

Public (1897) Department.

ORDINARY PRINTED.

G.O., No. 49

DATED 16-1-97.

INDEXED.

[Despatch Abstract.]

Method of dating initials &c. Directing that when it is necessary to add a date to initials or signature or to give a date without initials, the year as well as the date and month should be shown.

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. } 1897. Enclosures
Regd. } Spare copies

G.O., No. 49, 16th January 1897.

JANUARY.

Method of dating Initials, &c.

Directing that, when it is necessary to add a date to initials or signature or to give a date without initials, the year as well as the date and month should be shown.

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

ORDER—No. 49, Public, dated 16th January 1897.

It will in future be a positive rule in all Government offices in this Presidency that when it is necessary to add a date to initials or signature, the year as well as the date and month shall be shown. This rule will apply to all grades of officials and also to cases in which the date without initials is given, such as dates of receipt, despatch, circulation, return from circulation, &c.

(True Extract.)

Chief Secretary.

To the Departments of the Secretariat.
 „ all Collectors and District Magistrates.
 „ all Heads of departments under the Chief Secretary.
 Gazette.

Exd. A. Raitt.

[Pub.
27
1,000-28-10]

Public (1897.) Department.

CURRENT No.

⑥

From The R.D.

c.s.
Order N^o. 49 7/16-1-97

It will in future be a positive rule in all Govt offices in this Presidency that when it is necessary to add a date to initials or signature the year as well as the date and month shall be shown. This rule will apply to all grades of officials and also to cases in which the date without initials is given such as dates of receipt, despatch, circulation, ~~return~~ return from circulation &c. from orders

O.A. No. 95

Dated 18th Dec 96
Received 21st Dec 96.
Registered 4.1.97.

as well as the day and month. Enclosures shall be shown. This rule. Spare copies

will apply to all grades of officials and also to cases

SUBJECT.

in which the date without initials is given such as dates of receipt, despatch, circulation, ~~return~~ return from circulation &c. from orders

Sept of the Secty. Dept. 22/1/97
all Collectors Dist. Magistrates Dept. 25/1/97
all Hds of Depts under the Secy. 27/1/97
Gazette. 26-1-97. Shun. H. H. 27/1/97

Forwarding for communication to all depts of the Secretariat entered from notes by H.C. & H.M. stating that the year shall always be given when it is necessary to add a date to initials or signature.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

[G.
74.]

NOTE FOR THE CHIEF SECRETARY.

The G.O. makes the
rule applicable to all Govt
offices in the Presidency
and not only to the
Secretariat. Your
express orders are re-
quested on this point.
H.C. says "always" - but
it is not clear whether
he meant the rule to
apply beyond the
Secretariat or not.

G.O.B.

11/1/97

16-1-97
CHIEF SECRETARY

21-DEC. 1896

OFFICE NOTE No. 95.

CURRENT NO 26.

Station Fort St. George 18th Dec 1896.

From

The Ag: Secy: to Govt. R.D.

To

The Hon'ble the Chief Secy:

The appended extracts from the

notes of the Hon'ble Members and His Ex

cellency the Governor will be communi-

cated to all Departments of the Secre-

ariat.

"I observe that the circulation
mark on Mr. Gibson's note of 14/12 (whe
-ther 1894 or 1895 is not apparent) is

"C 16/12, no year being given. It should
be a positive rule, in my opinion, that
the year should always be shown when it
is necessary to add a date to initials
or signature".

(Initialed)

H.W.B.
5/12/96.

"I think the year should be always shown

(Initialed)

J. G.
8/12/96.

"I agree".

(Initialled) A. E. H.

12/12/96.



Ag: Secretary to Govt.

Public DEPARTMENT.

List showing the distribution of the Proceedings of Government

No. 49 dated 16-1-97

Revenue Dept.

