

MADRAS RECORD OFFICE.

Government of Madras.

DEPARTMENT.

Revenue

G.O. No.	711	Press Mis.
Dated	27-5	1859.

Not to be folded or roughly handled

PROCEEDINGS of the MADRAS GOVERNMENT.

Dated 21st May 1859, No. 801.

The Honorable the Governor in Council has had under his consideration the mode in which subjects are laid before Government by the Heads of Offices or Departments subordinate to it.

2. He observes that letters to Government from such officials are not unfrequently accompanied by a number of enclosures, usually copies of correspondence that has passed between the Officers addressing Government and others, and the Government are referred to these enclosures, or are obliged to consult them, in order to acquire that information which should have been supplied in full in the letters themselves.

3. The consequence of this system is, that while the subordinate Officers are relieved of some labor which should properly have devolved on them, the time of Government is unprofitably occupied—the Government Press overburdened—the records of this Government and those of the Home Government and of the Government of India, to whom copies of all their proceedings are furnished, needlessly swelled—the disposal of public business retarded, and unnecessary expence, for printing, paper, freight for the transmission of records and room for their deposit, incurred.

4. The Honorable the Governor in Council desires that it may be understood that henceforward it will be expected of all Officers or Departments addressing Government, to state the subject of their application and all facts requisite to be known or arguments proper to be weighed for its due consideration, clearly, and in full in their letters. Their communications will be required to be complete in themselves, and to set out all the information that has been furnished to the writers on the subject, all that has been urged by Subordinate Officers, every point, in fact, necessary to the perfect understanding of the case, so that the Government may have it thoroughly before them in one paper, which alone need be recorded, and on which orders can be passed without reference to other documents.

5. The correspondence referred to in such letters will be submitted with them, for reference, if desired, on minor matters. Such papers should be furnished *in original*. They will be returned when no longer required, and will not be brought on record, but it is especially to be remarked, that all that is important in them, or necessary for the full exposition of the subject, must be stated in the letter which they accompany.

6. Letters reporting on petitions, applications of various kinds must, of course, be accompanied by the petition or application under report, but the report is to contain a full summary of the transmitted paper—the substance of the request preferred and the circumstances and arguments adduced in support of it—so that the paper itself will not have to be brought on record.

7. When a Controlling Office, as the Court of Sudder and Foujdaree Adawlut, or Board of Revenue, has to submit the views of the various Officers subordinate to it, on a general question, the reports should be accompanied by a precis containing the substance of the replies. The precis will when necessary be recorded, and the reports returned.

8. Cases may occur in which it may be necessary to send up a letter from a Subordinate Office as an integral part of the proceedings of the Officer by whom it is transmitted, but this can rarely occur and should never be resorted to when it can be avoided. In simple cases however and when a suggestion or recommendation can be conveyed in a few words, it will be open to an Officer to send up a *copy* of a letter that he may have received with his own opinion briefly noted at the foot of it, or to forward it thus merely for information, when no opinion is called for.

9. When the subject may be one, on which reference will have to be made to other Officers besides the one by whom it is to be immediately brought before Government, such reference should be made direct by the latter Officer and the result embodied in his report. Thus if the Court of Sudr Adawlut have to address Government on a question partaking of a Revenue character and on which the opinion of the Board of Revenue would be desirable, the Sudr

should ascertain the views of the Board and state them in their letter. The Revenue Board should act similarly in respect to any question where it may be advisable to consult the Sudr. It should, in fine, be the study of all Officers who may have occasion to address Government, to lay the subject before them complete in all its bearings, and in a state to admit of immediate decision.

10. As a minor point, but one deserving of consideration, the Governor in Council further desires that all Officers who may correspond with Government will give attention to the way in which their letters are copied. They should be written in a clear, bold hand, without erasure, in dark coloured ink, and properly punctuated, so that they may be in a state fit to be put at once into the Printers' hands.

11. The Honorable the Governor in Council relies upon the above orders being carefully complied with, and it will henceforth be a standing rule of the Government Office that all letters which do not conform to these requirements will invariably be returned for revision.

(True Extract.)

T. PYCROFT,
Chief Secretary.

To

The Revenue Department,
*for record and for communication
to the proper Officers.*

With 150 spare copies

Exd. F. Cartledge.

*Proceedings of the Madras Government, Revenue Department,
from 18th to 27th May 1859.*

No. 57. Read the following Proceedings of the Madras Government in the Public Department; dated 21st May 1859, No. 801.

Recording certain instructions as to the mode in which subjects should be laid before Government by the Heads of Offices or Departments subordinate to it. (Vide Public Proceedings from 18th to 27th May 1859, No. 46.)

No. 58. ORDER THEREON, 27th May 1859, No. 711.

Ordered to be communicated to the Board of Revenue and through them to the subordinate Revenue officers, for the information and guidance of all concerned.

Ordered also that copies be furnished to the Director of Revenue Settlement, the Conservator of Forests, and the Inám Commissioner.

(Signed) J. D. BOURDILLON,
Secretary to Government.

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Revenue 1859 Sept 16
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Proceedings of the
Board of Gov. & in the
Public Department.

Aut. 21st May 1859.
Dec. 25th

According Customs in
Shanghai as to the Order
in which duties should
be paid before Export. by
the Heads of Offices or
Departments & Individuals
to it.

2162711 = 27th May 59. 23
With no order

11/13

Returned to the town.

instructed to the Board of
and through them to the
subordinate Revenue Officers,
for the information and
guidance of all concerned.
Ordered also that copies
be furnished to the Director
of Finance Department
and the Secretaries of
Taxes and the Indian Com-

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	1	"	"	John Commutator

27 May 1859