M.R.O. 1—20,002—12-8-65.

(1) Number of Pages 2

(2) Date of repair 9.3.66

(3) Initials of the Referencer

MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Rev DEPARTMENT

G.O. No. / B.P. No.	97	Press / Mis.
Dated	14-8-1873	196 .

Not to be folded or roughly handled

Proceedings of the Madras Government, Public Department,
1st August 1873.

No. 2. Proceedings of Government, 1st August 1873, Circular No. 797-A.

The Governor in Council resolves again to direct the attention of all Heads of Departments in the Public Service to the orders issued for their guidance in the Proceedings of Government, dated the 21st May 1859, No. 801 (republished in the *Fort St. George Gazette*, dated 25th May 1869, page 774), and especially to the following paragraphs of the orders:—

"1. The Honourable 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.

* * * * *

"4. The Honourable 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.*"

(By order of His Excellency the Governor in Council.)

W. HUDLESTON,
Chief Secretary.

OOTACAMUND,
1*st August* 1873.

To all Heads of Offices.
" the Revenue Department for communication to Subordinate Officers.

Exd. J. Wright,

100 Manbhirs
Sent to Guardian Press

Recd 1873 Sept

No. 2428

Govt. of {1873} Madras.

PUBLIC.

To

ALL HEADS OF OFFICES.

Dated August, 1st.

Recd. August 11th 1873 Encl.

G. O., 1st August 1873, No. 797-A.

AUGUST.
No. 2.

Correspondence.—The practice of letters addressed to Government being accompanied by a number of enclosures, to which reference is not unfrequently required to be made deprecated; and Heads of Departments requested henceforward to state clearly and fully *in their letters* the subject of their application, and all facts requisite to be known or arguments proper to be weighed for its due consideration.

With Order

GO-14 Aug/73 No 97

No. 97

Communicated to the
Board of Revenue
Director of Revenue Settlt.
Supdt. of Revenue Survey
Inspector of Forests and
Govt [illegible]

B. of Revenue
Director of Rev Settt.
Supdt. of Rev Survey
Inspector of Forests
Govt. [illegible]
Sept 10/8

14 Aug 73