Copy to the Governor

Revenue Department	..	..	..	30
Public Works Department	..	..	..	40
Marine Department	..	..	..	5
Local and Municipal Department	..	..	..	3
Pension Department	..	..	..	1
JUDICIAL.				
Honourable the Chief Justice with C.L.	..	..	..	20
Inspector-General of Police	..	..	..	2
Do. of Prisons	..	..	..	2
Do. of Registration	..	..	..	2
Chief Presidency Magistrate	..	..	..	2
Commissioner of Police	..	..	..	2
Judges of the Madras Court of Small Causes	..	..	..	2
Advocate-General	..	..	..	1
Government Solicitor	..	..	..	1
Administrator-General	..	..	..	1
Sheriff of Madras	..	..	..	1
Government Pleader	..	..	..	1
Crown Prosecutor	..	..	..	1
Registrar of Joint Stock Companies	..	..	..	1
PUBLIC.				
Surgeon-General	..	..	..	6
Meteorological Reporter	..	..	..	1
President, Board of Examiners	..	..	..	1
Private Secretary to His Excellency the Governor	..	..	..	1
Government Astronomer	..	..	..	1
Protector of Emigrants	..	..	..	1
Superintendent, Government Press	..	..	..	1
Tamil Translator to Government	..	..	..	1
Telugu do. to do.	..	..	..	1
Malayalam do. to do.	..	..	..	1
Canarese do. to do.	..	..	..	1
Hindustani do. to do.	..	..	..	1
British Consular Agent, Pondicherry	..	..	..	1
Superintendent, Archaeological Survey	..	..	..	1
Government Epigraphist	..	..	..	1
POLITICAL.				
Resident in Travancore and Cochin	..	..	..	4
Paymaster, Carnatic Stipends	..	..	..	1
Political Agent, Pudukkottai (Trichinopoly).	..	..	..	1
Do. Sandur (Bellary)	..	..	..	1
Do. Banganapalli (Kurnool)	..	..	..	1
Government Agent, Tanjore	..	..	..	1
Special Agent, South Arcot	..	..	..	1
ECCLESIASTICAL.				
The Right Reverend the Bishop of Madras	..	..	..	2
Venerable the Archdeacon of Madras	..	..	..	2
Senior Chaplain, Church of Scotland	..	..	..	2
FINANCIAL.				
Accountant-General	..	..	..	4
Commissioner of Paper Currency	..	..	..	1
Superintendent of Stationery	..	..	..	1
Postmaster General	..	..	..	1

Desp? 22/1/97

Desp? 2/2/97

Desp? 27/7/97

* Only such orders as affect him

EDUCATIONAL

Director of Public Instruction
Commissioner for Government Examinations
Superintendent, Government Museum

Anantapur ..
North Arcot (Chittoor) ..
South Arcot (Cuddalore) ..
Bellary ..
South Canara (Mangalore) ..
Chingleput (Saidapet) ..
Coimbatore ..
Cuddapah ..
Ganjam (Chatrapur) ..
Godavari (Cocanada) ..
Kistna (Masulipatam) ..
Kurnool ..
Madura ..
Malabar (Calicut) ..
Nellore ..
Nilgiris (Ootacamund) ..
Salem ..
Tanjore ..
Tinnevely ..
Trichinopoly ..
Vizagapatam ..

THE DISTRICT MAGISTRATE OF

North Arcot (Chittoor) ..
South Arcot (Cuddalore) ..
Bellary ..
South Canara (Mangalore) ..
Chingleput ..
Coimbatore ..
Cuddapah ..
Ganjam (Berhampore) ..
Godavari (Rajahmundry) ..
Kistna (Masulipatam) ..
Kurnool ..
Madura ..
North Malabar (Tellicherry) ..
South Malabar (Calicut) ..
Nellore ..
Nilgiris (Ootacamund) ..
Salem ..
Tanjore ..
Tinnevely (Palasecottah) ..
Trichinopoly ..
Vizagapatam ..

THE DISTRICT AND SESSIONS
JUDGE OF

Public for Mr. 25/1/47

[35]

The Collectors of
The District Magistrates of

Anantapur. 8
North Arcot, Chittoor. 8
South Arcot, Cuddalore. 8
Bellary. 8
South Canara, Mangalore. 8
Chingleput, Saidapet. 8
Coimbatore. 8
Cuddapah. 8
Ganjam, Chatrapur. 8
Godavari, Cocanada. 8
Kistna, Masulipatam. 8
Kurnool. 8
Madras (when necessary). 8
Madura. 8
Malabar, Calicut. 12
Nilgiris, Ootacamund. 8
Nellore. 8
Salem. 8
Tanjore. 9
Tinnevely. 8
Trichinopoly. 8
Vizagapatam. 8

25/1/47

First copy sent to Press. 16/1

Returned for signature. 24/1/07

Despatched in print.

NUMBER OF COPIES REQUIRED. { Order complete. 350
Letter only.
Order complete with Letter.

READ AGAIN G.O., No.
189

DATED

CURRENT No.

Nothing

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL.

7 copies

N.B.—

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