

Revenue (1897) Department.

ROUTINE SERIES.

G.O., No. 1535

DATED 13th Dec.

[Despatch Abstract.]

80992 Pubd 11836

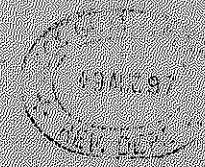
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Government {1897} of Madras.
PUBLIC.



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G.O., No. 1011, 29th July 1897.

G.O. R. no. 15357/13th aug 97

JULY.

Recorded.
Wm
15/8/97

Note for the Despatcher.

Those Circulate
this to all drafting
and office & their clerks

Books in Files.

Revising paragraph 5 of G.O., No. 992, Public, dated 11th September 1896, regarding the arrangement of books in flat files of records.

F.P.L.
18.8.97

11/8/97

sent to
16/8/97

4-5

GOVERNMENT OF MADRAS.

PUBLIC DEPARTMENT.

READ—again the following paper:—

G.O., No. 992, Public, dated 11th September 1896.

ABSTRACT.—Issuing certain instructions for arranging files under the flat-file system of record-keeping.

ORDER—No. 1011, Public, dated 29th July 1897.

The following will be substituted for paragraph 5 of the Government order read above:—

Books should never be placed *inside* the flap of a case. Those of foolscap size should be placed underneath the case tied with a separate tape, and those of smaller size than foolscap at the top of the file *outside* the flaps and tied with the tape belonging to the case.

(True Extract.)

J. S. S. S.
for Chief Secretary.

To all Departments of the Secretariat. *R. S.*

Exd. P. Seetharam.

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READ AGAIN G.O., No.
189

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