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تحتوي النسخة الإلكترونية على معلومات إضافية ونصوص وصور بدقة عالية تسمح بإمكانية تكبيرها ومطالعتها بسهولة.

"ملف 1/50 الروتين المكتبي"

المكتبة البريطانية: أوراق خاصة وسجلات من مكتب الهند

IOR/R/15/2/1046

٣١ يناير ١٩٤٥-٢٧ نوفمبر ١٩٥٠ (ميلادي)

الإنجليزية في اللاتينية

ملف واحد (١٠٣ ورقة)

رخصة المشاع الإبداعي لأغراض غير تجارية

المؤسسة المالكة

المرجع

التاريخ/ التواريخ

لغة الكتابة

الحجم والشكل

حق النشر



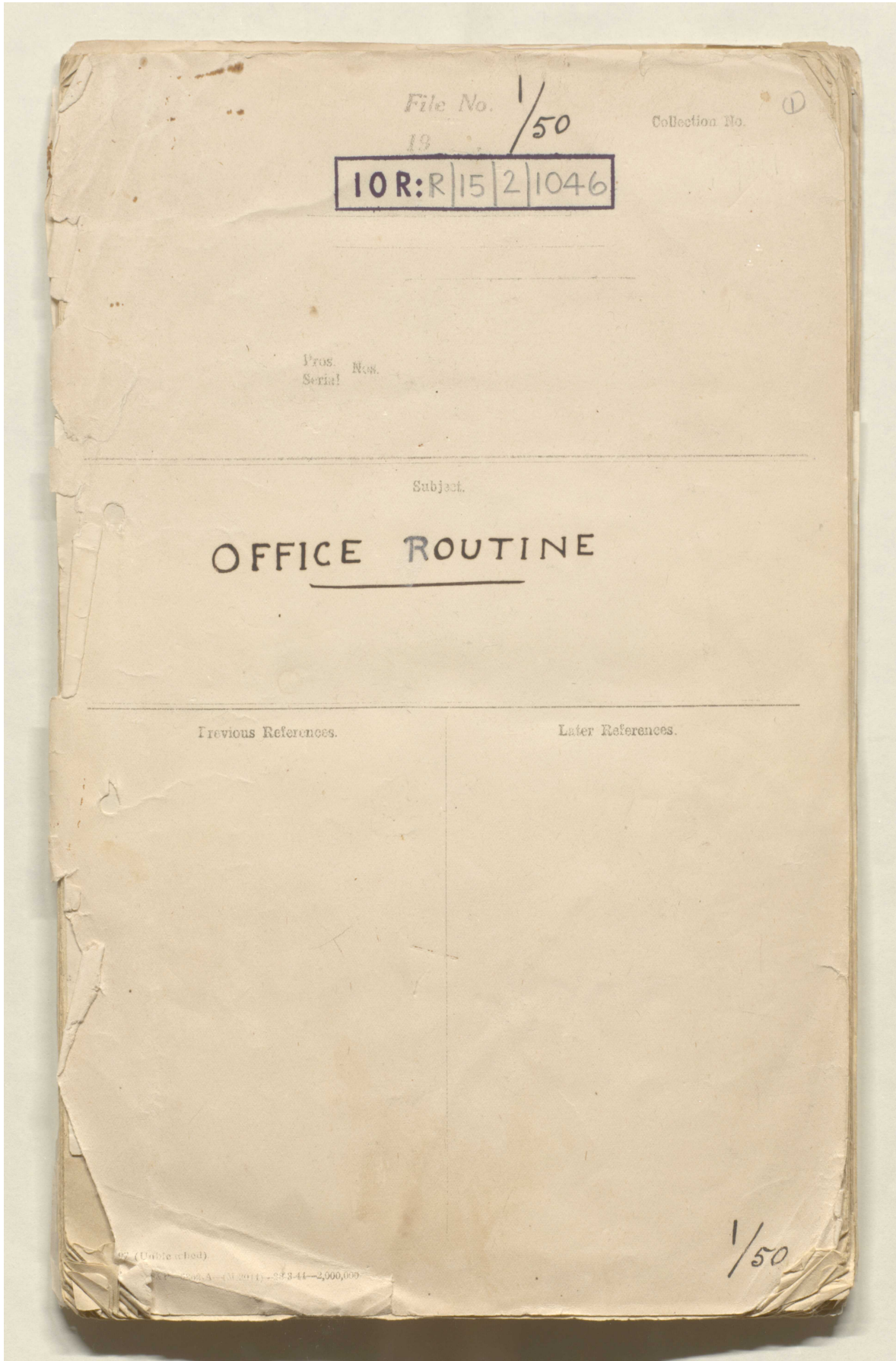
حول هذا السجل

يتعلق الملف بالإجراءات المكتبية والتغييرات التي تم إدخالها عليها بعد نقل مسؤولية الإشراف إلى وزارة الخارجية.

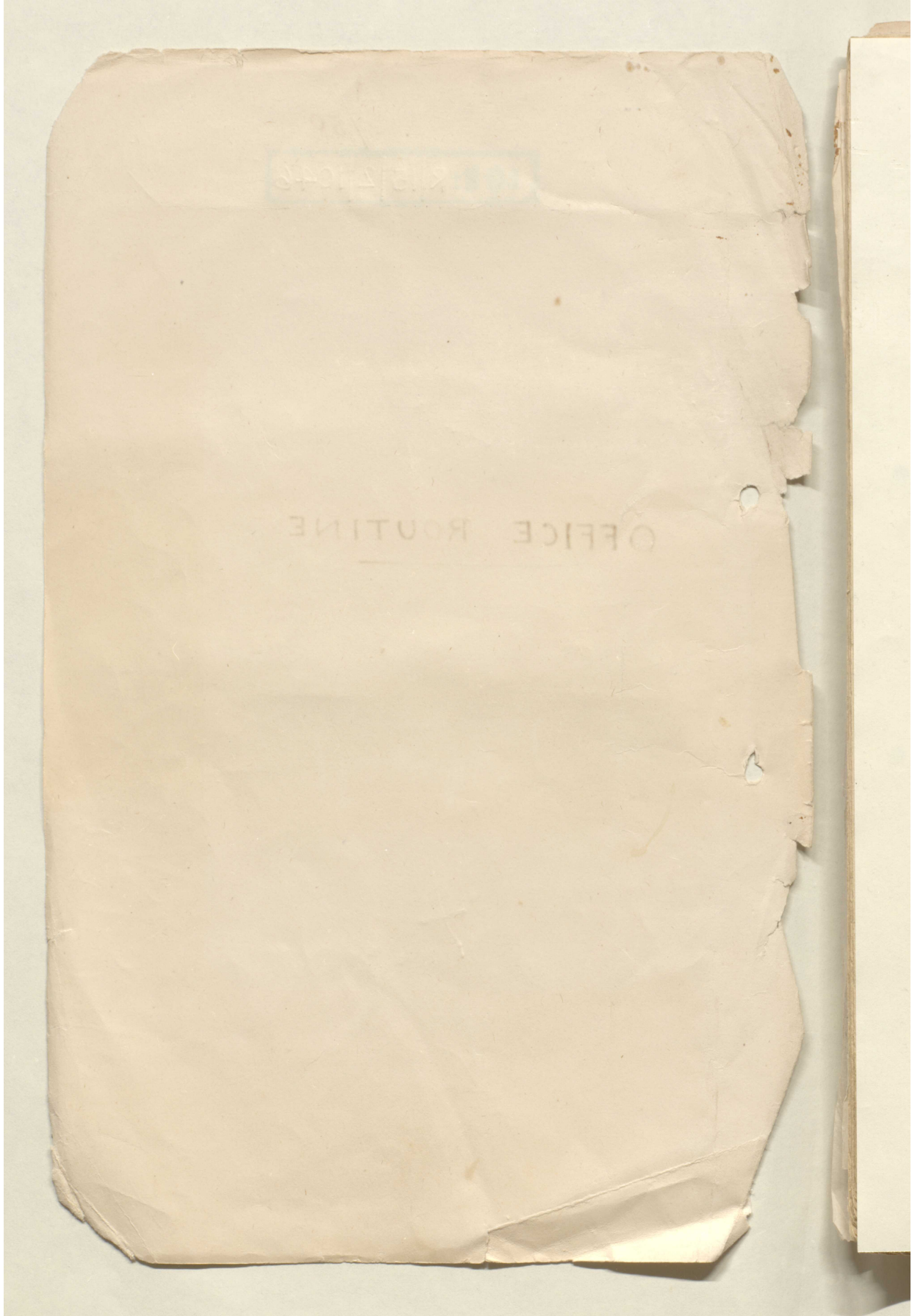
تضم الأوراق مجموعة من الملاحظات التي تحمل العنوان "الروتين المكتبي" قام بتجميعها كبير موظفي المقيمة البريطانية في بوشهر وتتضمن توجيهات بشأن التعامل مع كافة صيغ المراسلة والتسجيل والحفظ في ملفات والإشارة إلى المراجع والهيكل الإداري لمكتب بوشهر والرسائل البريدية والبرقيات والسجلات وتدوين الملاحظات والمسودات والطباعة ونماذج الخطابات والمذكرات ومهام موظف التلغراف ومهام موظف الإرسال، مع خطاب تقديمي يقترح ضرورة نشر الملاحظات بين العاملين في الوكالة السياسية بالبحرين، يناير ١٩٤٥.

يحتوي الملف أيضًا على أوراق تتعلق بنماذج الاستثمارات والخطابات ، أبريل ١٩٤٨؛ وأوراق تتعلق باستبدال المكتب الأجنبي لأنواع معينة قديمة من المراسلات في سبتمبر ١٩٤٨؛ وأوراق تتعلق بالشروط التي يجب استخدامها في تأسيس الأولويات التلغرافية من مايو إلى يونيو ١٩٤٩؛ وخطاب إلى المكتب الأجنبي بشأن عبء العمل الإداري على مقيمة الخليج العربي بالبحرين، أغسطس ١٩٤٩؛ وأوراق بشأن تعليمات المكتب الأجنبي حول استخدام الاختصار في الوثائق الرسمية ومن بينها البرقيات، أغسطس ١٩٤٩؛ ومراسلات من الوكالة البريطانية بالشارقة حول كيفية مخاطبة أقسام معينة بوزارة الخارجية وإعادة تنظيم نظام حفظ الملفات بوكالة الشارقة، أكتوبر ونوفمبر ١٩٤٩؛ وأوراق بخصوص قواعد إرسال البرقيات، من ديسمبر ١٩٤٩ إلى أبريل ١٩٥٠؛ ومراسلات من شركة كابل آند وايرلس المحدودة تحدد شروط وأسعار البرقيات، من يونيو إلى ديسمبر ١٩٥٠؛ ومراسلات بخصوص تعليمات من وزارة الخارجية تحدد الهجاء الرسمي للكويت والبحرين واستخدام المقيمة بالبحرين لنظام النسخ الهنتري لكتابة الكلمات والأسماء العربية بالحروف الإنجليزية، باستثناء مسقط وعمان، من يونيو إلى أغسطس ١٩٥٠؛ ومراسلات بشأن العنوان التلغرافي للوكيل البريطاني بجوادور، نوفمبر ١٩٥٠.

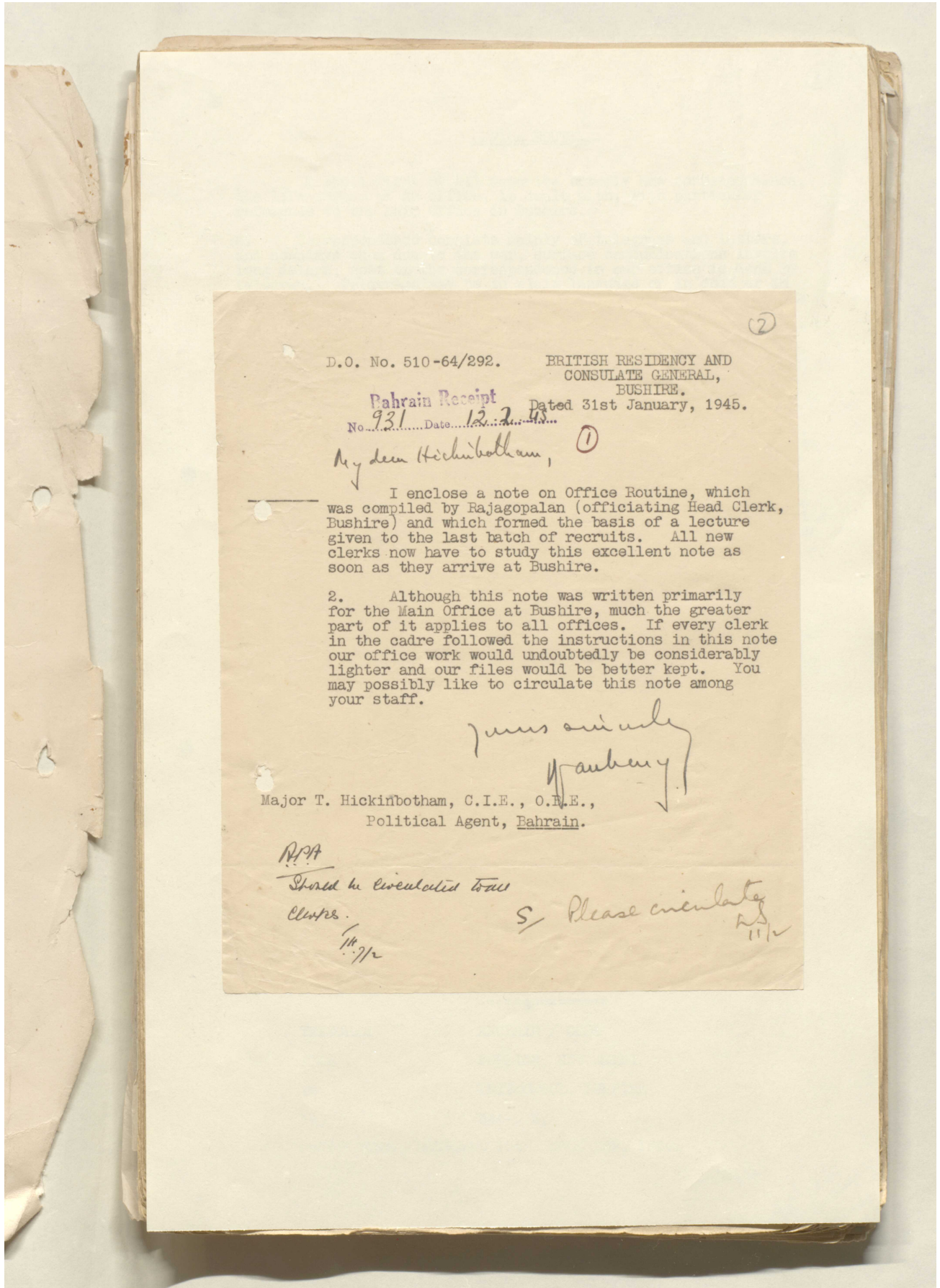
"ملف 1/50 الروتين المكتبي" [أمامي] (٢٠٦/١)



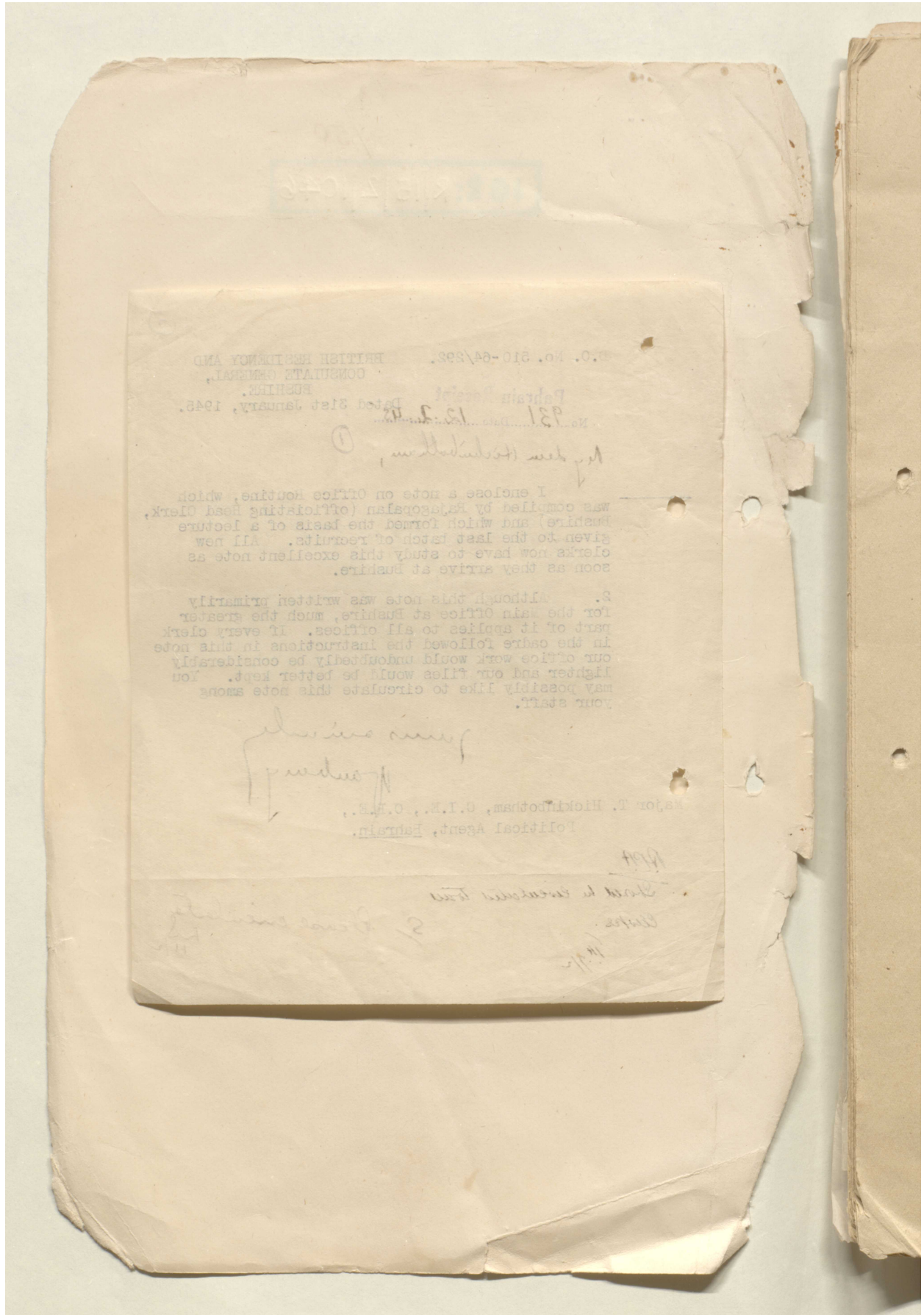
"ملف 1/50 الروتين المكتبي" [أمامي-داخلي] (٢٠٦/٢)



"ملف 1/50 الروتين المكتبي" [٢] [٢٠٦/٣]



"ملف 1/50 الروتين المكتبي" [ظ٢] (٢٠٦/٤)



"ملف 1/50 الروتين المكتبي" [٣] [٢٠٦/٥]

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OFFICE ROUTINE.

I shall first of all describe briefly how correspondence, the life stream of an office, is dealt with, with particular reference to the Main Office in Bushire.

2. Correspondence consists mainly of telegrams and letters, and nowadays when due to the war, surface communications involve long delays, most of the correspondence in our office is done by telegram. Telegrams may be in plain language or in code or in cypher depending on the nature, confidential or otherwise, of the subject; and letters may be in the form of official letters, demi-official letters, express letters, printed letters, endorsements, memoranda, etc. There is another class of communication called the "Savingsgram", received mainly from Consular Offices and Embassies. Savingsgrams are only copies by post of telegraphic messages and they are classed with express letters and treated with the same urgency.

3. A letter or telegram, as soon as it is received in office, is called a Fresh Receipt. Speaking of letters these come either through the local post office or by means of safe-hand bags with Captains of British vessels and pilots of aircraft. The mails are opened by an officer and passed on to the Head of the office, Secretary in our Office, who after perusal sends them back to the office, initialling and dating every letter. On letters requiring urgent action, he marks "URGENT" or "EARLY" which means that those letters should be given prior attention.

4. Telegrams as soon as they are received from the Telegraph Office, are decoded if in code. The fact that a telegram came enclair or in such and such a code, (we have two codes in Main Office, The Government Telegraph Code and the Indian Word Code; there are some confidential codes and cyphers kept in Confidential Office) the number; the date of origin; the date of receipt; the name of the sender, and if the telegram was marked "Immediate" the time of origin and receipt - all these details are given as below:-

TELEGRAM ENCLAIR / G.T.C. / I.W.C.
FROM POLITICAL, TAHRAIN.
TO BRITCONSUL, BUSHIRE.
NO. 859.
DATED 10TH., RECEIVED 11TH DECEMBER, 1944.

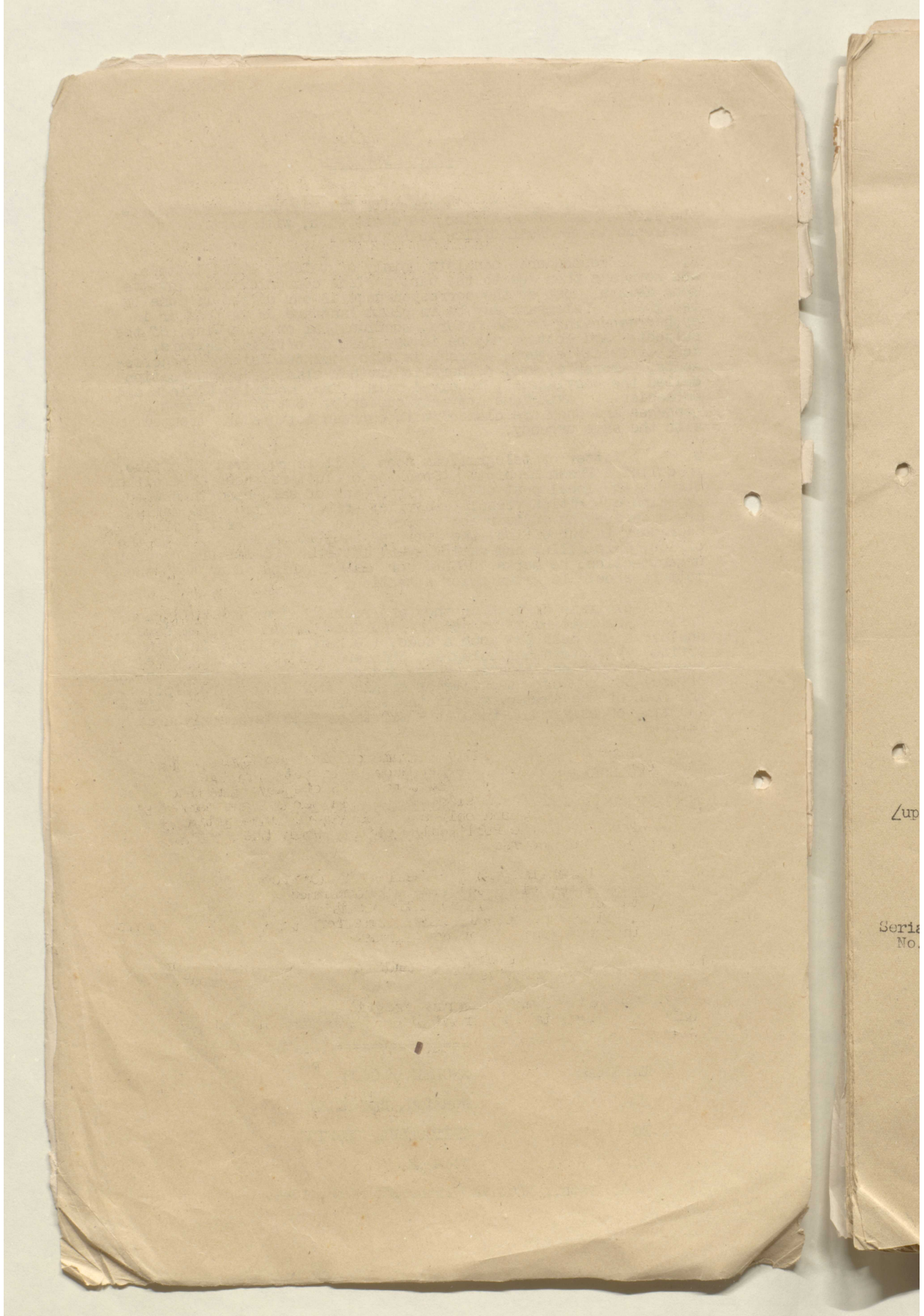
T E X T.

-POLITICAL-

TELEGRAM ENCLAIR / CODE
FROM FOREIGN, NEW DELHI
TO BRITCONSUL, BUSHIRE
NO. 844-M.E.
DATED 15th., RECEIVED 15th. DECEMBER, 1944.

/Immediate

"ملف 1/50 الروتين المكتبي" [ظ٣] (٢٠٦/٦)



"ملف 1/50 الروتين المكتبي" [و٤] (٢٠٦/٧)

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IMMEDIATE

T.O.O. 14.30
T.O.R. 18.45

T E X T

-FOREIGN-

5. Sometimes a telegram may be repeated to more than one addressee, each addressee being given a separate number. These details will be given in the preamble in order to inform all the different addressees of the names of the other recipients. For example:- ADDRESSED BUSHIRE No. 42. REPEATED BAHRAIN 145. COPY BY POST TO GOVERNMENT OF INDIA 79..... This telegram is to be typed as below:-

TELEGRAM	ENCLAIK / CODE
From	Prodrome, Tehran.
To	Britconsul, Bushire (No. 42)
Repeated	Political, Bahrain (No.145)
Copy by post to	Government of India, External Affairs Department, New Delhi. (No. 79)
No.	42

Dated 12th., Received 13th November, 1944.

T E X T

-PRODROME- or -AMBASSADOR-

6. Three copies of all telegrams received are typed; the fair copy is sent to the Record Room to be put up on the relevant file; one copy is sent to the Secretary; and the third to the Political Resident. The latter two are marked 'B' meaning Bible copies and only serve as advance information to the Secretary and the Political Resident, while the original is put in the usual course.

7. All the mails, after perusal by the Officer, and the telegrams are passed on to the clerk concerned to be registered. A register called the "INWARD REGISTER" is maintained for this purpose. There are separate registers for letters and telegrams. The Register has the following columns:-

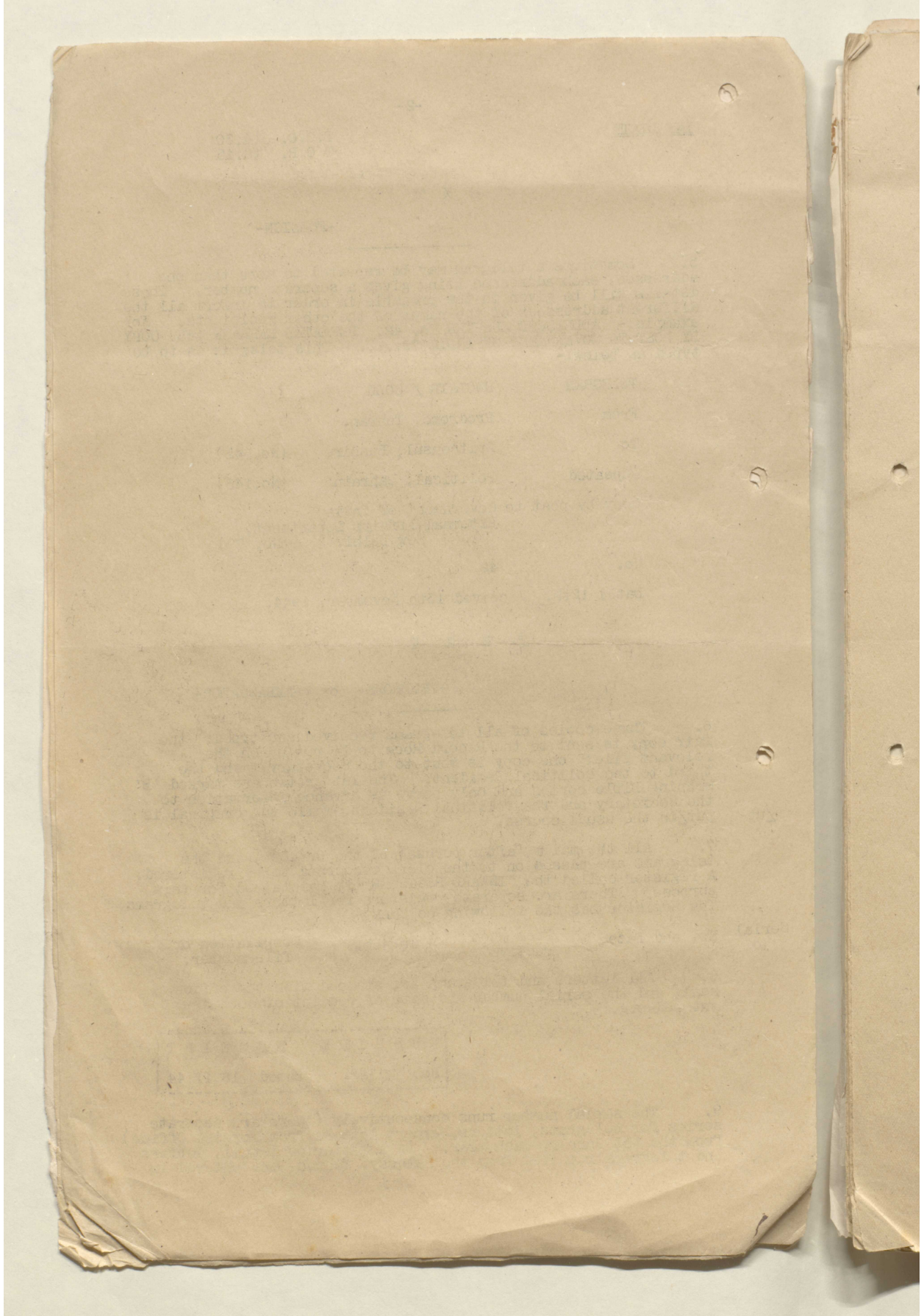
Serial No.	No. and Date.	From whom received.	Subject.	Compilation or file number.
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8. All letters and telegrams are stamped with the office seal, and the serial number and date of receipt of each are entered e.g.:-

BUSHIRE RECEIPT
No. 1742. Dated 18.11.44

9. The serial number runs consecutively (there are separate series for telegrams, letters, except letters from Foreign Office) from the 1st January each year. As a matter of detail, letters and telegrams received from the Embassy, Tehran, are entered in

"ملف 1/50 الروتين المكتبي" [٤ظ] (٢٠٦/٨)



"ملف 1/50 الروتين المكتبي" [و٥] (٢٠٦/٩)

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Red Ink in the respective registers, through in the same series. The use of receipt is first of all entered boldly in red ink right across the register and then the various columns are filled in thus:-

14th November 1944. (Red Ink)

Serial No.	Number and Date	From whom received.	Subject.	Compilation.
1436	C/848. 21.10.44	P.A., Muscat	Outbreak of small-pox in Gwadur.	4/142.
1437	F.8(9)-N/44 2.11.44	Foreign, New Delhi.	Amendment to G.P. Fund Rules.	67/1.

10. Particular care should be taken to enter in the appropriate columns a brief description of the subject matter of the letter or the telegram, and the compilation. Such entries as "Finance Department Notification", "Amendment", "Office Memorandum" etc., are useless and do not help to identify the papers. There are hundreds of Finance Department Notifications and Office memoranda. A brief mention of the subject, such as "Revision of Leave Rules", "Borrowing rate of Government", "Amendment to General Provident Fund Rules", "Outbreak of smallpox in Gwadur", "Wreck of Fateh Rahman", etc., is to be made. Great care must also be taken to fill in in the correct column the compilation i.e., the file on which the paper is dealt with. The record keeper will give this information, but it is the duty of the clerk maintaining the Inward Register to see that the register is complete in every respect.

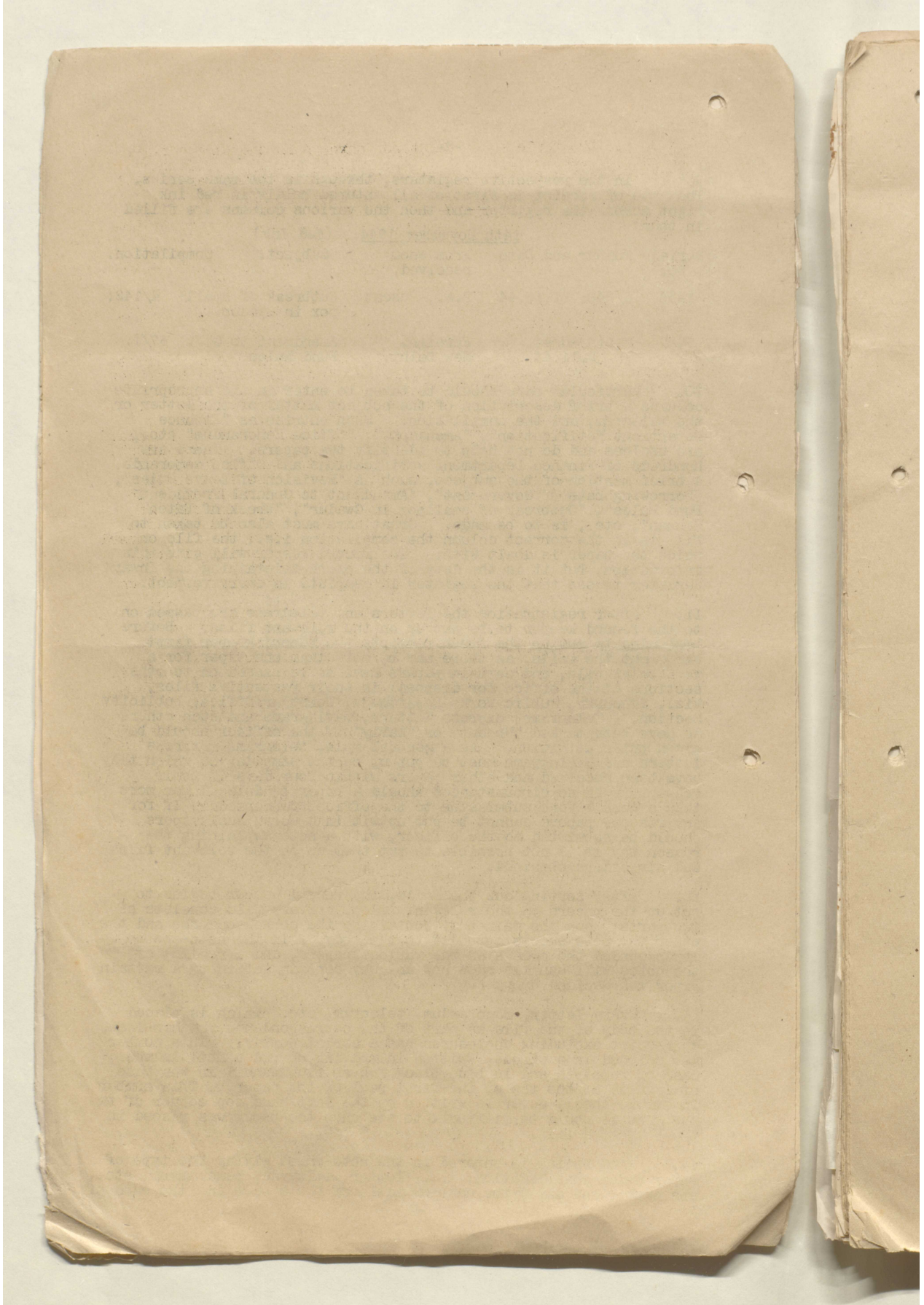
11. After registration the letters and telegrams are passed on to the record keeper to be put up on the relevant files. Before beginning to put up the fresh receipts the record keeper first sorts out the mails, as there may be more than one paper for a particular file, and certain papers have to be passed on to other sections of the office for disposal in their respective files, viz., Treasury, Public Works Department, Consular Office, Publicity Section. Telegrams, express letters, Savingsgrams and such others as have been marked "Urgent" or "Early" by the officer should be given prior attention. As a general rule, telegrams, express letters and Savingsgrams must be put up on the same day on which they have been received and other papers within four days of their receipt. In no circumstances should a paper be delayed for more than a week before submission to the officer concerned. If for any reason, papers cannot be put up within a week, such papers should be submitted to the officer, with a note explaining the reason why it is not possible to put them up on the relevant files and his orders obtained.

12. After sorting out the mails, the record keeper begins to put up the papers on the relevant files. Every file consists of two parts; one the main body containing the correspondence and the other the note sheets appended to the body. In the note-sheets are recorded the orders on the various papers, and a reading of the notes will usually show how and why certain action on a certain paper was decided upon.

13. Every letter, memorandum, telegram, etc., which is placed in the body of the file as part of the correspondence whether issue or receipt excluding enclosures has a serial number. This number is enclosed in a circle, written in red ink or red pencil in the case of receipts and in blue black ink or blue pencil in the case of issues, at the top of the first page of the paper. This number in circle should never be written on the left hand top corner of the paper as it would be difficult to see once the paper was placed in the body of a file.

14. Each serial is entered in the note-sheet giving the type of paper under consideration, i.e., letter, telegram, memorandum, etc., its number and date, the name or title of the sender in the case of

"ملف 1/50 الروتين المكتبي" [٥ظ] (٢٠٦/١٠)



"ملف 1/50 الروتين المكتبي" [٦] (٢٠٦/١١)

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receipts, and the name or title of the addressee in the case of issues. The number of the serial enclosed in a circle is given immediately above the entry in red ink and issues in blue-black ink. This process is called docketing.

15. Every letter or telegram, etc., submitted, i.e., the paper under consideration (p.u.c.) has a "Paper Under Consideration" slip pinned to the top of the first page and has the serial number (S.No.) entered on it in red ink enclosed in a circle and the necessary docket entry is made in the note sheets, e.g.,

(56) (red ink)

Letter No. C/838 dated 8/11/44 from P.A., Bahrain.

16. If there is more than one p.u.c. each of them is docketed separately under separate serial numbers and have p.u.c. slips pinned to them. The Record Keeper reads through each p.u.c. carefully and all the references cited therein are marked in pencil giving the correct serial number or page number. In some cases a reference cited may not have been received in the office in that event, the words "Not Received" are written in pencil against that reference. All references are to be entered either on the top, bottom or right hand margin of the letter, and are not to be written in the left hand margin as they cannot be clearly seen when the paper is filed. Any other reference relevant to the p.u.c. is also put up.

17. The p.u.c. is then submitted with a concise and clear note referring to previous correspondence suggesting the action to be taken and wherever possible a draft is put up for approval. The paragraphs of the note-sheets are numbered in one series and irrespective of the serial numbers. At the bottom of each note should be written (From N/para x). This indicates to the person to whom the note is submitted where he should begin reading. The note is then initialled and dated (giving the date, the month and the year) at the right hand side, and the designation of the person to whom the note is submitted is written on the left, i.e., S. (for Secretary) T.O. (for Treasury Officer) E.E. (for Executive Engineer) A.R.S. (for Assistant Residency Surgeon) etc. Every draft submitted must have a "Draft for Approval" (D.F.A.) slip pinned to the top of the first page. If more than one draft is submitted they are marked D.F.A. I, D.F.A. II, D.F.A. III, etc., to facilitate identification. It is to be clearly shown in the D.F.A. whether it is a letter, memorandum, Demi-official, etc., or if a telegram in what code it is to issue. Generally speaking a letter is replied to by a letter, a demi-official by a demi-official, a telegram by a telegram, but, discretion should be used and the question of urgency must always be considered. All references cited in the draft are marked in pencil.

18. When a file is submitted, papers etc. are placed in the following order:-

(Top)

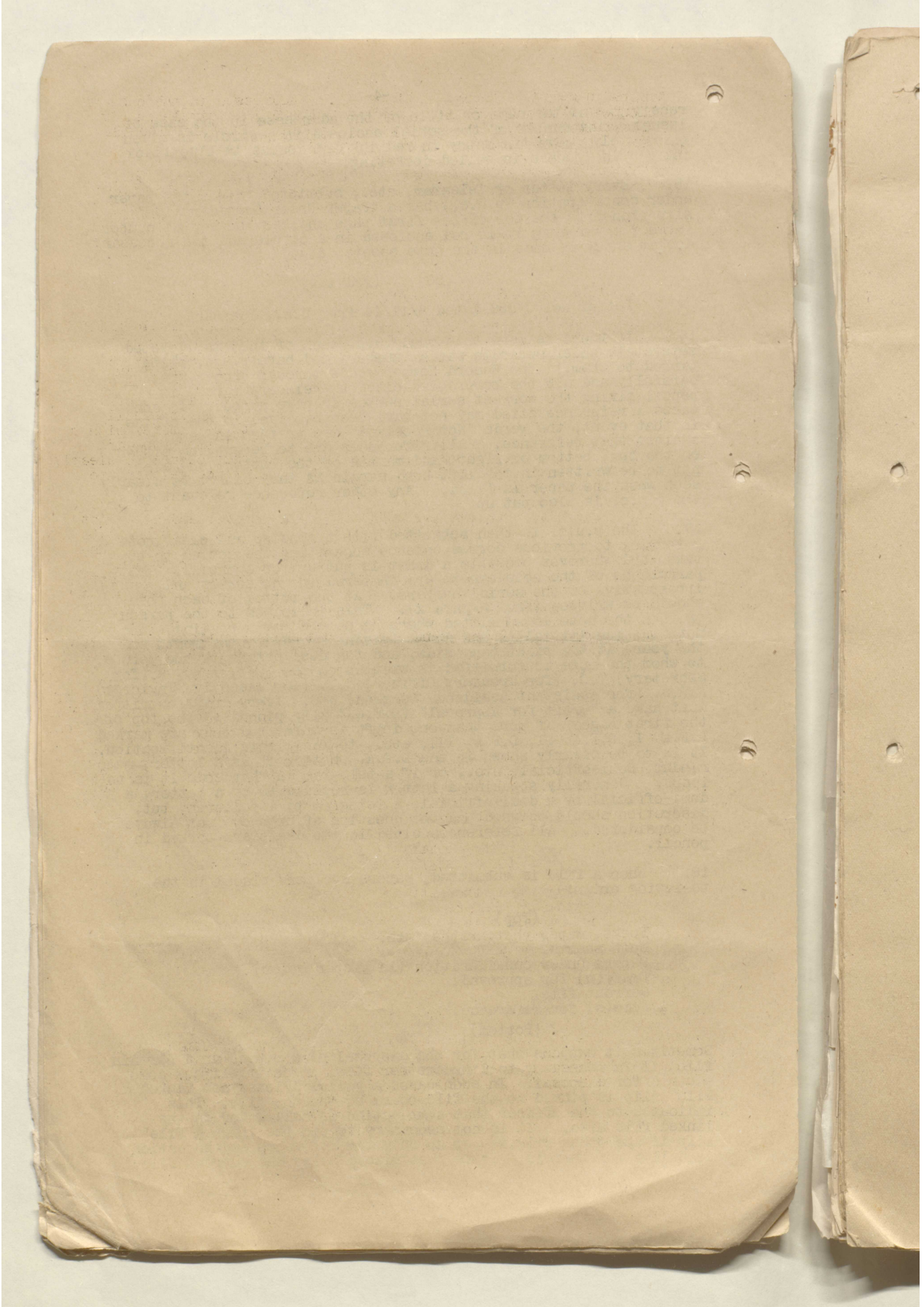
Books, maps, photographs, etc.
Note sheets.
Papers under consideration (in proper order)
Draft(s) for approval.
Current file.
File(s) for reference.

(Bottom)

Sometimes it happens that for the disposal of a p.u.c. in a certain file, it is necessary to link another file, which itself has some p.u.c.s for disposal. In such cases a yellow "Please see Linked File" slip is pinned to the file board of the top file. This indicates to the officer that some action is called for on the linked file also. It is not necessary to pin the "Linked File" slip if the other file is put up only for reference and no action is called for therein; it is just placed below the current file.

/19. The

"ملف 1/50 الروتين المكتبي" [ظ٦] (٢٠٦/١٢)



"ملف 1/50 الروتين المكتبي" [٧] [٢٠٦/١٣]

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19. The officer records in the note-sheets his orders on the various p.u.c.'s submitted on the file, which then comes back to the office for taking action on the orders passed. If a draft is approved for issue, it goes to the telegram clerk if a telegram, or the typist to be faired for signature if it is a letter, memorandum, etc. Registers called "Outward Registers" are maintained giving full details of all out-going correspondence from the office. Separate registers are maintained for letters and telegrams and also for letters to the Embassy, Tehran, and Foreign Office. Numbers for telegrams to Tehran are obtained from the Confidential Office, who maintain a separate series for all telegrams issued to the Embassy, Tehran. Like the Inward Register, the "Outward Register" has the following columns:-

Serial No. Date. Compilation No. To whom sent. Subject.

20. The serial number runs consecutively from the 1st January each year to the 31st December. A new series is opened each year. All letters and telegrams issuing from the office have a number. The Telegram clerk, who maintains the outward register for telegrams and the typist who maintains the outward register for letters must take care to see that all columns are correctly filled in, and that the compilation and subject matter are invariably entered.

21. After taking an outward number the typist fairs the letter for signature in the correct form, viz., official letter, memorandum, demi-official, etc. If there are any enclosures to be attached to the letter, this fact is indicated in the margin of the letter by a small line typed out against the particular line of the text in which a mention of the enclosure has been made. The typescript is then checked and the office copy marked O/C is initialled by the person checking it. The references are marked in pencil in the office copy before sending up to the officer concerned. In some offices, and in the case of the Political Resident the letters for signature are put up in a signature pad, between separate sheets of plotting paper. The office copy with the D.F.A. below is placed on the first page, the fair copy in the next page, and so on. In some cases as in the Main Office it is customary to send the file back with the office copy on the top, the D.F.A. below, the fair copy next, the note-sheets, the p.u.c. and the current file below in that order, so that the officer may, if necessary, check the letter before signing it.

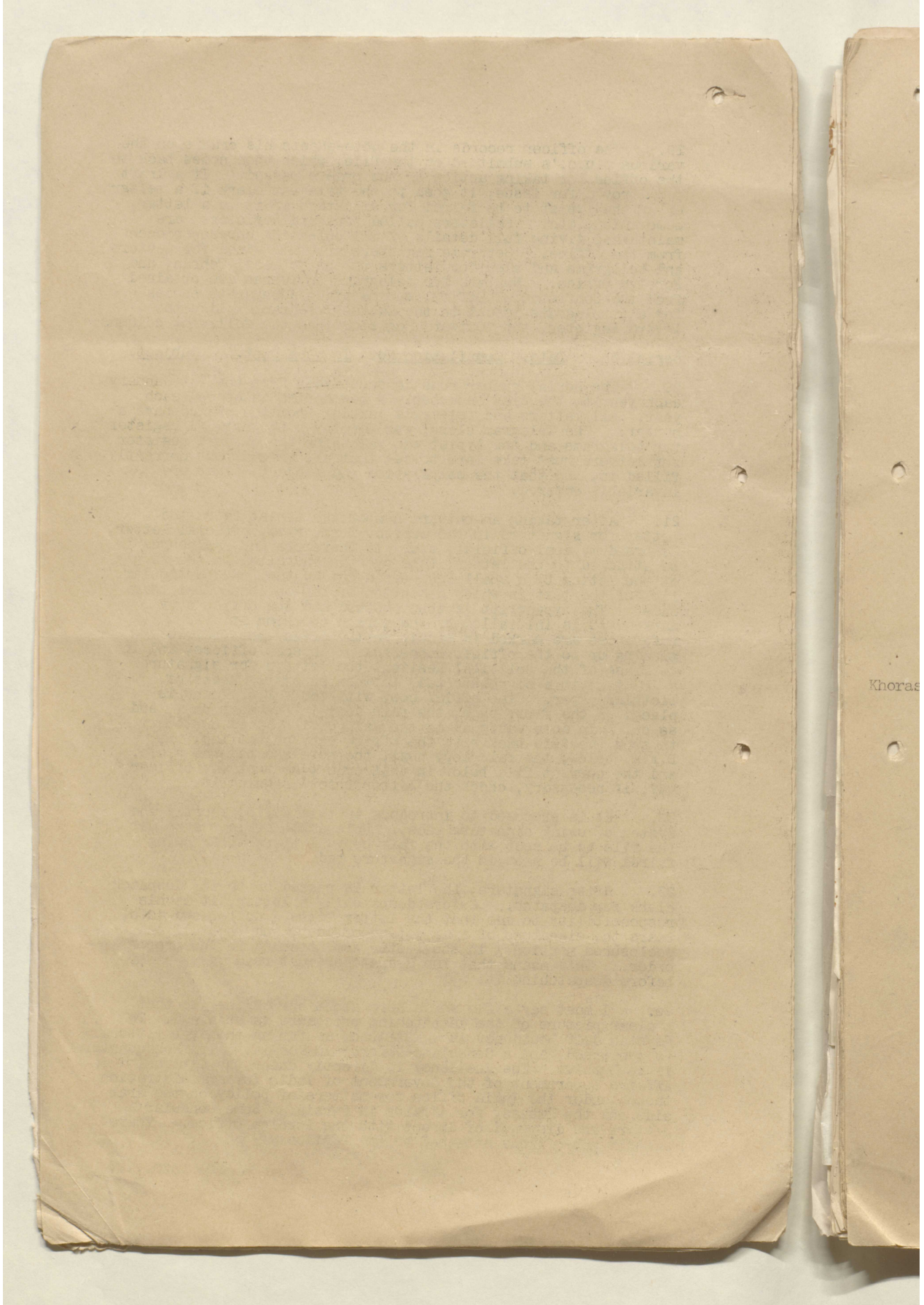
22. It is proposed to introduce in this office shortly the system of using signature pads. Unless the officer asks for the file to be sent with the fair copy, letters after being faired will be sent in the signature pad.

