Revenue (1897) Department.

ROUTINE SERIES.

G.O., No. 1635

DATED 13th Dec.

[Despatch Abstract.]

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Go 992 Pub 3 Aug 97

Government (1897) of Madras.

PUBLIC.



Recd. } 1897. *Enclosures*

Regd. } *Spare copies*

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

G.O. R. no. 1535 d/13th aug 97

Recorded.

13/8/97

JULY.

Note for the Despatcher.

Above Circular to the Ball draftsmen and officers & their Clerks

10/8/97

10/8/97

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.

R.A. 10/8/97

T.P.L. 18-8-97.

Secl'd. 16/8/97

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.)

for Chief Secretary.

To all Departments of the Secretariat.

Exd. P. Seetharam.

When given for copying ____
When copied ____ } 189
When examined ____
When signed ____

Read again G.O., No. 189 , dated

Enclosure No.

Enclosures to C. No.

Order of Government	A	A	A	A	A	A	A
Letter of Government.							
Statement with ditto.							
Papers not filed up, being meant for despatch in original.							

N.B.—
A = Copy in full.
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