By order, &c.)

HOME DEPT., PUBLIC,
SIMLA, 2nd June 1896.

(Signed) L. M. THORNTON,
Dy. Secy. to the Govt. of India.

ORDER—No. 630, Public, dated 16th June 1896.

Communicated to the Departments of the Secretariat.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Departments of the Secretariat.

Gobt. of {1896} Madras.
PUBLIC.

Issued

Recd.

Encl.

G.O., No. 630, 16th June 1896.

JUNE.

Correspondence.

Communicating to Secretariat Departments letter from the Government of India stating that, in future, all official — between the Lieutenant-Generals and the Local Governments and Administrations should be carried on between the Deputy Adjutant-General of the Command and the Secretaries to the Local Government or Administration concerned.

Original of G.O.
No. 140 Pubd 12/2/97

Circulated to
all departments of
the Secretariat
for perusal.

22/2/97

J.D.B.
20/2/97 - Seen

20/2/97

20/2/97

20/2/97

Is it proposed to issue a formal
order directing what procedure
shall be followed?

No. It is hardly
a matter on which to issue
a formal G.O.

17/3/97

16/3/97

C.S.

Please see $\frac{U.S.}{R}$'s query
opposite. It is understood
that no formal order is
to issue. The notes have
been brought on record.

J.D.B.
16.3.97

20/2/97

20/2/97

20/2/97

11/3/97

The Secretary of Government Revenue Dept of India
Local & Public Works
Public Works

Under Secretary of Government

Assistant Secretary of Government

22/11/43
1046397
1042397

in On for copying
in copied
in examined
in signed

189

D ASAIN-G.O., No.
189

DATED

RENT No.

RECORDS TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT

STATEMENT WITH DETTO.

PAPERS NOT FILED UP, BRING MEANT FOR DESPATCH
IN ORIGINAL

N.B.-

A = Copy in full.
B = Not to be copied.
F = Copy abstract only.
Q = Copy heading only.