23. After signature, the letter is passed on to the despatch clerk for despatch. Before despatching a letter, it is his responsibility to see that the letter bears a number and date, bears the signature of a competent officer, and that all the enclosures mentioned in the letter are attached in the proper order. This means that the despatcher must read every paper before despatching it.

24. I must say a few words here about our office, so that a clear picture of the despatching procedure is obtained. The Persian Gulf Residency is a Residency as far as the Arab littoral is concerned, and a Consulate-General in Persia. The Headquarters is at Bushire. The Residency is directly under the External Affairs Department of the Government of India for administration though under the India Office for matters of policy on the Arab side and the Embassy for affairs in Persia. Some Consular matters are disposed of direct with the Foreign Office. There are six sub-offices attached to the Residency:-

/Fahrain.....

"ملف 1/50 الروتين المكتبي" [ظ٧] (٢٠٦/١٤)



"ملف 1/50 الروتين المكتبي" [و] (٢٠٦/١٥)

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Bahrain under a Political Agent.
Muscat -do-
Kuwait -do-
Khorramshahr under a Consul.
Kerman -do-
Bandar Abbas -do-

Under the jurisdiction of some of these sub-offices there are smaller offices, e.g.,

UNDER BAHRAIN.

Political Officer, Trucial Coast } with Headquarters
and in his absence Residency Agent } at Sharjah.

UNDER MUSCAT.

British Agent, Gwador.

UNDER BANDAR ABBAS.

British Agent, Jask.

UNDER BUSHIRE.

Consular Agent, Lingah.

25. In Khorasan there is a Consulate-General with its headquarters at Meshed, and under him there are the following sub-offices:-

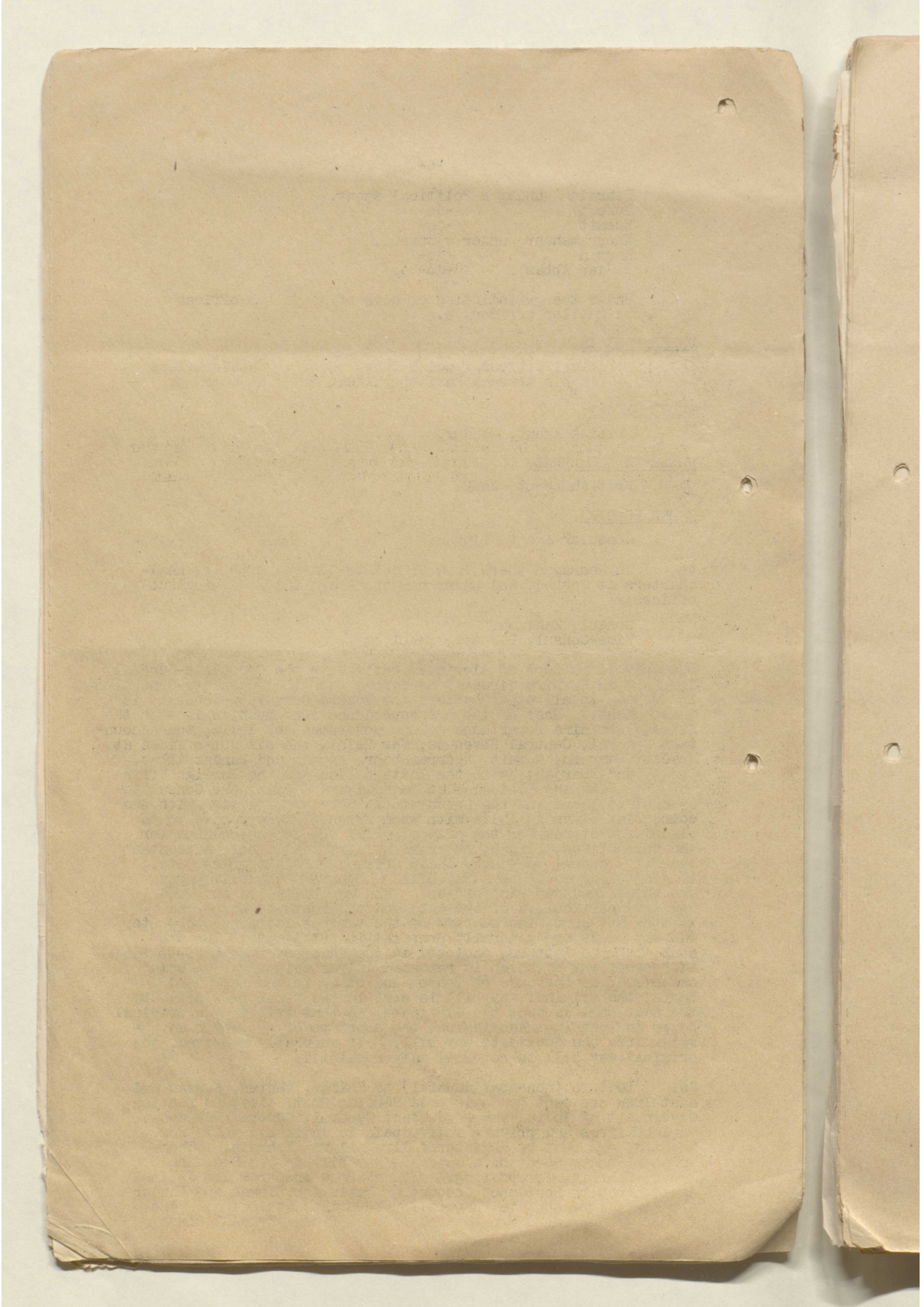
Consul, Zahidan.
Vice-Consul, Birjand, Zabul

Khorasan but only in matters of clerical postings is the Consulate-General for Fars in Pushire directly concerned with the Consulate-General for Meshed, in all other matters the Meshed Consulate-General is independent. Most of the correspondence from Bushire is with the External Affairs Department of the Government of India, the Accountant General, Central Revenues, New Delhi, the six sub-offices at Muscat, Bahrain, Kuwait, Khorramshahr, Kerman and Bandar Abbas, Lingah and Sharjah; with the India office and the Foreign Office, London; with the Embassies at Bagdad and Tehran, the Consulate-General at Basra and the Consulate at Shiraz; and also with the commercial firms in India with whom frequent orders have to be placed for stores for the office. All our correspondence for the sub-offices, Lingah, External Affairs Department, Accountant General, Central Revenues, India Office, Foreign Office, etc., is sent under cover of a way bill. Separate way bill books are maintained for each office. The way bills are numbered and give particulars of the date and the route by which the letters are sent, the numbers of the various letters, etc., etc. The way bills are generally prepared in triplicate; two are sent with the letters, enclosed in the same cover or bag, to the addressee, one of which is returned duly receipted. In some cases e.g. in the case of Tehran and other inland posts and Basra, the original way bill is sent in the first instance; by the next mail is sent the duplicate, so that even if the original cover is lost in transmission, the contents of the cover may be known from the duplicate way bill. If correctly received, the original way bill is returned duly receipted.

26. Letters (non-confidential) to Shiraz, Tehran, Kerman and East Iran are sent by Registered Persian Post; letters for the Government of India, the Accountant General, Central Revenues, various firms and private individuals in India and mails for England, are sent by Registered Air Mail via Bahrain. These are sent under cover of a separate way bill to the Political Agent, Bahrain, for posting. The charges incurred are debited to the Pushire Residency Account. Mails for Lingah and Bandar Abbas are also sent to Bahrain for onward transmission. The former is addressed C/o the Political Officer, Trucial Coast

(or.....

"ملف 1/50 الروتين المكتبي" [ظ ٨] (٢٠٦/١٦)



"ملف 1/50 الروتين المكتبي" [و٩] (٢٠٦/١٧)

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(or Resident Agent, Sharjah) and sent via Bahrain (if there is no direct boat to Sharjah); from Sharjah the mails are sent by dhow to Lingah. Mails for Bandar Abbas are sent through the Navy from Bahrain (and also from Basra) to Hormuz, from where they are sent by launch to Bandar Abbas. This is of course only when no direct steamer service is available. Similarly sometimes Muscat mails are sent via Bahrain.

27. All our mail bags for the Agencies at Muscat, Bahrain and Kuwait, and the Consulates at Bandar Abbas, Khorramshahr and Basra are given to the Commanders of British vessels for favour of delivery and a receipt obtained.

28. The Despatch clerk maintains a register of postal charges incurred. He has a permanent deposit of Rials 1,000/- for this purpose, and once in a month, or whenever he runs short of cash, he renders an account to the Treasury Officer of the charges incurred, supported by postal receipts, and draws money from the Treasury.

29. As regards telegrams the draft after approval, goes to the clerk concerned for issue, as stated above. In certain cases a telegram may be addressed to more than one addressee. The distribution is shown in the preamble, just before the text. From the outward register for telegrams a number is taken, after filling in the relevant columns; first the telegraphic address of the addressee is shown. The number of the telegram is shown just ~~fixes~~ before the text (some offices put the number after the signature group). For example:-

PRODROME, CAIRO.

A/436 AHOED -----

=BRITCONSUL=

or

PRODROME, CAIRO.

AHOED -----

-BRITCONSUL- A/436.

If the telegram is marked "Important" or "Immediate" the word "Important" or "Immediate" is inserted before the address, as:-

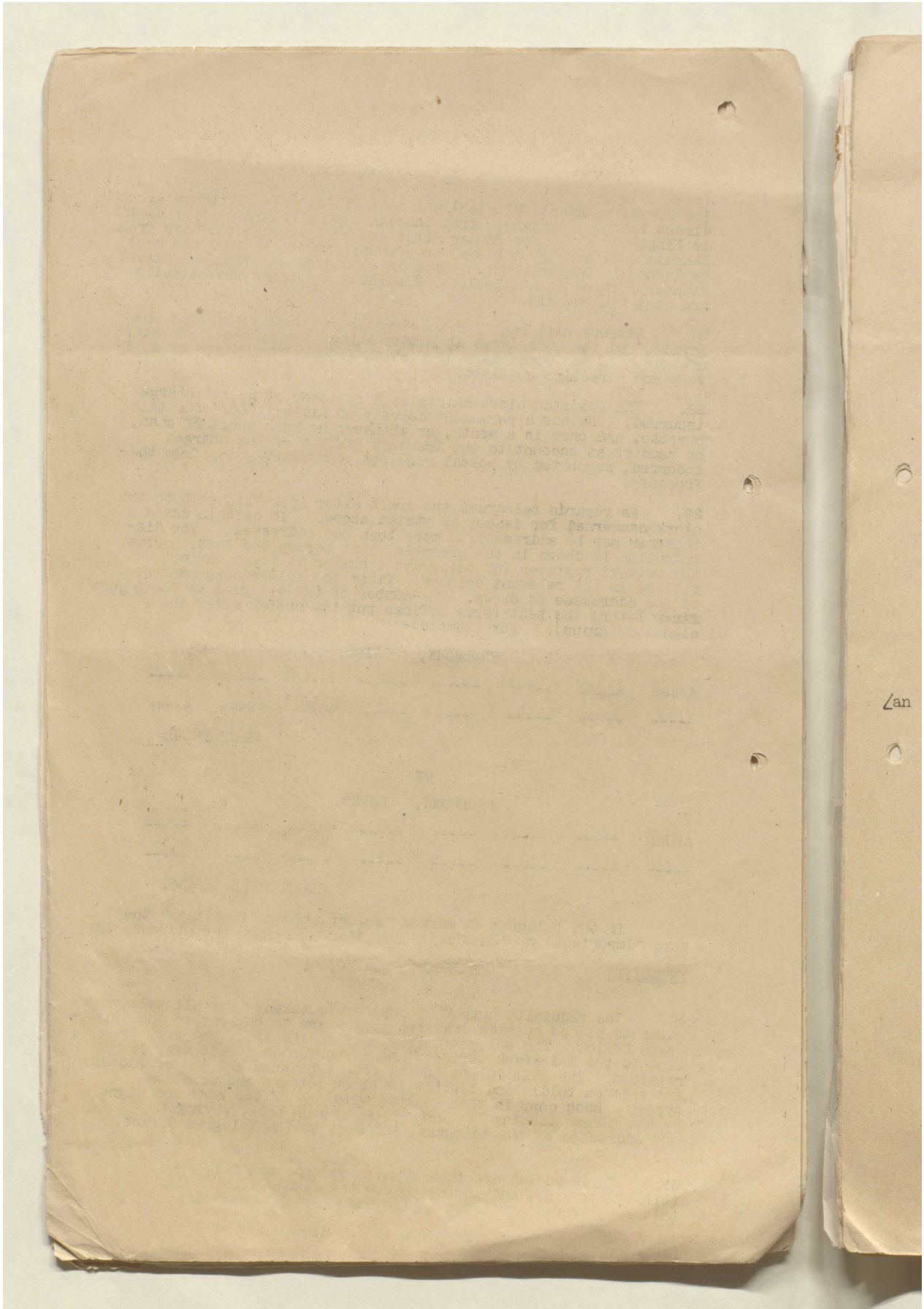
IMMEDIATE PRODROME, CAIRO.

30. The requisite number of copies are taken; for all telegrams going to places outside Iran two copies are to be sent to the Telegraph Office; for telegrams to places inside Iran, one copy is sent to the Telegraph Office; and of course an office copy is retained. The text is put in the code mentioned and the characters are written boldly and legibly in block letters and sometimes typed. Each copy is then stamped with the office seal and signed by the person issuing it; entered in a peon book, giving the number and addressee of the telegram, and sent to the Telegraph Office.

31. Three copies are then typed; one for the file, one (bible) for P.R., and the other for the issue bible. The telegrams issued are typed in the same form as receipts.

32. The telegrams issued and the office copies of letters /issued...

"ملف 1/50 الروتين المكتبي" [ظ٩] (٢٠٦/١٨)



"ملف 1/50 الروتين المكتبي" [١٠] [٢٠٦/١٩]

-8-

10

issued are then docketed in blue-black ink under the correct serial number, as explained above, the forward reference is marked as also the references cited in the telegram, and then filed in the body of the file. Before putting a file back in its proper place the Record Keeper reads through the notes carefully to ensure that action has been taken on all the p.u.c.s, that action has been taken on all orders passed; that the correct serial number, page number, referencing, etc., are given; and notes in his diary the date on which the file is to be resubmitted, if such an order has been passed.

33. The telegram and despatch clerks also maintain a reminder register. The number, date and compilation of all issues (telegrams or letters as the case may be) are entered in a register, and one week in the case of telegrams and approximately a month in the case of letters are allowed for a reply; if no reply has been received a list of such files is given to the Record Keeper to enable the reminder to issue.

34. This is a rough outline of the way in which correspondence is dealt with here. It is the same in all the offices in the Gulf though perforce there are variations in details to suit local conditions.

35. Speaking individually of the different sections in the office, there are certain checks which each section must exercise in the performance of the duties of that section.

36. RECORDS.

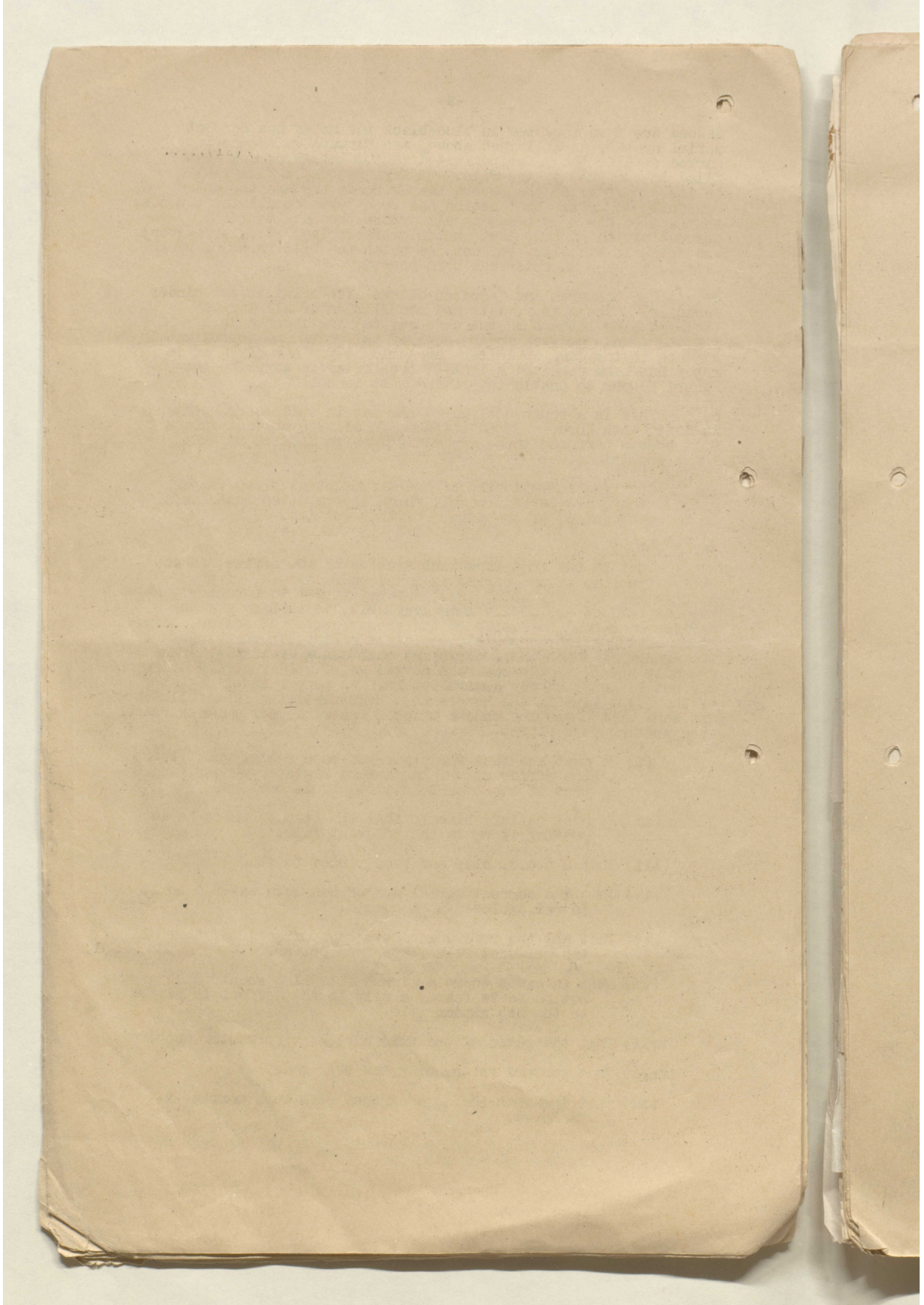
This is the most important section of the office, as the whole structure of the office is based on records. If the records are properly maintained, and previous papers on any particular subject are easily made available, it is easy for the officer concerned to decide on the proper course of action. Time spent on embellishing the records of an office, in perfecting the manner in which the records are maintained is time well and usefully spent, though the real advantage of good record keeping may not be apparent for several years. A proper index register of the files kept in the Record Room is essential. The following are some of the routine checks which a record keeper must exercise when putting up a paper.

ان

- (i) He must see that the paper has been registered; bears the office stamp, the inward register number, and that it has been initialled by the officer.
- (ii) He must satisfy himself that the file on which he is putting it up is the relevant file.
- (iii) That a p.u.c. slip has been pinned to it.
- (iv) That the correct serial number has been entered on it in red enclosed in a circle.
- (v) That ALL the references have been marked, and that all the relevant files have been put up.
- (vi) That in cases where a linked file also requires some action to be taken, a slip to that effect is pinned to the top ~~xxxxx~~ file.
- (vii) That the pages of the file have been correctly numbered.
- (viii) That forward referencing has been made.
- (ix) That the note-sheet paragraphs have been correctly numbered.
- (x) That all the p.u.c.'s are entered in proper sequence in the note-sheets, and

/(xi).....

"ملف 1/50 الروتين المكتبي" [١٠ ظ] (٢٠٦/٢٠)



"ملف 1/50 الروتين المكتبي" [١١ و] (٢٠٦/٢١)

-9-

- (xi) That an additional note-sheet has been tagged on to the note-sheets, if necessary.

Similarly when the file returns to him, after disposal he must

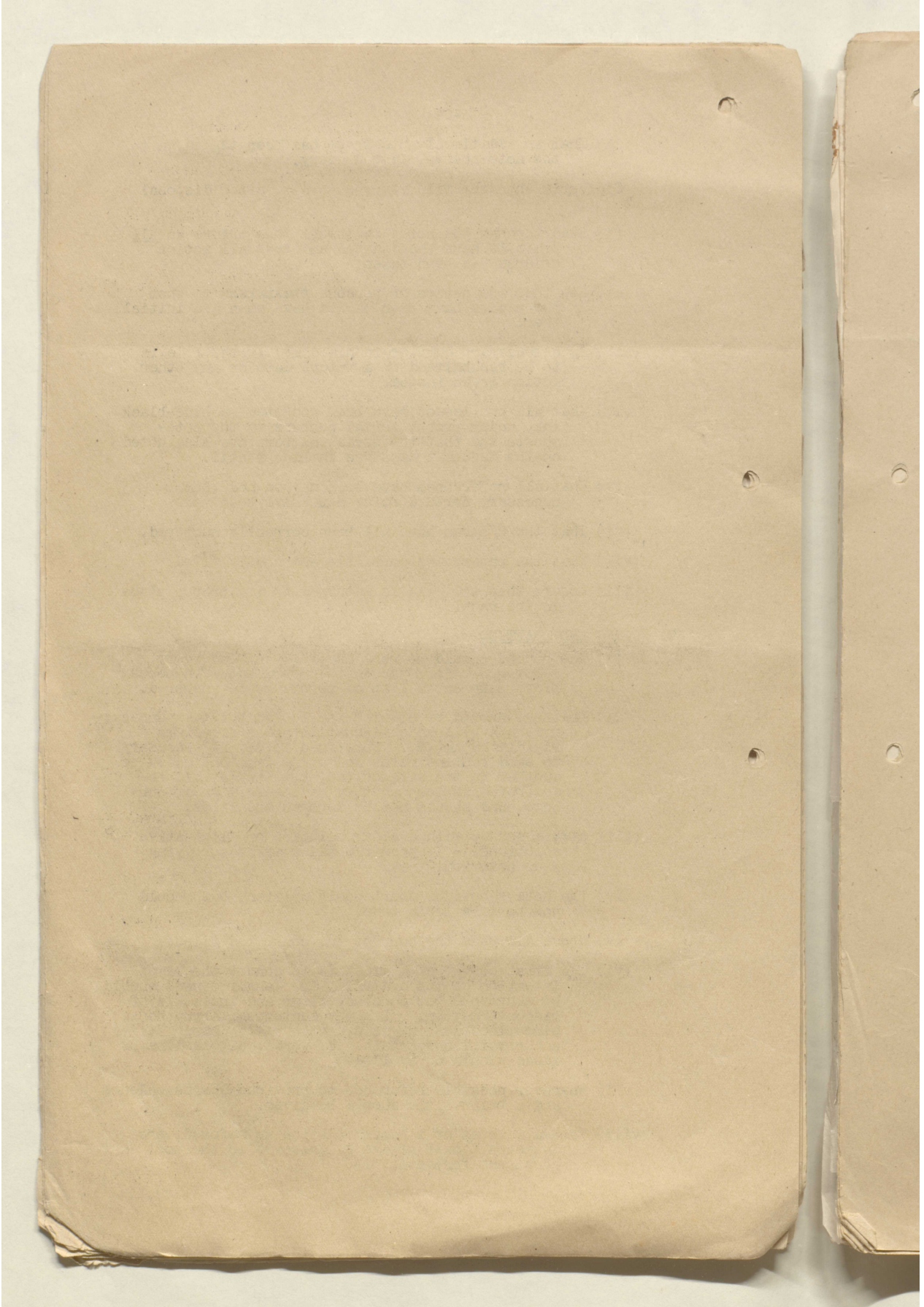
- (i) Read through the notes to ensure that orders on all p.u.c.'s have been passed and that all action ordered has been taken;
- (ii) See that the person or persons ~~XXXXXXXXXX~~ to whom the papers have been marked have seen and initialled them.
- (iii) Make necessary entries in his diary if the file is to be resubmitted on a future date or any other action is indicated.
- (iv) That all the issues have been docketed in blue-black ink, under proper serial numbers in the note-sheets and that the serial numbers are also noted on the issues themselves in blue pencil.
- (v) That all references have been marked and that necessary forward referencing have been made.
- (vi) That the N/paras have all been correctly numbered.
- (vii) That the papers are correctly and neatly filed.
- (viii) Ensure that the file is returned to its proper place in the rack.

37. NOTING AND DRAFTING.

- (i) The p.u.c. should be read carefully; read every reference before you write a word and if necessary first make out a list of points to be answered.
- (ii) The note should be concise and to the point. Unnecessary and useless chit-chat in notes should be rigidly eschewed. Sometimes it may be necessary to send routine notes and slips from one clerk to another in the same office, but they should be destroyed as soon as they have served their purpose, and should not be kept on the files.
- (iii) Always sum up with a clear solution or alternative solutions. If possible add a draft embodying your solution.
- (iv) The note should be courteously written, but should not be servile in tone.
- (v) Above all read the current and connected files.
- (vi) The first object of a draft is to convey the exact intention of the orders. The language used should be courteous but concise, clear and incapable of misconstruction. Lengthy sentences, abruptness, circumlocution, magniloquent phrases, superlatives and repetitions, whether of words, expressions or ideas should be avoided.
- (vii) Wherever possible reference to previous correspondence and a brief title should be given.
- (viii) When a request or a recommendation is refused, the decision should always be conveyed in the most courteous form possible.

/(ix)...

"ملف 1/50 الروتين المكتبي" [١١ ظ] (٢٠٦/٢٢)



"ملف 1/50 الروتين المكتبي" [٢١] [٢٠٦/٢٣]

10.

- (ix) Whenever the notes and orders admit of it the draft should follow them verbatim; but when this is not the case, the drafter must exercise his discretion in condensing or expanding the notes. The hand-writing of drafts must be compact, neat and legible, and abbreviations should be avoided as likely to confuse the typist. It is preferable to type lengthy notes and drafts. All notes and drafts of more than three or four lines should be typed before submission to the Political Resident.
- (x) The practice of transmitting with covering letters, a mass of enclosures containing unnecessary repetition of information intended to be conveyed should be avoided. No papers should accompany a letter which are not essential to a clear and precise understanding of the question referred. On the other hand care must be taken that the information to be conveyed is not deficient or meagre. Ordinarily drafts of letters should be self-contained; in cases, however, which involve an important principle or which may be intricate in their details, it is proper that all papers which bear on the points at issue should accompany the letter.
- (xi) All the references in the draft should be marked.
- (xii) Clear indication should be given in the draft whether it is a letter, a memorandum, Express Letter, etc., or if a telegram the code in which it should issue, and such other details.

38. TYPING SECTION.

Before beginning to type a draft or a letter, the typist must read through the notes and the draft itself to see what action is required. He must see that the draft has been approved by the officer concerned. The following checks should be applied by him:-

(i) That the references cited are correct.

(ii) Type the letters in the proper form. The various forms of correspondence in a Government office are:-

(a) LETTER FORM.

No.....

British Residency and
Consulate General,
Bushire.

Dated the.....1945.

From

To

Subject:-

Sir,

With reference to.....

I have the honour to be,
Sir,
Your most obedient servant,

(b) MEMORANDUM.

No.....

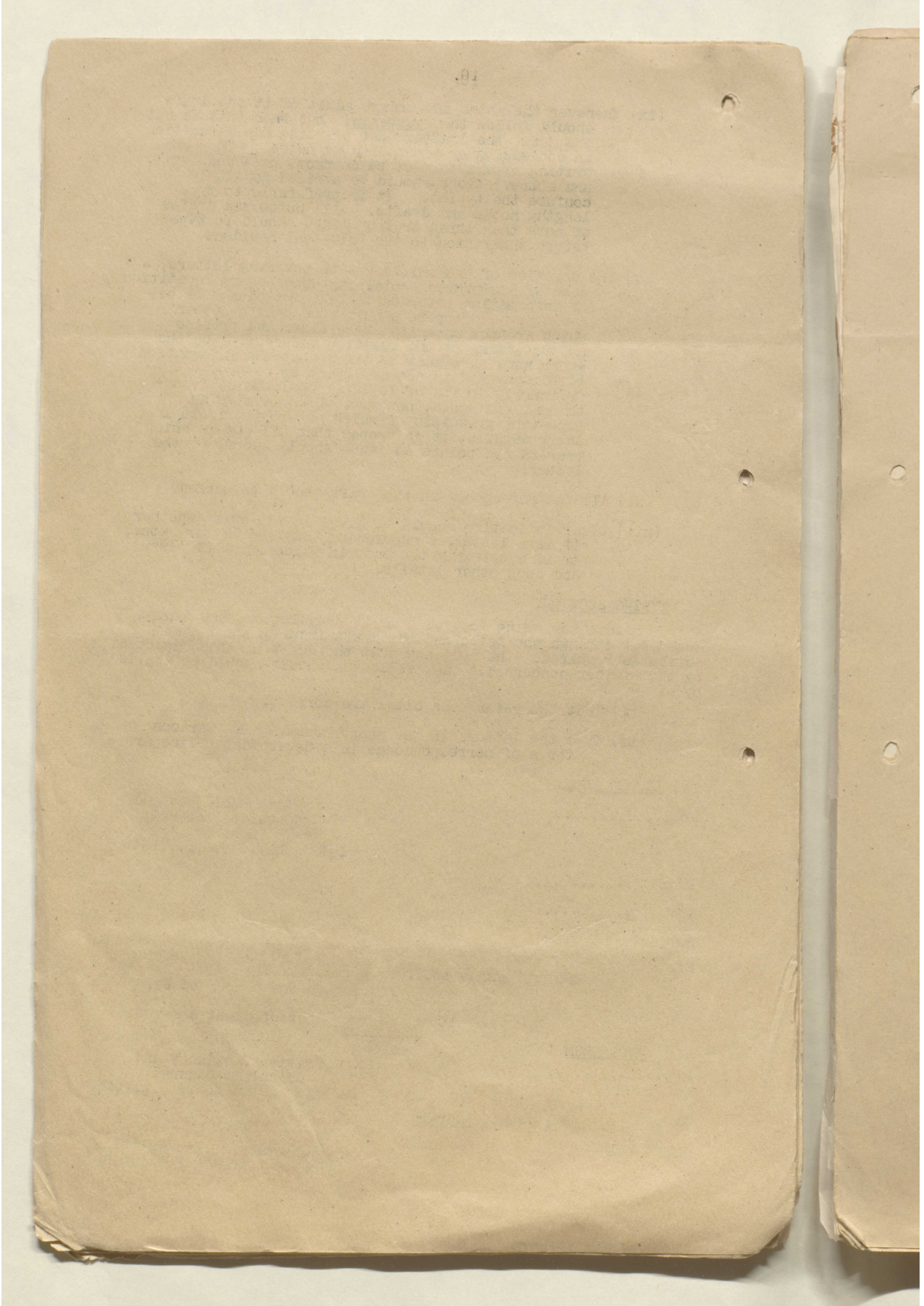
British Residency and
Consulate General,
Bushire, dated the.....1945.

To The Political Agent, Bahrain.

Memorandum.

Secretary to the Political
Resident in the Persian Gulf

"ملف 1/50 الروتين المكتبي" [٢١ ظ] (٢٠٦/٢٤)



"ملف 1/50 الروتين المكتبي" [١٣ و] (٢٠٦/٢٥)

(13)

11

(c) COMMERCIAL LETTER FORM.

Dear Sirs,

Yours faithfully, or truly,

(d) MEMORANDUM TO GOVERNMENT OF INDIA.

From - The Hon'ble the Political Resident in the Persian Gulf.
To - The Under Secretary to the Government of India.
Memorandum No.....
Bushire, the.....1945.
Subject:-

for Political Resident in the
Persian Gulf,

(e) EXPRESS LETTER.

From - Britconsul, Bushire.
To - Foreign, New Delhi.

..... =BRITCONSUL=

The issue of the above has been authorised.

Secretary to the Political
Resident in the Persian Gulf.

(f) ENDORSEMENT.

No..... A copy of the undermentioned paper is forwarded to:-

Secretary to the Political
Resident in the Persian Gulf.

Description of the enclosure.

(g) PRINTED LETTER.

No.....

The Secretary to the Hon'ble the Political Resident presents his compliments to:-

.....

and has the honour to transmit to him a copy of the under-mentioned document(s).

BRITISH CONSULATE GENERAL Dated.....
BUSHIRE

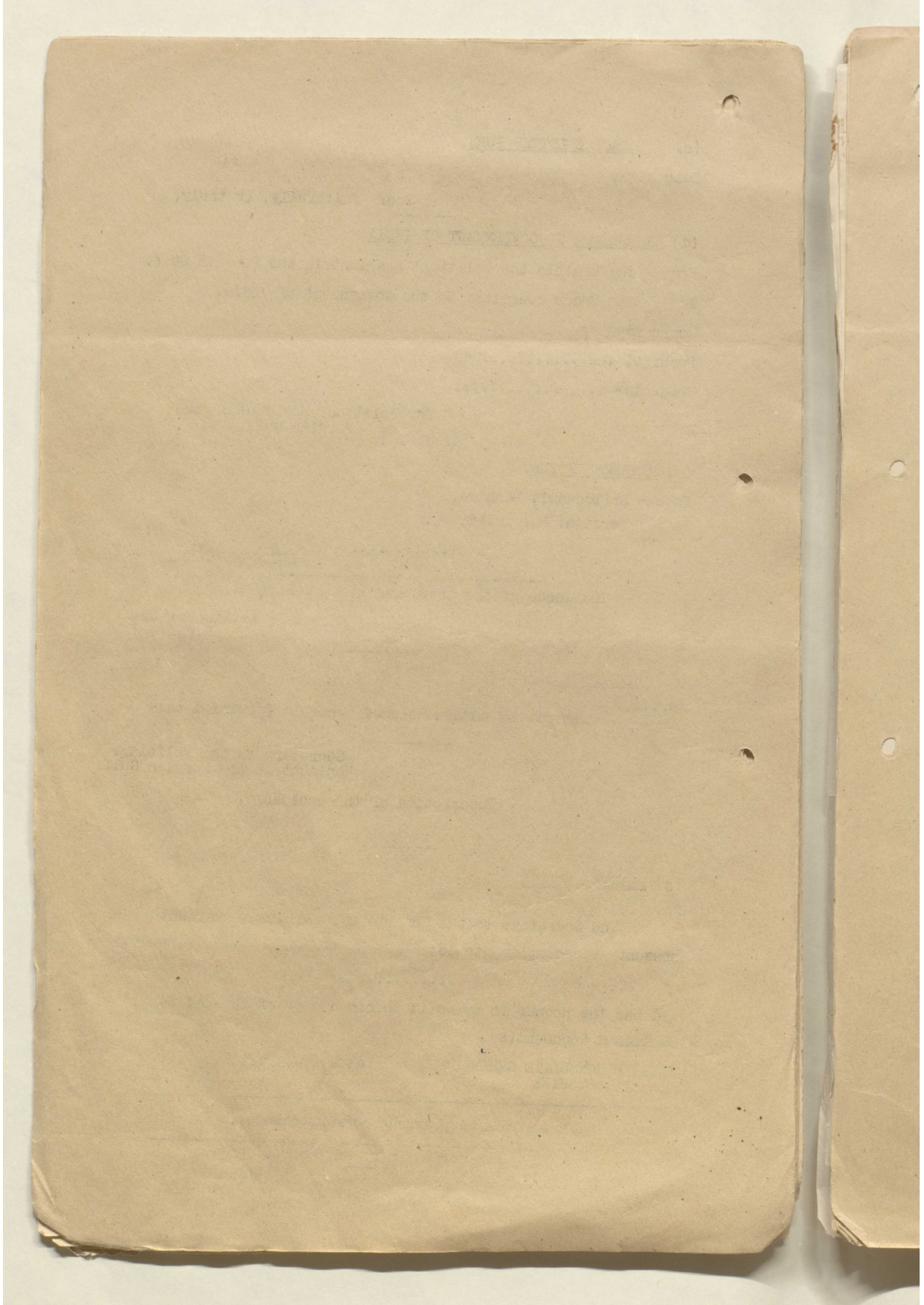
Reference to previous correspondence.

Description of Enclosure.

No. and date of letter. Subject.

/(h)

"ملف 1/50 الروتين المكتبي" [٣١ ظ] (٢٠٦/٢٦)



"ملف 1/50 الروتين المكتبي" [٤ و١] (٢٠٦/٢٧)

12

14

(h) CHANCERY LETTER.

Dear Consulate
Chancery
Agency

YOURS EVER

RESIDENCY, CONSULATE GENERAL.

The British Consulate, Basra.
The Chancery, British Embassy, Tehran.
The Political Agency, Bahrain.

(i) DEMI-OFFICIAL LETTER.

(Dear.....),

(Yours sincerely),

Major.....

(iii) That the correct number of copies have been taken.

(iv) That the fact that there is an enclosure to be attached is indicated by a small line in the margin.

(v) That the matter is centralised i.e. neither too much above nor too far below; that the presentation is neat; that the carbon impressions are clear and that there are no carbon marks left on the paper; that a proper margin is allowed.

(vi) He must expand all abbreviations.

(vii) Must keep with him a dictionary, and even if there are mistakes and omissions in the draft he must rectify them.

(viii) Must maintain an up-to-date list giving the full names, decorations, and correct designations of all important persons with whom there is frequent correspondence, e.g., the Political Agents, and Consuls, Ambassadors Tehran, Baghdad, Air Officer Commanding, Senior Naval Officer, Persian Gulf, etc., etc.

(ix) That the outward register is properly maintained.

(x) Keep his machine in good condition.

(xi) Keep by his side a sufficient stock of different sizes and qualities of paper, carbon, forms, etc.

(xii) Though speed is essential, careful attention must also be given to accuracy and neatness.

39. TELEGRAM CLERK.

As in the case of the typist, he should read through the file first and the draft to ensure that the draft has been approved.

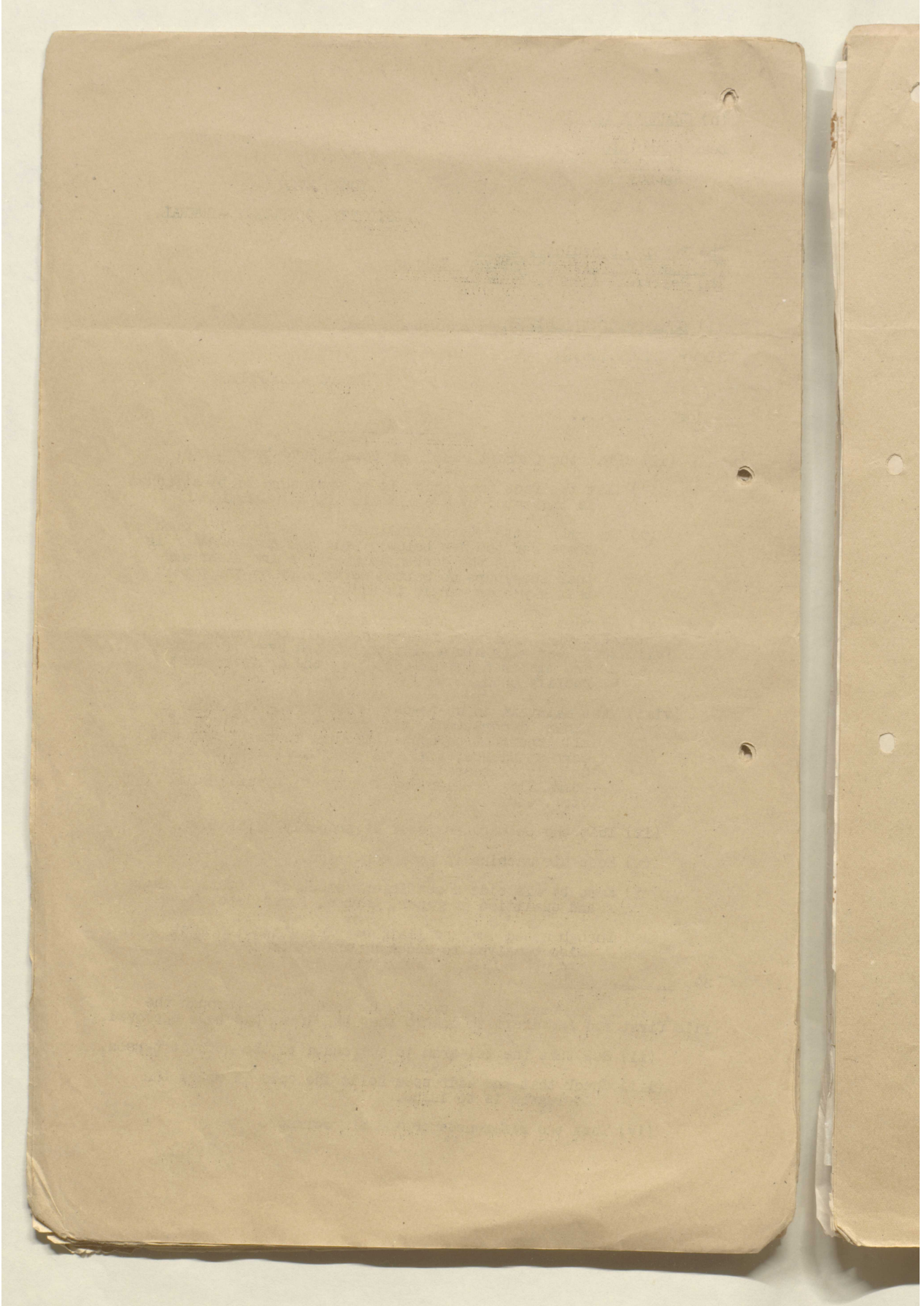
(ii) See that the telegram is addressed to the correct person.

(iii) Check that the addressee holds the code in which the telegram is to issue.

(iv) That the references quoted are correct.

/(v)...

"ملف 1/50 الروتين المكتبي" [٤ اظ] (٢٠٦/٢٨)



"ملف 1/50 الروتين المكتبي" [٥١] (٢٠٦/٢٩)

13.

- (v) That the encoding is done carefully, and the groups written out clearly in block capitals. (15)
- (vi) The correct number of copies are taken and that all the carbon impressions are clear.
- (vii) That the copies are stamped with the office seal and signed.
- (viii) Type out accurately and neatly the telegram after issue.

Similarly when decoding telegrams

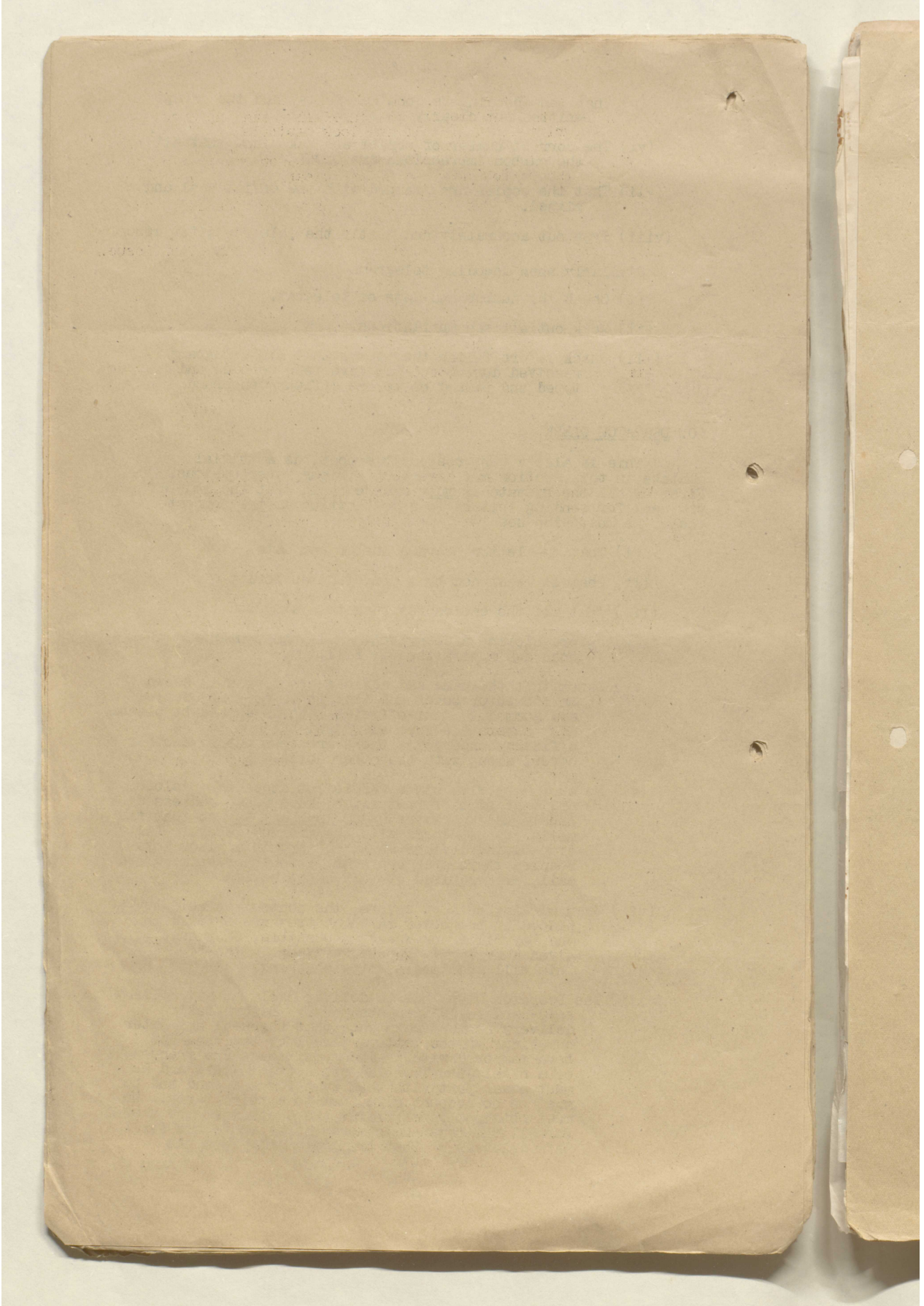
- (i) Check the number and date of telegram.
- (ii) Work out all the mutilations.
- (iii) Check before filing the papers that all telegrams received during the day have been decoded and typed and passed on to the officer concerned.

40. DESPATCH CLERK.

This is also a very responsible post, as a trivial mistake in this section may have very serious repercussions. First of all the Despatcher must make certain that the method proposed for sending letters to a destination is the correct one. He must also see

- (i) That the letter bears a number and date.
- (ii) That it is signed by a competent authority.
- (iii) That all the enclosures have been attached.
- (iv) Before closing a cover, check all the contents once again with the Way Bill.
- (v) Check that the name and address are correctly shown on the outer cover and that it is properly sealed and gummed. Demi-official letters should be placed in separate covers addressed by name to the officers concerned; these are then put in another cover, along with the other mails.
- (vi) He must keep with him a sufficient stock of envelopes and bags of different sizes, keep ready addressed labels and envelopes under lock and key so that the mails can be closed with the minimum delay. All time-saving devices are necessary in a place like Bushire where steamers come without any warning and mails are required at very short notice.
- (vii) When closing bags or covers, the contents should be placed in the order in which they are entered in the Way Bill, and whenever possible, they must be given a number in pencil, written on the top. This will facilitate quick checking.
- (viii) The Despatch Clerk has to deliver mails at and collect safe-hand mails from steamers. Before taking delivery he must make sure that the seal and outer coverings of the letter, parcel or bag have not been tampered with. These mail bags are frequently of a highly confidential and secret nature and he must never part with them even for a second and he must on no account give them to a third party. He must obtain a receipt from the Captain of the vessel, for all the bags and covers entrusted to him for safe delivery. When bringing mails from the
/steamer

"ملف 1/50 الروتين المكتبي" [١٥ ظ] (٢٠٦/٣٠)



"ملف 1/50 الروتين المكتبي" [١٦] (٢٠٦/٣١)

14.

