Revenue Department

Minutes of Consultations

31st March 1857

Book Nos 49-50

Order no 309 dated 31st March 1857

Signed

பாதுகாப்புப் பிரிவு-1

செப்பனிடுபவர் பெயர் B. Shri Hanuf

செப்பனிடுவதற்கர்க எடுத்துக் கொள்ளப்ப பட்ட நாள் 7/6/06

செப்பனிட்டு முடித்த நாள் 7/6/06

சரிபார்க்கும் முதல் மு. நி. பா. எ. கையொப்பம் 28/9/06

சரிபார்க்கும் 2-ம்-மு. நி. பா. எ. கையொப்பம்

ஆராய்ச்சி உதவியாளர் கையொப்பம் 2-11-06

2 F.F.

Fort Saint George, Revenue Consultation of 31st March 1857.

No. 49. Read the following *Extract from the Minutes of Consultation in the Public Department, under date the 21st March 1857, No. 334.*

Read the following Circular from G. F. EDMONSTONE, Esq., Secretary to the Government of India; to the Secretary to the Government of Fort St. George, dated Fort William, 27th February 1857, No. 904.

SIR,

Foreign Department. Not infrequently Despatches containing numerous enclosures are received in this office without any number or docket being endorsed on the latter, and the delay and inconvenience thereby caused in referring to those enclosures, and following out the consecutive letters of the correspondence seriatim are very great. I am therefore directed by the Governor General in Council to call your particular attention to the instructions upon this point conveyed in Mr. Secretary Thomason's letter dated 2d September 1843.

2. In addition to those instructions, I am to request that, wherever in a covering letter reference is made to an enclosure in that letter, a line may be drawn in the margin, and the number of the enclosure noted, thus, No. 3.

(Signed) G. F. EDMONSTONE,
Secy. to the Govt. of India.

(COPY.)

CIRCULAR.

No. 590 of 1843.

From J. THOMASON, Esq., Secretary to the Government of India;
dated Fort William, the 2d September 1843.

SIR,

Foreign Department. With reference to the Circular from this office dated March 21st 1842, I am desired by the Governor General in Council to draw your attention to the docketting of the enclosures of public letters, as this has been found in many cases defective, and consequently productive of inconvenience and delay in the transaction of public business.

2. The enclosure should bear on its docket, in addition to the name of the writer and the date and the number of the covering letter, also the name of the writer and the date and number of the enclosure itself, with a concise notice of its contents.

3. This has already been enjoined in the conclusion of para. 2 of the Circular letter of March 21st last, but has in many cases been disregarded. To prevent further mis-apprehension, a form is annexed of mode of docketting, which it is requested may be adopted.

(Signed) J. THOMASON,
Secy. to the Govt. of India.

(True Copy.)

(Signed) J. THOMASON,
Secy. to the Govt. of India.

1843.
No.——*(of enclosure to Despatch.)*

Enclosure in a letter from Secretary to the Government of India dated 2d September No.

From A. B.

To C. D.

Dated 2d September No.

Prescribing form for docketting enclosures of letters.

Resolved that copies of the foregoing Circular, and of that from Mr. Secretary Thomason of the 2d September 1843, No. 590, be furnished to the various Departments of the Secretariat for strict observance, and in view to instructions to the same effect being issued to all the subordinate offices.

2. These orders, it is to be observed, must be understood as applicable to all communications made to this Government on all questions, not those in the Political Department only.

3. The foregoing Circular, and that from Mr. Thomason will be also communicated to the Resident of Travancore and Cochin for information and guidance.

(True Extract and copies.)

(Signed) T. PYCROFT,
Chief Secretary.

No. 50. ORDER THEREON, *No.* 309; *dated* 31*st March* 1857.

Ordered that the foregoing Extract be recorded.

(Signed) H. FORBES,
Acting Secretary to Government.

3 Mar. 2

PUBLIC DEPARTMENT.

No. 331.

Extract from the Minutes of Consultation under date the 21*st March* 1857.

Read the following Circular from G. F. EDMONSTONE, Esq., Secretary to the Government of India; to the Secretary to the Government of Fort St. George, dated Fort William, 27th February 1857, No. 904.

SIR,

Foreign Dept. Not infrequently Despatches containing numerous enclosures are received in this Office without any number or docket being endorsed on the latter, and the delay and inconvenience thereby caused in referring to those enclosures and following out the consecutive letters of the correspondence seriatim are very great. I am therefore directed by the Governor General in Council to call your particular attention to the instructions upon this point conveyed in Mr. Secretary Thomason's letter dated 2d September 1843.

2. In addition to those instructions I am to request that, wherever in a covering letter reference is made to an enclosure in that letter, a line may be drawn in the margin, and the number of the enclosure noted, thus, No. 3.

(Signed) G. F. EDMONSTONE,
Secy. to the Govt. of India.

(COPY.)

CIRCULAR.

No. 590 of 1843.

From J. THOMASON, Esq., Secretary to the Government of India;
dated Fort William, the 2d September 1843.

SIR,

Foreign Dept. With reference to the Circular from this Office dated March 21st 1842, I am desired by the Governor General in Council to draw your attention to the docketting of the enclosures of public letters, as this has been found in many cases defective and consequently productive of inconvenience and delay in the transaction of public business.

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3. This has already been enjoined in the conclusion of para. 2 of the Circular letter of March 21st last, but has in many cases been disregarded. To prevent further mis-apprehension, a form is annexed of mode of docketting, which it is requested may be adopted.

(Signed) J. THOMASON,
Secy. to the Govt. of India.

(True Copy.)

(Signed) J. THOMASON,
Secy. to the Govt. of India.

No. 50 Order thereon No. 309 dated 31st March 1857
Ordered that the foregoing Extract be recorded

1843.

No.——*(of enclosure to Despatch.)*

Enclosed in a letter from Secretary to the Government of India dated 2d September No.

From A. B.

To C. D.

Dated 2d September No.

Prescribing form for docketting enclosures of letters.

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3. The foregoing Circular, and that from Mr. Thomason will be also communicated to the Resident of Travancore and Cochin for information and guidance.

(True Extract and copies.)

Chief Secretary.

To The Revenue Department.

Exd. F. Cartledge.

4 Ft.