B.P. (L.R.) 120 8.4.97
Go 289(Rev) 8.4.97

REVENUE DEPARTMENT.

Contract Number 2769

1897.

Board of Revenue

(Land Revenue),

MADRAS.

7389 of 1897.

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Proceedings, No. 168, 19th May 1897.

G.O.R. no. 1116 of 4th June 97

Recorded.

1/6
11.6.97

MAY.

C.R. 10/6/97

Communications addressed to the Board.—Stating, in reply to a reference from the Collector of Coimbatore, that the Board is not prepared to modify the instructions laid down in its Proceedings No. 120, of the 8th ultimo, in the case of lengthy communications, but that it will not object to short communications being sent in small covers as hitherto; and considering that it will be more convenient to have the docket on the left half of the paper than on the right half.

PROCEEDINGS OF THE BOARD OF REVENUE
(LAND REVENUE).

READ—the following letter from H. BRADLEY, Esq., Collector of Coimbatore, to the Secretary to the Commissioners of Land Revenue, dated 12th May 1897, Ref. on Cur. No. 1749-A.—Rev. :—

Fo. 952
15-5-97

With reference to Board's Proceedings, No. 120 (Land Revenue), dated 8th April 1897, I have the honour to bring to its notice that all that the notification of Government published at page 904 of part I of the *Fort St. George Gazette*, dated 21st July 1896, directs is that all communications submitted to it shall be "docketed with the docket forms in use in the department of the Secretariat concerned and posted without being creased." It does not, as the Board's Proceedings under reference does, specify that the communications should be sent in "wide covers" and should not be folded along the middle of the sheet. Hence letters, &c., addressed to Government from this office continue to be sent in the usual narrow covers, folded as before down the middle lengthwise, and no objection has been taken to the use of such covers or to the folding of the papers sent in them, although, on receipt in the Government Office, the papers are dealt with on the flat file system.

2. The Board's Proceedings quoted above directs that wide covers should be used and that papers should not be folded along the middle of each sheet. If this direction be literally complied with, I think that it will not only be inconvenient, but that the object of the Board will be frustrated. For instance, in cases where the enclosure is a single paper—say half a sheet—if put inside a wide cover, there is every chance of its getting crumpled and torn in the mail bags in transit. Further, the openings of ordinary letter-boxes are not wide enough to receive such covers, so that they cannot be posted without injury.

3. The Board's Proceedings also states that the docket should be on the top of each file, but in other respects the present form of the docket may be retained. Under Government Order, No. 289, Public, dated 8th April 1893, the docket in correspondence with the Board is placed on the left half of the paper, but in correspondence with Government the docket form supplied by the Superintendent, Government Press, Madras, provides for the docket on the right hand side.

4. I would therefore suggest that no change should be made in the transmission of correspondence intended for the Board, but that it should continue to be submitted in the same form as correspondence intended for Government. I request that I may be informed whether the Board wishes dockets to be placed on the left half of the paper, as at present, or on the right half of the paper as in the case of correspondence with Government.

RESOLUTION—No. 168, dated 19th May 1897.

The instructions of Government referred to in paragraph 1 of the Collector's letter cannot be fully complied with unless communications are sent in wide covers without folding the papers along the middle of each sheet. This has, indeed, been insisted on by Government in the case of lengthy communications (*vide* second sentence of the notification published at page 904 of the *Fort St. George Gazette*, dated 28th July 1896). The Board is not, therefore, prepared to modify the instructions laid down in its Proceedings No. 120, of the 8th ultimo, in the case of such communications addressed to itself; but it will not object to short communications, *i.e.*, those which do not extend in length beyond one or two pages, being sent in small covers as hitherto.

2. With reference to the remarks in paragraph 3, the Board considers that, in the case of communications addressed to it, it will be more convenient to have the docket on the left half of the paper than on the right half.

(True Copy and Extract)

L Dhwamikannu
for Secretary. 2 JUN 1897

To the Collector of Coimbatore.
Copy to all other Collectors (D. Os —Tahrs).
" to the Conservators of Forests.
" " Forest Settlement-officers.
" " Board of Revenue (Revenue Settlement, Land Records and Agriculture).
" " Board of Revenue (Separate Revenue).
" " Inam Commissioner.
" " Superintendent of Revenue Survey.
" " " of Stamps and Stationery.
" " " of the Government Press.
" " " of Archæological Survey.
" " " of the Government Central Museum.
" " Government Botanist and Director of Government Cinchona Plantations.
" " Inspector-General of Prisons.
" " " of Police.
" " " of Registration.
" " Secretary to Government (Revenue Department).

Ed. W. D'Moss.