(16)

steamer he must deliver them personally to the officer concerned. When going on board mail steamers, the following information is always to be obtained:-

- (a) The latest time up to which mails will be accepted by the steamer.
- (b) The time of departure.
- (c) The ports at which the steamer will be calling.

This much for pure office routine.

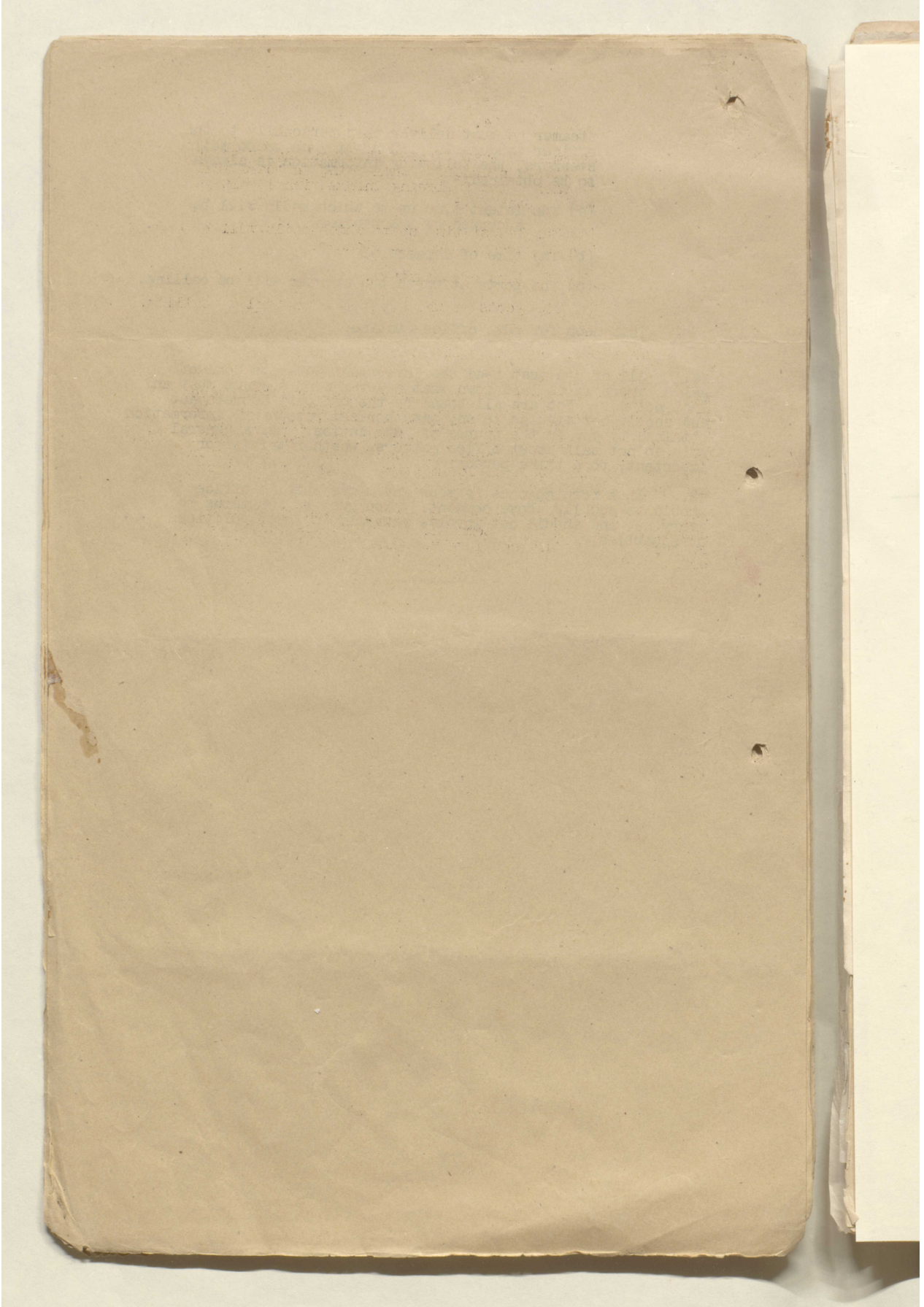
41. All of you must read the Government Servants Conduct Rules, where it is laid down what a Government servant must and must not do. You are all bound by the Official Secrets Act and should not divulge to any unauthorised person any information obtained by you in the course of your duties. As a general rule do not talk about office matters, whether trivial or important, to a third person.

42. In a foreign country your movements outside office should be equally above comment. You must be courteous to everyone, and should not involve yourself in local politics or squabbles.

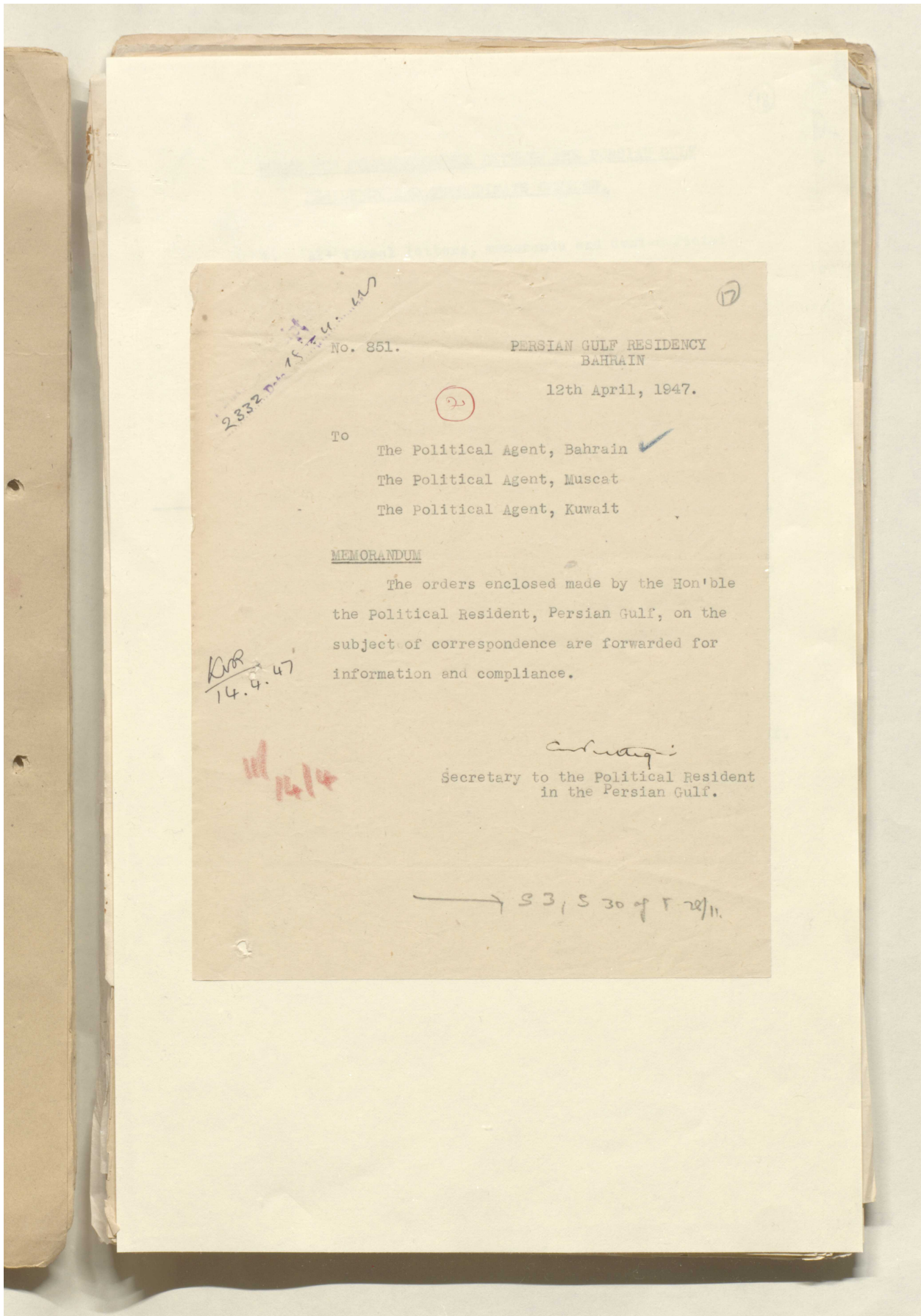
----V----

NS.

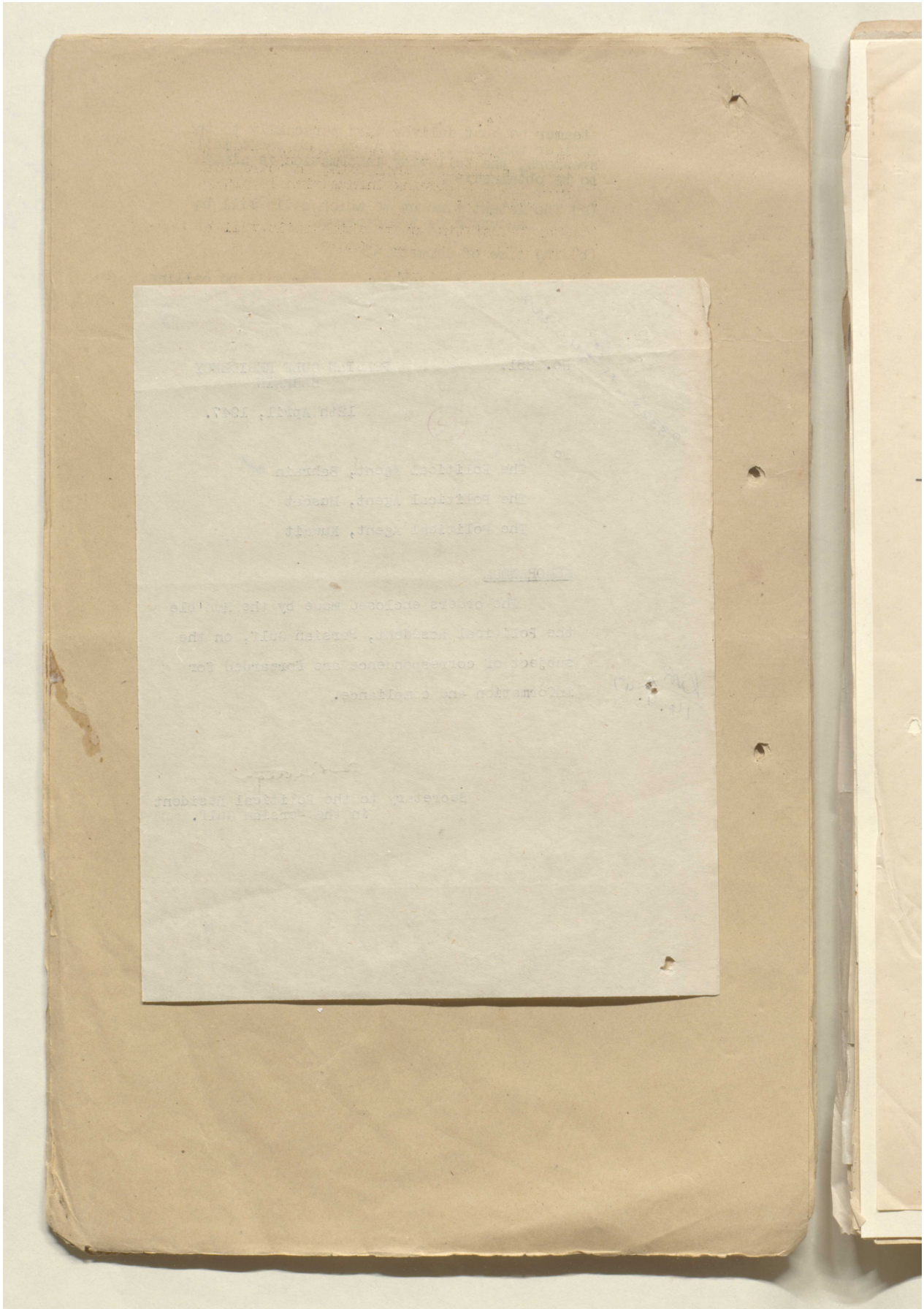
"ملف 1/50 الروتين المكتبي" [١٦ ظ] (٢٠٦/٣٢)



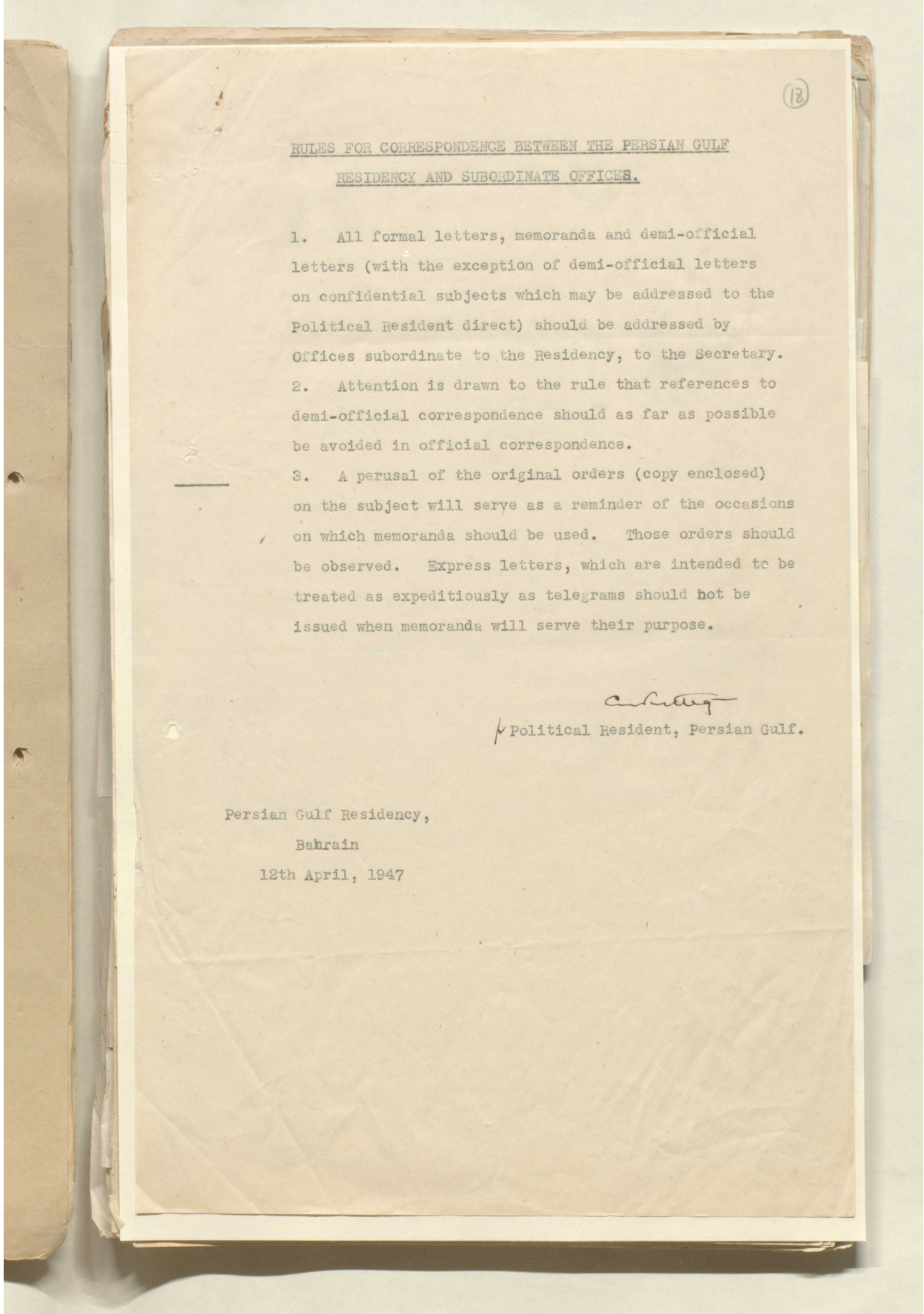
"ملف 1/50 الروتين المكتبي" [١٧] (٢٠٦/٣٣)



"ملف 1/50 الروتين المكتبي" [١٧ظ] (٢٠٦/٣٤)



"ملف 1/50 الروتين المكتبي" [١٨ و] (٢٠٦/٣٥)



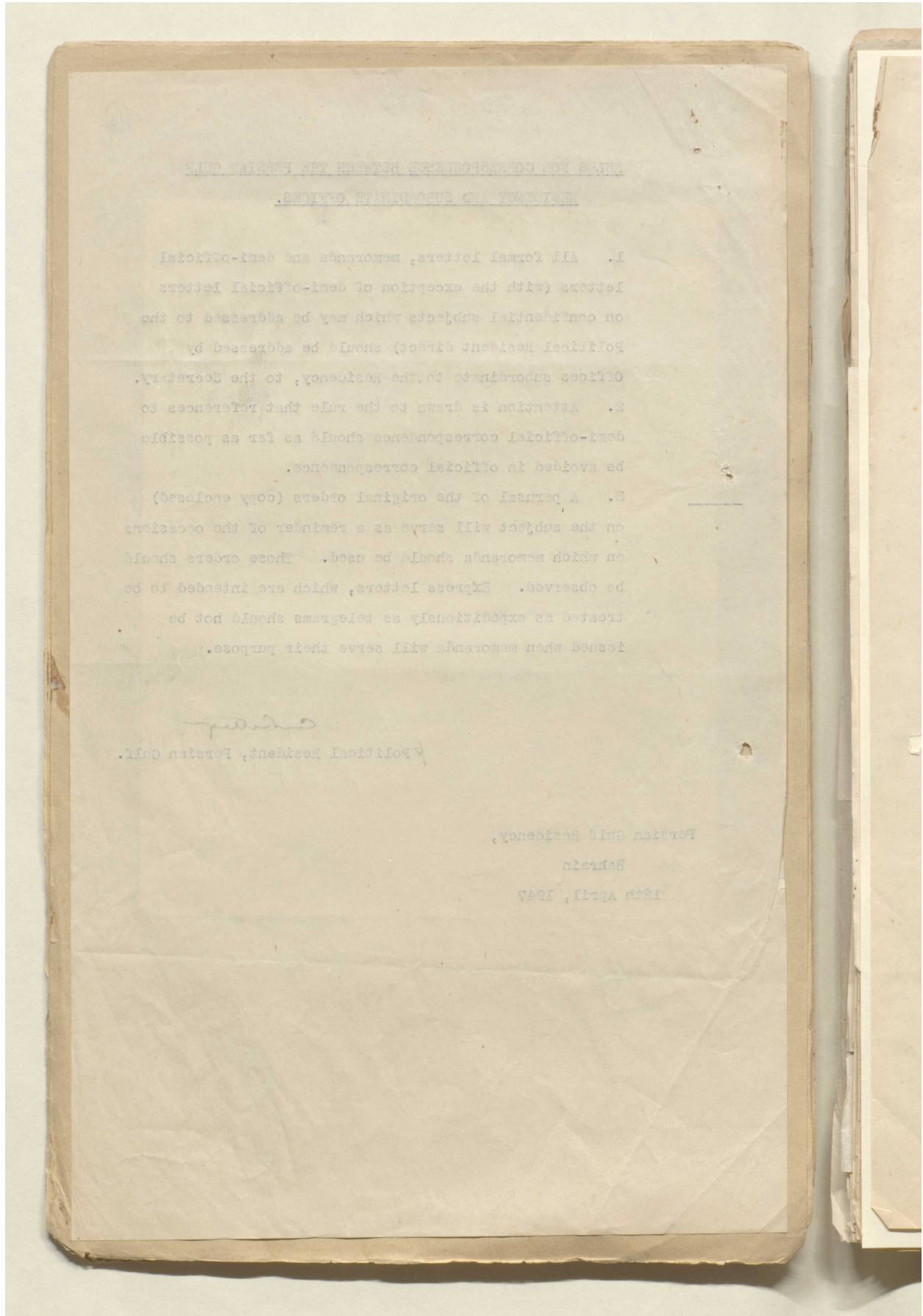
RULES FOR CORRESPONDENCE BETWEEN THE PERSIAN GULF
RESIDENCY AND SUBORDINATE OFFICERS.

1. All formal letters, memoranda and demi-official letters (with the exception of demi-official letters on confidential subjects which may be addressed to the Political Resident direct) should be addressed by Offices subordinate to the Residency, to the Secretary.
2. Attention is drawn to the rule that references to demi-official correspondence should as far as possible be avoided in official correspondence.
3. A perusal of the original orders (copy enclosed) on the subject will serve as a reminder of the occasions on which memoranda should be used. Those orders should be observed. Express letters, which are intended to be treated as expeditiously as telegrams should not be issued when memoranda will serve their purpose.

Political Resident
Political Resident, Persian Gulf.

Persian Gulf Residency,
Bahrain
12th April, 1947

"ملف 1/50 الروتين المكتبي" [٨١ ظ] (٢٠٦/٣٦)



"ملف 1/50 الروتين المكتبي" [١٩] [٢٠٦/٣٧]

Copy of letter No.503-D dated 11th December 1916 from the Government of India in the Foreign and Political Department.

In order to effect economy in the use of the telegraph and in other directions and to secure greater expedition in the despatch of business, the Government of India in the Foreign and Political Department have decided, as an experimental measure, to issue their postal communications to Local Governments and Political Officers so far as possible in the form of memoranda instead of letters in the usual official form. This means of communication will be used in cases where the reference can conveniently be made in brief telegraphic form but where the case is not of sufficient urgency to require the use of the telegraph. Letters in the usual official form will, however, continue to be used in cases which cannot be dealt with conveniently by memoranda. A sample of the form of memorandum to be used is attached to this letter.

2. XXX XXX XXX

3. I am to add that it is not considered necessary that memoranda of the kind indicated should be actually signed by one of the officers who ordinarily sign the official letters of the Department. The signature of the officer concerned will merely be authenticated by a Superintendent or other responsible official in the office.

From - The Secretary to the Government of India
in the Foreign and Political Department

To -

Memo. No. , dated

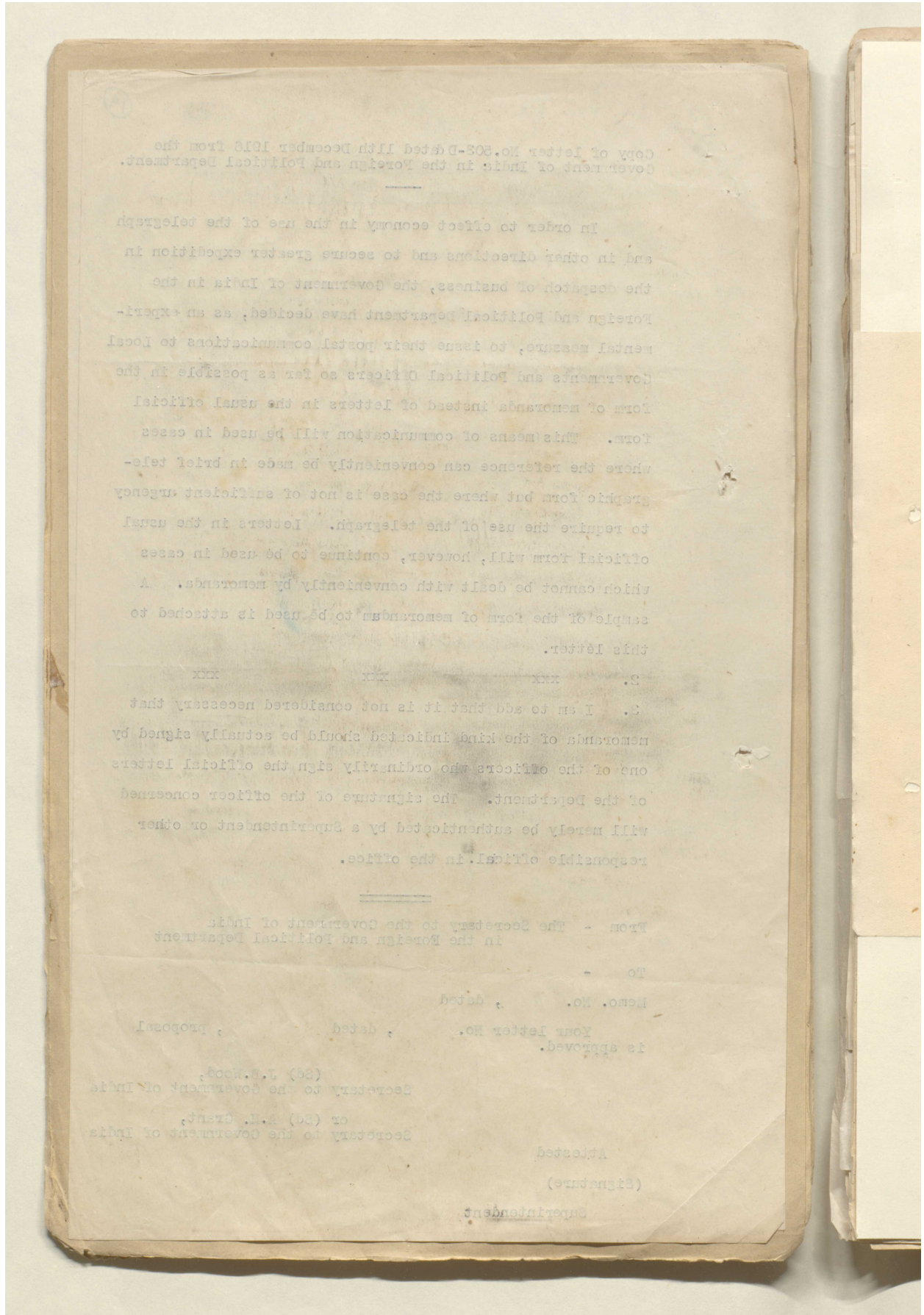
Your letter No. , dated , proposal
is approved.

(Sd) J.B.Wood,
Secretary to the Government of India
or (Sd) A.H. Grant,
Secretary to the Government of India

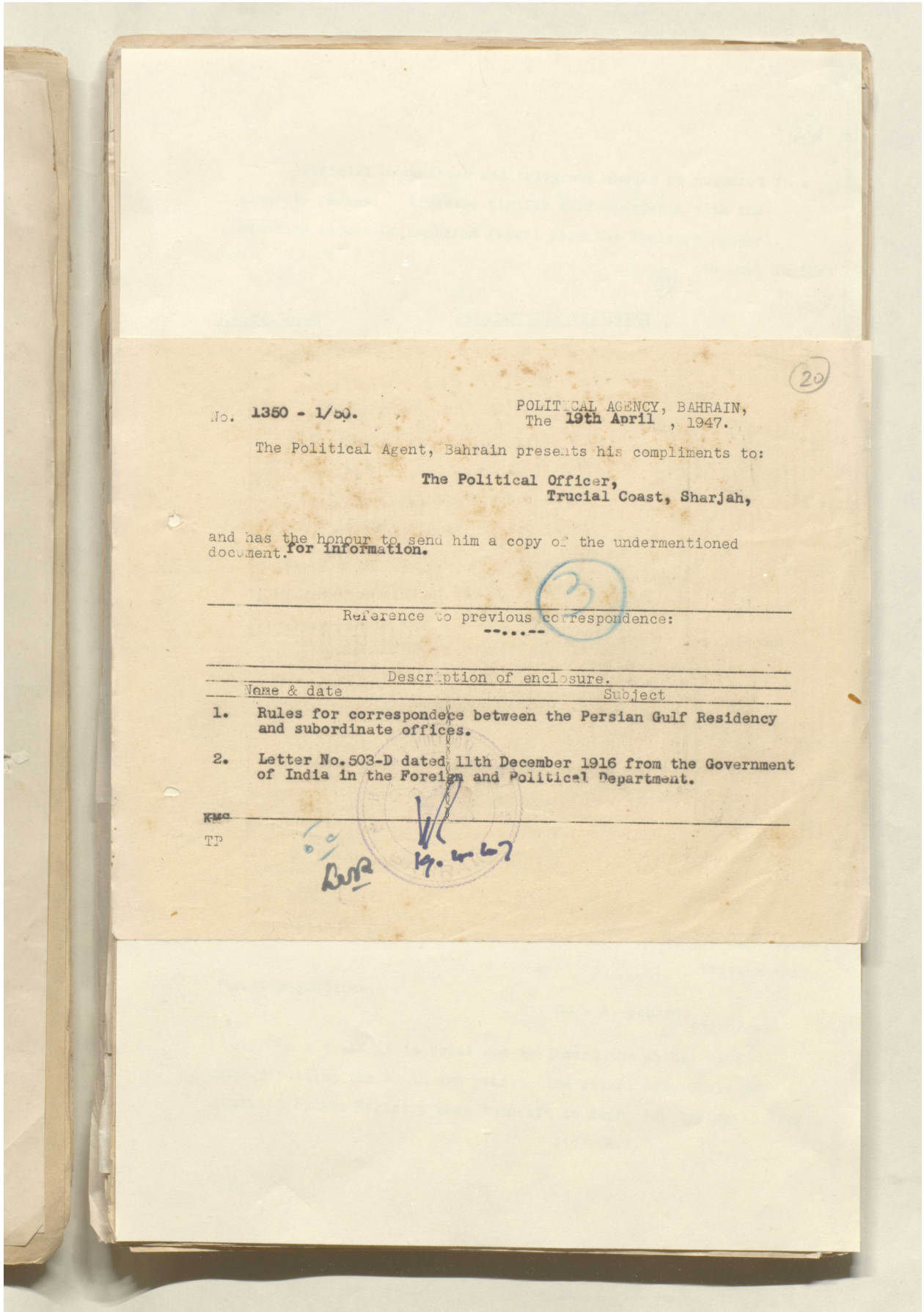
Attested
(Signature)

Superintendent

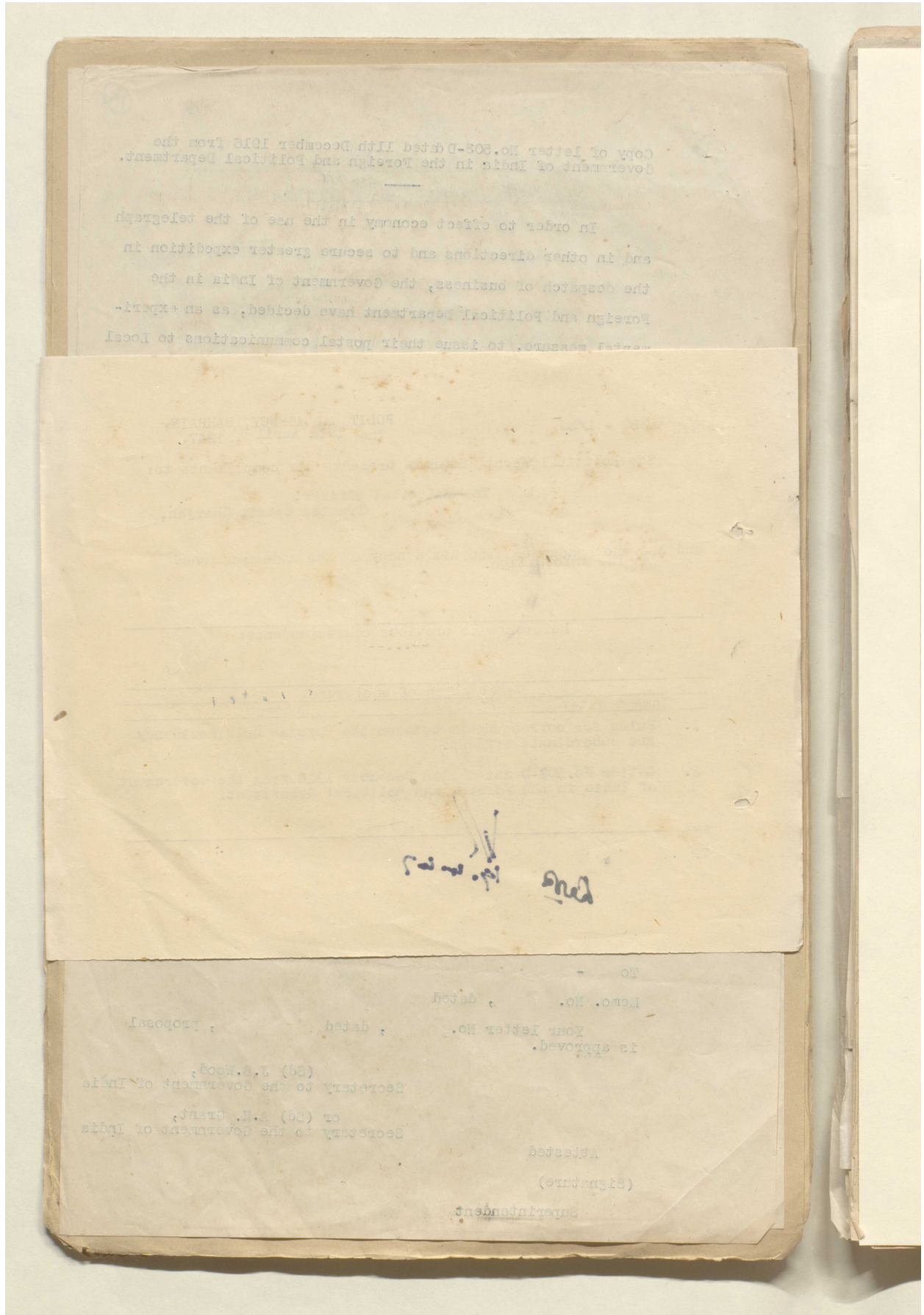
"ملف 1/50 الروتين المكتبي" [٩١ ظ] (٢٠٦/٣٨)



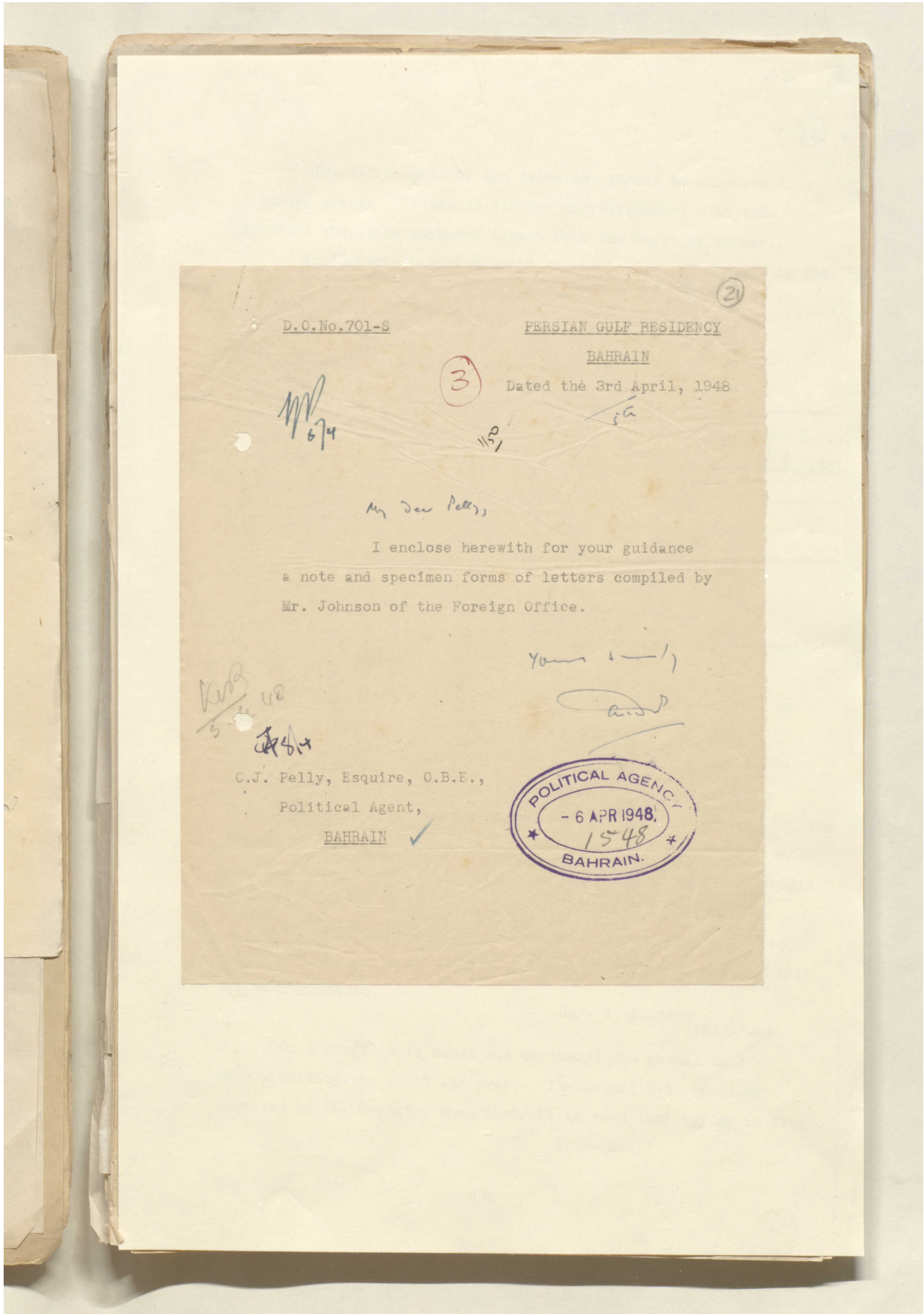
"ملف 1/50 الروتين المكتبي" [٢٠] (٢٠٦/٣٩)



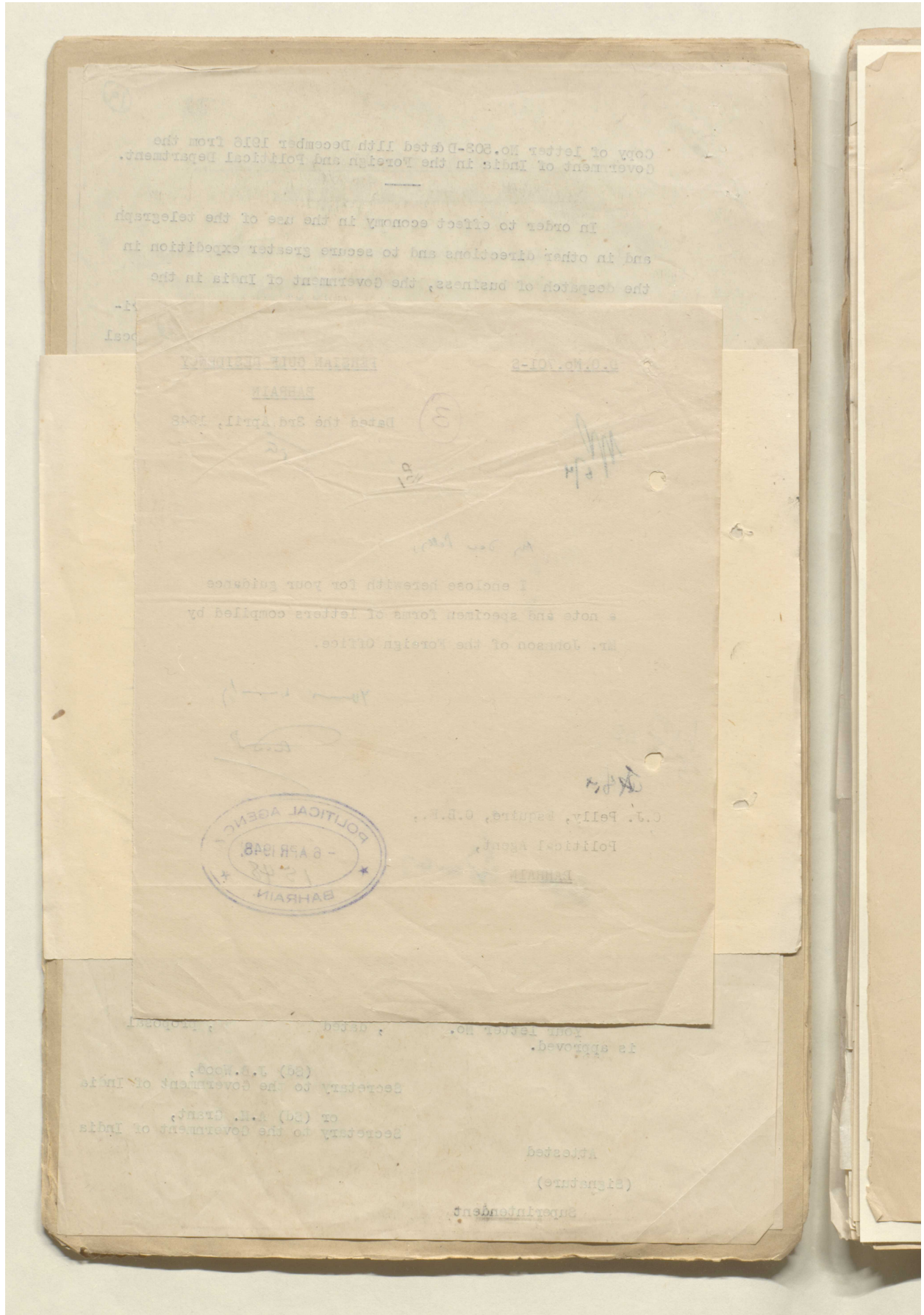
"ملف 1/50 الروتين المكتبي" [٢٠٠] [٢٠٦/٤٠]



"ملف 1/50 الروتين المكتبي" [٢١ و] (٢٠٦/٤١)



"ملف 1/50 الروتين المكتبي" [٢١ ظ] (٢٠٦/٤٢)



"ملف 1/50 الروتين المكتبي" [٢٢ و] (٢٠٦/٤٣)

22

Official despatches and telegrams should be numbered in s
separate series. Likewise similar correspondence with the
Agencies should be numbered (apart from the Registry number).

An "Outward Despatch Book" should be kept, with cuts in for:

Foreign Office
Bahrain Agency
Kuwait Agency
Muscat Agency

The pages should be ruled as follows:-

Despatch No.)	Date	Registry No.	S u b j e c t	How despatched (e.g. Airmail, K.M., surface mail & date)
1				
2				
3				

etc...

A similar book should be kept for outward telegrams.
Savingsgrams will also be numbered in a separate series from despatch-
es and telegrams.

Despatches and telegrams from the Foreign Office will be
similarly numbered in what is known as the "F.O. series".
Inward despatch and telegram books should therefore also be kept
similar to the "outward", suitably amended. Any plain books
which you may have in your stationery store could be adapted for the
moment.

I attach specimen "beginnings" and "endings" as they should
appear in final.

Of course you may have a similar system of numbering etc.
already which can be adapted or amended. I have only written this
for your guidance.

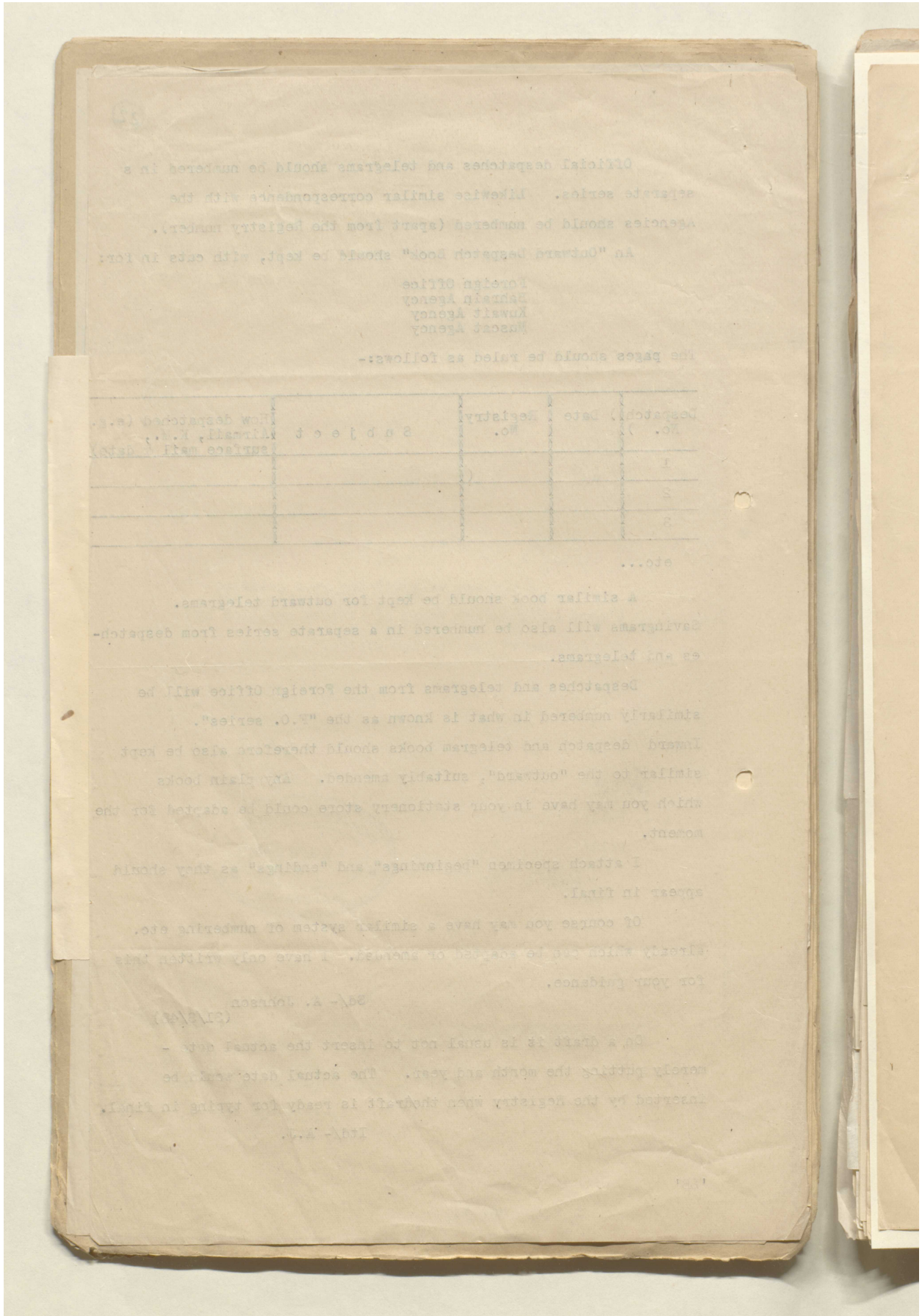
Sd/- A. Johnson
(31/3/48)

On a draft it is usual not to insert the actual date -
merely putting the month and year. The actual date would be
inserted by the Registry when the draft is ready for typing in final.

