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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

Rev DEPARTMENT

G.O. No.	3087	Press.
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Dated	1. 6. 1877	197.

Not to be folded or roughly handled

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GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

17th May 1877, No. 683.

Correspondence.

No. 47. Read the following :—

No. 160.

MEMORANDUM TO BOARD OF REVENUE.

It appears to His Grace the Governor in Council that, by a few simple arrangements, the scriptory work of the public offices might be much decreased; much time and expense saved; and the general convenience of the public service promoted. The undersigned is directed to take as example the following paper, the first that comes to hand :—

Board's Miscellaneous Proceedings, No. 5911, of 23rd April instant.

2. Here a Collector writes a formal letter (a short memorandum would have done equally well) requesting the return of certain certificates, the property of a Tahsildar, which have been inadvertently detained in the Government Office.

3. When this letter gets to the Board's Office, it is recopied in full; and sent up to Government in the shape of Proceedings. This entails a heading of four lines of manuscript, and the Collector's request is recommended in seven lines more or nine lines including the verification, designation of Sub-Secretary and address. Compliance with the request is indicated by three lines of manuscript in the Government Office; and when this draft order shall have been copied out with the usual formalities attending a Miscellaneous Proceedings of Government and communicated to the Collector by the transmission of a certified copy accompanying a further Proceedings of the Board of Revenue, it is not too much to say that about twenty additional lines of manuscript may result.

4. Now all that was required might have been done in the following manner :— On the Collector's letter, which should have been a memorandum, reaching the Board's Office, the Secretary or Sub-Secretary opening the cover, writes 'Yes' in pencil on the face of the letter and sends it downstairs. There it is registered, and sent to Government, with the words "Recommended—Board of Revenue—Register Number and date"—stamped in the left-hand corner at the top—in original. In the Government Office this process would be repeated with the words "Returned accordingly—Government, Revenue Department, Register Number and date" in the right-hand corner at the top. The original papers would then be returned by the Board, together with the enclosures obtained from the Government Office, to the Collector, with another stamped encasement; the transaction being entered in their Register.

5. A specimen memorandum is forwarded to the Board. It is obvious that many other papers may be similarly dealt with, substituting other stamps; and the close attention of the Board is requested to the subject, which is by no means of trivial importance.

6. The new system should be introduced by the Board's orders, after it has been worked for a short time in their own office, into all offices subordinate to them. In like manner an early opportunity should be taken of enforcing it in all other departments; and in view thereof this memorandum will be communicated, with a copy of the specimen sheet, to the several Secretaries of Government.

REVENUE DEPARTMENT,
FORT ST. GEORGE,
4th May 1877.

D. F. CARMICHAEL,
Offg. Chief Secretary.

Register No. 333.
Recommended.
Board of Revenue.
23-4-77.

Register No. 127.
Returned
accordingly.
Gov. Rev. Dept.
25-4-77.

From the Collector, Godavery, to Board of Revenue, Cocanada, April 5th, 1877, No. 91 :—
REQUESTS return of enclosures to his letter, dated 3rd January 1877, No. 17, submitted to Government with Board's Proceedings, 15th February 1877, No. 2178.

A. B.
Collector.

Register No. 400.
Returned accordingly.
Board of Revenue.
27-4-77.

No. 48.

ORDER THEREON, 17th May 1877, No. 683.
Communicated to all Heads of Departments.
(True Extract.)

[Signature]
Offg. Chief Secretary.

Revenue Dept.
To all Heads of Departments.

Exd. T. O'Connor.

30/

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*Adm. Mem.
Budget 1877-1878*

Revenue Deficit

No 2641

Obbt. of 1877 *30* adrs.

PUBLIC.

ALL HEADS OF DEPARTMENTS.

Deficit May, 17th.

Issued - 26

Recd 28th May 1877

Encl.

G.O. 17th May 1877, No. 983.

Adm. Mem.

MAY.

Nos. 47-48.

Correspondence - Communicating Memorandum from Revenue Department, prescribing certain arrangements for reducing the scripwork of Public Offices.

No 3087

Adams

1. June 77