

(1) Number of Pages..... 4 .
(2) Date of repair..... 11 - 5 - 67 .
(3) Initials of the Referencer..... P. S.

MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Revenue. DEPARTMENT

G.O. No.
B.P. No.

91.

Press
Mis.

Dated

14. 3 - 1874 196 .

Not to be folded or roughly handled

191

*Proceedings of the Madras Government, Public Department,
5th March 1874.*

No. 17. Read the following letter from A. C. LYALL, Esq., Secretary to the Government of India, Home Department (Public), to the Secretary to Government, Fort St. George, dated Fort William, 16th February 1874, No. 16—561 :—

The Government of India have observed that confidential papers are occasionally printed in *extenso* (apparently through inadvertence) in the general proceedings of Local Governments, and that in some instances they have been made public. I am, therefore, directed to draw attention to the subject, and to request that your Government will be pleased to ascertain that proper rules for the treatment of confidential correspondence have been framed, and are followed in the offices to which such papers are communicated.

2. A copy of the rules on the subject in use in the Foreign Department of the Government of India is herewith circulated as exemplifying the kind of system which His Excellency the Governor-General in Council is desirous of seeing adopted.

Rules for the treatment of Confidential Correspondence.

I. Confidential papers should not pass in usual course through an office. Only the head of the office and a few trustworthy clerks (whose names are to be noted) should deal with them.

II. Confidential papers should pass from hand to hand either by personal delivery, or be sent in sealed covers.

III. The entries in the ordinary Office Registers and Diaries should be made from slips furnished by the Confidential Clerk who deals with the papers, and should be very general, sufficient merely to admit of the paper being traced, and referring to a separate Register. This separate Register should be kept by the Confidential Clerk, and should be in the same form and as full as the general Register kept for ordinary correspondence.

IV. Confidential papers should not be brought on the ordinary proceedings, but should be separately recorded, and kept under the personal custody of the Confidential Clerk. If printed, the spare copies and the Proceedings volumes should be treated with the same attention as the originals, and when forwarded for the information or use of Government, should be sent carefully packed under double cover.

V. As few copies of confidential papers as possible should be printed, and a Register should be kept of these showing how each copy has been disposed of.

VI. When confidential papers are sent out of an office, they should be put into double covers, the inner one being marked "*Confidential*" and superscribed with only the name of the addressee, and the outer one bearing the usual official address.

No. 18. ORDER THEREON, 5th March 1874, No. 243.

The Governor in Council observes that, with the exception of keeping a separate Register, the treatment of confidential correspondence in the several Departments* under the Chief Secretary of this Government is precisely in accordance with the rules in use in the Foreign Department of the Government of India.

2. A separate Register will now be kept.

* Political.
Financial.
Judicial.
Public.

Educational.
Marine.
Ecclesiastical.

*Proceedings of the Madras Government, Public Department,
5th March 1874.*

3. The Rules will be communicated to the Revenue, Military, and Public Works Departments for information and guidance.

(True Extract.)

P. S. Samuel

Acting Chief Secretary.

To the Revenue Department. ✓

„ Public Works Department.

„ Military Department.

Ed. J. Wright.

Ed. J. Wright