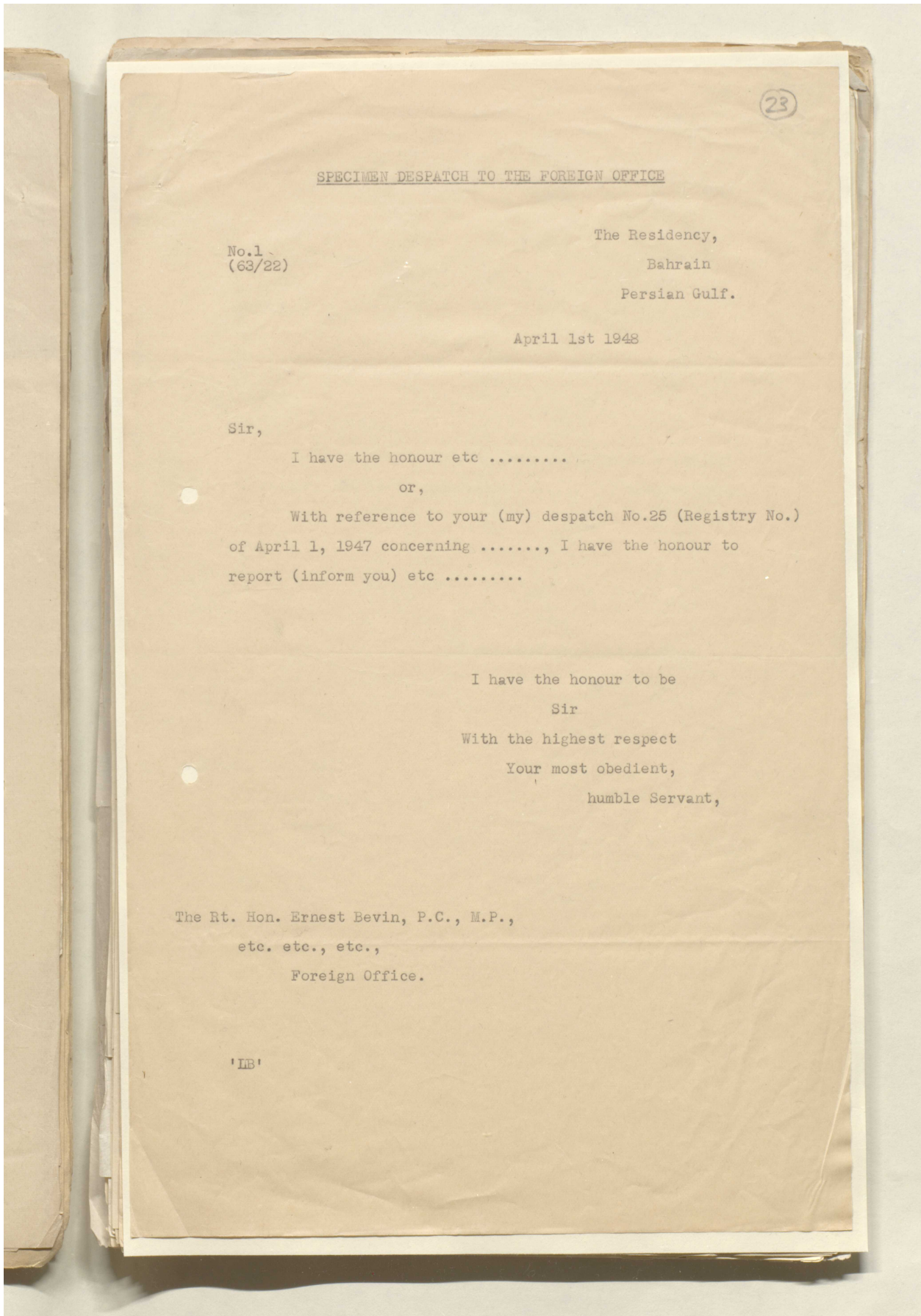
It'd/- A.J.

'LB'

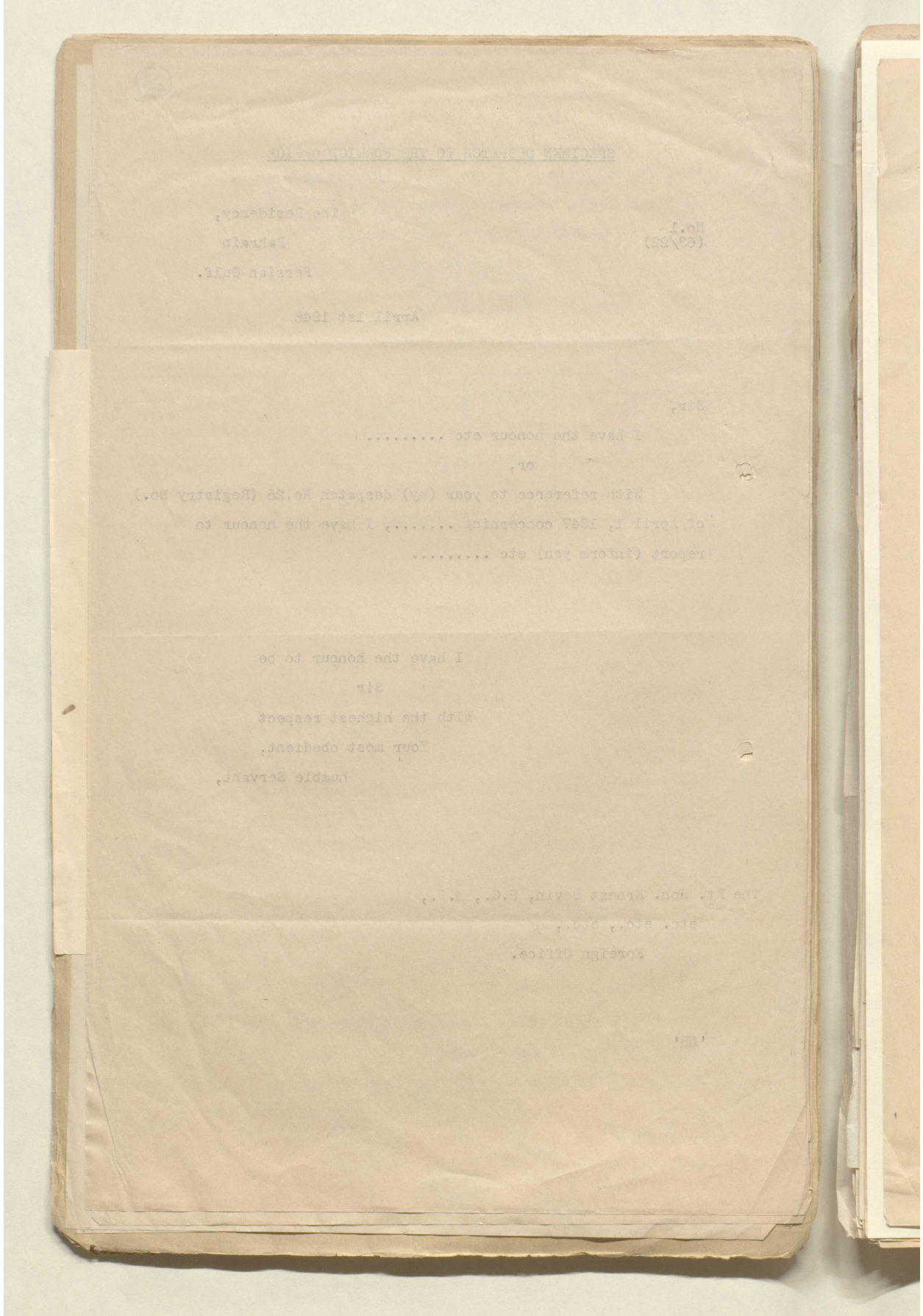
"ملف 1/50 الروتين المكتبي" [٢٢ ظ] (٤٤/٦/٢٠٠٦)



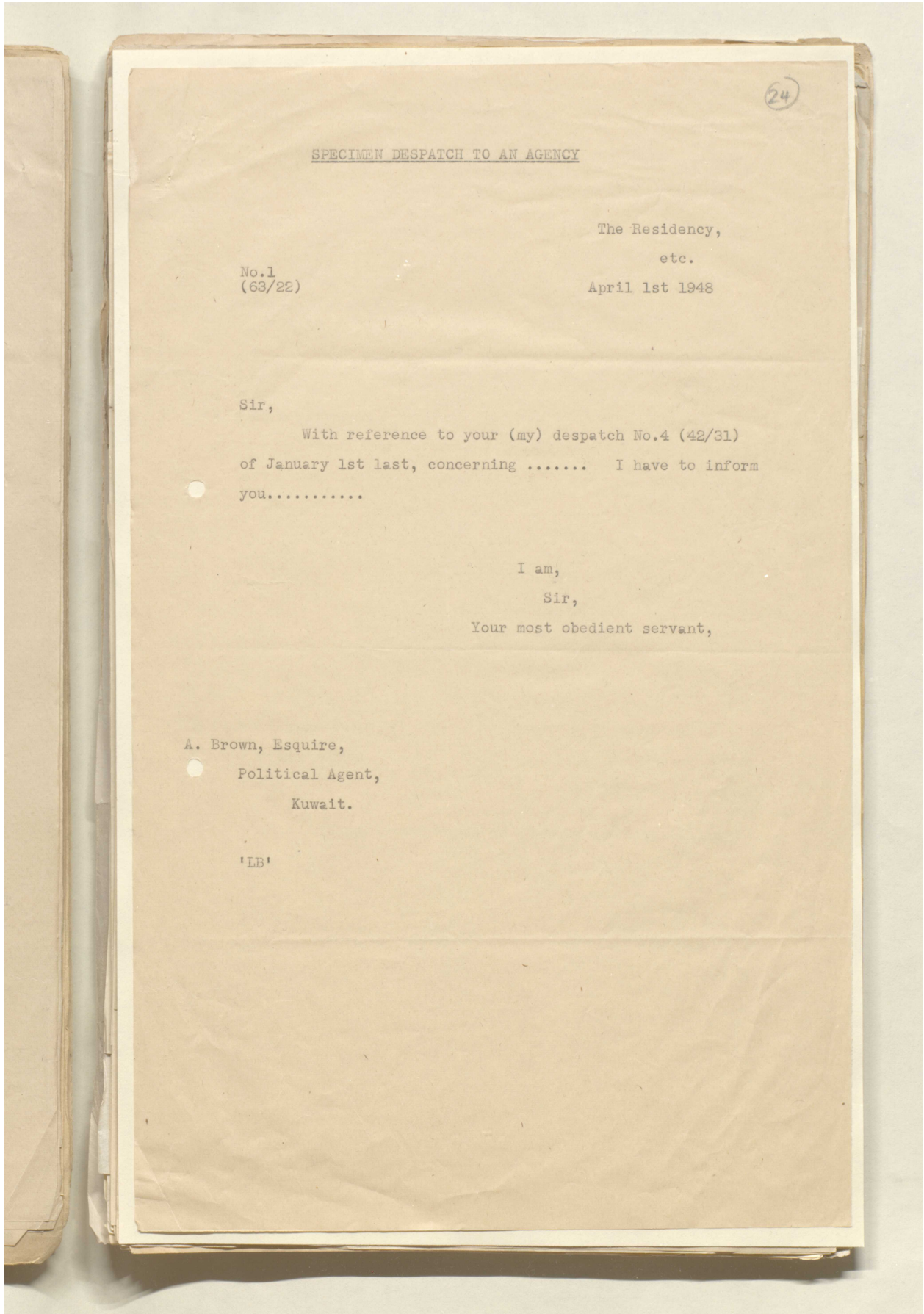
"ملف 1/50 الروتين المكتبي" [٢٣ و] (٢٠٦/٤٥)



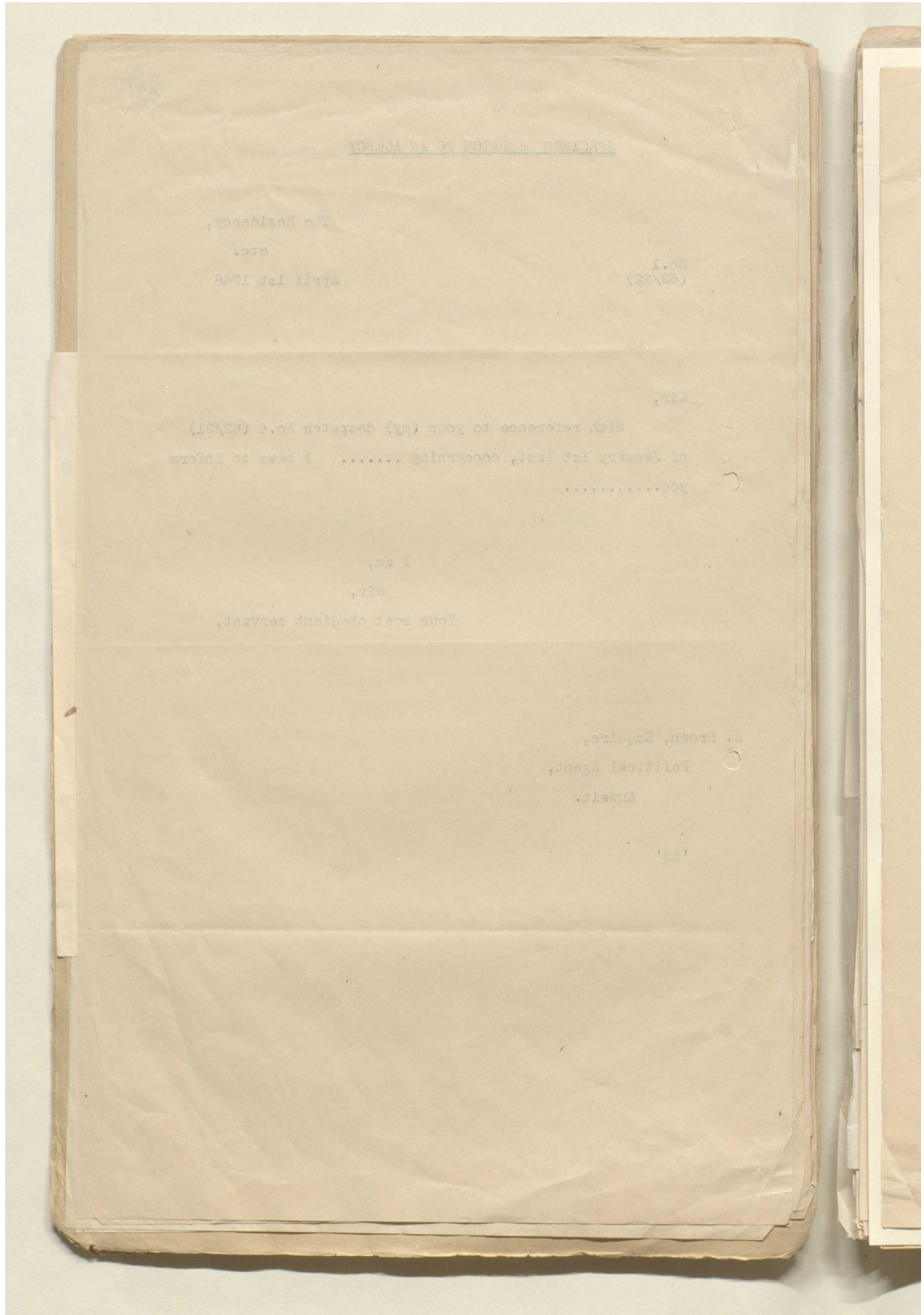
"ملف 1/50 الروتين المكتبي" [٢٣ ظ] (٢٠٦/٤٦)



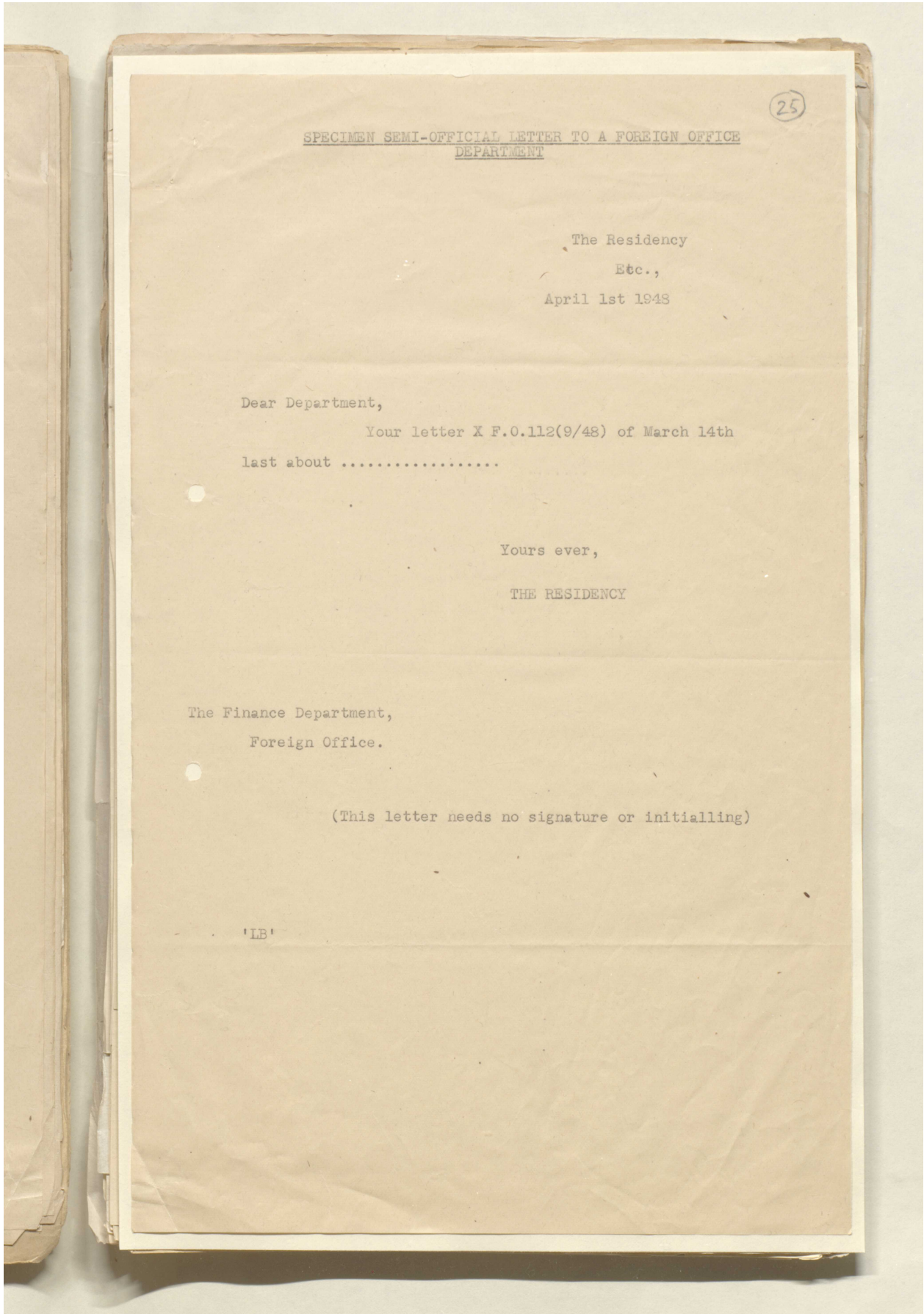
"ملف 1/50 الروتين المكتبي" [٢٤ و] (٢٠٦/٤٧)



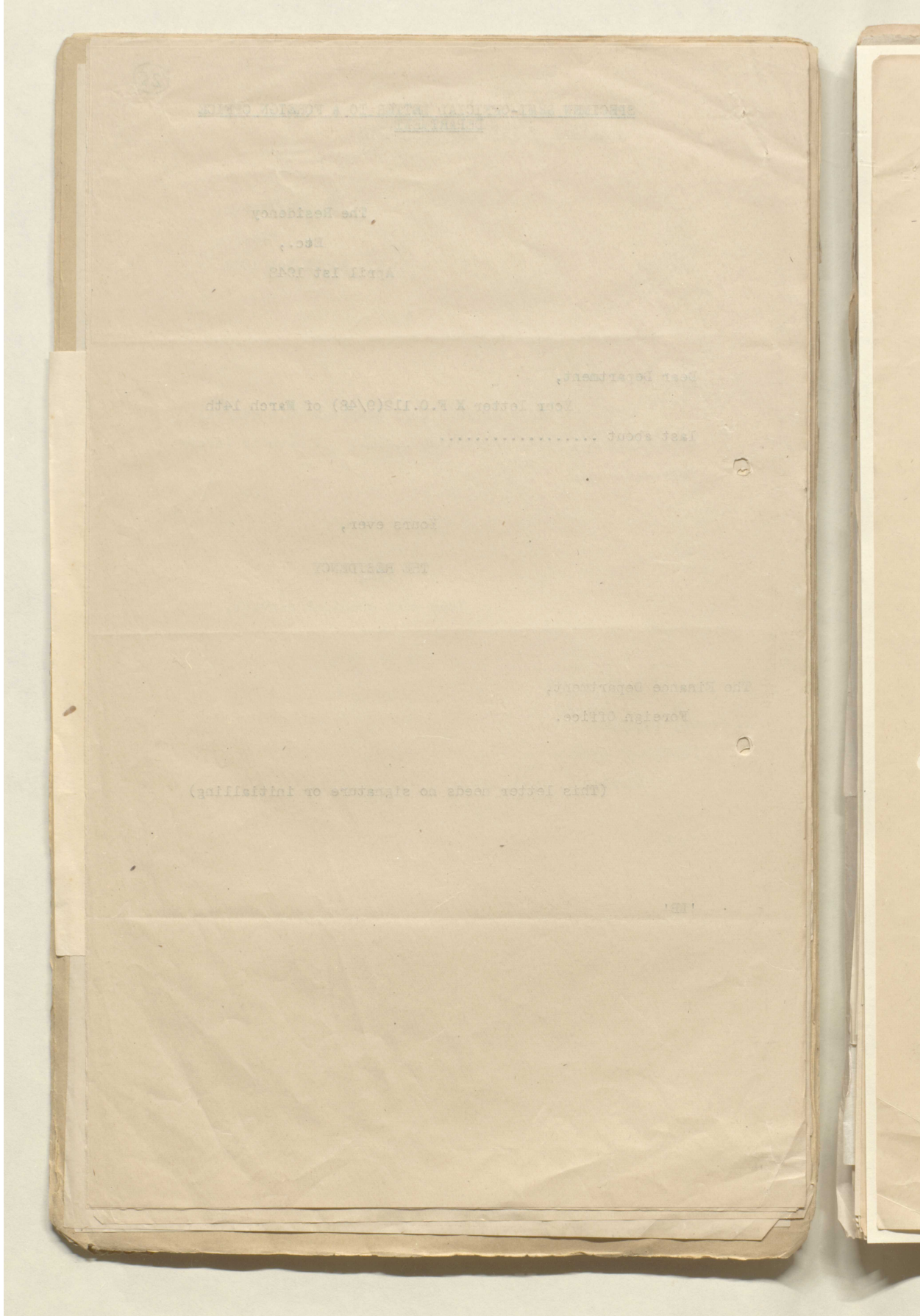
"ملف 1/50 الروتين المكتبي" [٢٤ ظ] (٢٠٦/٤٨)



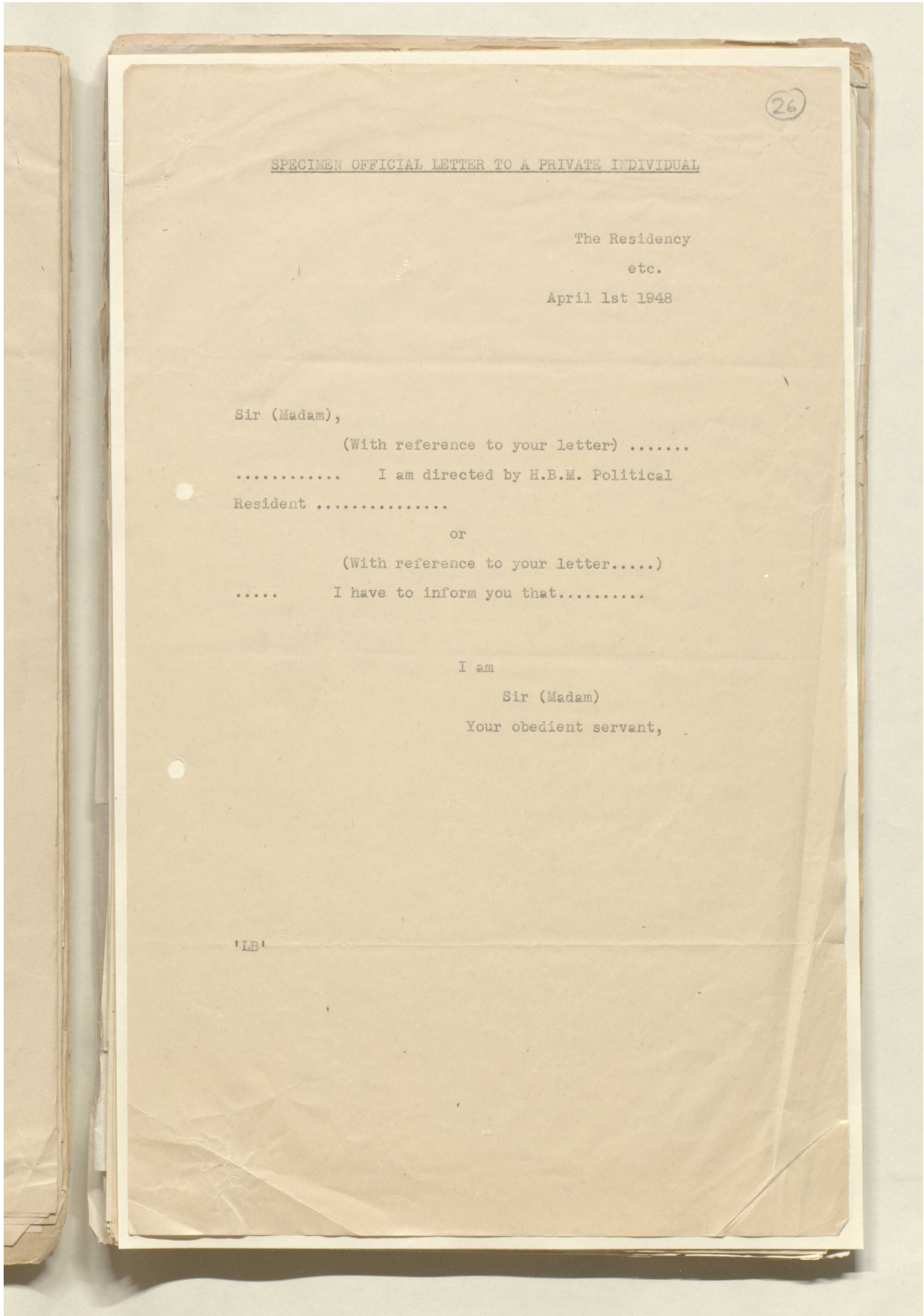
"ملف 1/50 الروتين المكتبي" [٢٥ و] (٢٠٦/٤٩)



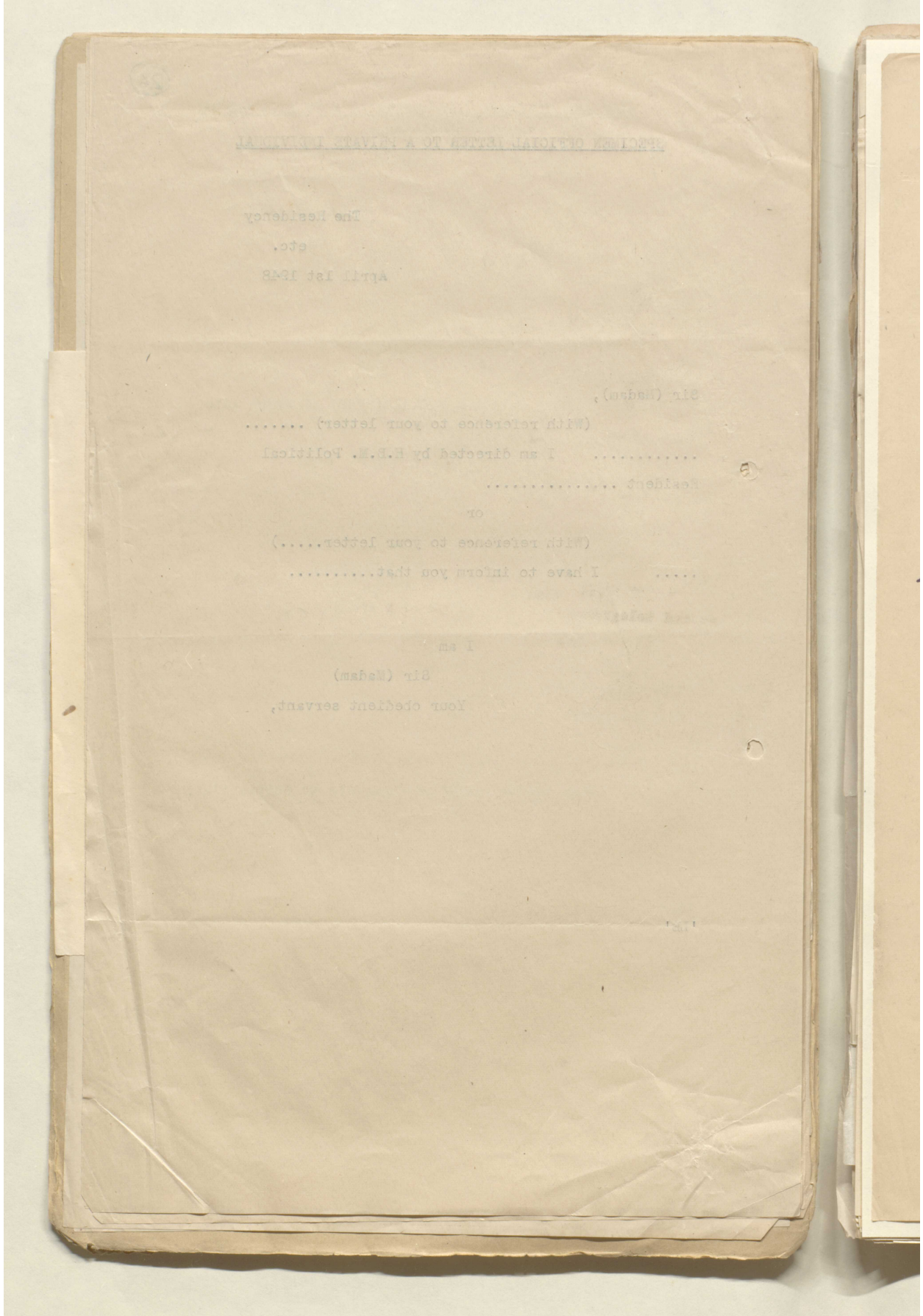
"ملف 1/50 الروتين المكتبي" [٢٥ ظ] (٢٠٦/٥٠)



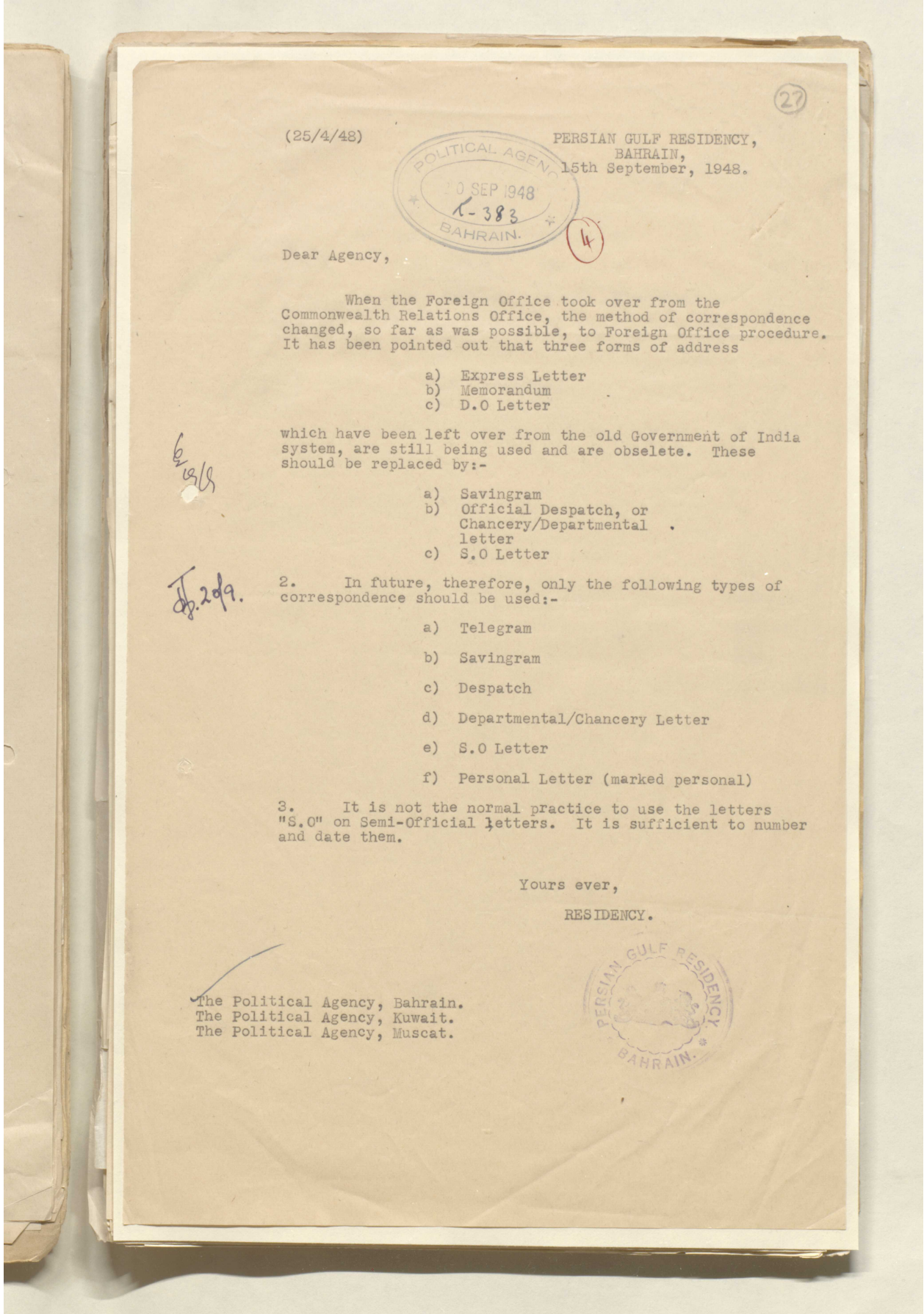
"ملف 1/50 الروتين المكتبي" [٢٦ و] (٢٠٦/٥١)



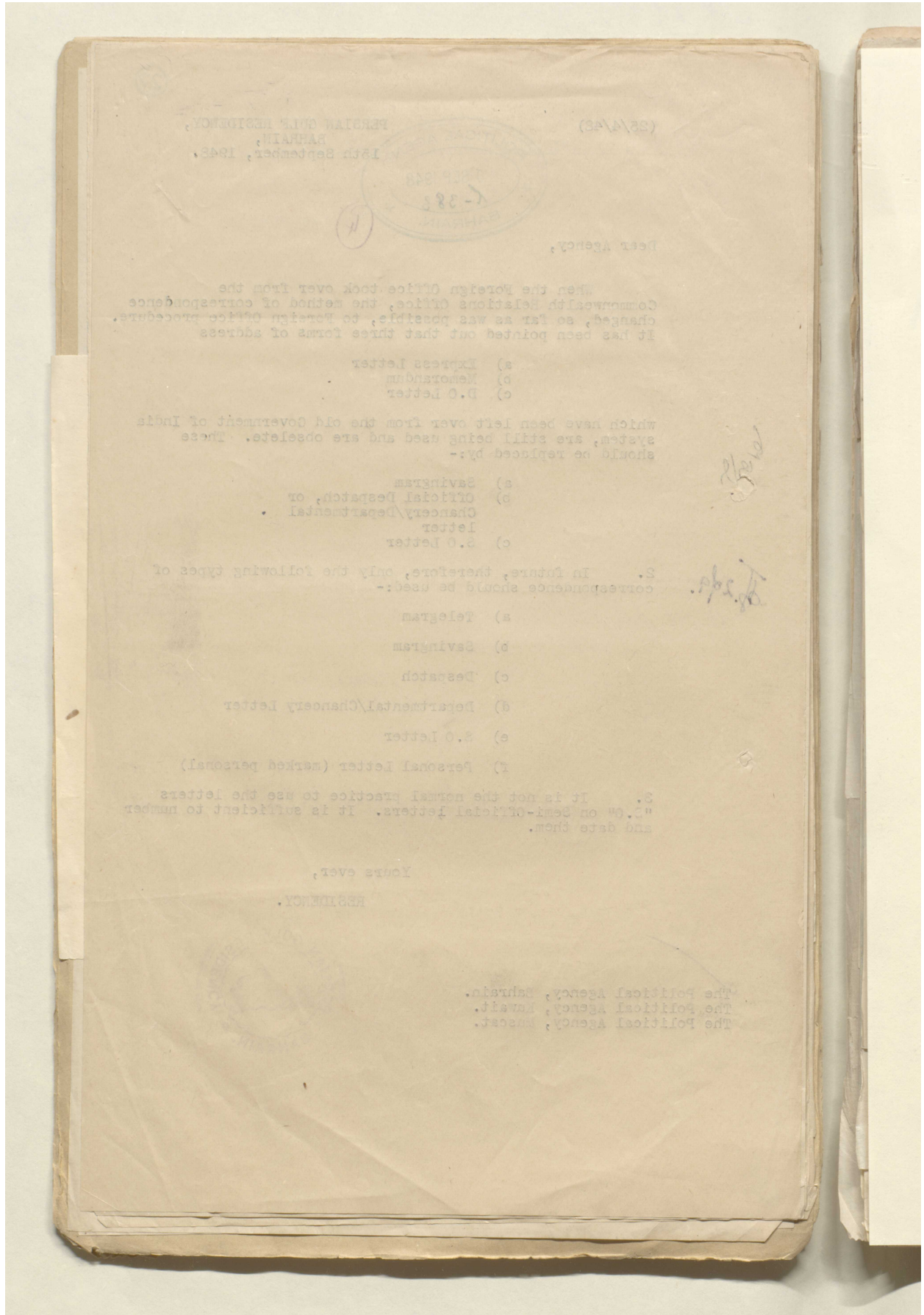
"ملف 1/50 الروتين المكتبي" [٢٦ ظ] (٢٠٦/٥٢)



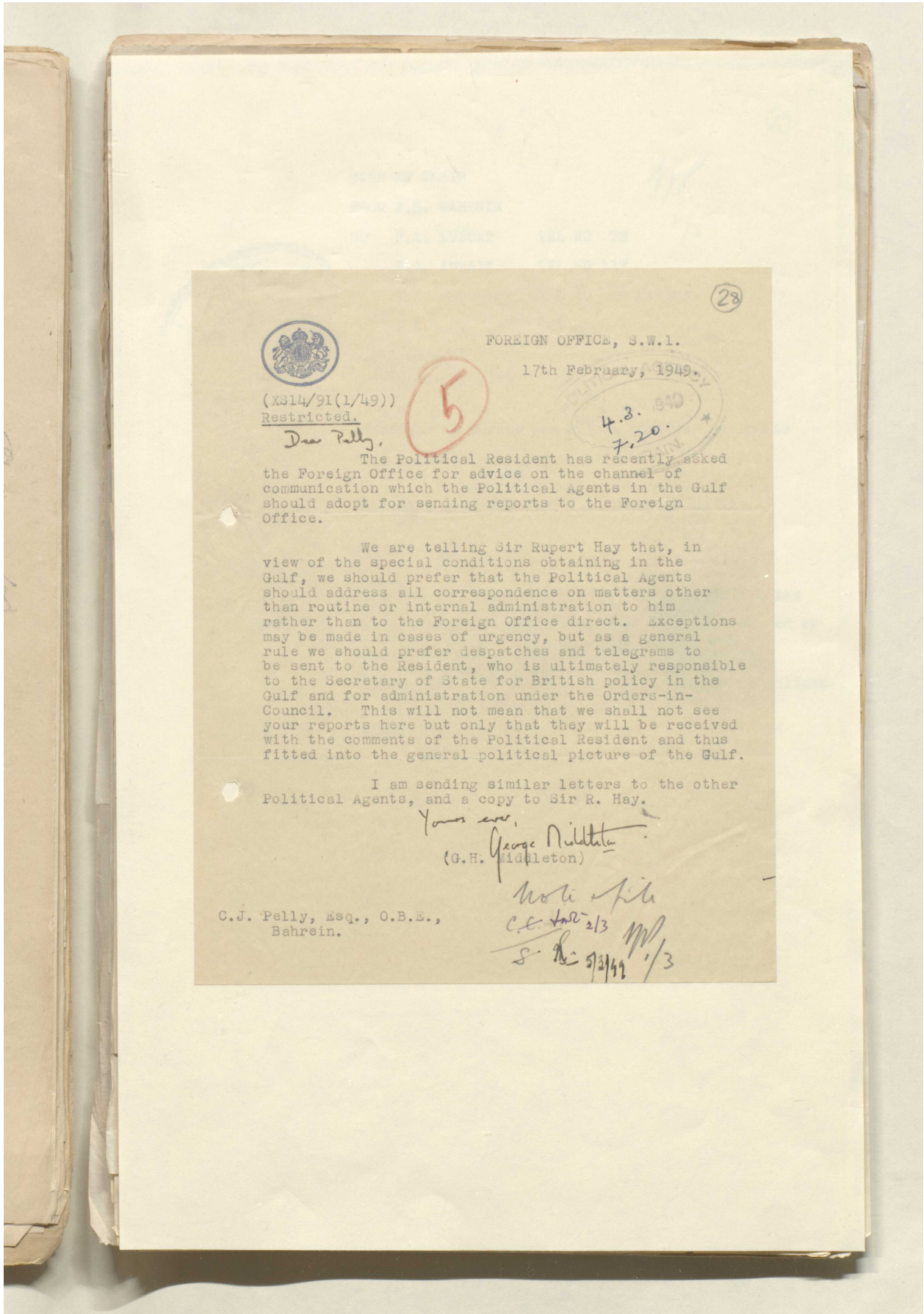
"ملف 1/50 الروتين المكتبي" [٢٧ و] [٢٠٦/٥٣]



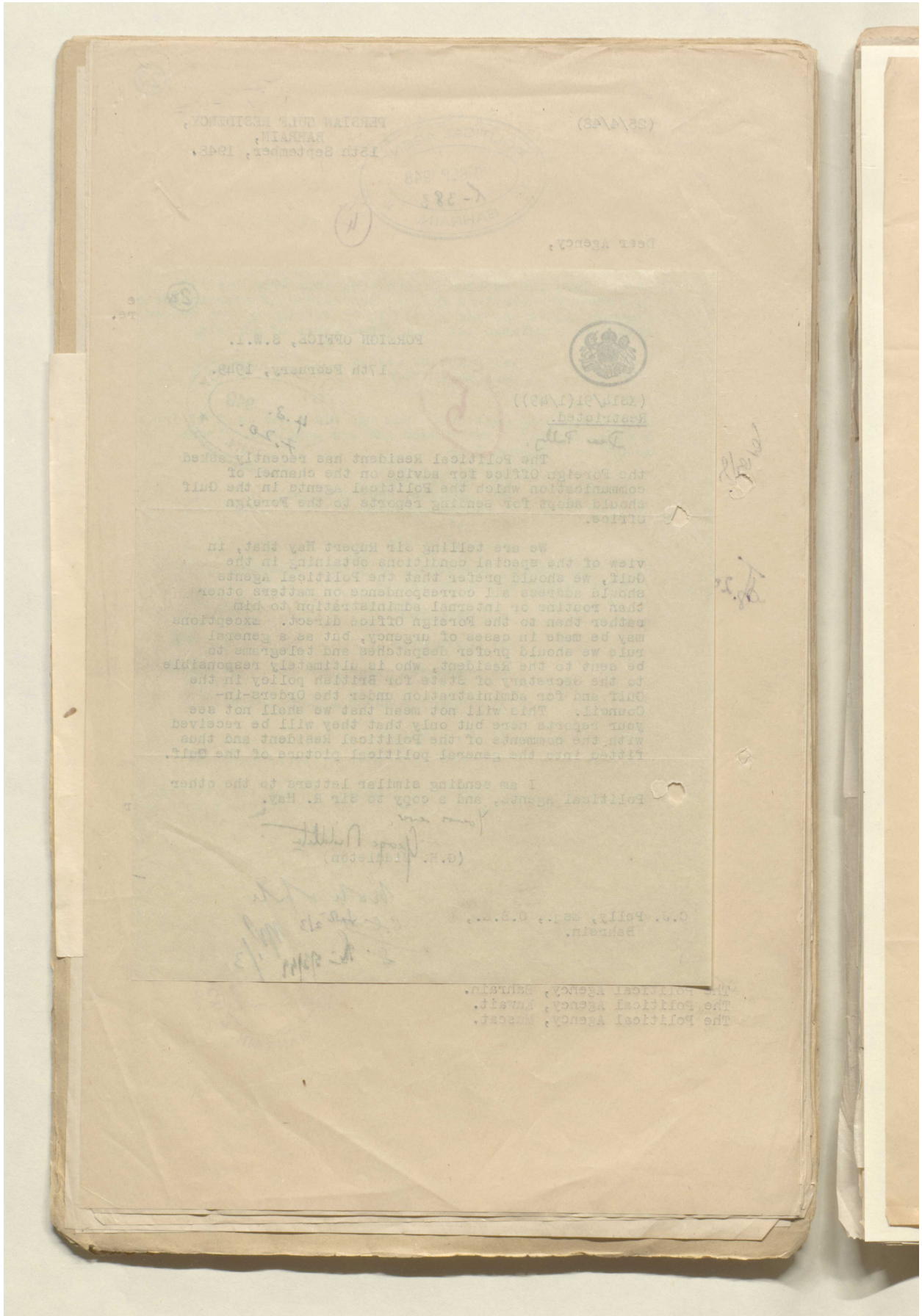
"ملف 1/50 الروتين المكتبي" [٢٧ظ] (٢٠٦/٥٤)



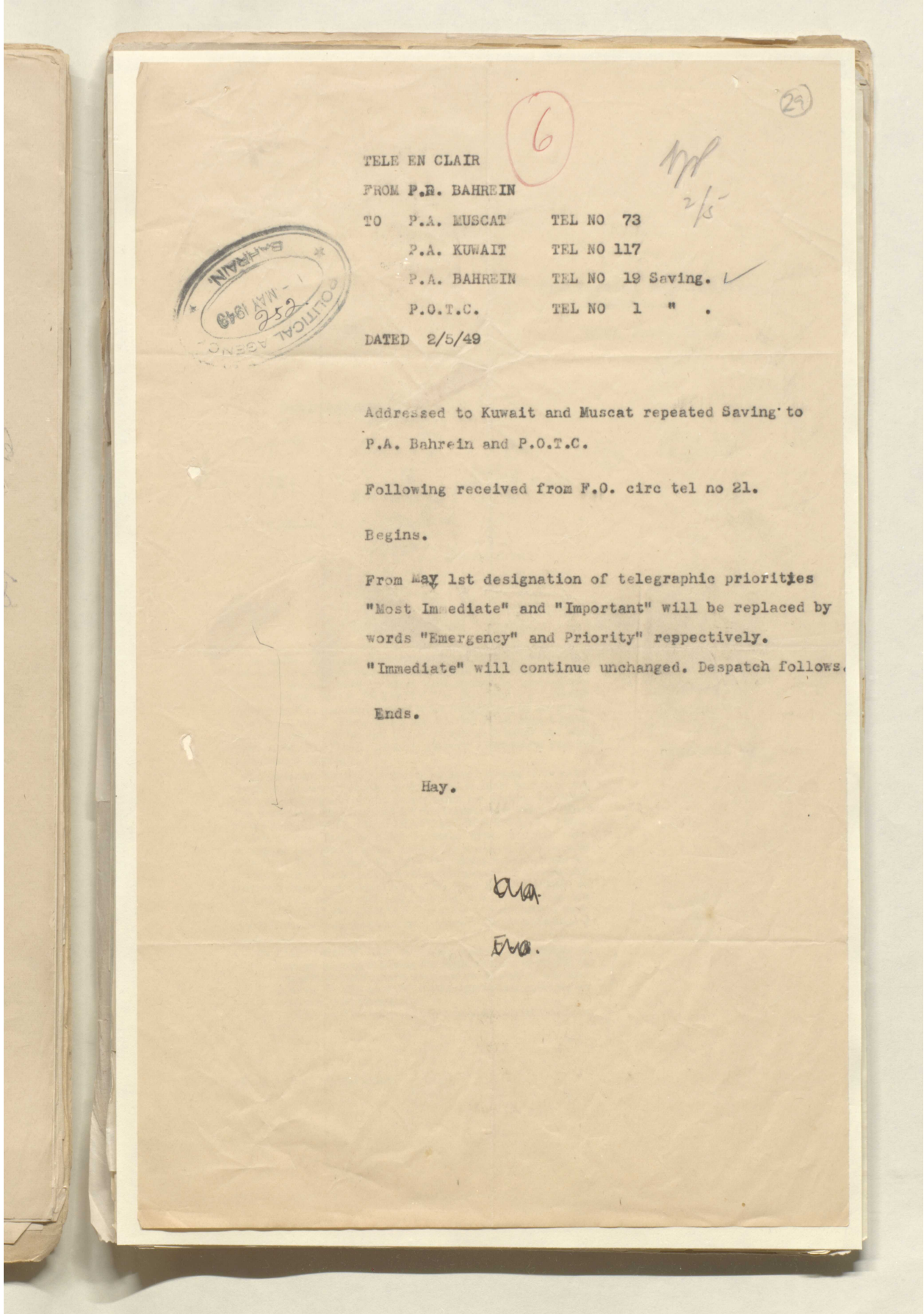
"ملف 1/50 الروتين المكتبي" [٢٨ و] (٢٠٦/٥٥)



