Revenue (1897) Department.

ROUTINE SERIES.

G.O., No. 952

DATED 15th May.

[Despatch Abstract.]

Recording Board's Progs. resolving to adopt the flat file system of record keeping and requesting all heads of Departments to send their letters to the Board in the same manner as papers intended for Govt are now submitted.

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date
"	1116	Rev	11.6.97				

Revenue (1897) Department.

CURRENT No. 3434

From The Board of Rev;
Land Rev;

Order R. No. 952 d/15th May 97

Recorded.

No. 120

Dated 8-4-97.

Received 11.5.97

Registered 11.5.97

Enclosures

Spare copies

SUBJECT.

Resolving to adopt the flat file system of record-keeping and requesting all Heads of Depts. to send their letters to the Board in the same manner as papers intended for Govt. are now submitted

HC. 11.5

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

PROCEEDINGS OF THE BOARD OF REVENUE
(LAND REVENUE).

READ—again Proceedings of the Board of Revenue (Land Revenue), No. 658-R., dated 2nd March 1897.

ABSTRACT.—Recording Government Order requesting the Board of Revenue to arrange for printing its Proceedings in the same way as Government Orders are now printed.

RESOLUTION—No. 120, dated 8th April 1897.

The Full Board having resolved to adopt the flat file system which is in force in the Government Office, all Collectors and Conservators of Forests and Heads of Departments, who have occasion to address the Board in any department, are requested to send proceedings, letters, petitions, &c., intended for the Board in the same manner as papers intended for Government are now sent, viz., in wide covers without folding the papers along the middle of each sheet. The docket should be on the top of each file, but in other respects the present form of the docket may be retained.

2. Papers which are intended for the Board should, as far as possible, be kept flat during their passage through Collectors' offices.

(True Copy and Extract.)

Secretary.

To all Collectors.
" the Conservators of Forests.
" " Board of Revenue (Revenue Settlement, Land Records and Agriculture).
" " " (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.
" " Forest Settlement-officers.
Copy to the Secretary to Government, Revenue Department.

Ed. A. F. Eccleston.

REVENUE DEPARTMENT.

1897.

Board of Revenue

(Land Revenue),

MADRAS.

Printed May th.

Proceedings, No. 120, 8th April 1897.

APRIL.

Flat file system of record-keeping.—Resolving to adopt the —, and requesting all Collectors and Conservators of Forests and Heads of Departments, who have occasion to address the Board in any department, to send proceedings, letters, petitions, &c., intended for the Board in the same manner as papers intended for Government are now submitted.

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

READ AGAIN G.O., No. 189 , DATED

CURRENT 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.—
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