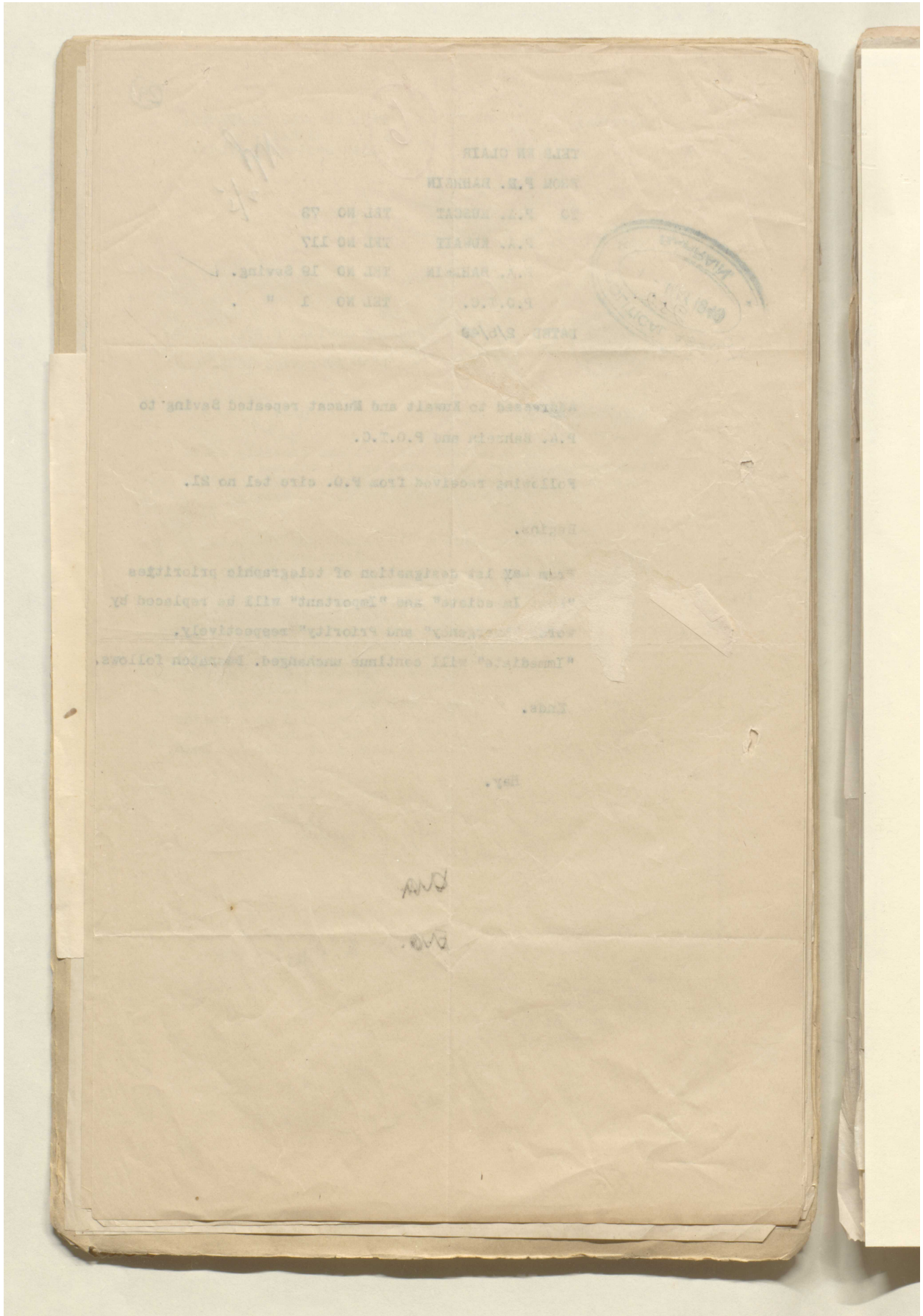
"ملف 1/50 الروتين المكتبي" [٢٨ ظ] (٢٠٦/٥٦)



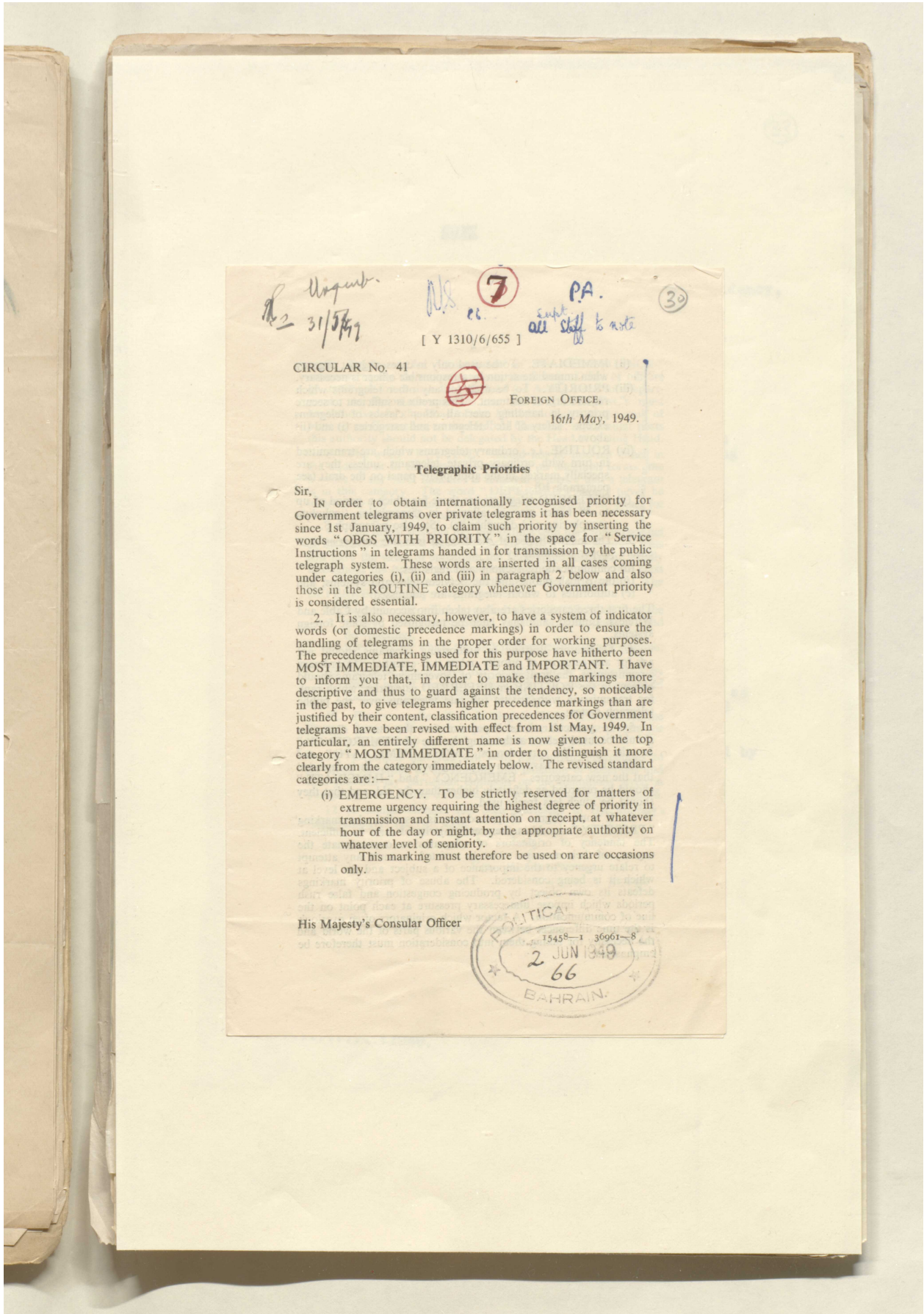
"ملف 1/50 الروتين المكتبي" [٢٩ و] (٢٠٦/٥٧)



"ملف 1/50 الروتين المكتبي" [٢٩ ظ] (٢٠٦/٥٨)



"ملف 1/50 الروتين المكتبي" [و٣٠] [٢٠٦/٥٩]



"ملف 1/50 الروتين المكتبي" [ظ ٣٠] (٢٠٦/٦٠)

2

- (ii) IMMEDIATE. To be used only in cases of great urgency when immediate action by a responsible officer is necessary.
 - (iii) PRIORITY. To be used for any other telegrams which require urgent treatment. This prefix is sufficient to secure priority in handling over all other classes of telegrams except "safety of life" telegrams and categories (i) and (ii) above.
 - (iv) ROUTINE, *i.e.*, ordinary telegrams which are transmitted in turn with ordinary private telegrams, unless they are specially marked in the appropriate panel on the draft (see paragraph 10).
 - (v) DEFERRED telegrams are those for which a period of up to 48 hours may be allowed in transmission (including encyphering and decyphering). See also paragraph 8.
3. The main purpose of the division into five categories is to ensure proper treatment by—
- (a) communications, sections and registries;
 - (b) the British public and the Services telegraph systems; and
 - (c) authorities to whom telegrams are addressed.

The first three categories are also taken into account by Cable and Wireless, Limited, and may later be recognised by some foreign systems.

4. Originators drafting or authorising telegrams should not ask for any category of priority unless it is essential. In ordinary circumstances, the great majority of Government telegrams should be sent in the ROUTINE or DEFERRED categories, which rank for transmission with private full rate telegrams over the public telegraph system.

5. In particular, it is imperative that the utmost discretion should be used before authorising the use of "EMERGENCY." In the past the precedences "MOST IMMEDIATE" and "IMMEDIATE" have been very largely abused. It is intended that the new categories "EMERGENCY" and "IMMEDIATE" should be regarded as definitely higher than the old, and that they should be much less freely used.

6. If some degree of precedence is essential, the marking "PRIORITY" should in the great majority of cases be sufficient. The tendency of originators of telegrams to over-estimate the urgency of their messages must be resisted, as must any attempt to relate urgency to the importance of a subject and the level at which it is being considered. The abuse of priority markings defeats its own object by producing congestion and false rush periods which impose unnecessary pressure at each point on the line of communication. A factor which originators often overlook is the time differences between the various parts of the world and the necessity for taking them into consideration must therefore be emphasised.

"ملف 1/50 الروتين المكتبي" [٣١ و] (٢٠٦/٦١)

31

3

7. Telegrams for transmission in the "EMERGENCY" category require the authorisation in the Foreign Office of officers of status not lower than that of Head (or Acting Head) of Department. At diplomatic missions the use of EMERGENCY must be authorised by the Head of the Mission, officers of the rank of Minister or Counsellor, or the Head of Chancery; at Consular posts this authority should not be delegated by the Head or Acting Head.

8. The word "ROUTINE" should not be inserted either in the address or in the Service instructions on telegraph forms; the absence of any other indicator is sufficient evidence that a telegram is in this category. The word "DEFERRED" should never be inserted in any telegram, but should be indicated in the panel for priority categories (see paragraph 10).

9. The fullest possible use, compatible with the proper conduct of business, should be made of the DEFERRED category. This will have the effect of spreading the telegraphic load more evenly throughout the periods of transmission and it will enable the mass of non-priority telegrams to be sorted into order for disposal. The DEFERRED category is appropriate for—

- (a) telegrams for which a period of up to 48 hours may be allowed for transmission (including encyphering and decyphering);
- (b) telegrams for which the SAVING procedure is not suitable; and
- (c) telegrams which have on occasion to be telegraphed by reason not of particular urgency, but of the slow means of communication otherwise available.

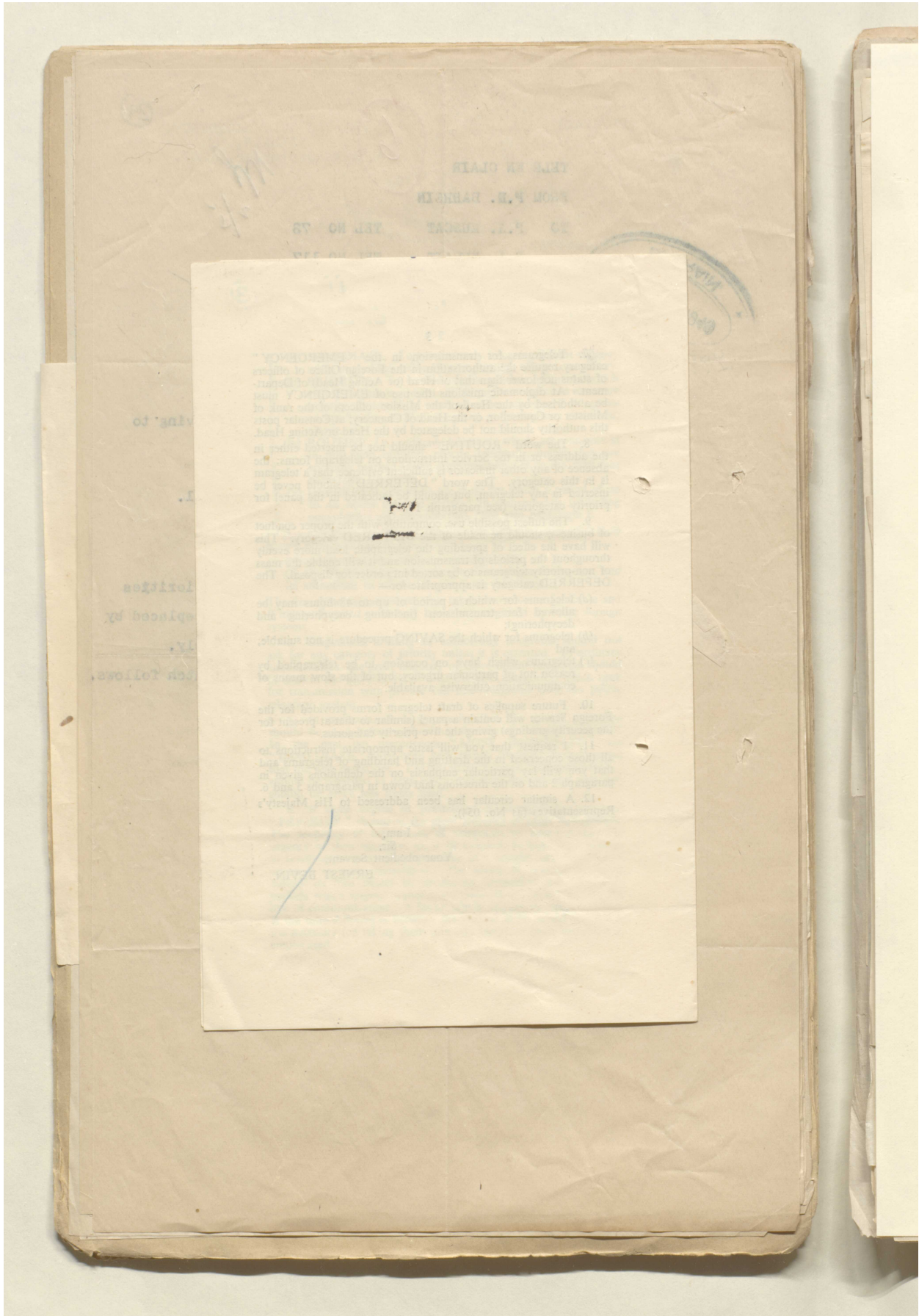
10. Future supplies of draft telegram forms provided for the Foreign Service will contain a panel (similar to that at present for the security gradings) giving the five priority categories.

11. I request that you will issue appropriate instructions to all those concerned in the drafting and handling of telegrams and that you will lay particular emphasis on the definitions given in paragraph 2 and on the directions laid down in paragraphs 5 and 6.

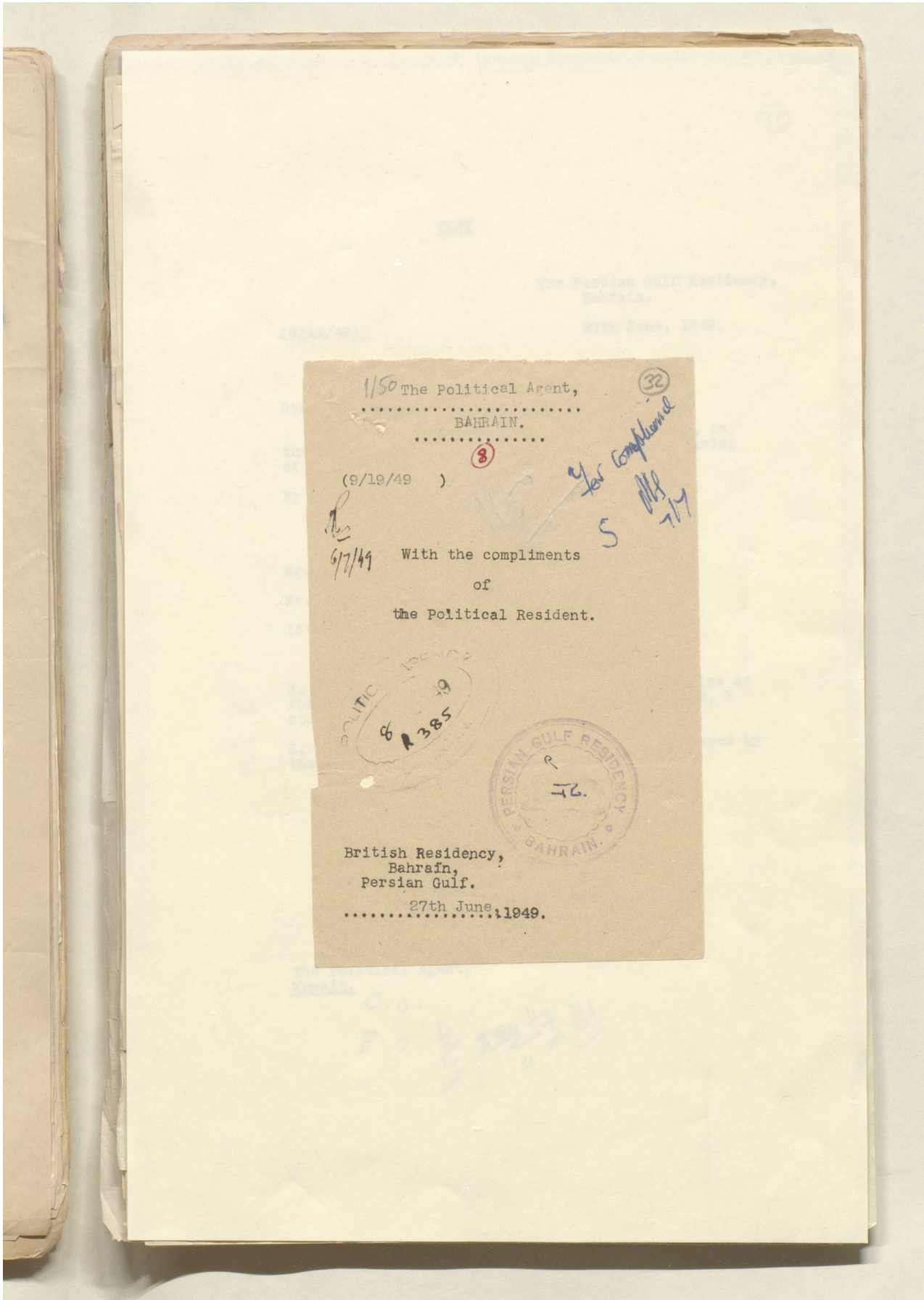
12. A similar circular has been addressed to His Majesty's Representatives (as No. 054).

I am,
Sir,
Your obedient Servant,
ERNEST BEVIN.

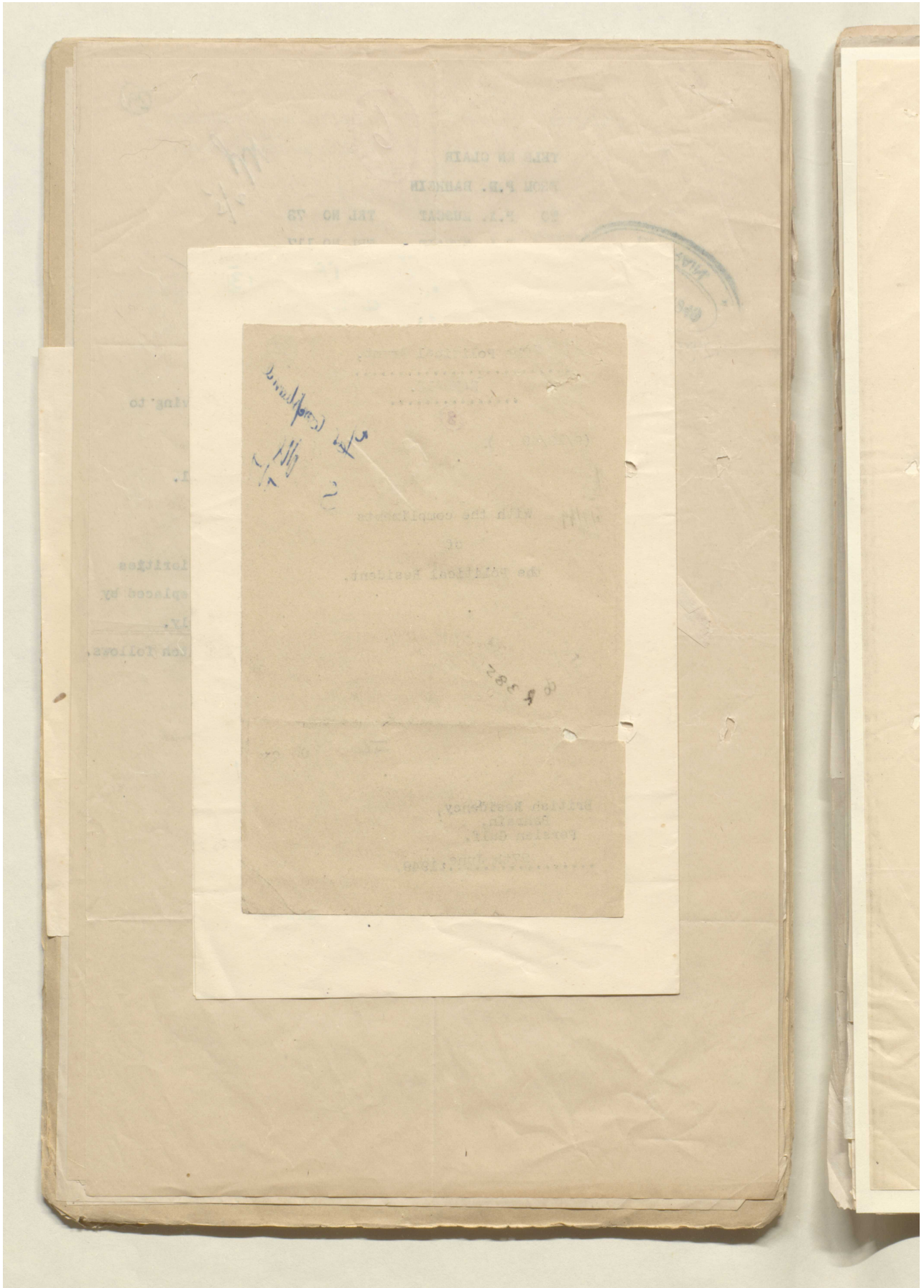
"ملف 1/50 الروتين المكتبي" [٣١ ظ] (٢٠٦/٦٢)



"ملف 1/50 الروتين المكتبي" [٣٢ و] (٢٠٦/٦٣)



"ملف 1/50 الروتين المكتبي" [٣٢ ظ] (٢٠٦/٦٤)



"ملف 1/50 الروتين المكتبي" [٣٣ و] (٢٠٦/٦٥)

33

COPY

The Persian Gulf Residency,
Bahrain.

(9/19/49)

27th June, 1949.

Dear Agency,

For your guidance we are setting out, in the correct form your tel. no. R/139(27/101) Saving of the 15th June.

By Confidential Bag.

FROM KUWAIT TO BAHRAIN.

Mr. G. Jackson.

No. R139 (27/101) Saving

15th June 1949.

With reference to your etc. etc.

2. Please also note that a separate series as for ordinary telegrams should be used i.e. 1, 2, 3 etc.

3. We also enclose a specimen copy prepared by the Foreign Office.

Yours ever,

Residency.

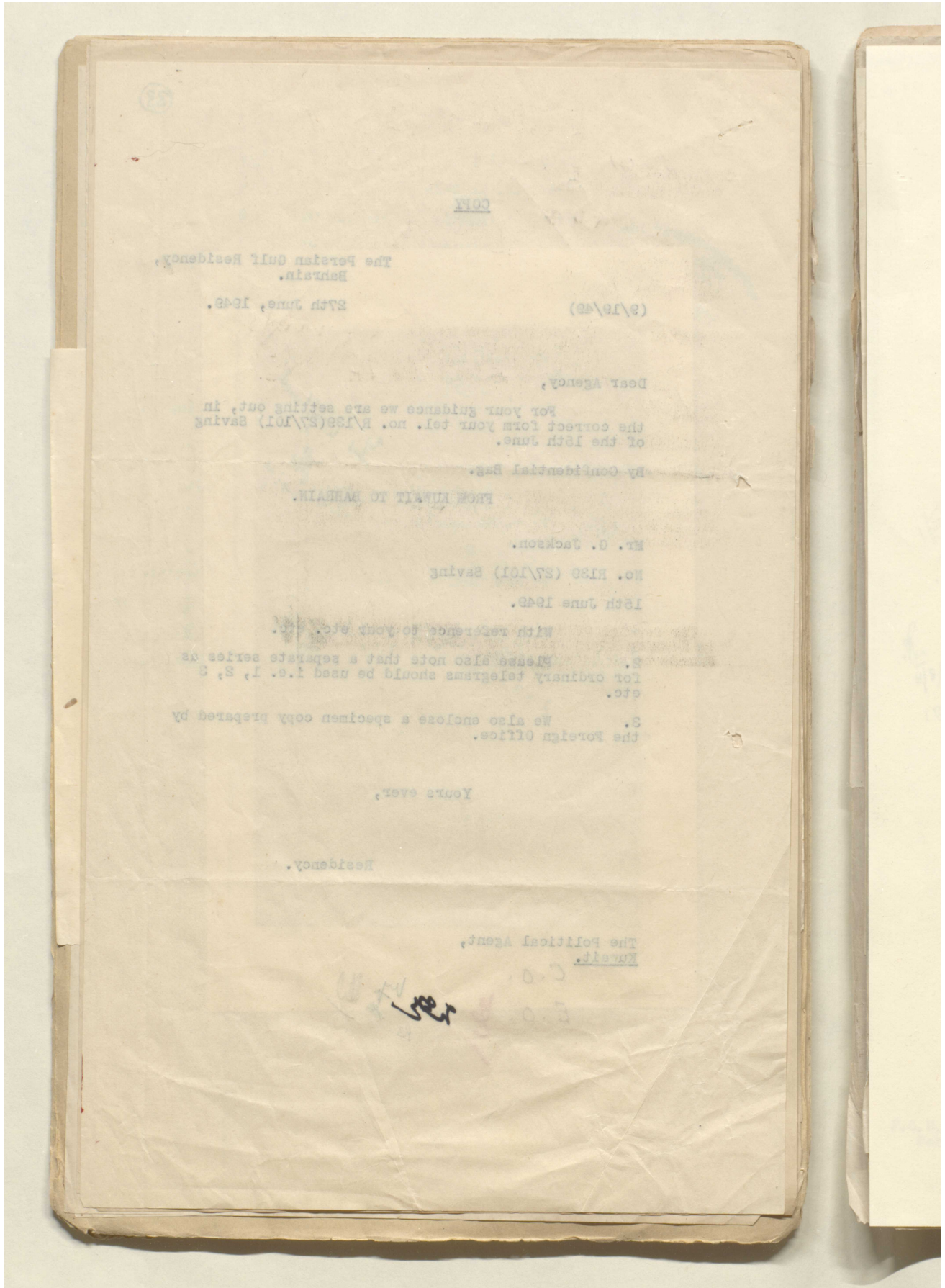
The Political Agent,
Kuwait.

C.O.

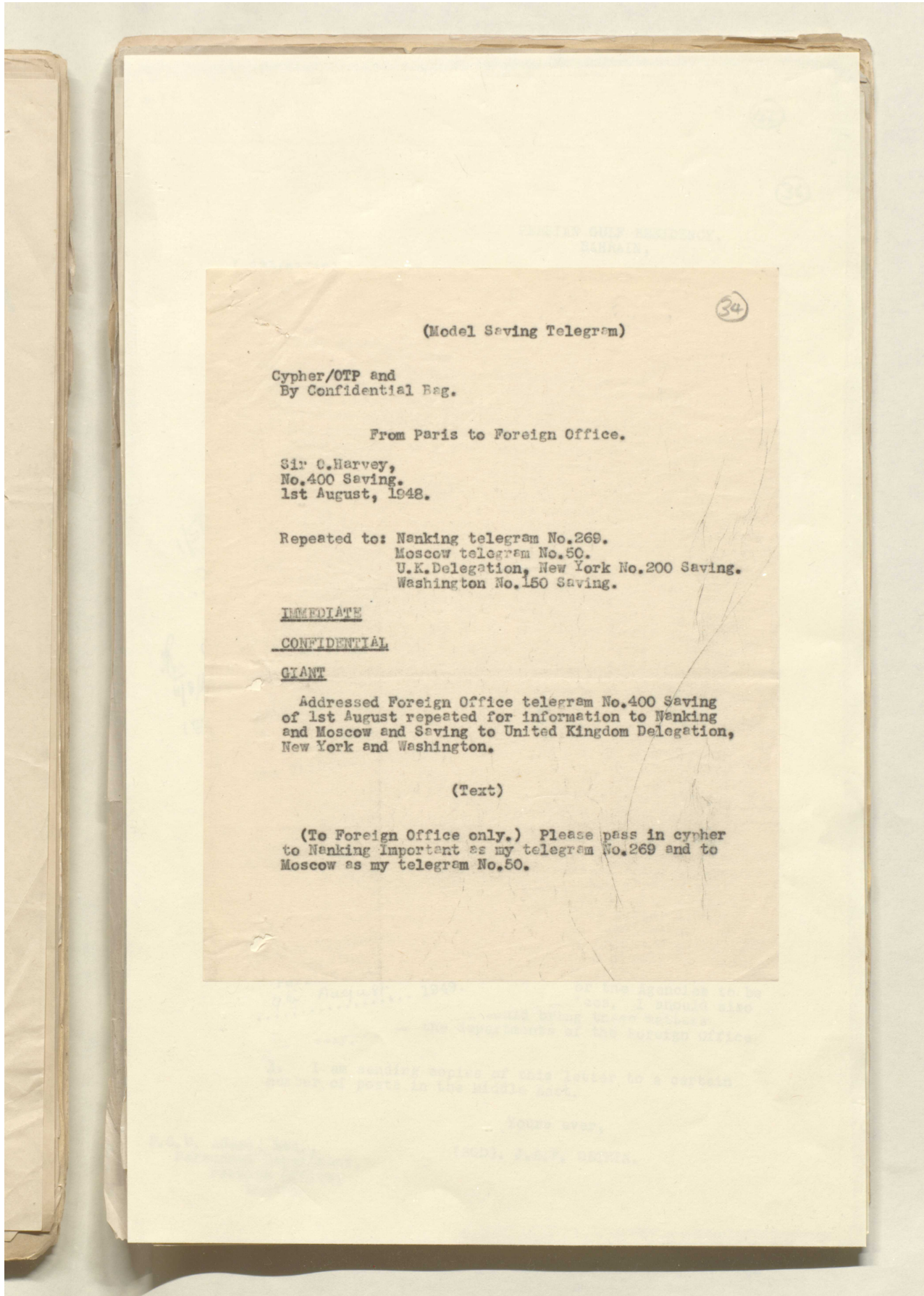
E.O.

Handwritten signatures and initials in red and black ink, including a large red signature and several smaller initials.

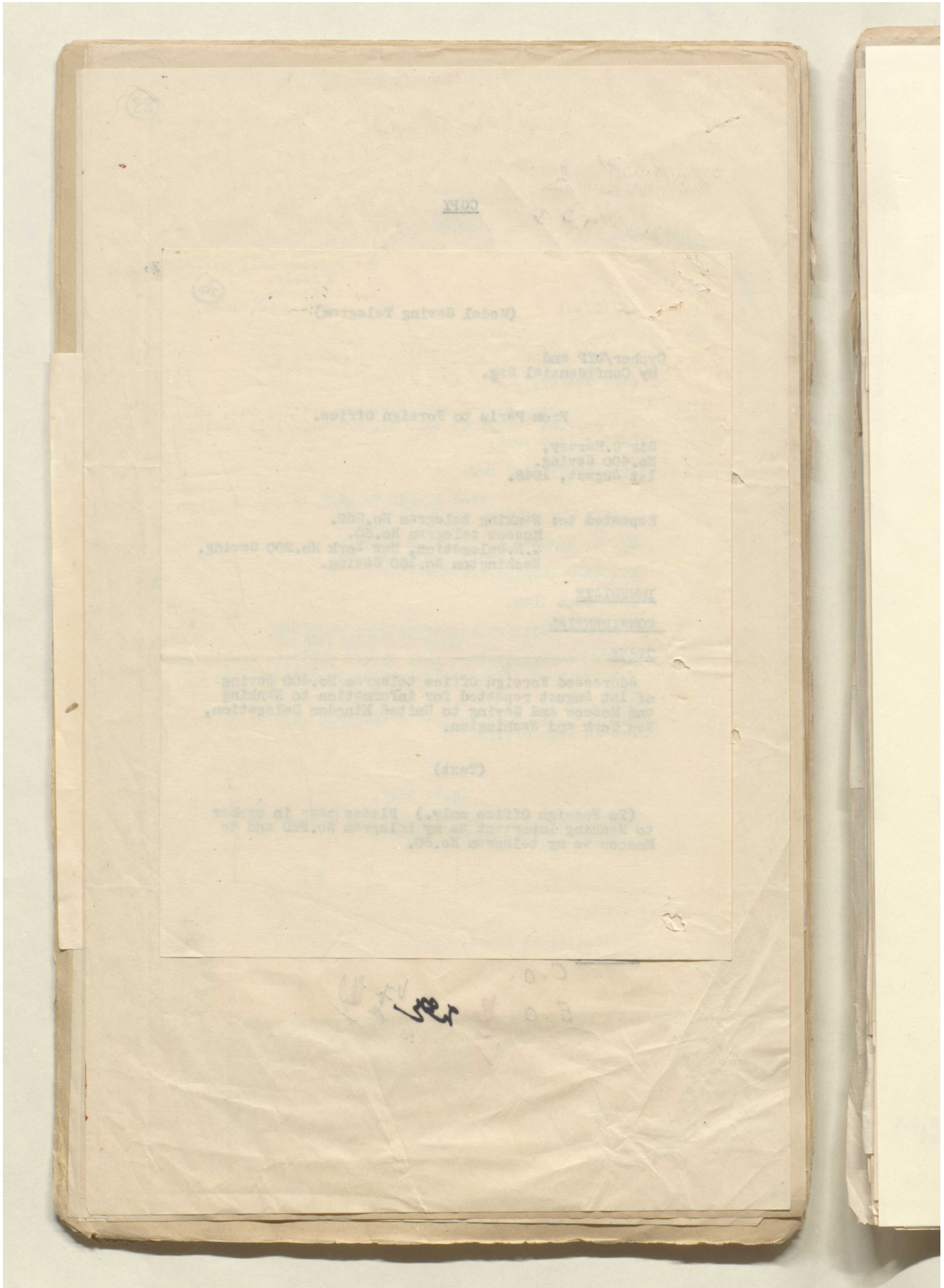
"ملف 1/50 الروتين المكتبي" [٣٣ظ] (٢٠٦/٦٦)



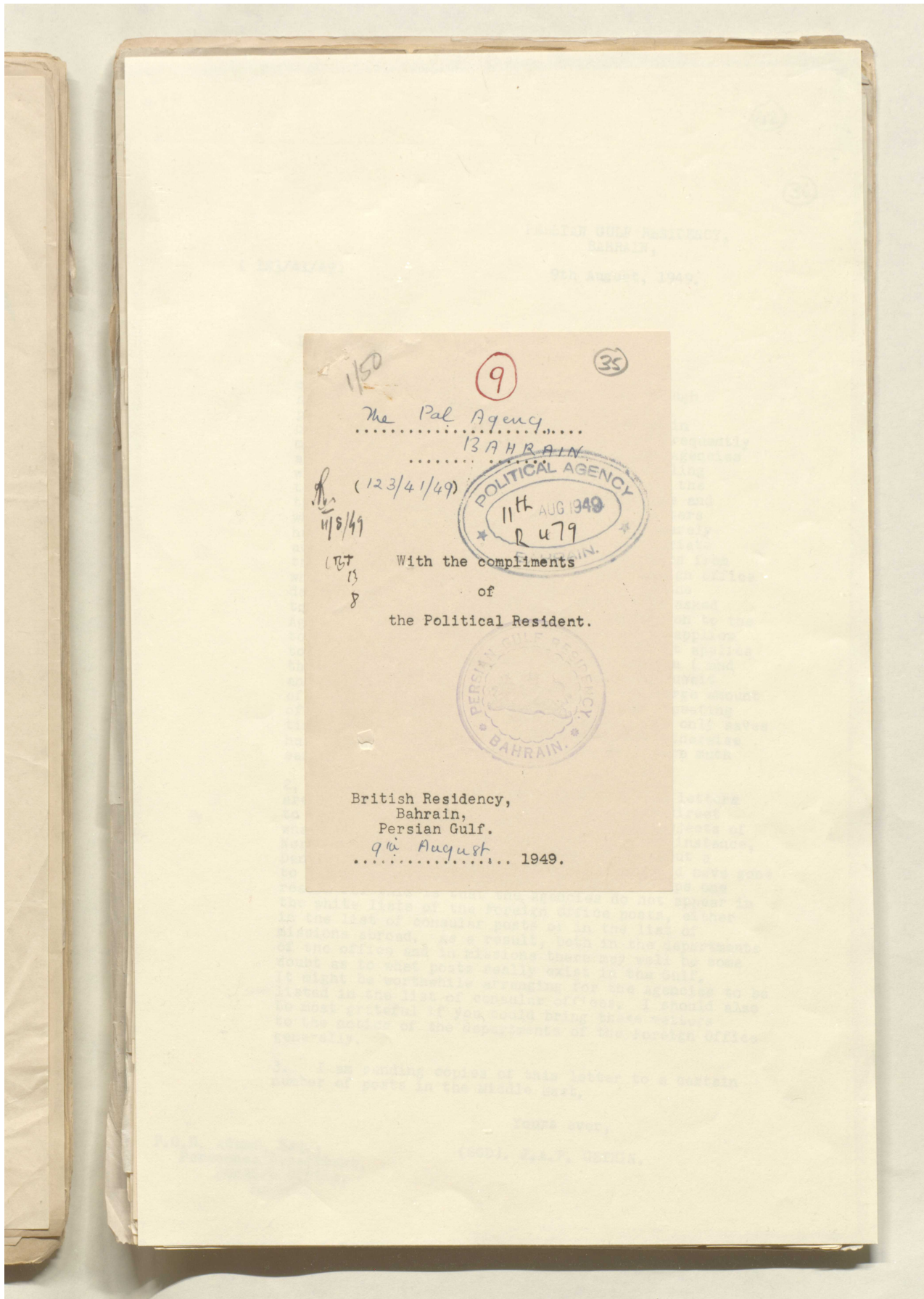
"ملف 1/50 الروتين المكتبي" [٣٤ و] (٢٠٦/٦٧)



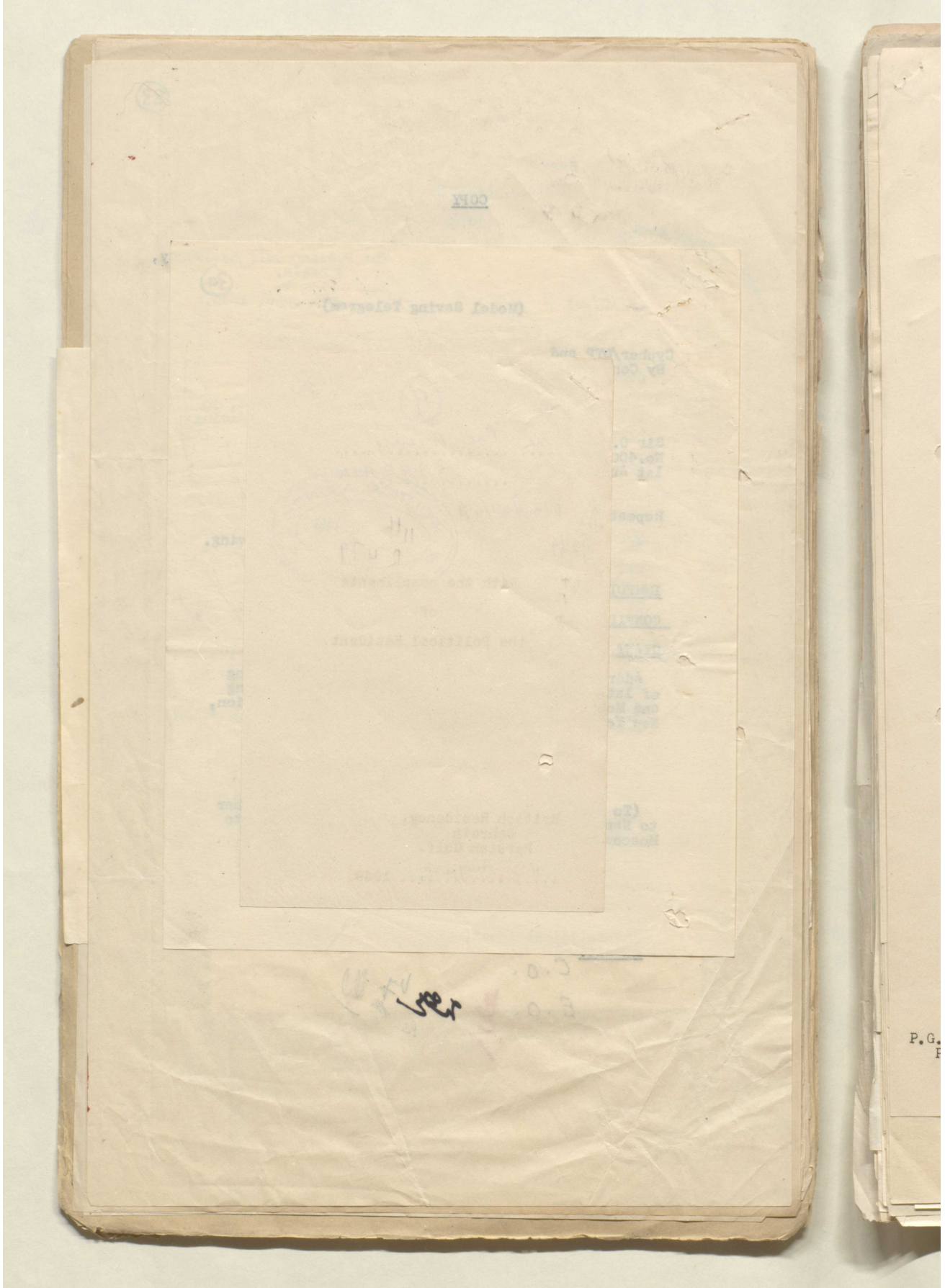
"ملف 1/50 الروتين المكتبي" [٤٣ ظ] (٢٠٦/٦٨)



"ملف 1/50 الروتين المكتبي" [٣٥] [٢٠٦/٦٩]



"ملف 1/50 الروتين المكتبي" [٣٥ ظ] (٢٠٦/٧٠)



"ملف 1/50 الروتين المكتبي" [٣٦ و] (٢٠٦/٧١)

36

PERSIAN GULF RESIDENCY,
BAHRAIN,

(123/41/49)

9th August, 1949.

Dear Adams,

You are doubtless accustomed to our constant complaint that we do not have enough staff here. One partial solution of this problem would be to effect some reduction in our work. As you are aware, we act very frequently more or less as a post office between the Agencies and the outside world. Every question dealing with the internal administration of any of the territories must be handled by the Agencies and this means that a very large number of letters which we receive from the Foreign Office merely have to be copied to the Agency for appropriate action. We also receive a number of letters from the administrative departments of the Foreign Office which likewise have to be copied. If all the departments of the Foreign Office could be asked to send any letters likely to need passing on to the Agencies in duplicate, if the subject only applies to one territory, and in quadruplicate if it applies to all the territories under our supervision (and therefore needing to be copied to Muscat, Kuwait and Bahrain), this would save us a very large amount of work. Similarly, where suitable, the repeating of a telegram to the appropriate Agency not only saves time and trouble for our cypher room, who otherwise has to send it on, but makes future reference much easier.

2. There are also frequent cases in which letters are addressed to us which should have gone direct to one of the Agencies, notably on minor subjects of what you might call a consular nature. For instance, Northern Department recently wrote to us about a Danish seaman in Bahrain; this letter should have gone to the Bahrain Agency direct. I think perhaps one reason for this is that the Agencies do not appear in the white lists of the Foreign Office posts, either in the list of consular posts or in the list of missions abroad. As a result, both in the departments of the office and in missions there may well be some doubt as to what posts really exist in the Gulf. It might be worthwhile arranging for the Agencies to be listed in the list of consular offices. I should also be most grateful if you could bring these matters to the notice of the departments of the Foreign Office generally.

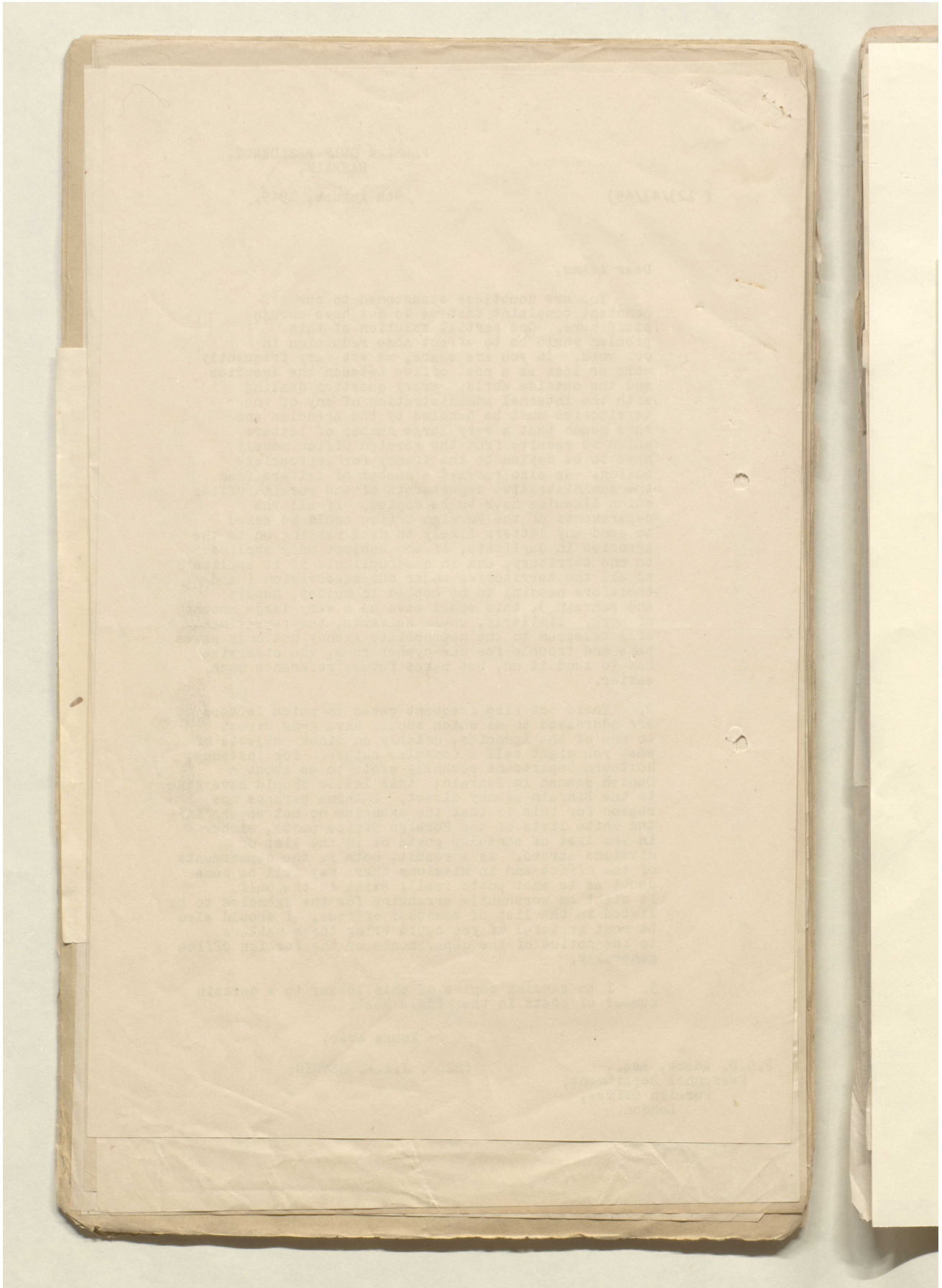
3. I am sending copies of this letter to a certain number of posts in the Middle East.

Yours ever,

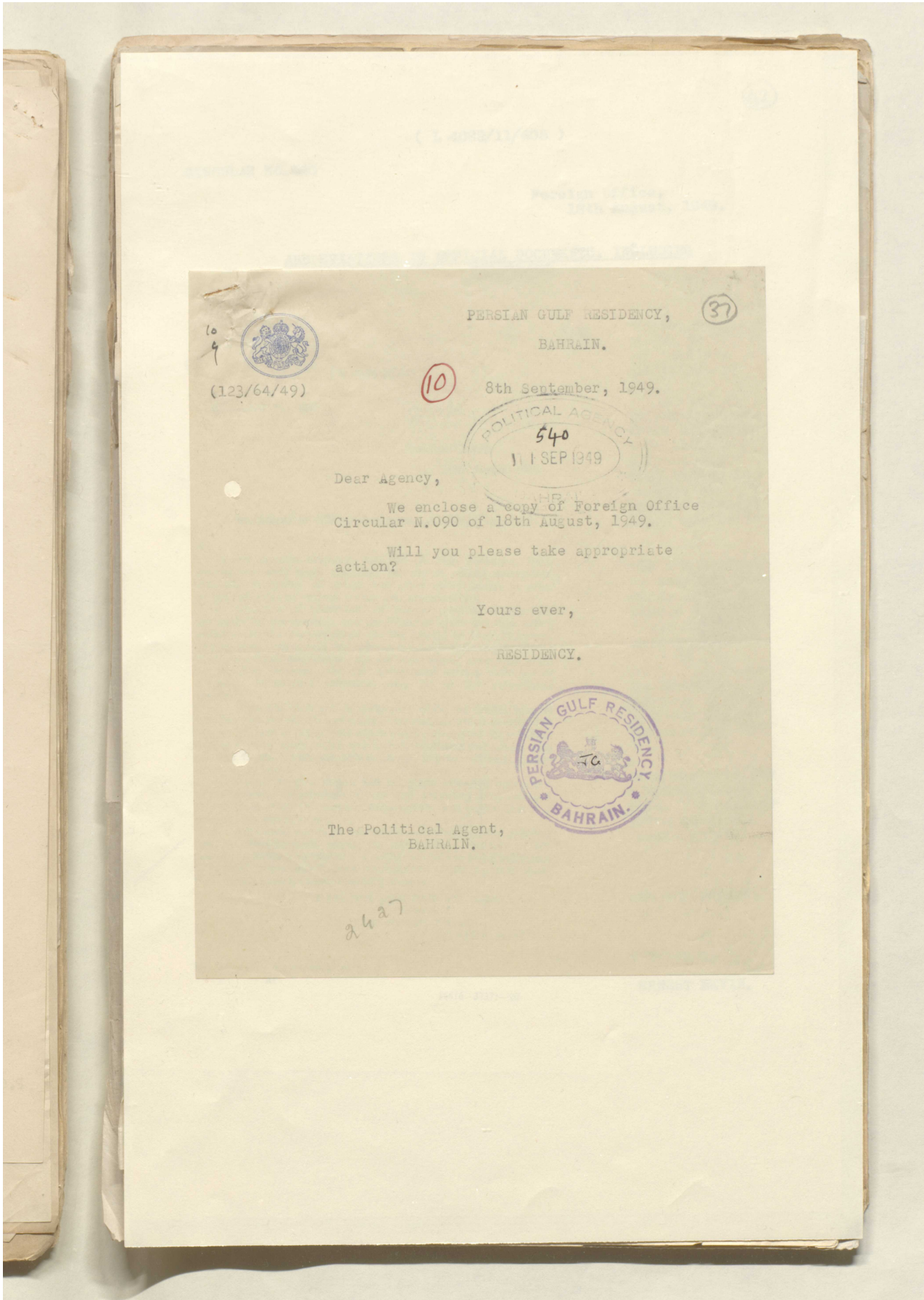
P.G.D. Adams, Esq.,
Personnel Department,
Foreign Office,
London.

(SGD). J.A.F. GETHIN.

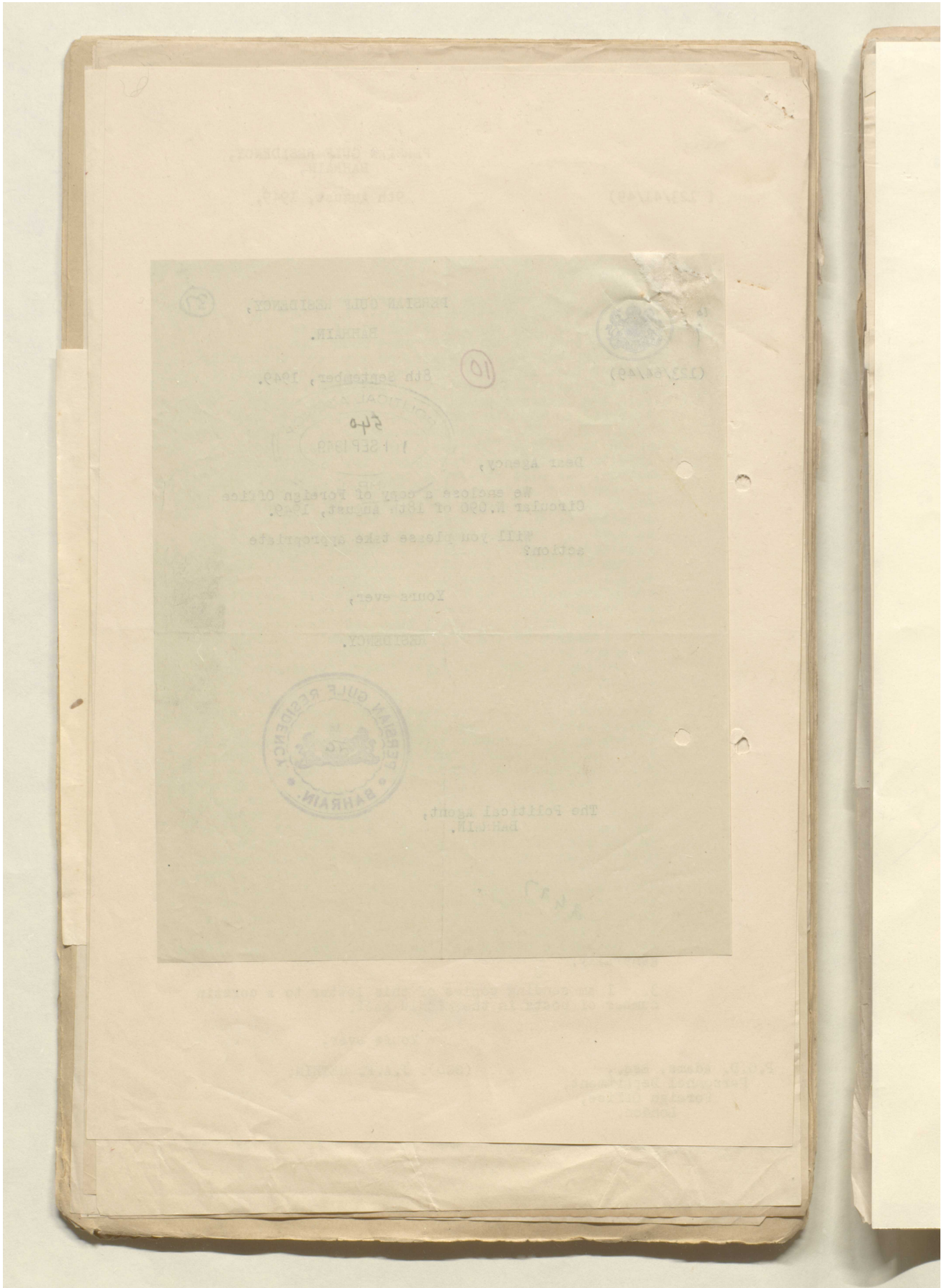
"ملف 1/50 الروتين المكتبي" [٣٦ ظ] (٢٠٦/٧٢)



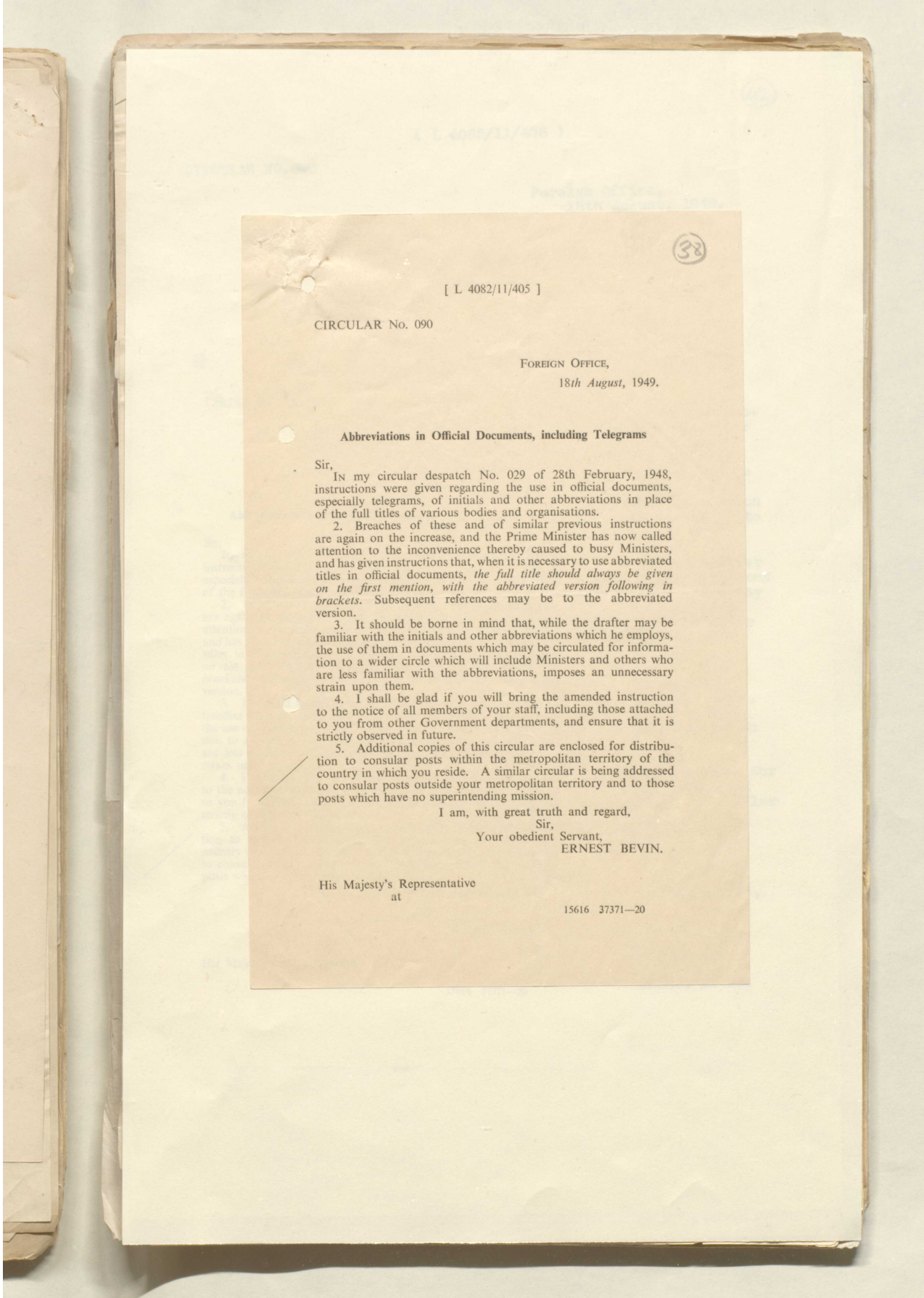
"ملف 1/50 الروتين المكتبي" [٣٧ و] [٢٠٦/٧٣]



"ملف 1/50 الروتين المكتبي" [٣٧ظ] (٢٠٦/٧٤)



"ملف 1/50 الروتين المكتبي" [٣٨ و] [٢٠٦/٧٥]



[L 4082/11/405]

CIRCULAR No. 090

FOREIGN OFFICE,
18th August, 1949.

Abbreviations in Official Documents, including Telegrams

Sir,
In my circular despatch No. 029 of 28th February, 1948, instructions were given regarding the use in official documents, especially telegrams, of initials and other abbreviations in place of the full titles of various bodies and organisations.

2. Breaches of these and of similar previous instructions are again on the increase, and the Prime Minister has now called attention to the inconvenience thereby caused to busy Ministers, and has given instructions that, when it is necessary to use abbreviated titles in official documents, *the full title should always be given on the first mention, with the abbreviated version following in brackets*. Subsequent references may be to the abbreviated version.

3. It should be borne in mind that, while the drafter may be familiar with the initials and other abbreviations which he employs, the use of them in documents which may be circulated for information to a wider circle which will include Ministers and others who are less familiar with the abbreviations, imposes an unnecessary strain upon them.

4. I shall be glad if you will bring the amended instruction to the notice of all members of your staff, including those attached to you from other Government departments, and ensure that it is strictly observed in future.

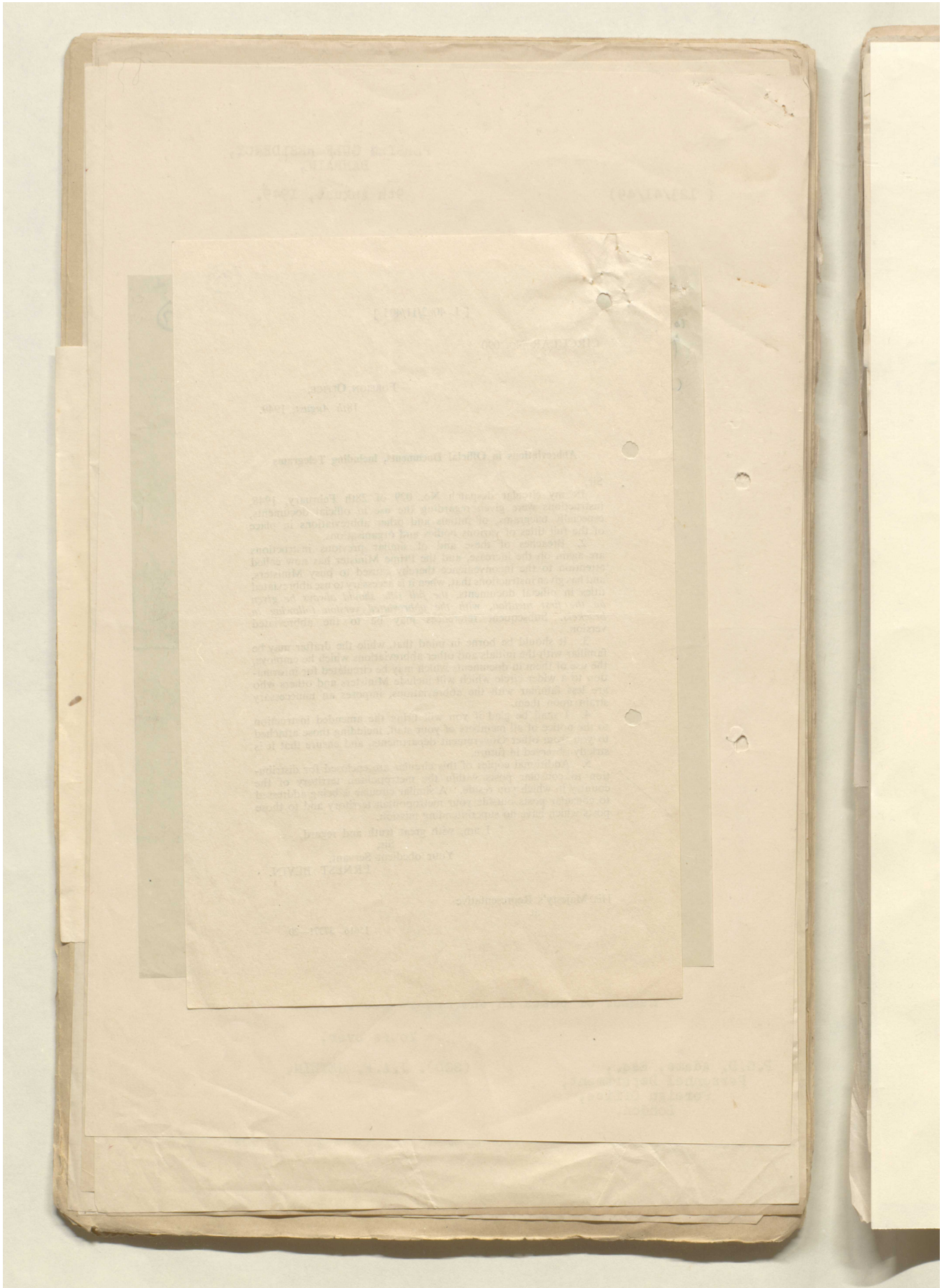
5. Additional copies of this circular are enclosed for distribution to consular posts within the metropolitan territory of the country in which you reside. A similar circular is being addressed to consular posts outside your metropolitan territory and to those posts which have no superintending mission.

I am, with great truth and regard,
Sir,
Your obedient Servant,
ERNEST BEVIN.

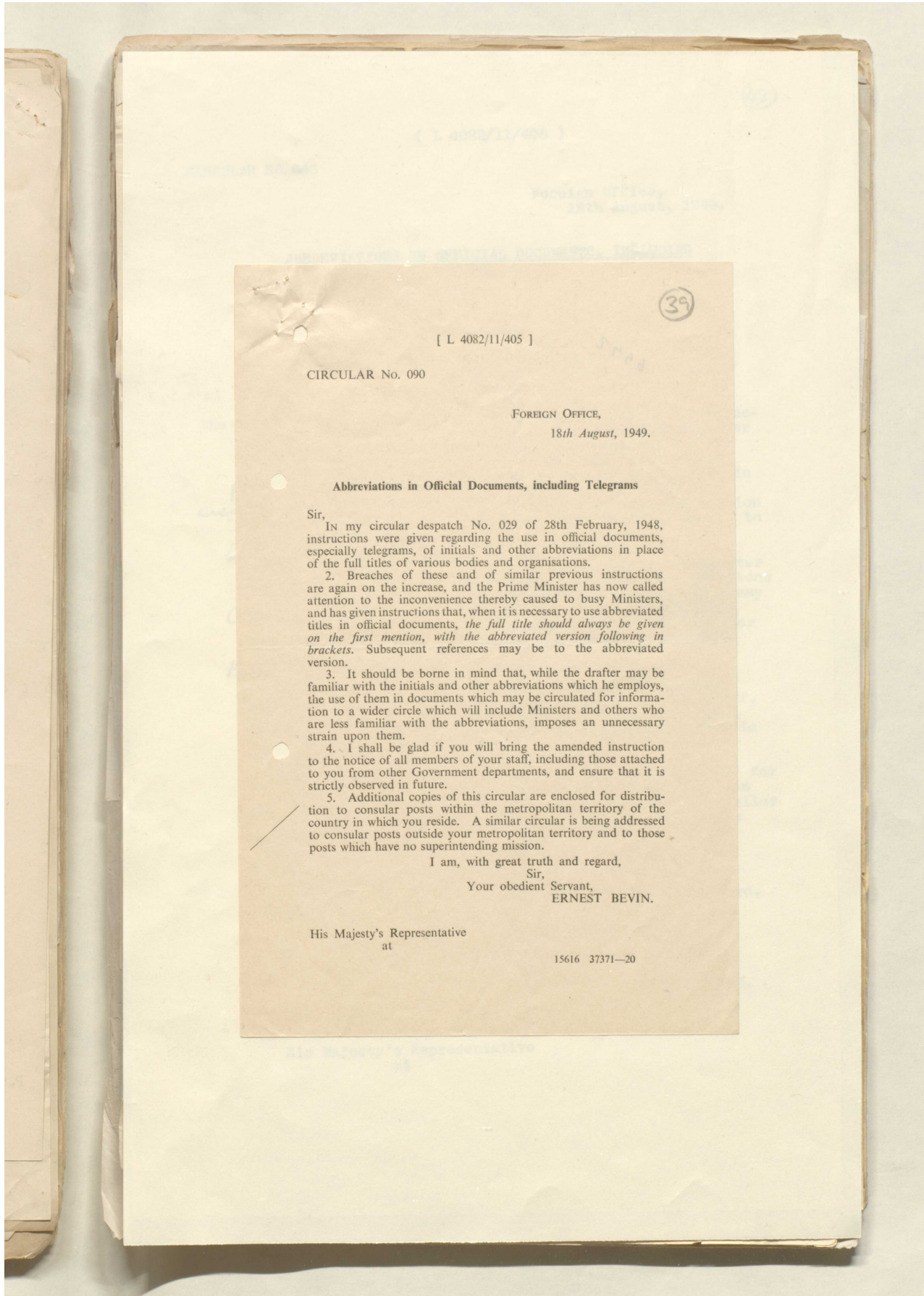
His Majesty's Representative
at

15616 37371—20

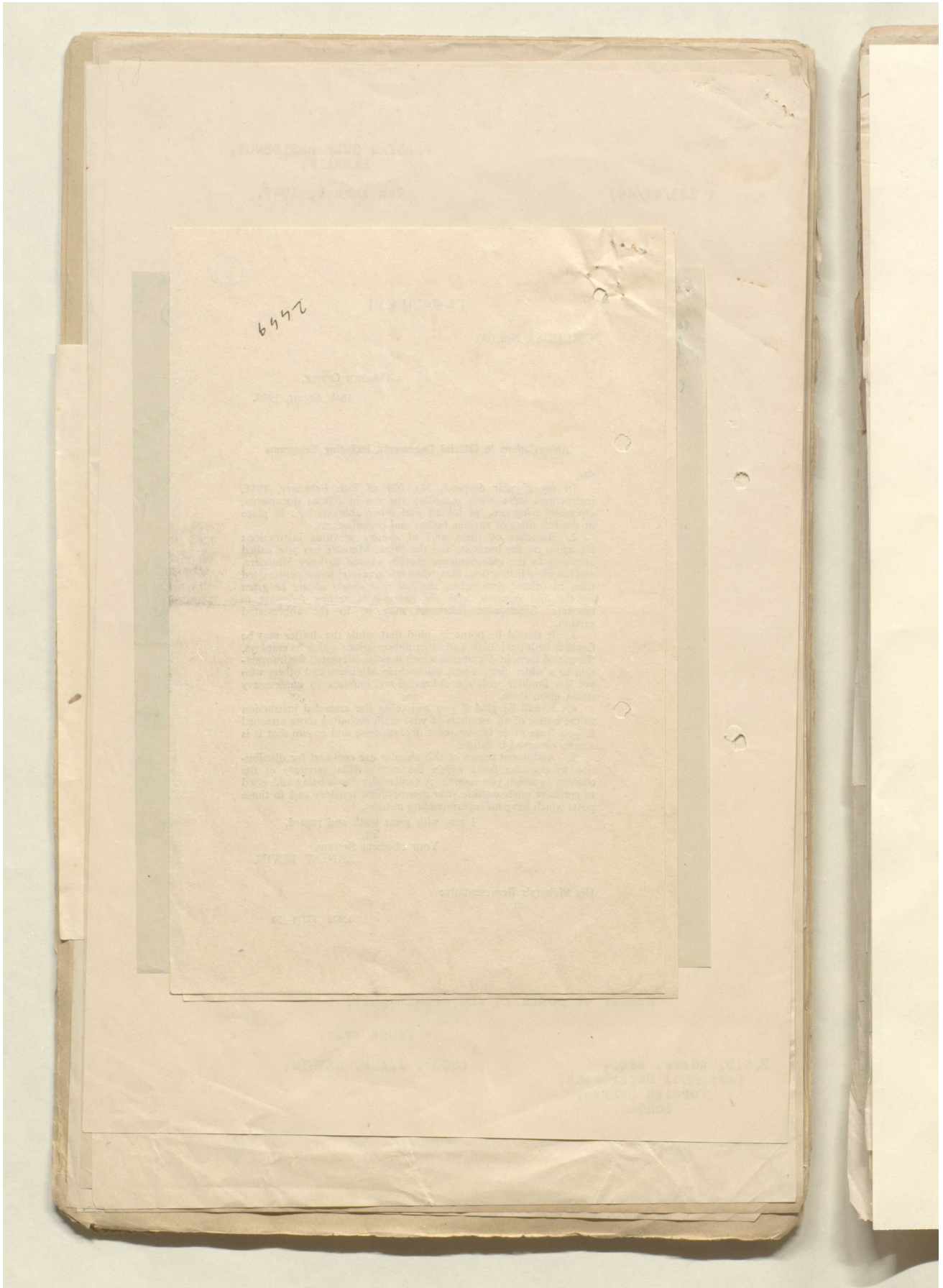
"ملف 1/50 الروتين المكتبي" [٣٨ ظ] (٢٠٦/٧٦)



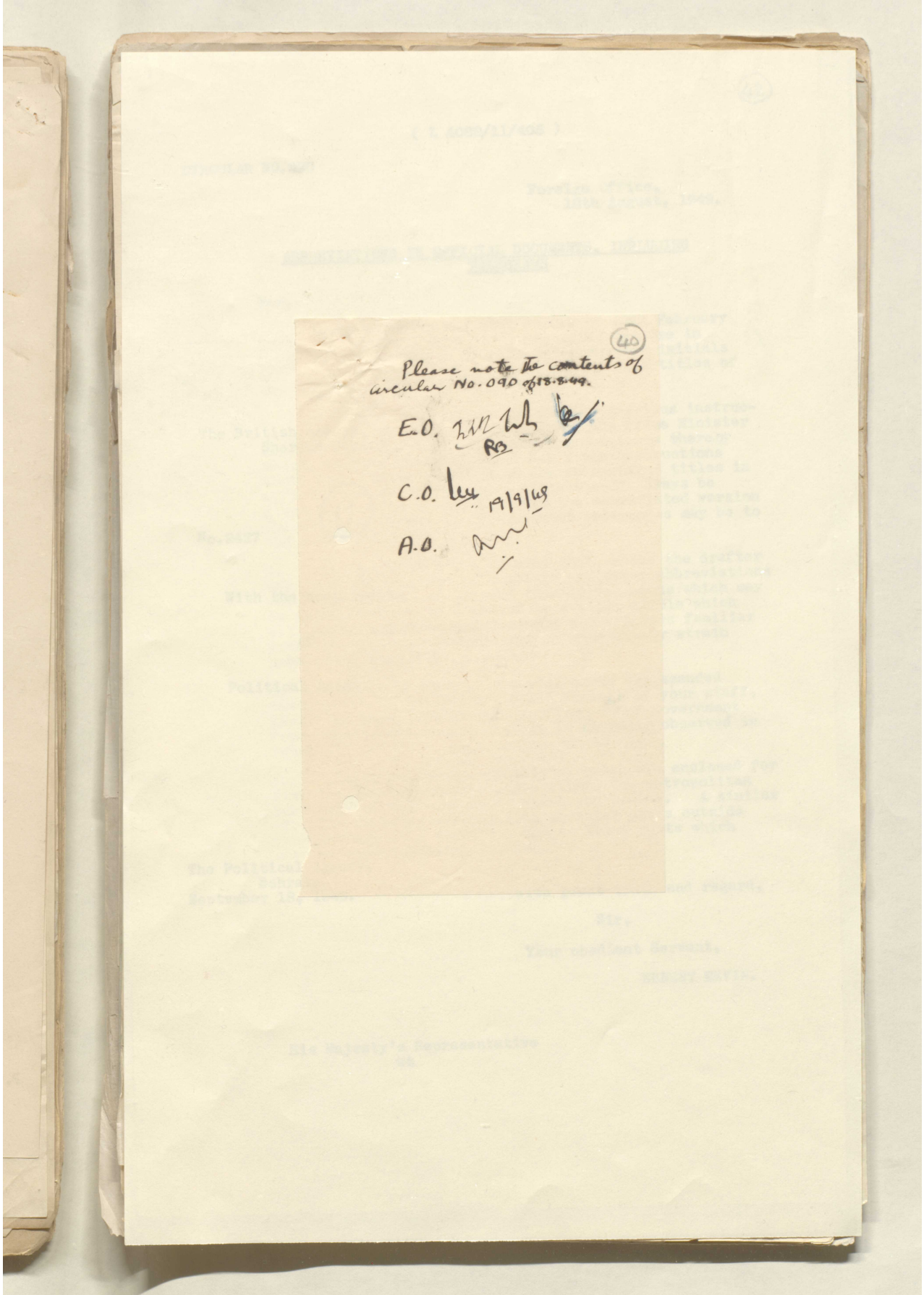
"ملف 1/50 الروتين المكتبي" [و٣٩] (٢٠٦/٧٧)



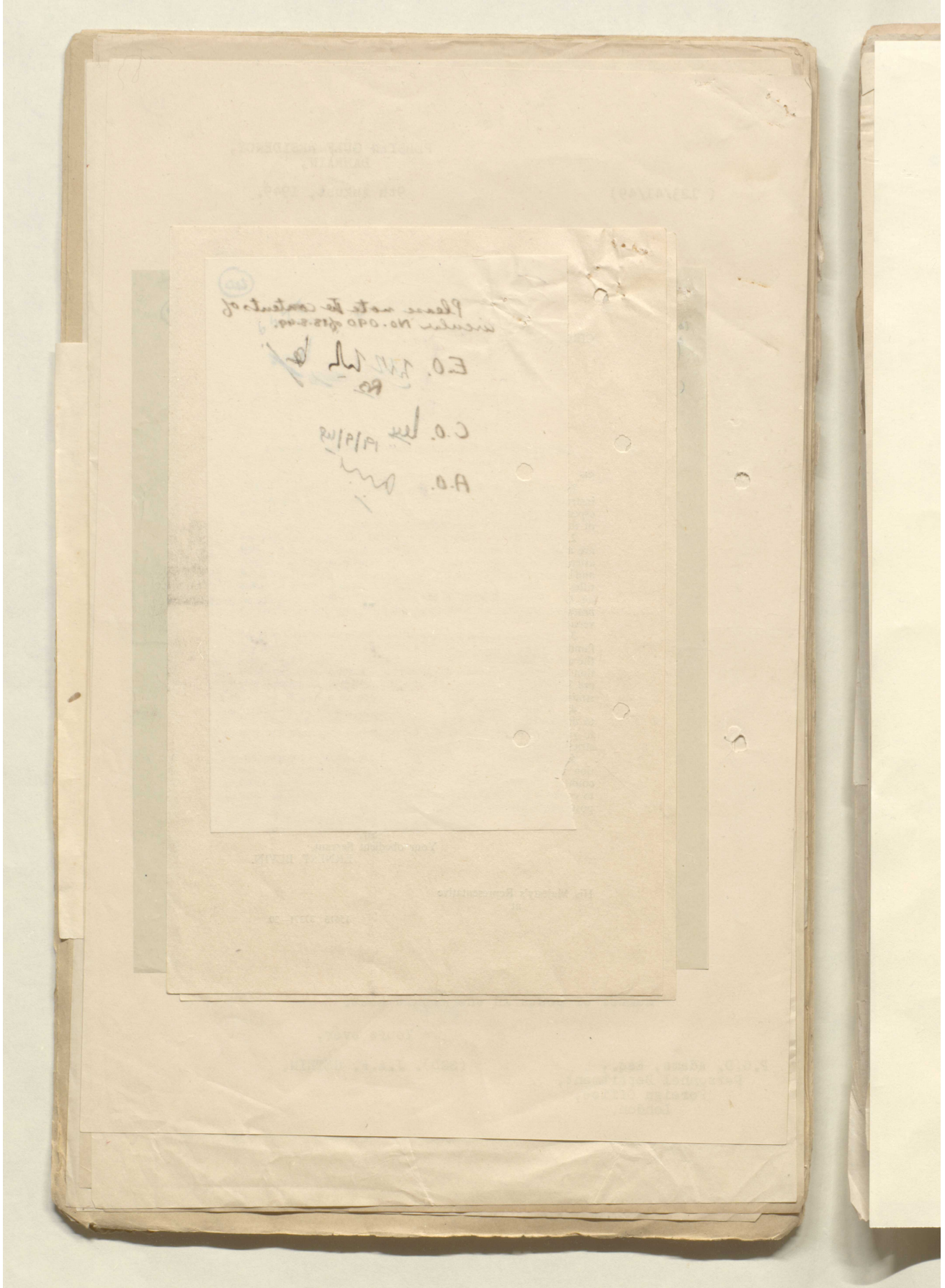
"ملف 1/50 الروتين المكتبي" [٣٩ظ] (٢٠٦/٧٨)



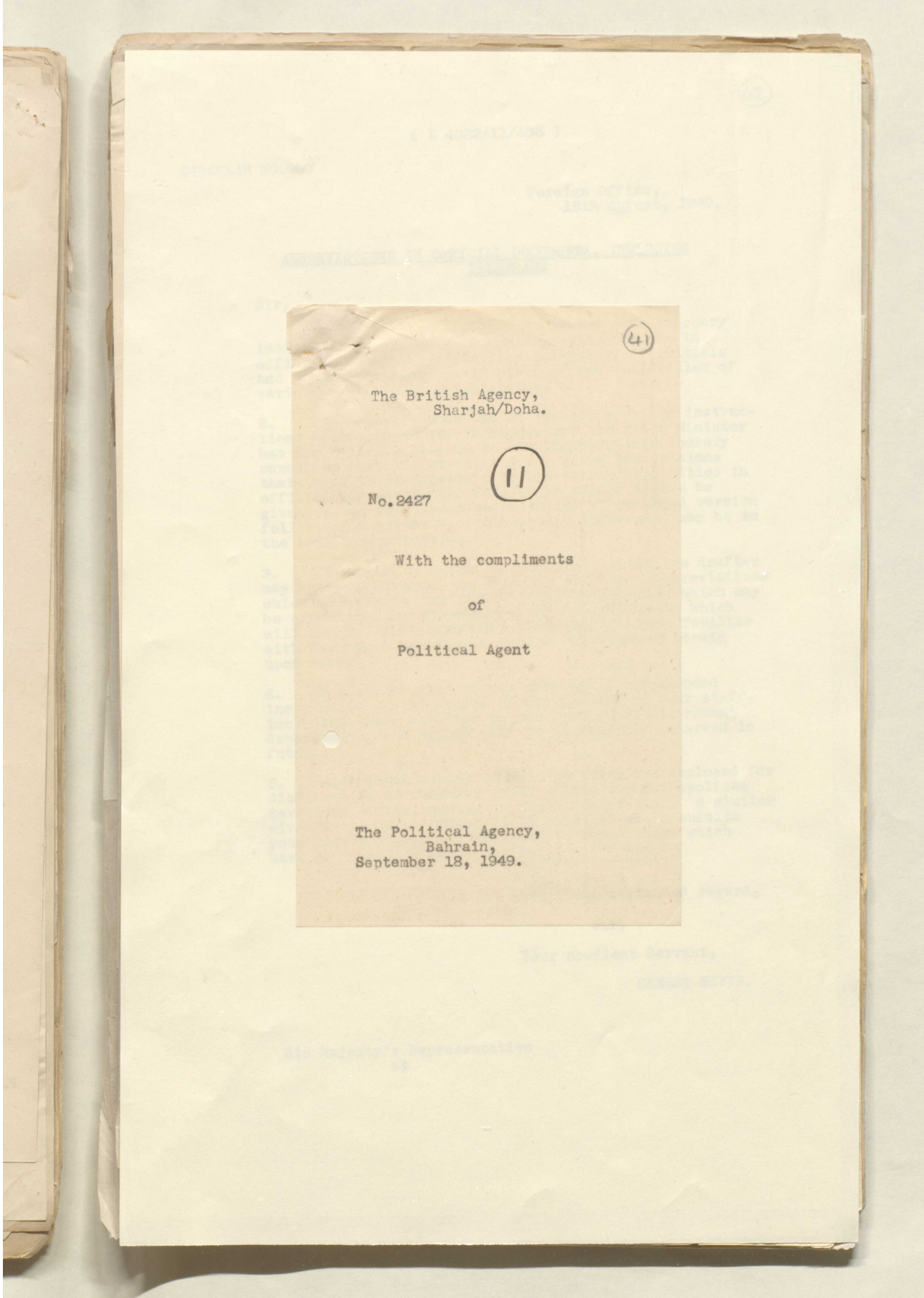
"ملف 1/50 الروتين المكتبي" [٤٠] [٢٠٦/٧٩]



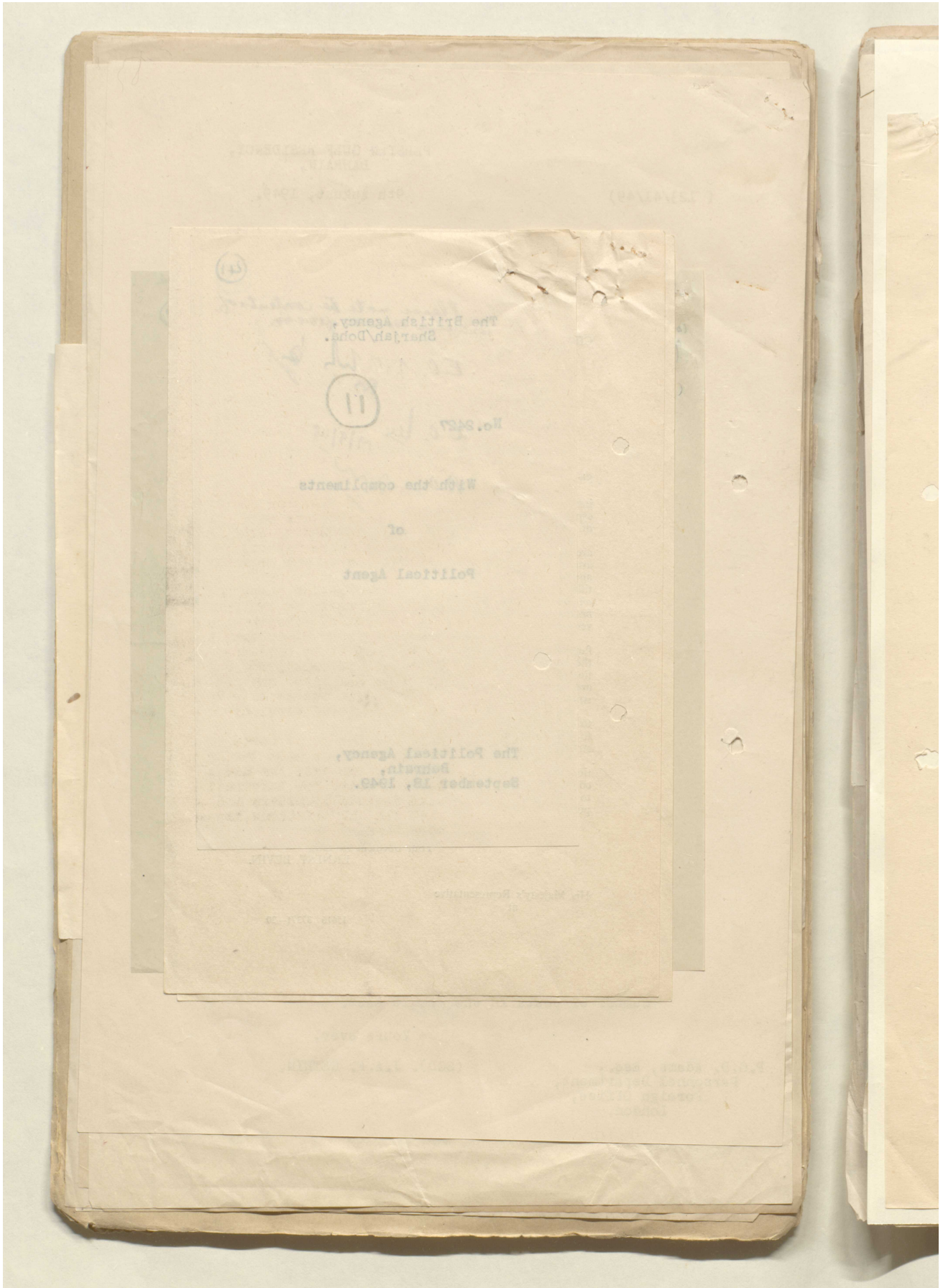
"ملف 1/50 الروتين المكتبي" [٤٠ ظ] (٢٠٦/٨٠)



"ملف 1/50 الروتين المكتبي" [١ و٤] (٢٠٦/٨١)



"ملف 1/50 الروتين المكتبي" [١٤ ظ] (٢٠٦/٨٢)



"ملف 1/50 الروتين المكتبي" [٢ و٤] (٢٠٦/٨٣)

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(L 4082/11/405)

CIRCULAR NO.090

Foreign Office,
18th August, 1949.

ABBREVIATIONS IN OFFICIAL DOCUMENTS, INCLUDING
TELEGRAMS

Sir,

In my circular despatch No.029 of 28th February 1948, instructions were given regarding the use in official documents, especially telegrams, of initials and other abbreviations in place of the full titles of various bodies and organisations.

2. Breaches of these and of similar previous instructions are again on the increase, and the Prime Minister has now called attention to the inconvenience thereby caused to busy Ministers, and has given instructions that, when it is necessary to use abbreviated titles in official documents, the full title should always be given on the first mention, with the abbreviated version following in brackets. Subsequent references may be to the abbreviated version.

3. It should be borne in mind that, while the drafter may be familiar with the initials and other abbreviations which he employs, the use of them in documents which may be circulated for information to a wider circle which will include Ministers and others who are less familiar with the abbreviations, imposes an unnecessary strain upon them.

4. I shall be glad if you will bring the amended instruction to the notice of all members of your staff, including those attached to you from other Government departments, and ensure that it is strictly observed in future.

5. Additional copies of this circular are enclosed for distribution to consular posts within the metropolitan territory of the country in which you reside. A similar circular is being addressed to consular posts outside your metropolitan territory and to those posts which have no superintending mission.

I am, with great truth and regard,

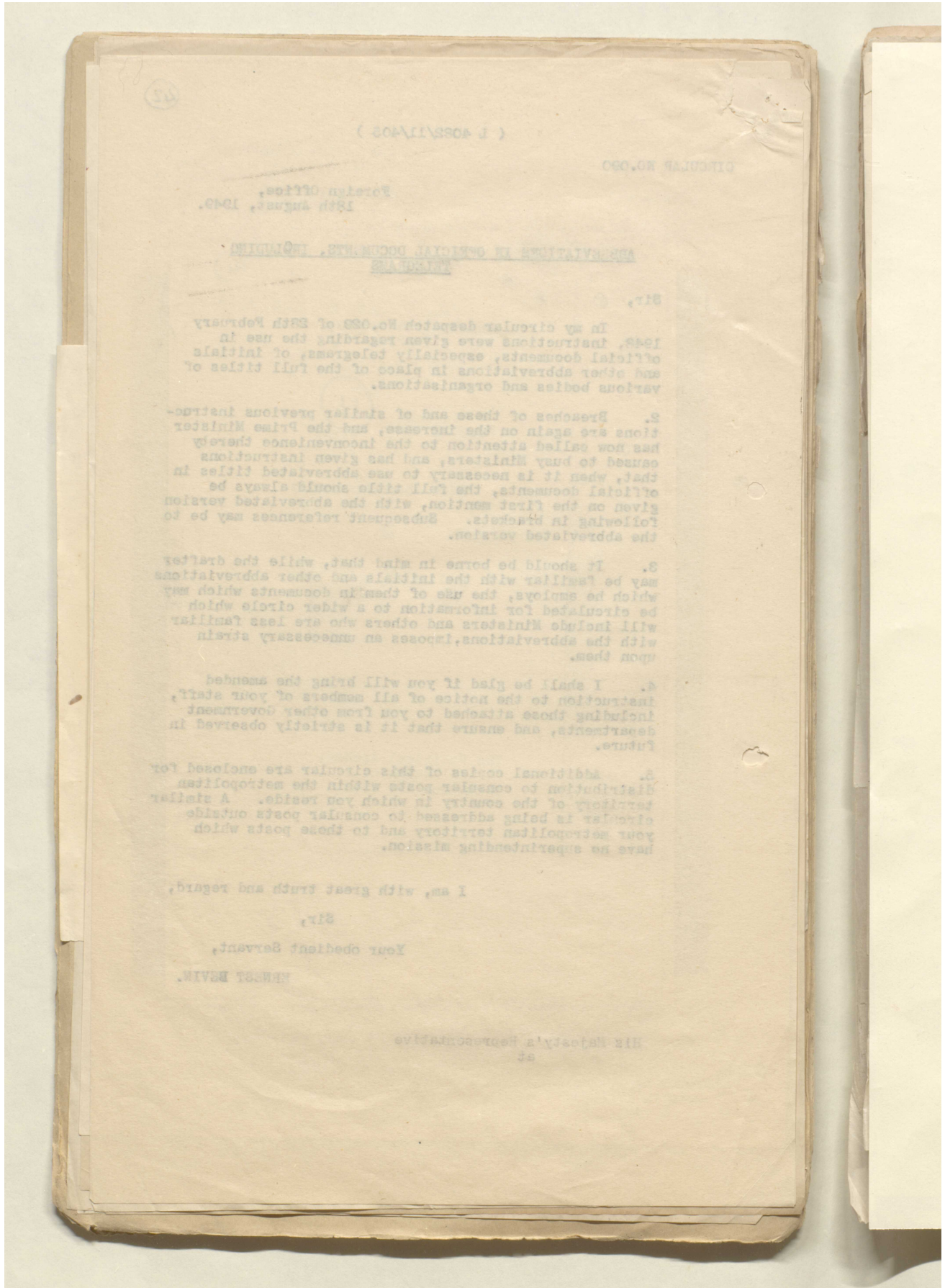
Sir,

Your obedient Servant,

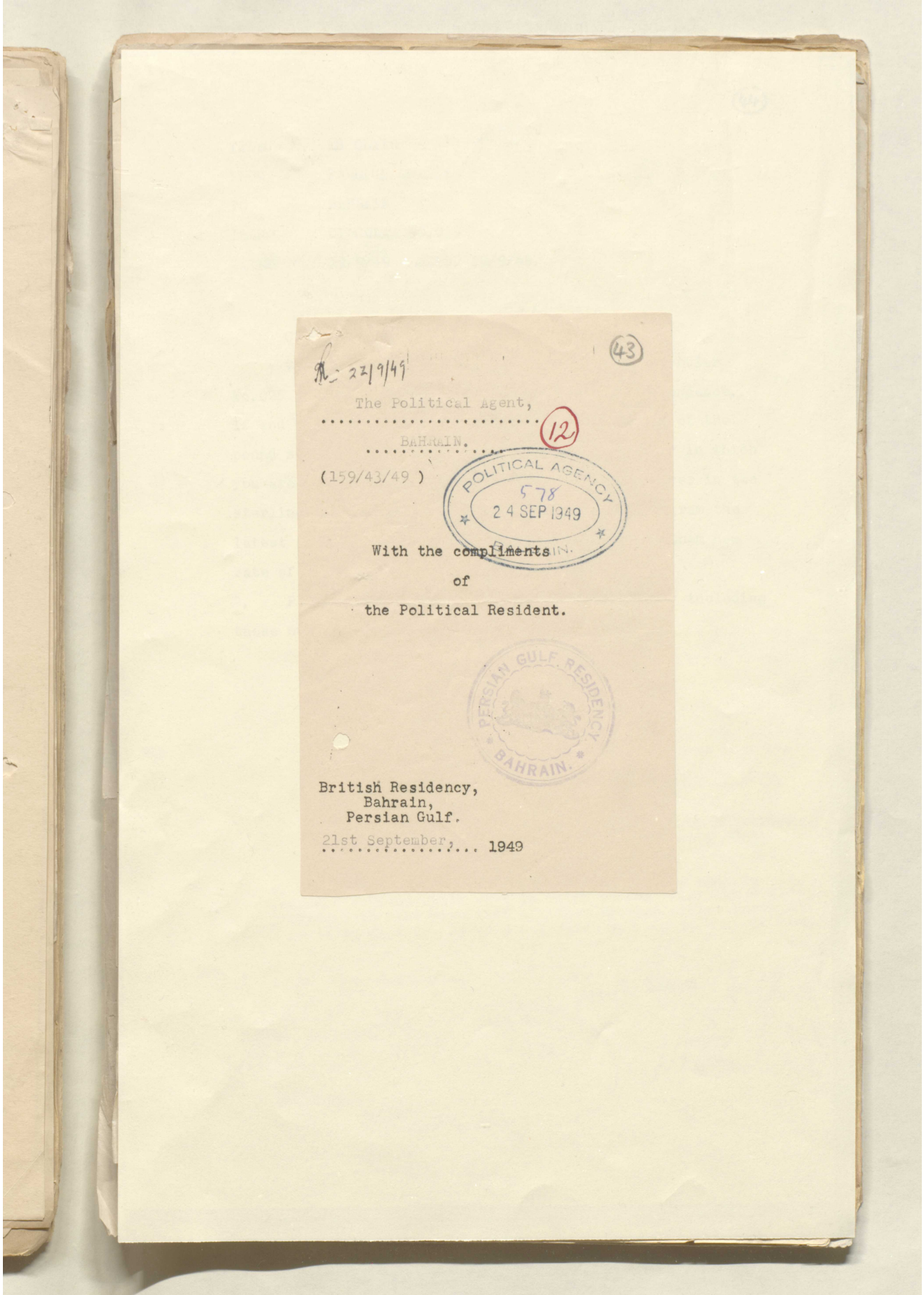
ERNEST BEVIN.

His Majesty's Representative
at

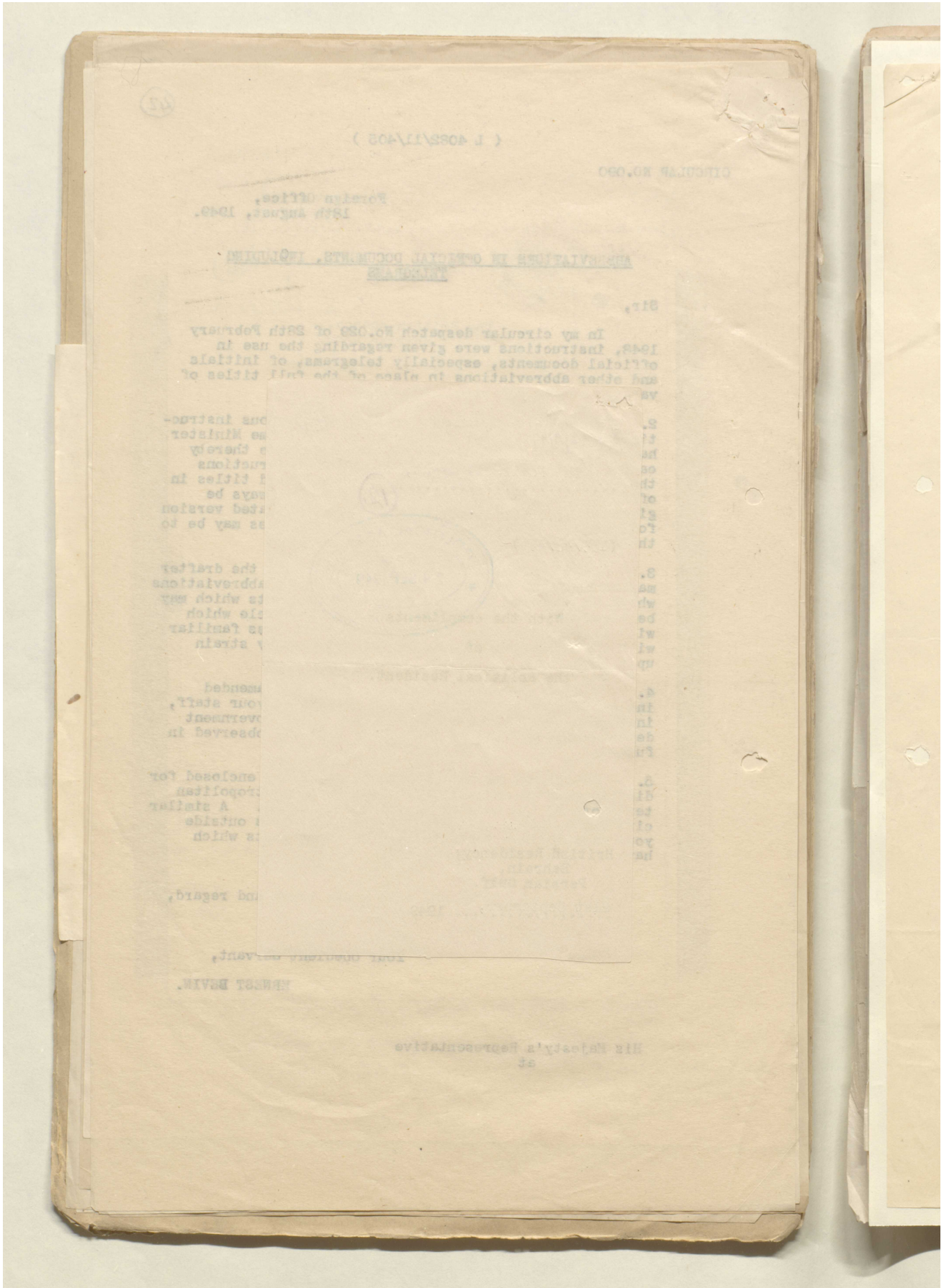
"ملف 1/50 الروتين المكتبي" [٢٤ ظ] (٢٠٦/٨٤)



"ملف 1/50 الروتين المكتبي" [٣ و٤] (٢٠٦/٨٥)



"ملف 1/50 الروتين المكتبي" [٣٤ ظ] (٢٠٦/٨٦)



"ملف 1/50 الروتين المكتبي" [٤٤ و] (٢٠٦/٨٧)

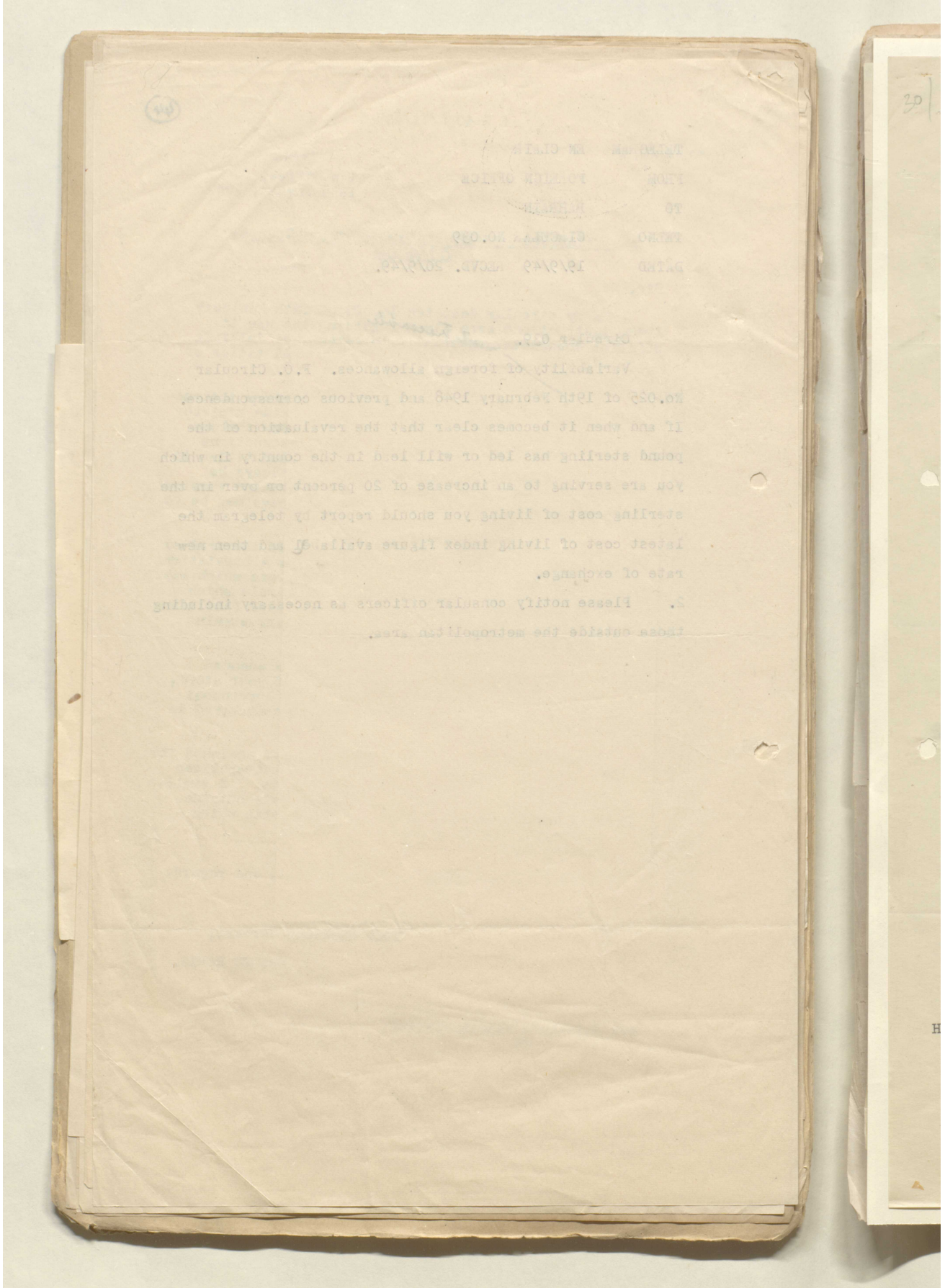
TELEGRAM EN CLAIR
FROM FOREIGN OFFICE
TO BAHRAIN
TELNO CIRCULAR NO.039
DATED 19/9/49 RECVD. 20/9/49.

Circular 039.

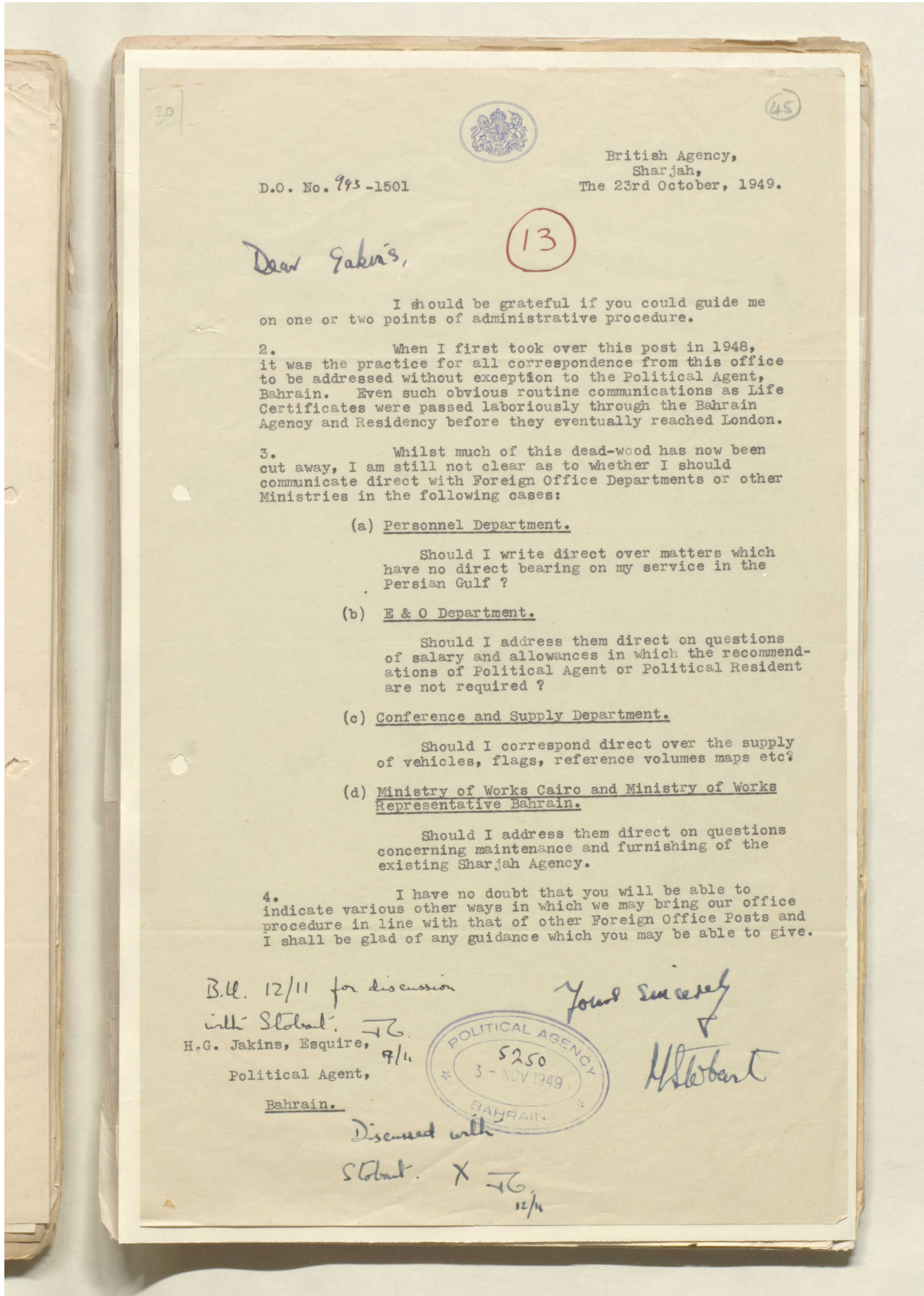
not traceable
Variability of foreign allowances. F.O. Circular
No.025 of 19th February 1948 and previous correspondence.
If and when it becomes clear that the revaluation of the
pound sterling has led or will lead in the country in which
you are serving to an increase of 20 percent or over in the
sterling cost of living you should report by telegram the
latest cost of living index figure available and then new
rate of exchange.

2. Please notify consular officers as necessary including
those outside the metropolitan area.

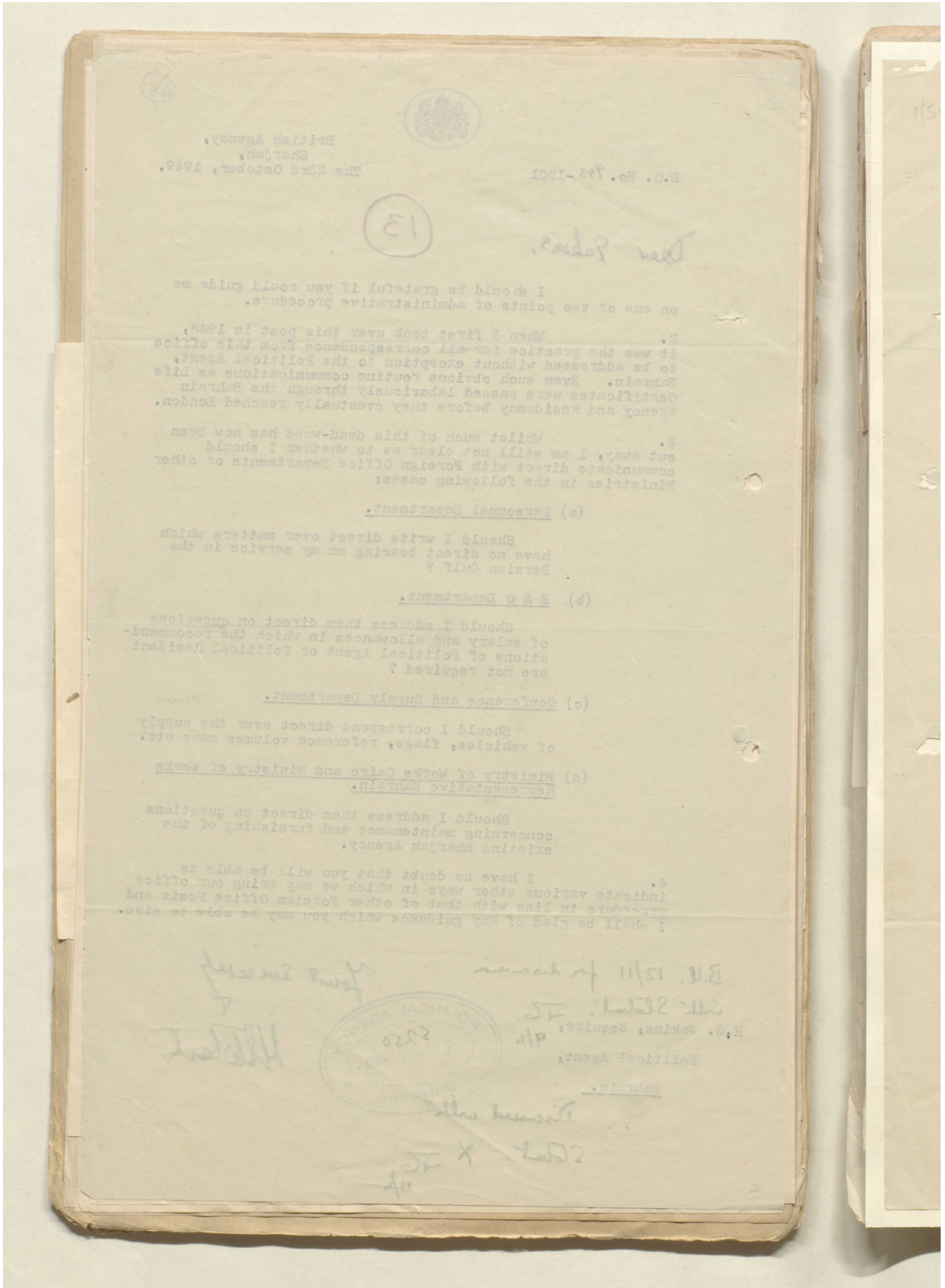
"ملف 1/50 الروتين المكتبي" [٤٤ ظ] (٢٠٦/٨٨)



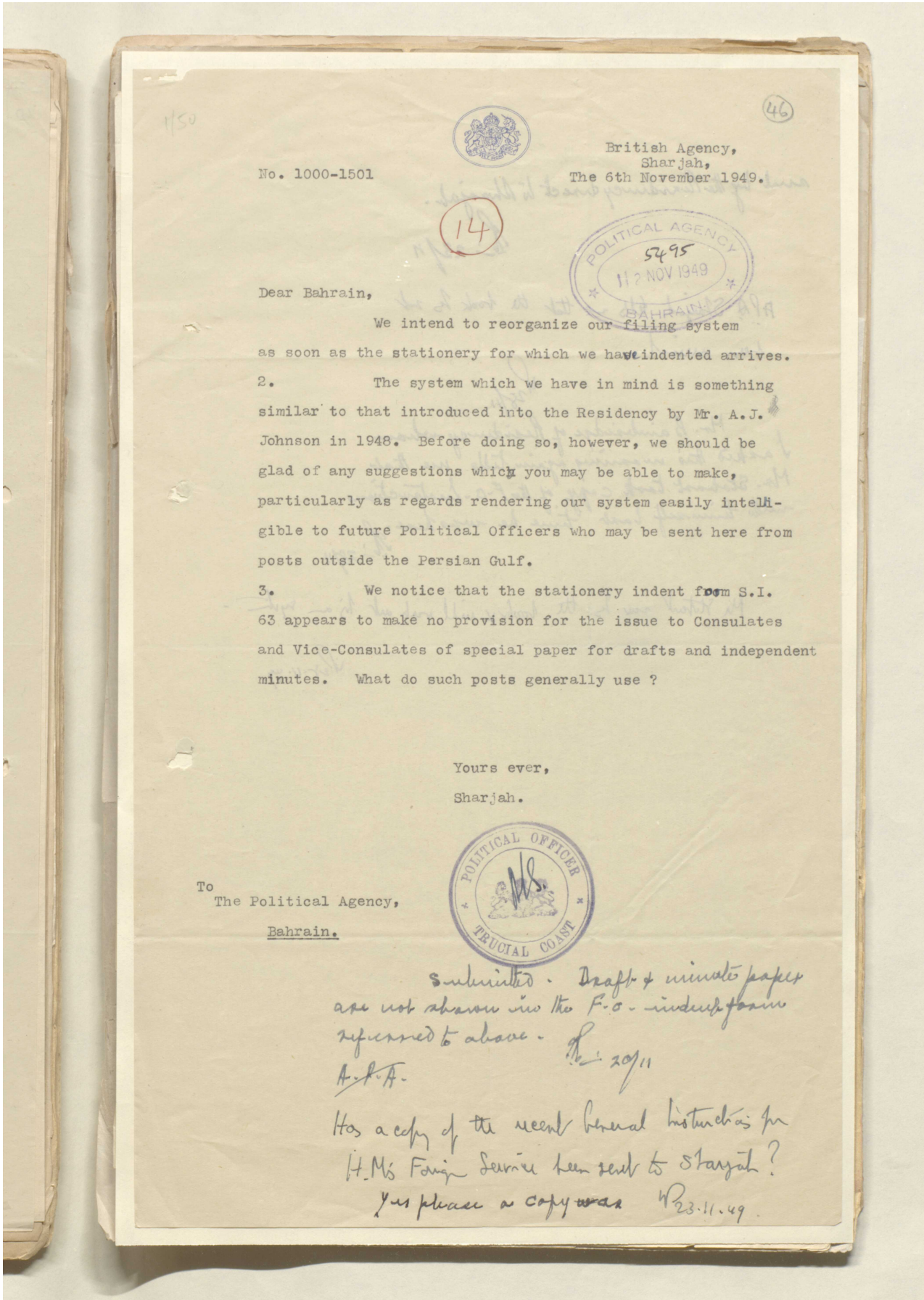
"ملف 1/50 الروتين المكتبي" [٥ و٤] (٢٠٦/٨٩)



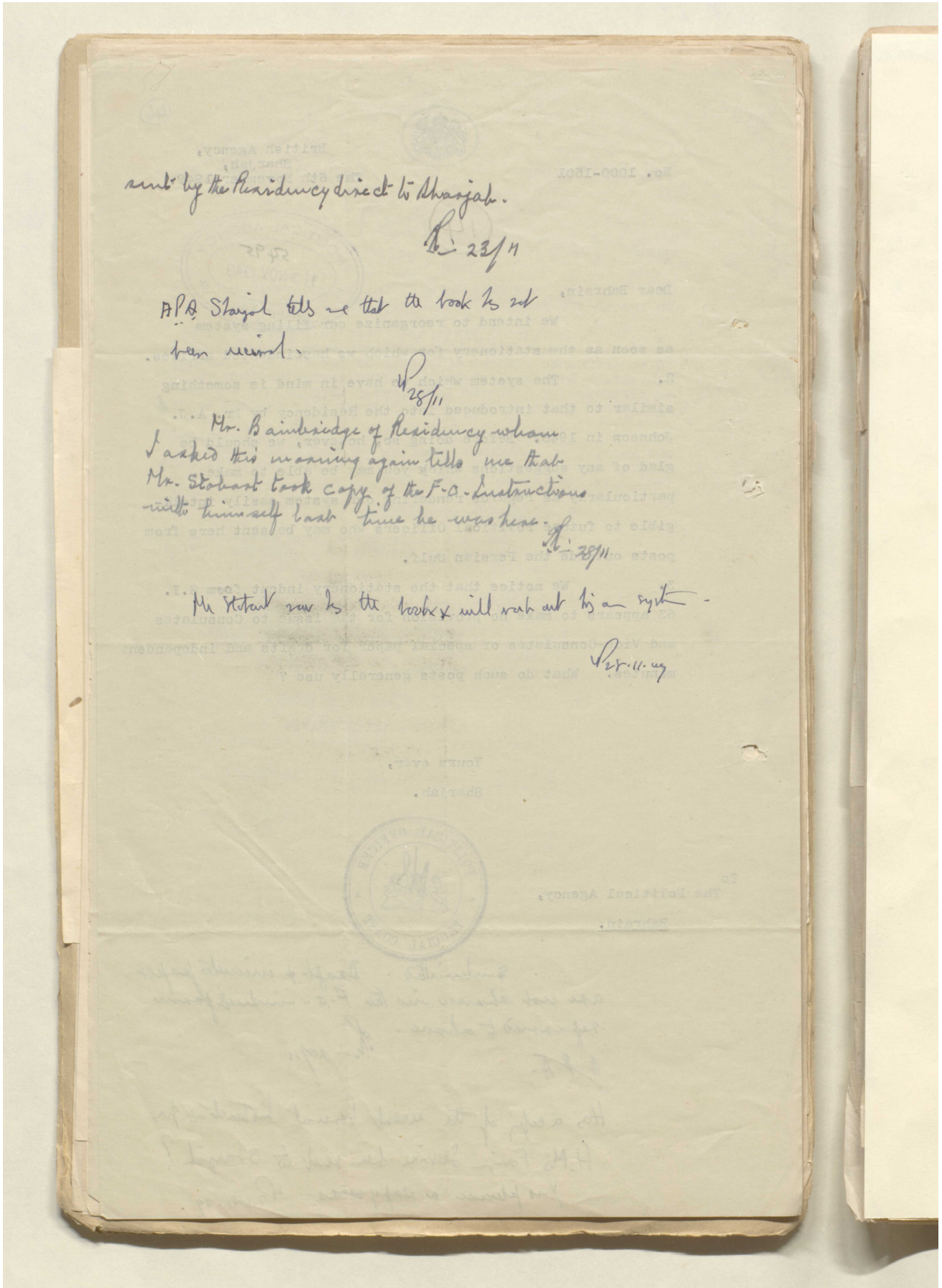
"ملف 1/50 الروتين المكتبي" [٥٤ ظ] (٢٠٦/٩٠)



"ملف 1/50 الروتين المكتبي" [٤٦ و] (٢٠٦/٩١)



"ملف 1/50 الروتين المكتبي" [٤٦ ظ] (٢٠٦/٩٢)



sent by the Residency direct to Sharjah.

23/11

APA Sharjah tells me that the book has not been received.

28/11

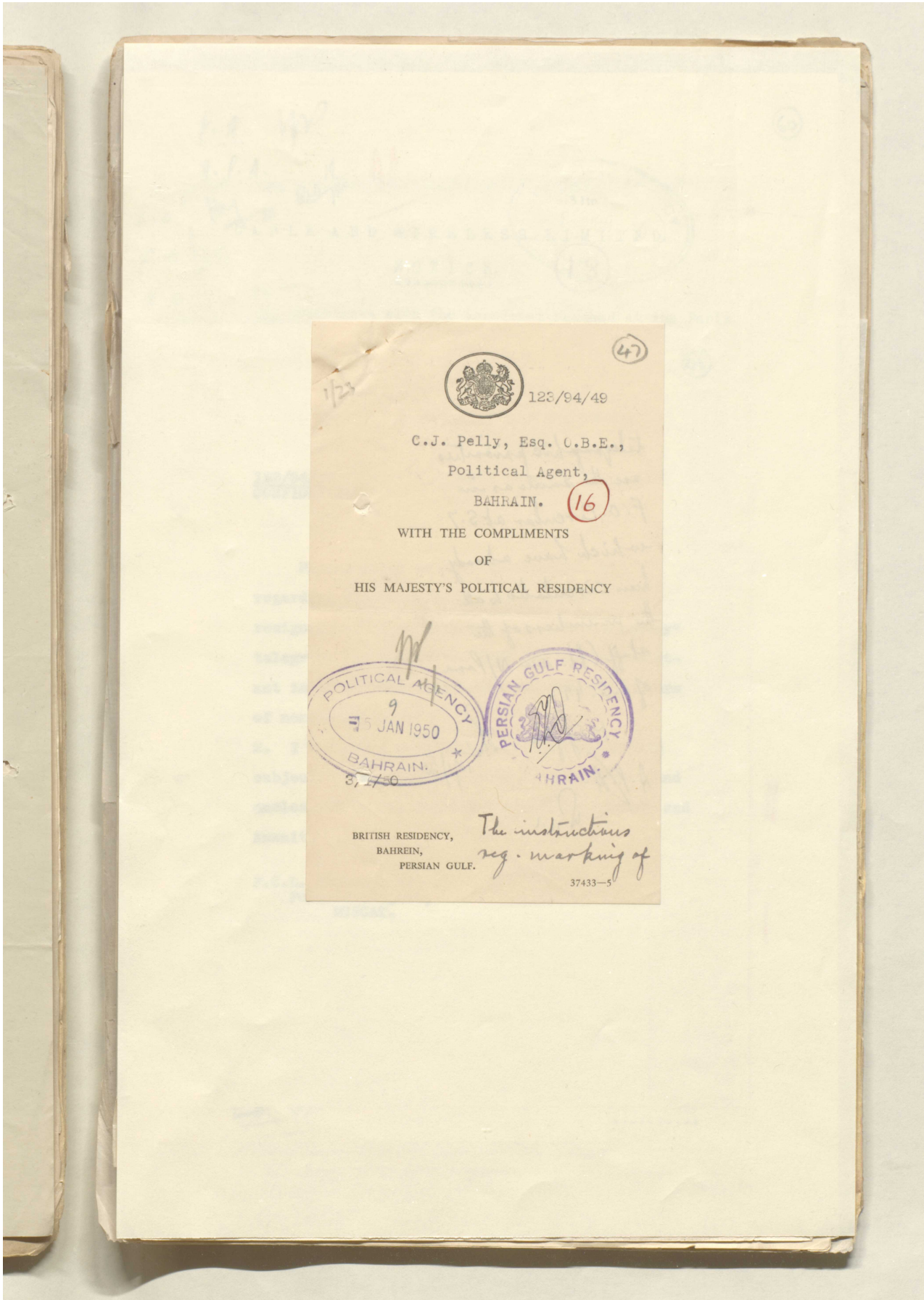
Mr. Bainbridge of Residency whom I asked this morning again tells me that Mr. Stobart took copy of the F.A. Instructions with himself last time he was here.

28/11

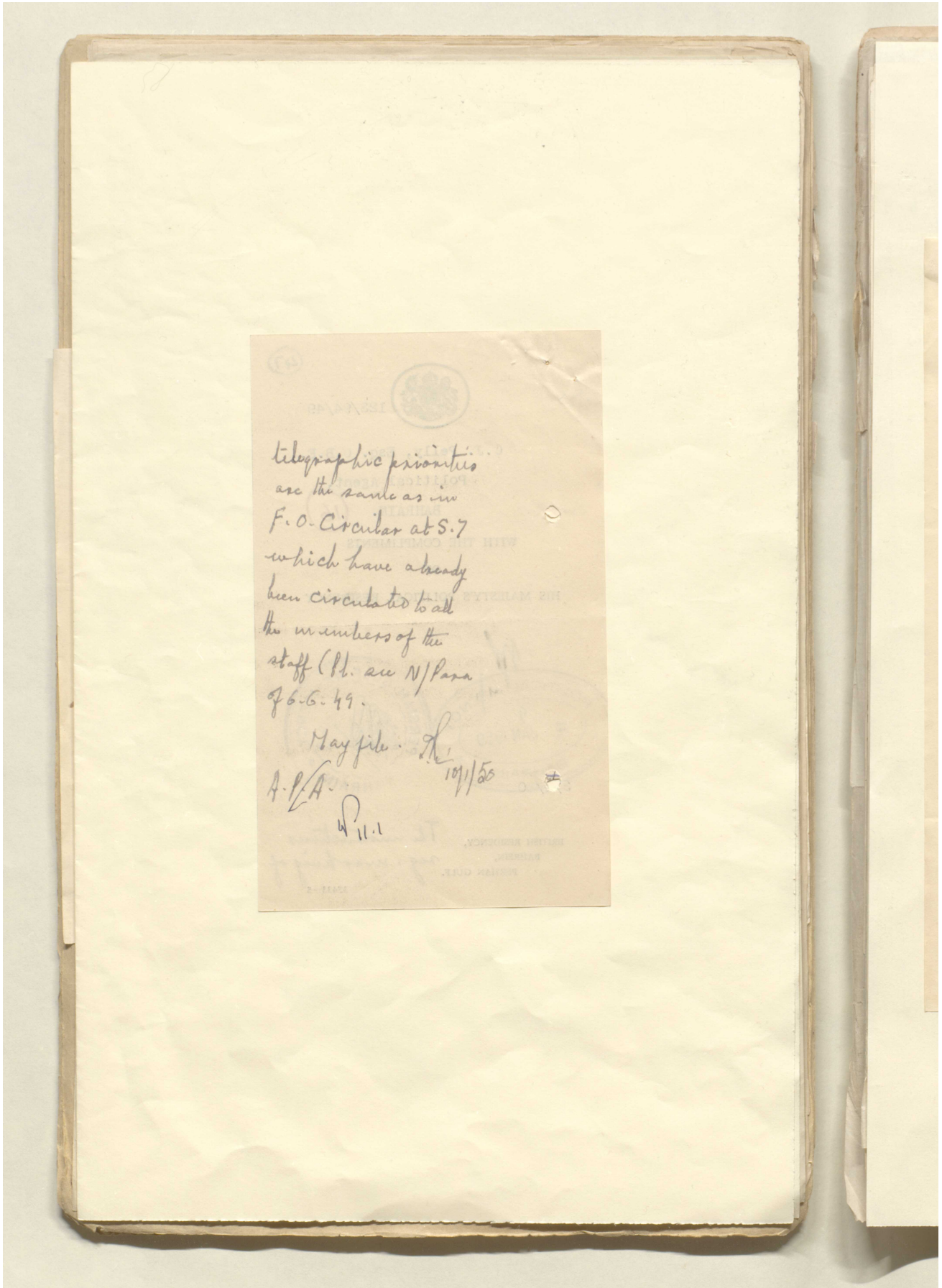
Mr. Stobart now has the book & will work out his own system.

28/11

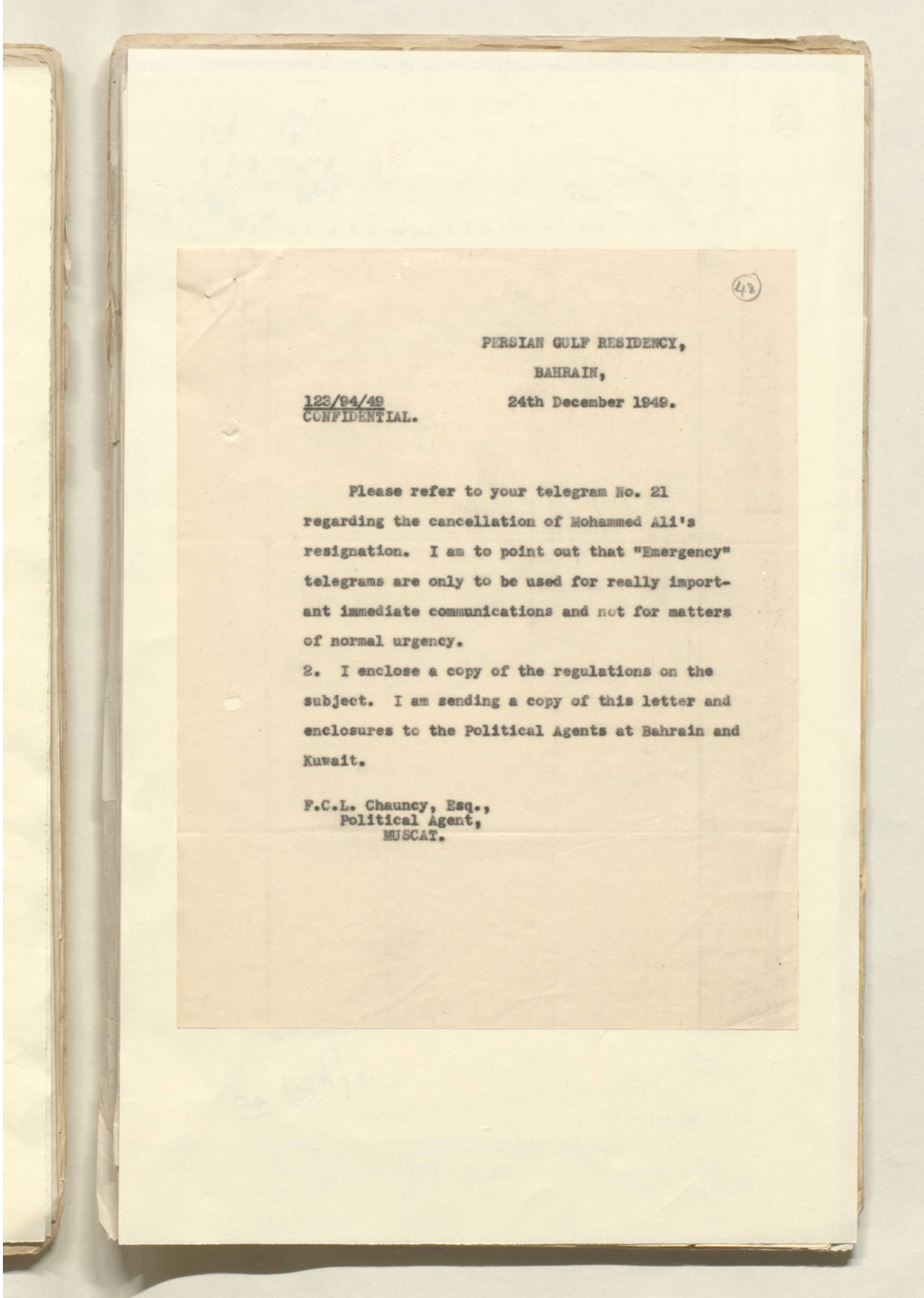
"ملف 1/50 الروتين المكتبي" [٤٧ و] (٢٠٦/٩٣)



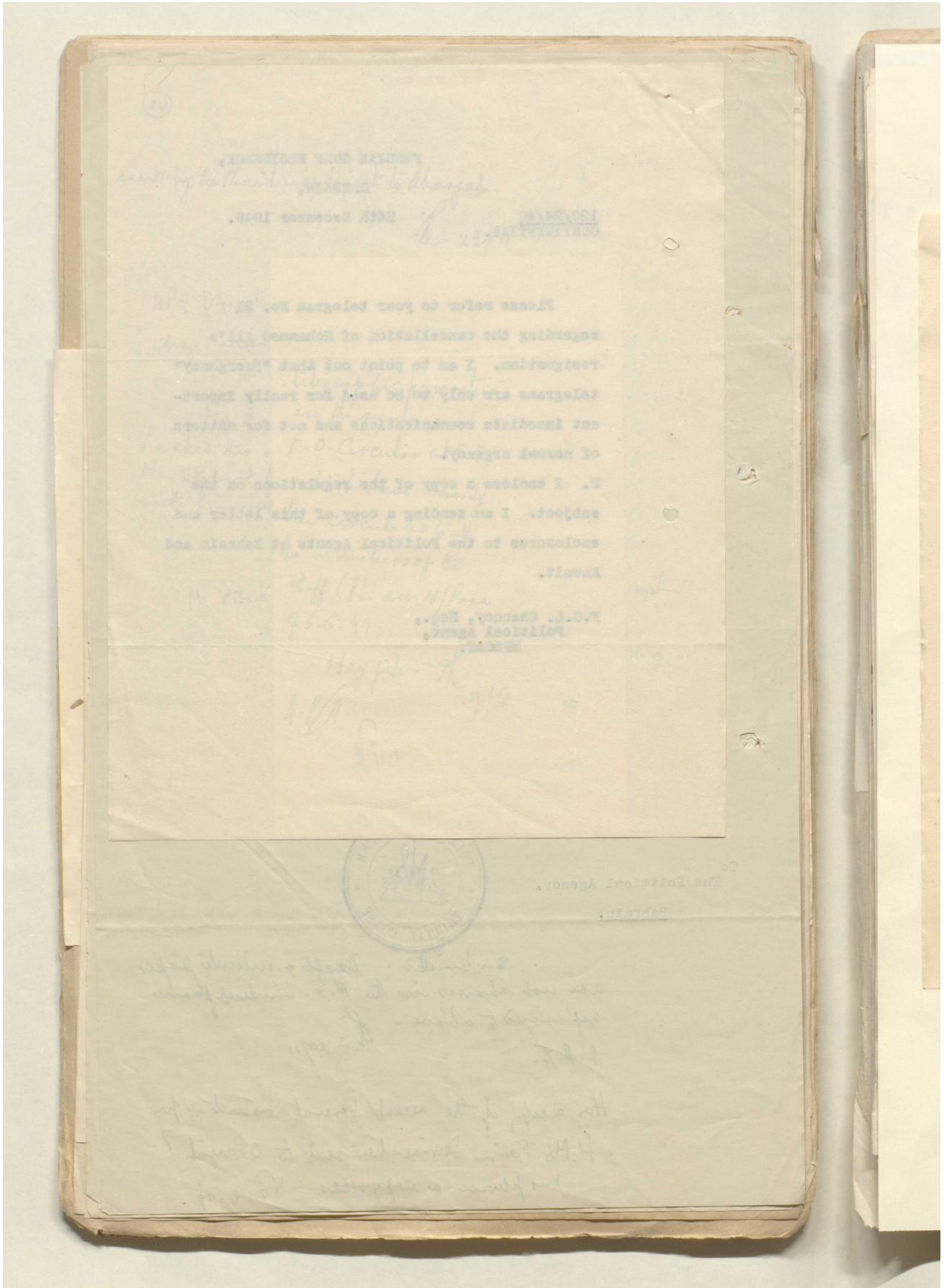
"ملف 1/50 الروتين المكتبي" [٧٤ظ] (٢٠٦/٩٤)



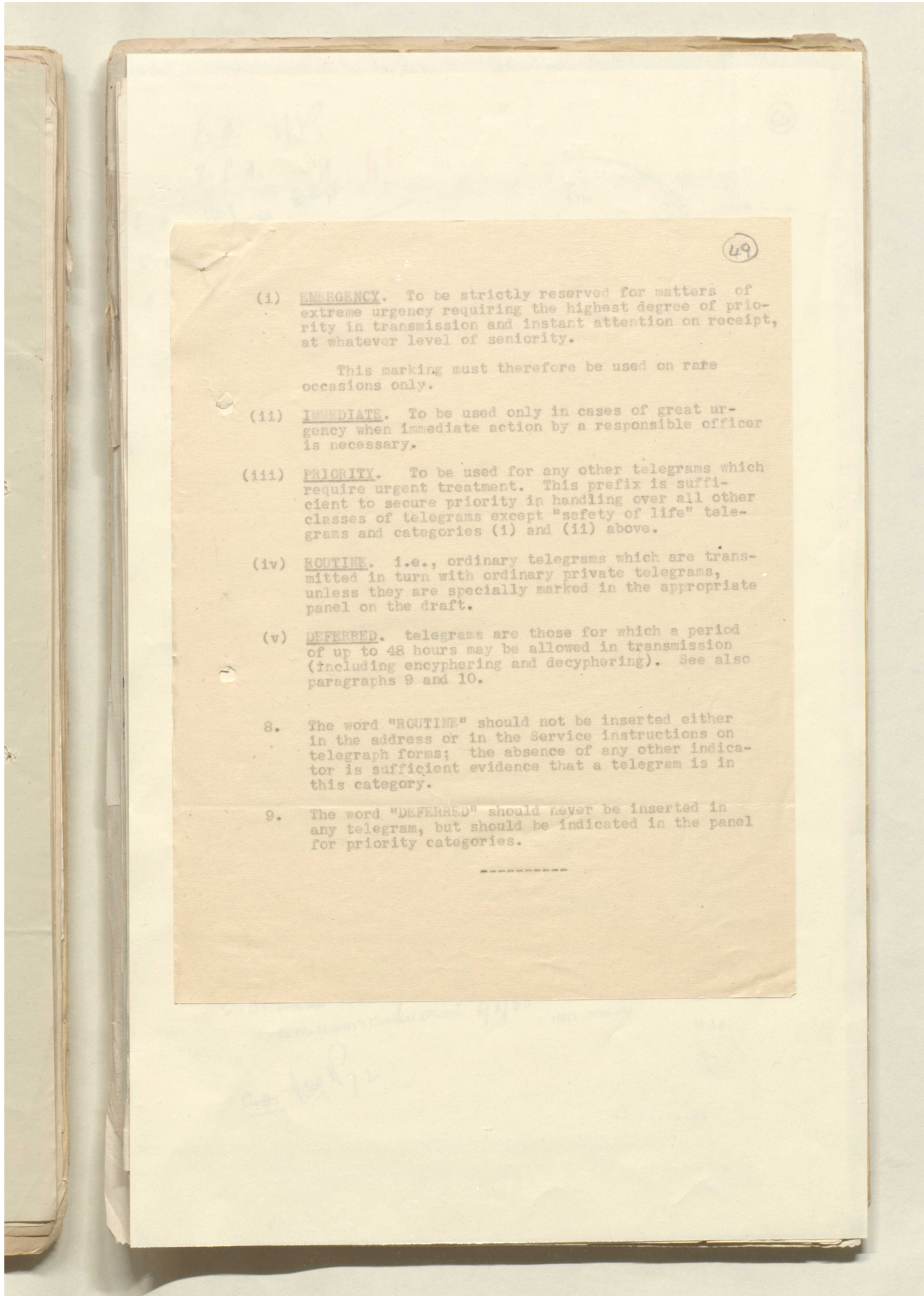
"ملف 1/50 الروتين المكتبي" [٨ و] [٢٠٦/٩٥]



"ملف 1/50 الروتين المكتبي" [٤٨ ظ] (٢٠٦/٩٦)



"ملف 1/50 الروتين المكتبي" [٤٩ و] [٢٠٦/٩٧]



(i) **EMERGENCY.** To be strictly reserved for matters of extreme urgency requiring the highest degree of priority in transmission and instant attention on receipt, at whatever level of seniority.

This marking must therefore be used on rare occasions only.

(ii) **IMMEDIATE.** To be used only in cases of great urgency when immediate action by a responsible officer is necessary.

(iii) **PRIORITY.** To be used for any other telegrams which require urgent treatment. This prefix is sufficient to secure priority in handling over all other classes of telegrams except "safety of life" telegrams and categories (i) and (ii) above.

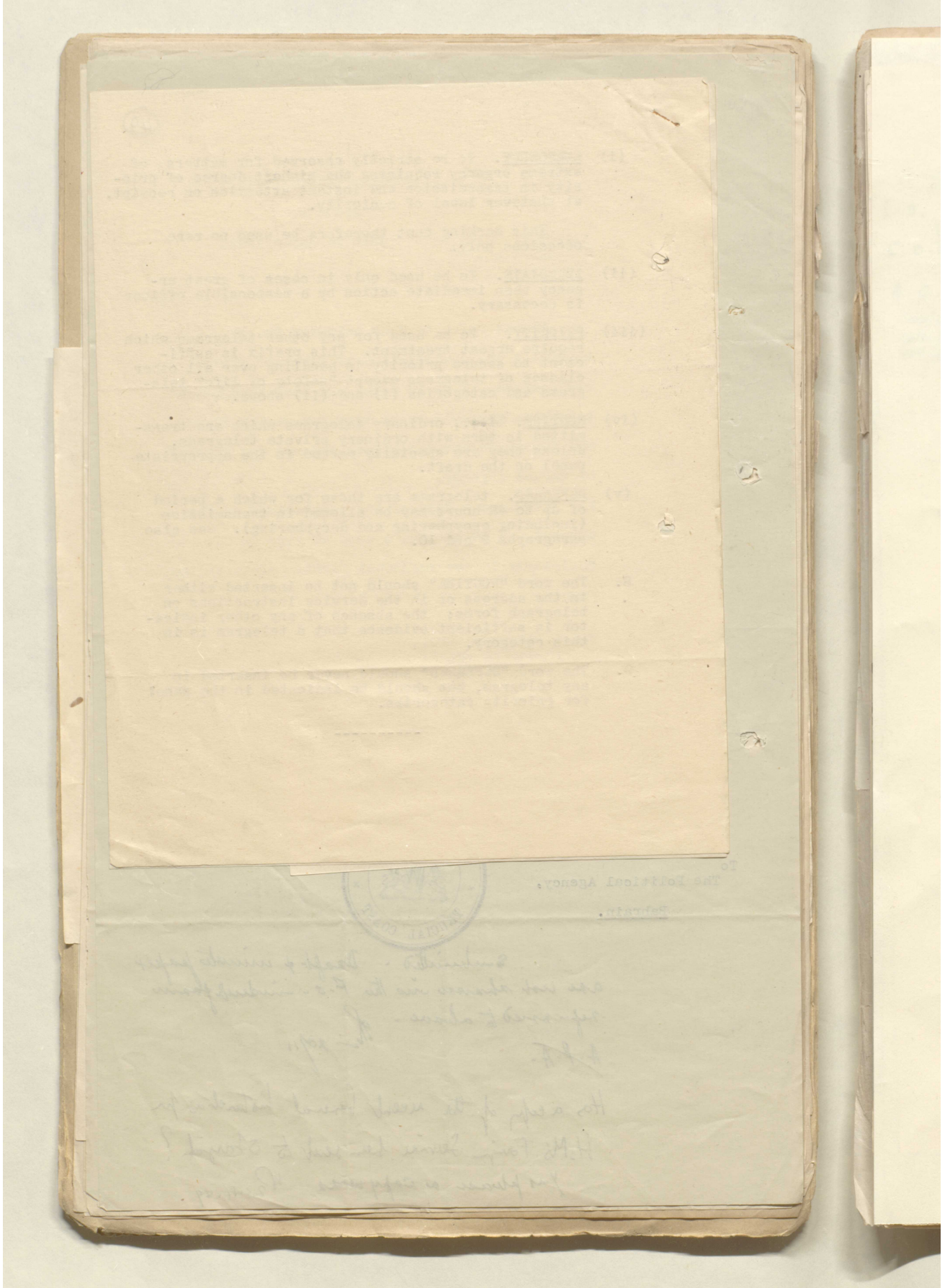
(iv) **ROUTINE.** i.e., ordinary telegrams which are transmitted in turn with ordinary private telegrams, unless they are specially marked in the appropriate panel on the draft.

(v) **DEFERRED.** telegrams are those for which a period of up to 48 hours may be allowed in transmission (including encyphering and decyphering). See also paragraphs 9 and 10.

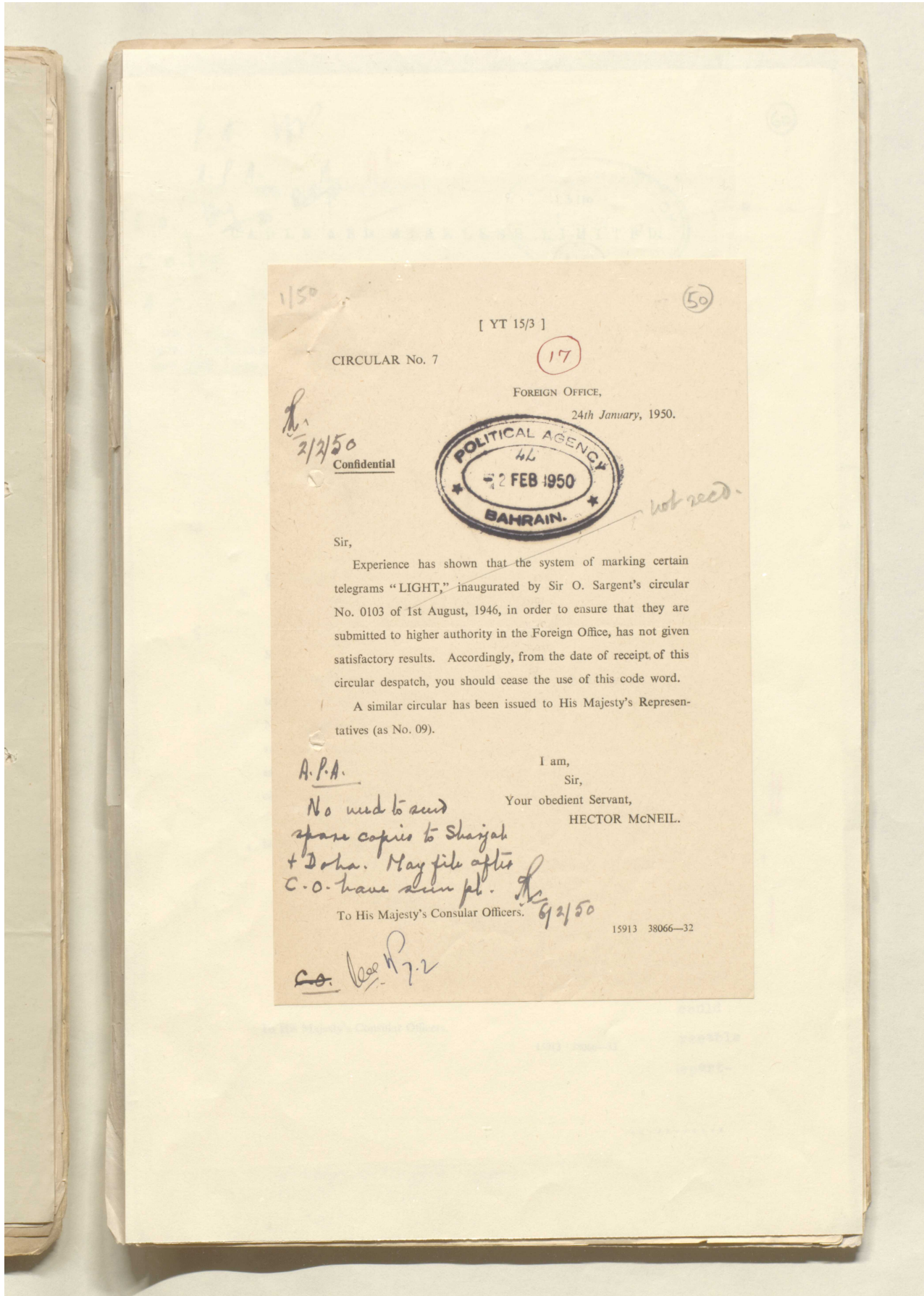
8. The word "ROUTINE" should not be inserted either in the address or in the Service instructions on telegraph forms; the absence of any other indicator is sufficient evidence that a telegram is in this category.

9. The word "DEFERRED" should never be inserted in any telegram, but should be indicated in the panel for priority categories.

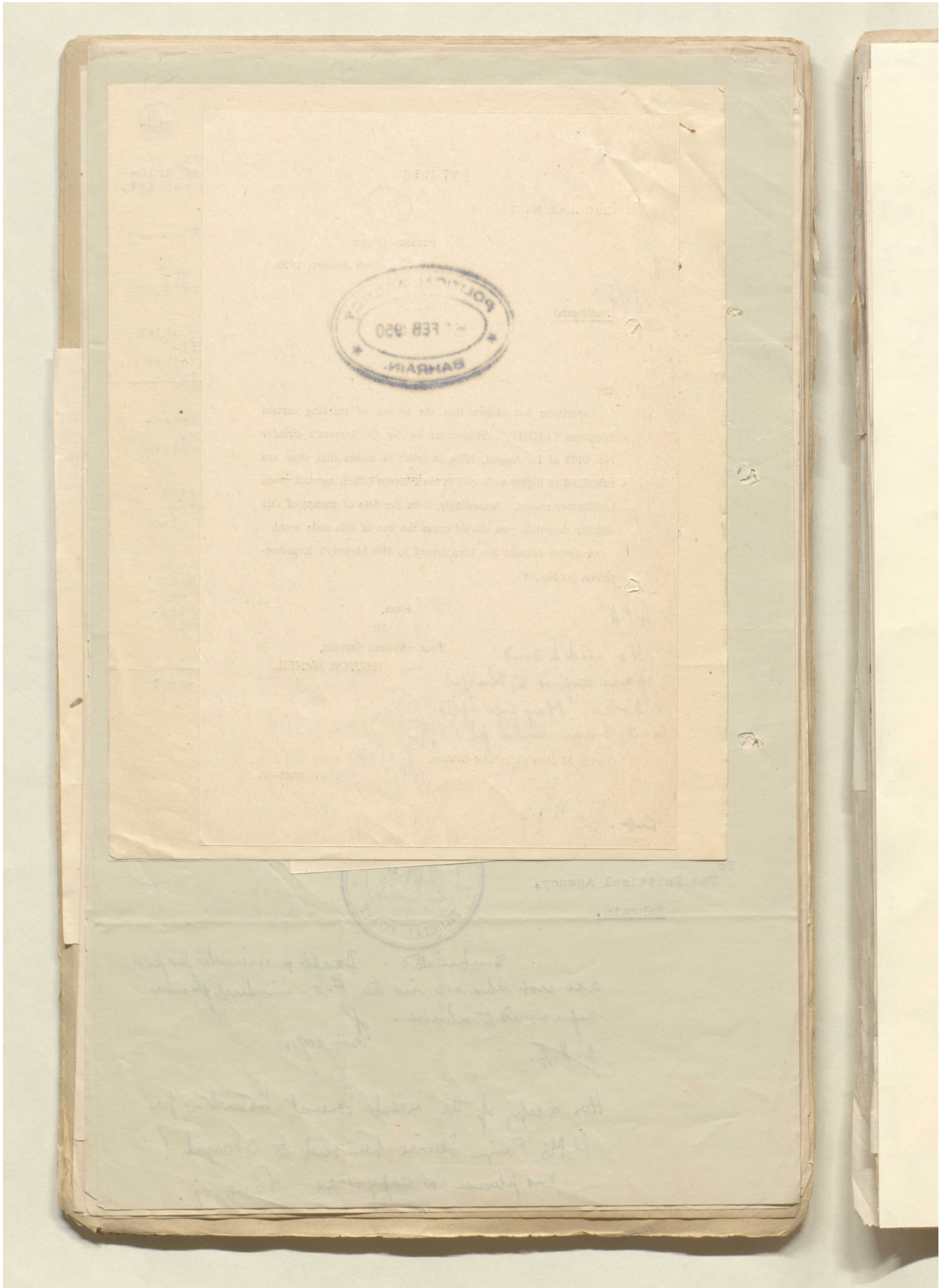
"ملف 1/50 الروتين المكتبي" [٤٩ ظ] (٢٠٦/٩٨)



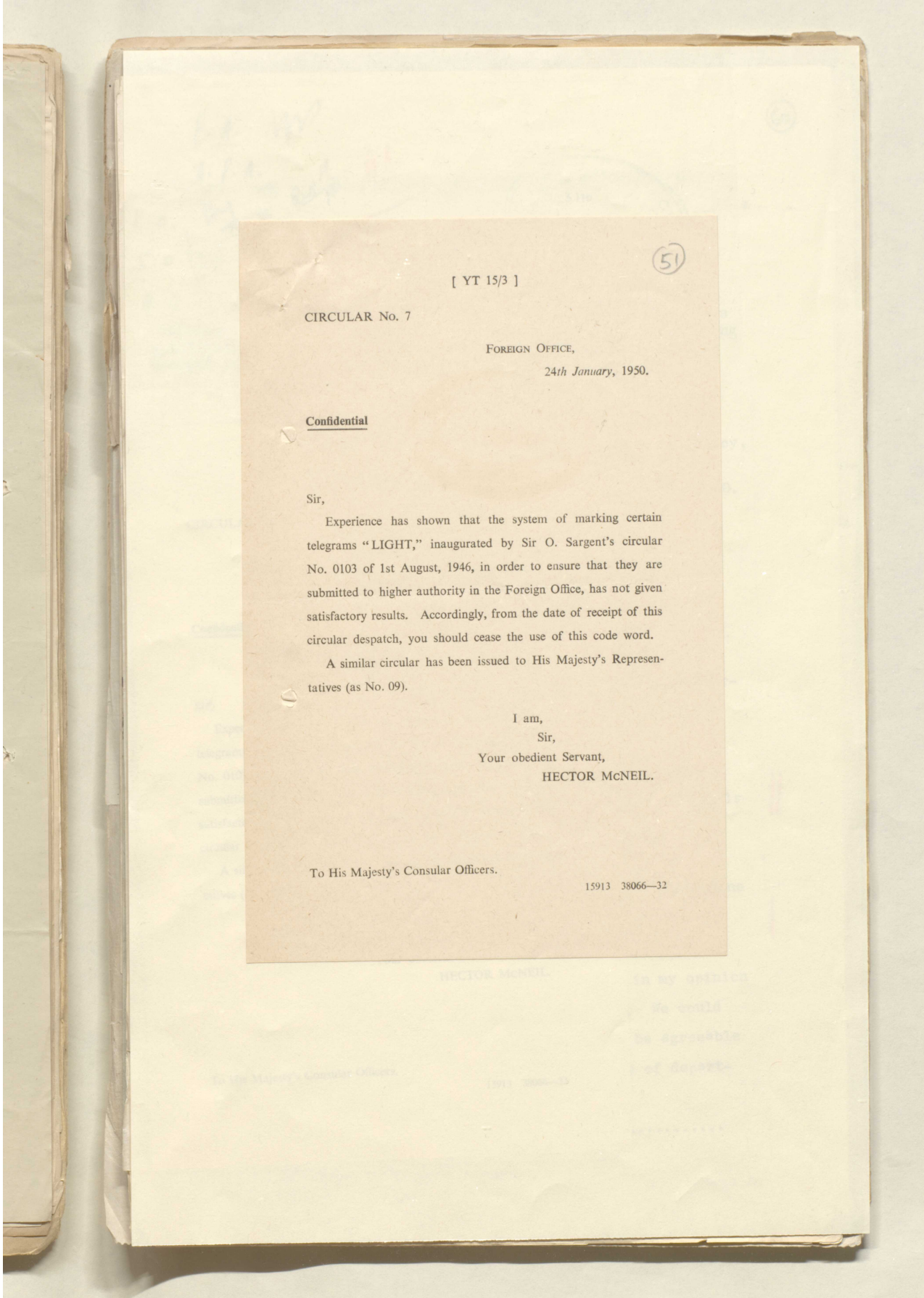
"ملف 1/50 الروتين المكتبي" [٥٠] (٢٠٦/٩٩)



"ملف 1/50 الروتين المكتبي" [٥٠ ظ] (٢٠٦/١٠٠)



"ملف 1/50 الروتين المكتبي" [٥١و] (٢٠٦/١٠١)



[YT 15/3]

CIRCULAR No. 7

FOREIGN OFFICE,
24th January, 1950.

Confidential

Sir,

Experience has shown that the system of marking certain telegrams "LIGHT," inaugurated by Sir O. Sargent's circular No. 0103 of 1st August, 1946, in order to ensure that they are submitted to higher authority in the Foreign Office, has not given satisfactory results. Accordingly, from the date of receipt of this circular despatch, you should cease the use of this code word.

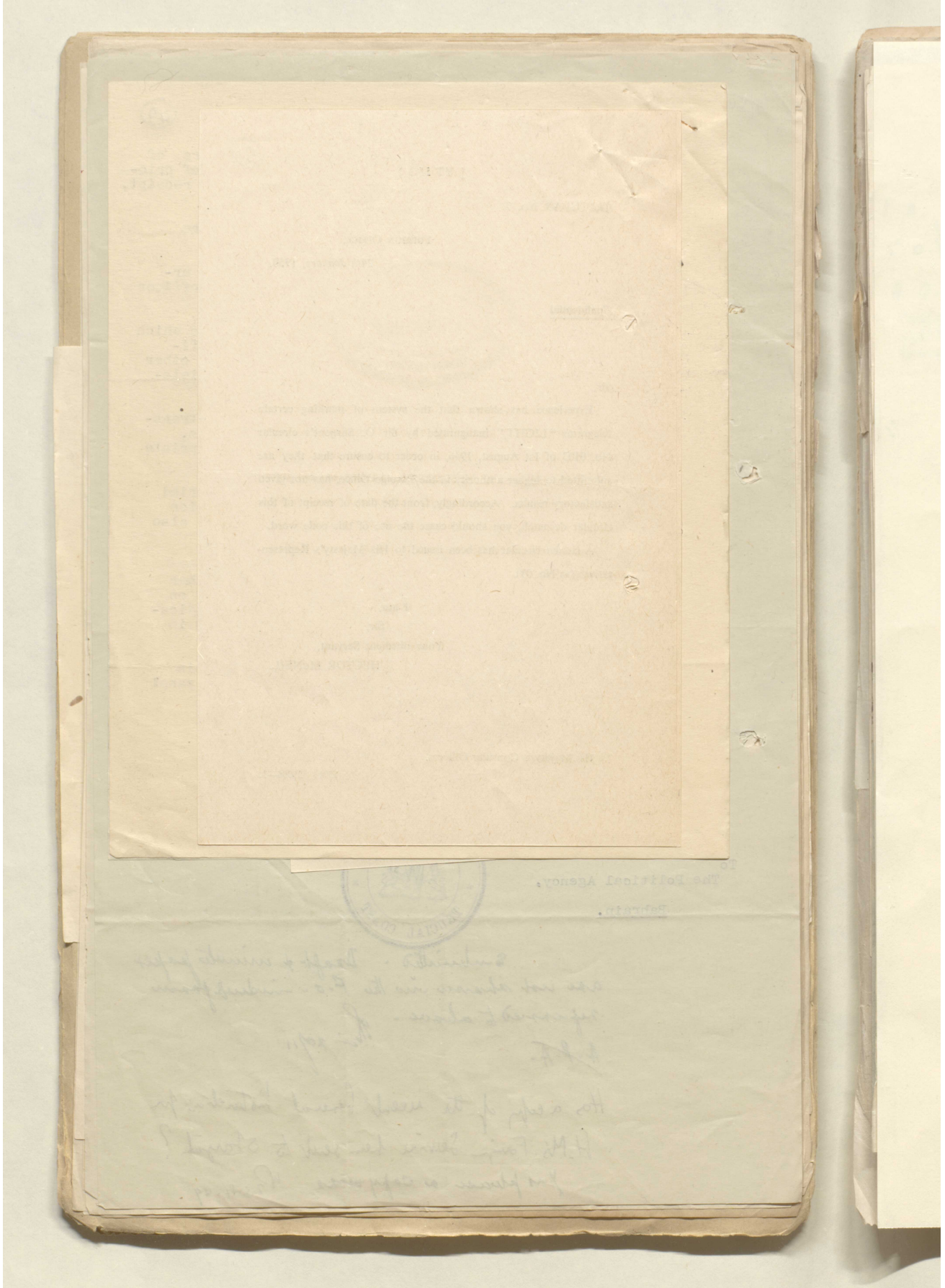
A similar circular has been issued to His Majesty's Representatives (as No. 09).

I am,
Sir,
Your obedient Servant,
HECTOR McNEIL.

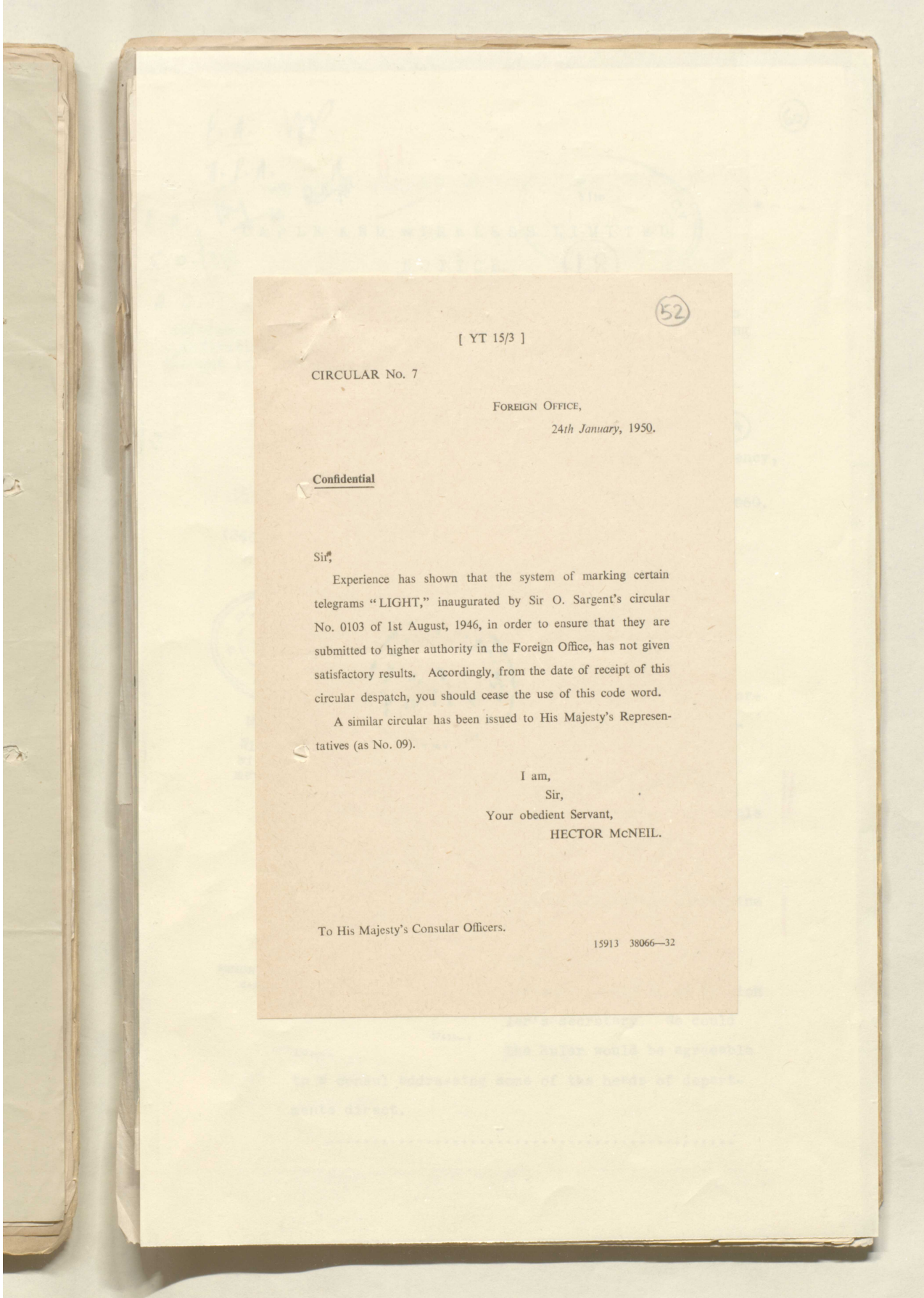
To His Majesty's Consular Officers.

15913 38066—32

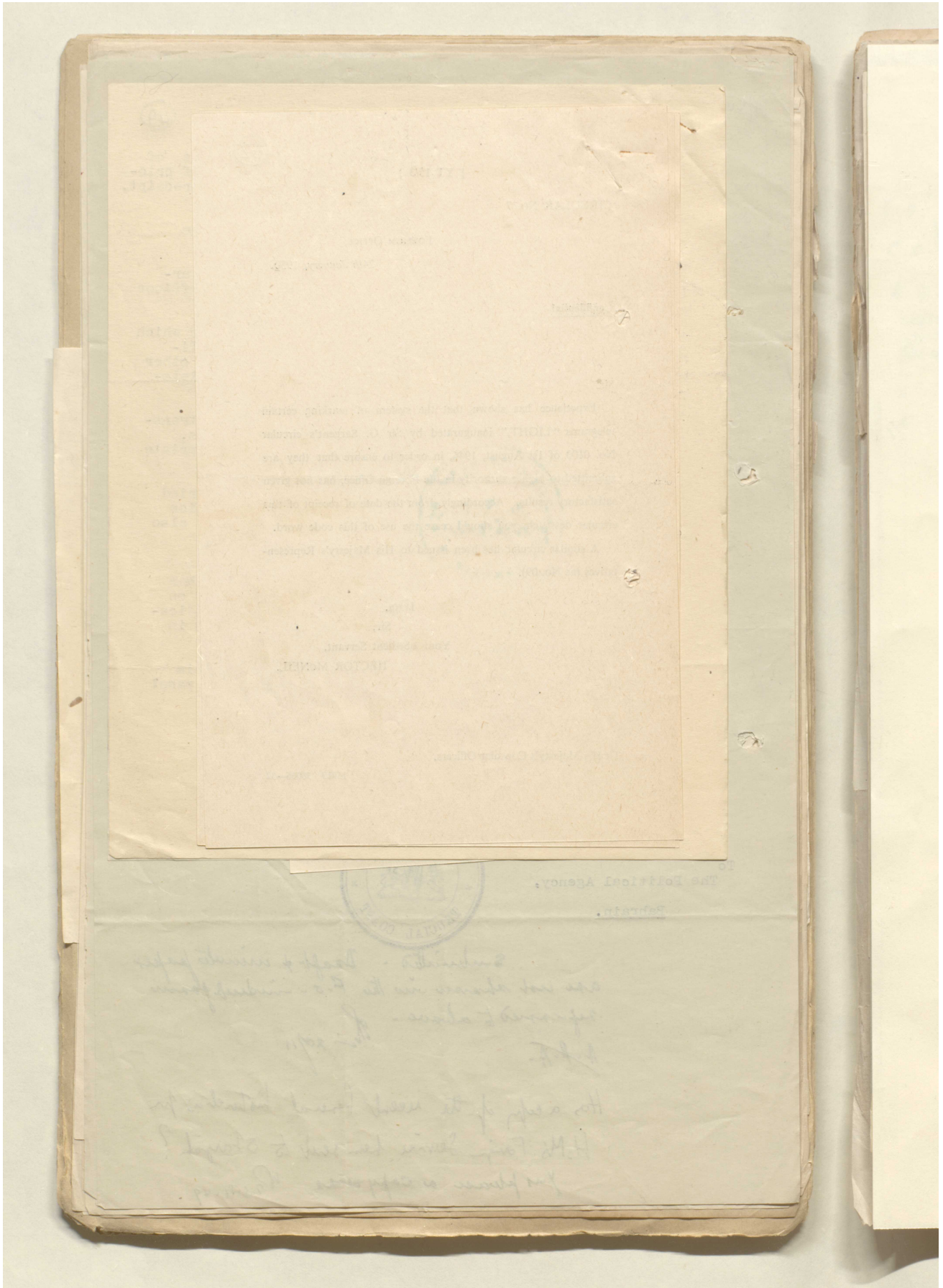
"ملف 1/50 الروتين المكتبي" [٥١ ظ] (٢٠٦/١٠٢)



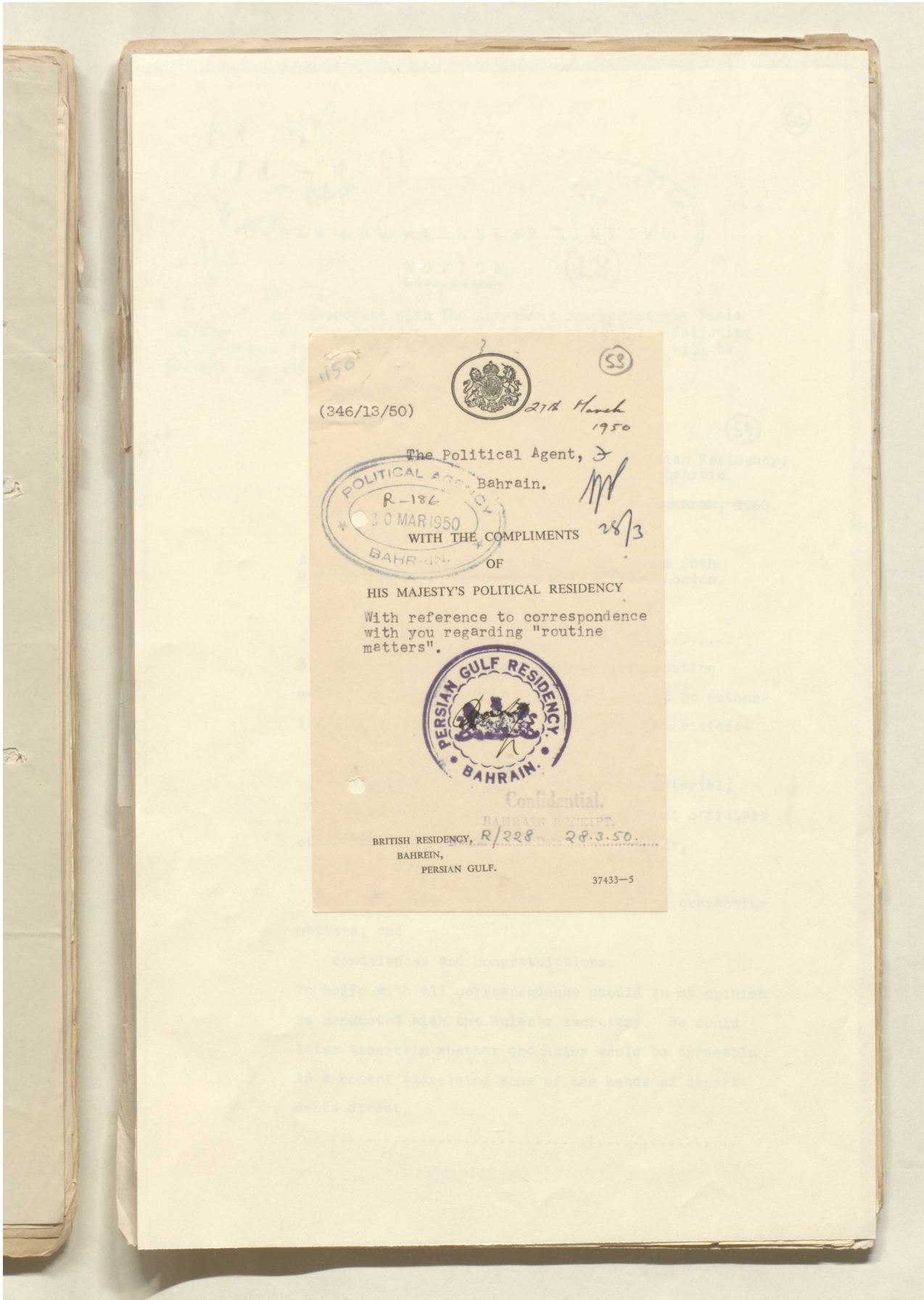
"ملف 1/50 الروتين المكتبي" [٥٢و] (٢٠٦/١٠٣)



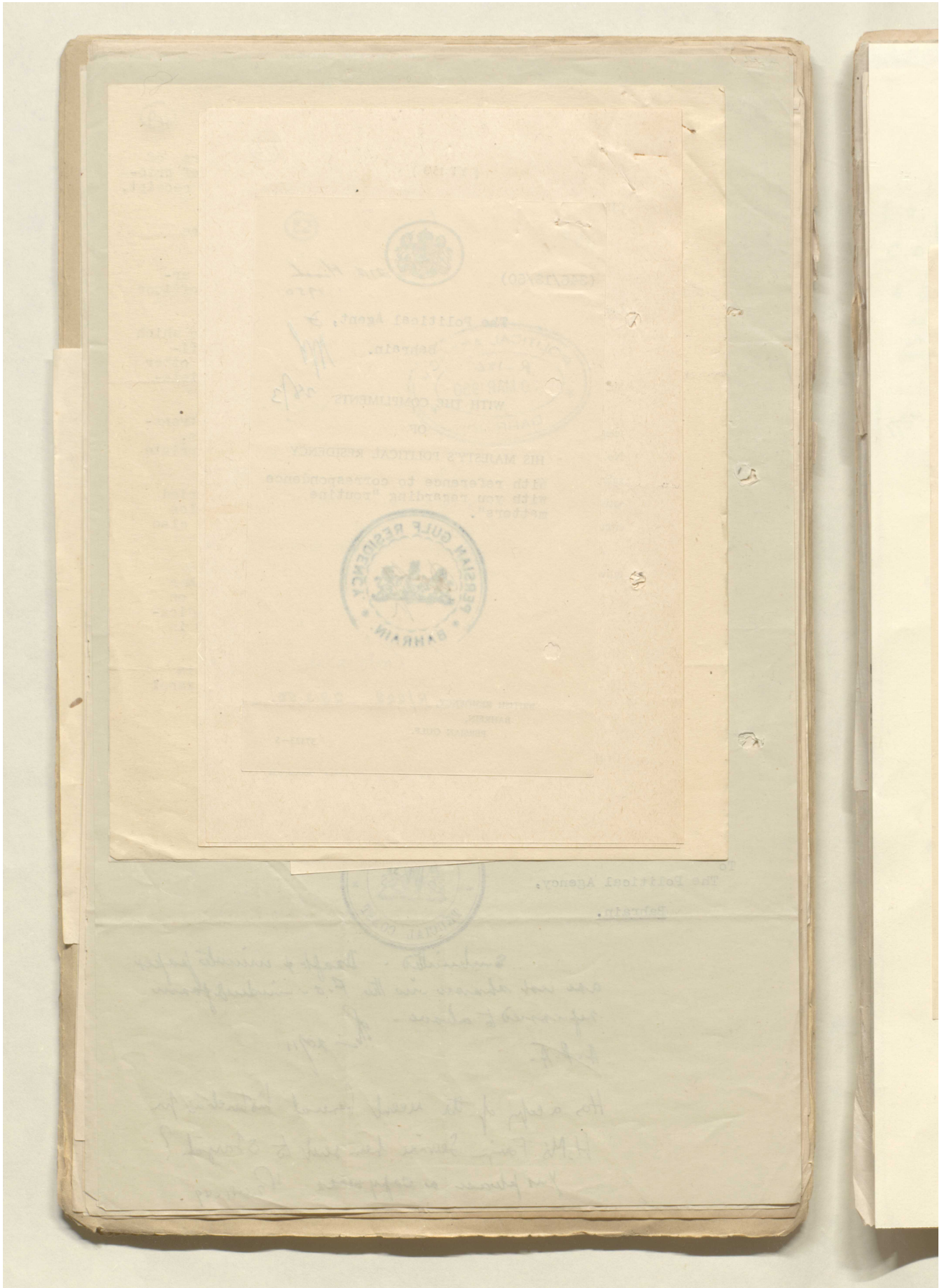
"ملف 1/50 الروتين المكتبي" [٢٥ ظ] (٢٠٦/١٠٤)



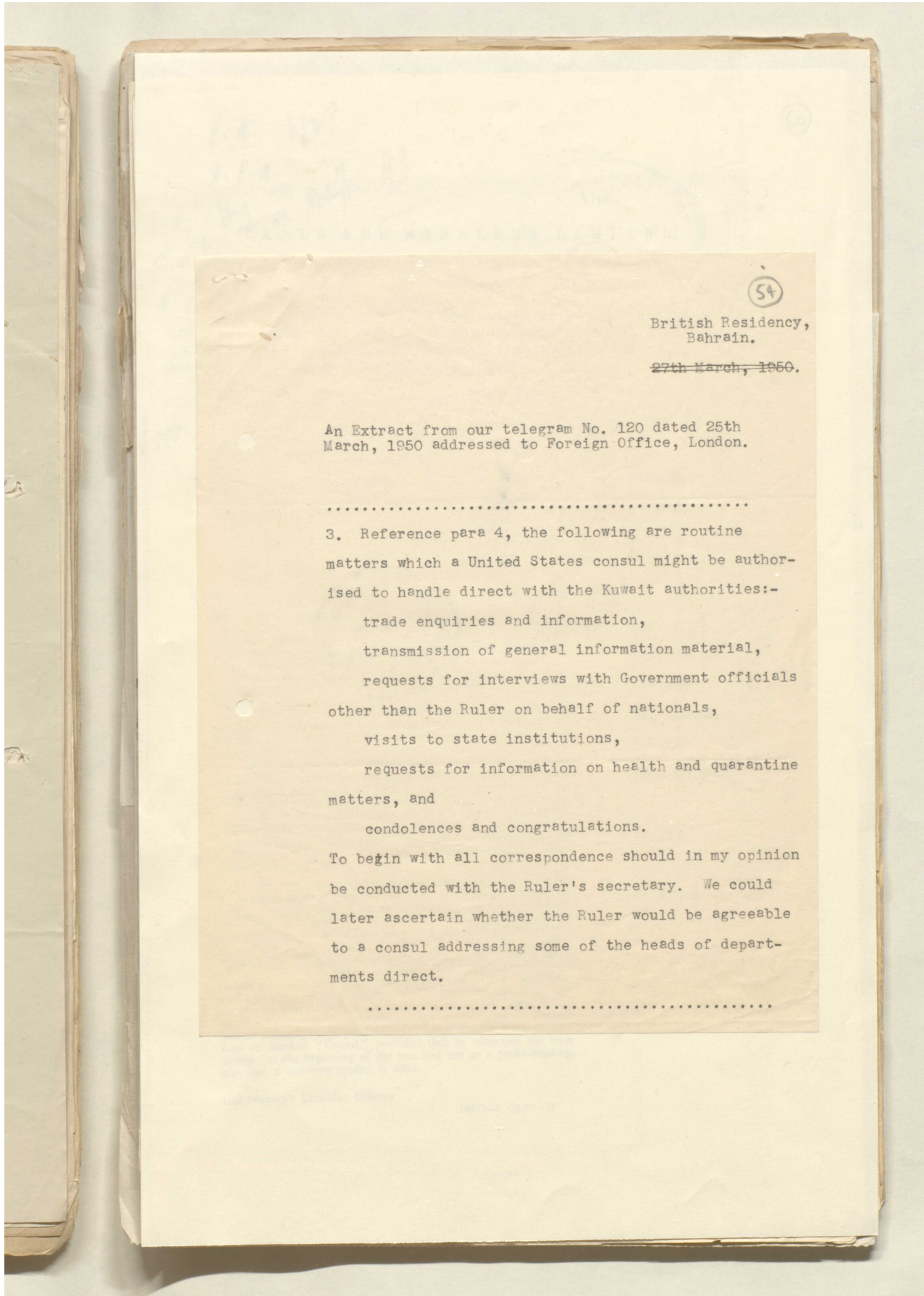
"ملف 1/50 الروتين المكتبي" [٥٣و] (٢٠٦/١٠٥)



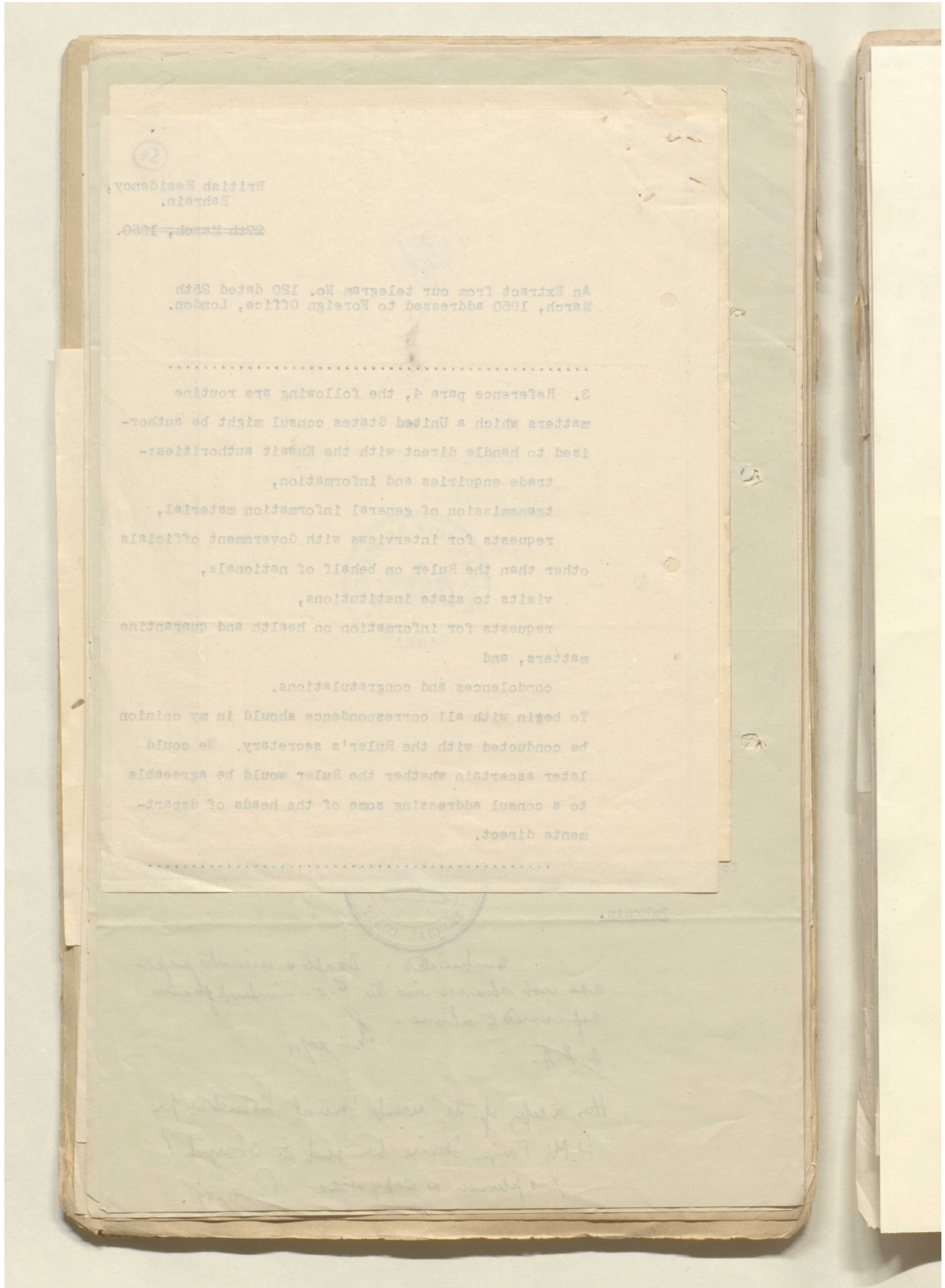
"ملف 1/50 الروتين المكتبي" [٥٣هـ] (٢٠٦/١٠٦)



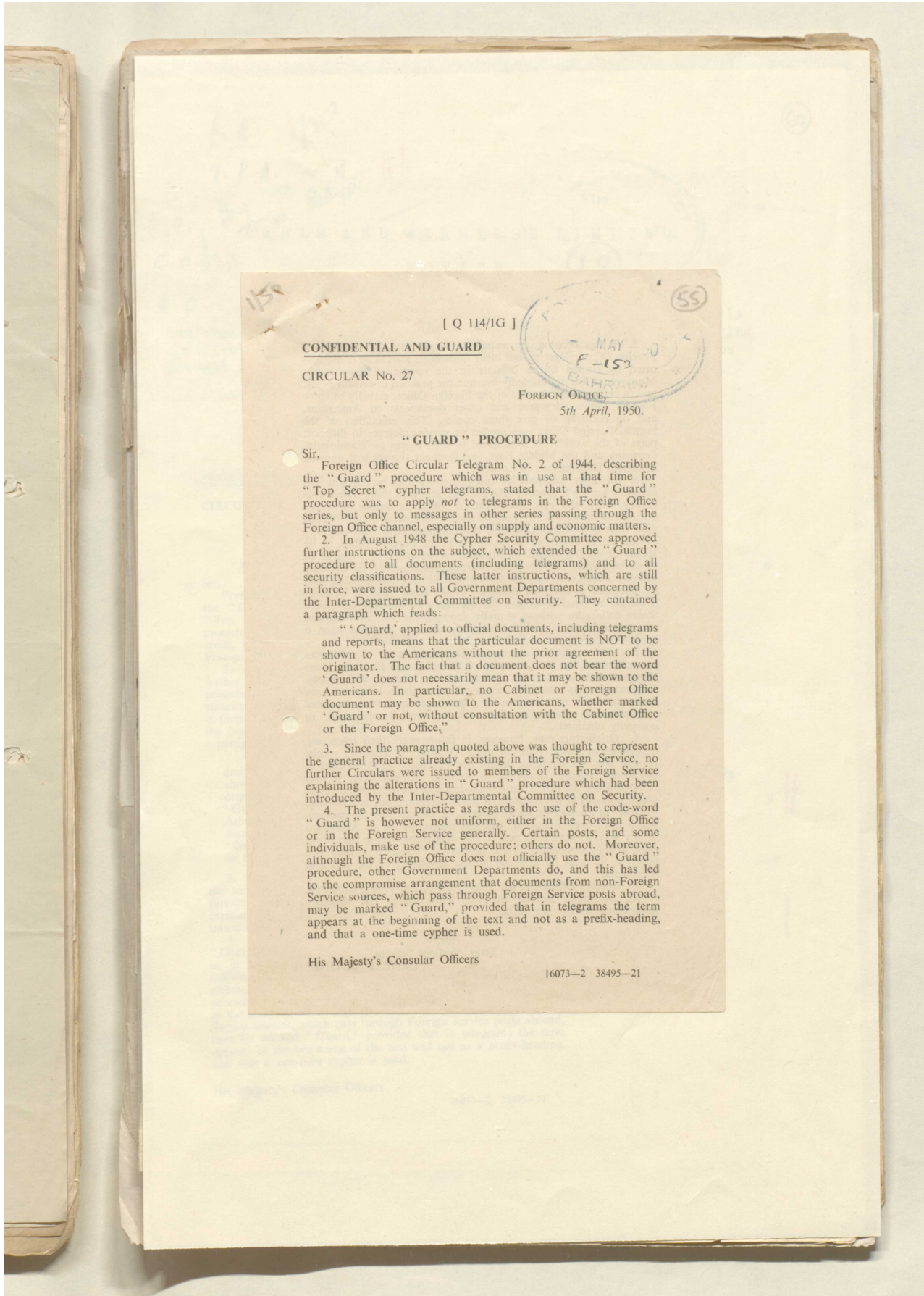
"ملف 1/50 الروتين المكتبي" [٥٤و] (٢٠٦/١٠٧)



"ملف 1/50 الروتين المكتبي" [٤٥ ظ] (٢٠٦/١٠٨)



"ملف 1/50 الروتين المكتبي" [٥٥و] [٢٠٦/١٠٩]



[Q 114/IG]

CONFIDENTIAL AND GUARD

CIRCULAR No. 27

FOREIGN OFFICE

5th April, 1950.

" GUARD " PROCEDURE

Sir,

Foreign Office Circular Telegram No. 2 of 1944, describing the "Guard" procedure which was in use at that time for "Top Secret" cypher telegrams, stated that the "Guard" procedure was to apply *not* to telegrams in the Foreign Office series, but only to messages in other series passing through the Foreign Office channel, especially on supply and economic matters.

2. In August 1948 the Cypher Security Committee approved further instructions on the subject, which extended the "Guard" procedure to all documents (including telegrams) and to all security classifications. These latter instructions, which are still in force, were issued to all Government Departments concerned by the Inter-Departmental Committee on Security. They contained a paragraph which reads:

" "Guard," applied to official documents, including telegrams and reports, means that the particular document is NOT to be shown to the Americans without the prior agreement of the originator. The fact that a document does not bear the word "Guard" does not necessarily mean that it may be shown to the Americans. In particular, no Cabinet or Foreign Office document may be shown to the Americans, whether marked "Guard" or not, without consultation with the Cabinet Office or the Foreign Office."

3. Since the paragraph quoted above was thought to represent the general practice already existing in the Foreign Service, no further Circulars were issued to members of the Foreign Service explaining the alterations in "Guard" procedure which had been introduced by the Inter-Departmental Committee on Security.

4. The present practice as regards the use of the code-word "Guard" is however not uniform, either in the Foreign Office or in the Foreign Service generally. Certain posts, and some individuals, make use of the procedure; others do not. Moreover, although the Foreign Office does not officially use the "Guard" procedure, other Government Departments do, and this has led to the compromise arrangement that documents from non-Foreign Service sources, which pass through Foreign Service posts abroad, may be marked "Guard," provided that in telegrams the term appears at the beginning of the text and not as a prefix-heading, and that a one-time cypher is used.

His Majesty's Consular Officers

16073—2 38495—21

"ملف 1/50 الروتين المكتبي" [٥٥ظ] (٢٠٦/١١٠)

2

5. It has become increasingly necessary that the contents of Foreign Office telegrams and other documents should be communicated to United States officials in the course of daily work. Moreover it has undoubtedly become the practice in certain posts, and in certain Departments of the Foreign Office, actually to show Foreign Office telegrams and other documents to Americans, and on occasion to give them copies. This relaxation of the normal Foreign Office rule applies in varying degrees in different parts of the world. It is frequent in such places as Washington, Germany and the Middle East, less frequent though not unusual in certain Departments in London.

6. In order that practice and procedure may be uniform and generally known throughout the Foreign Service, I think it desirable to lay down the rule that Foreign Office telegrams or other documents may normally only be shown to United States officials after their contents and possible repercussions have been carefully considered by Heads of Departments in the Foreign Office, or by Heads or Acting Heads of Missions or by officers in charge of Consular posts. In large posts, however, responsibility for deciding whether documents may be shown to United States officials may be delegated to specified officers. In the great majority of cases it should be possible to give the necessary information to United States colleagues without actually showing the text of telegrams or other documents and the latter should only be done when it is really necessary, to save time or for some other reason.

7. Where other Government Departments or the Services are concerned, the final sentence of the quotation from the Inter-Departmental instructions (paragraph 1 above) will apply. Originators may thus be confident that their telegrams and despatches will not be seen by Americans save in exceptional circumstances, when discretion will be carefully exercised, or authority obtained.

8. Originators may, however, in future mark their telegrams, despatches or letters with the word "Guard," if there are special reasons why the contents should not be passed to Americans in any form, whether orally or in writing. Alternatively, it may be possible for the originator to include a short paragraph indicating which portions of the telegram or despatch should not be disclosed. In either of these cases, the document, or alternatively the passages which have been indicated, will not be passed on to Americans in any way without reference to the originator, whose agreement must first be obtained. If the code-word "Guard" is used in a telegram, it must be included at the beginning of the text and encyphered.

9. Foreign Office Circular Telegram No. 2 of 1944 is cancelled.

10. A similar circular has been addressed to His Majesty's Representatives (as No. 033).

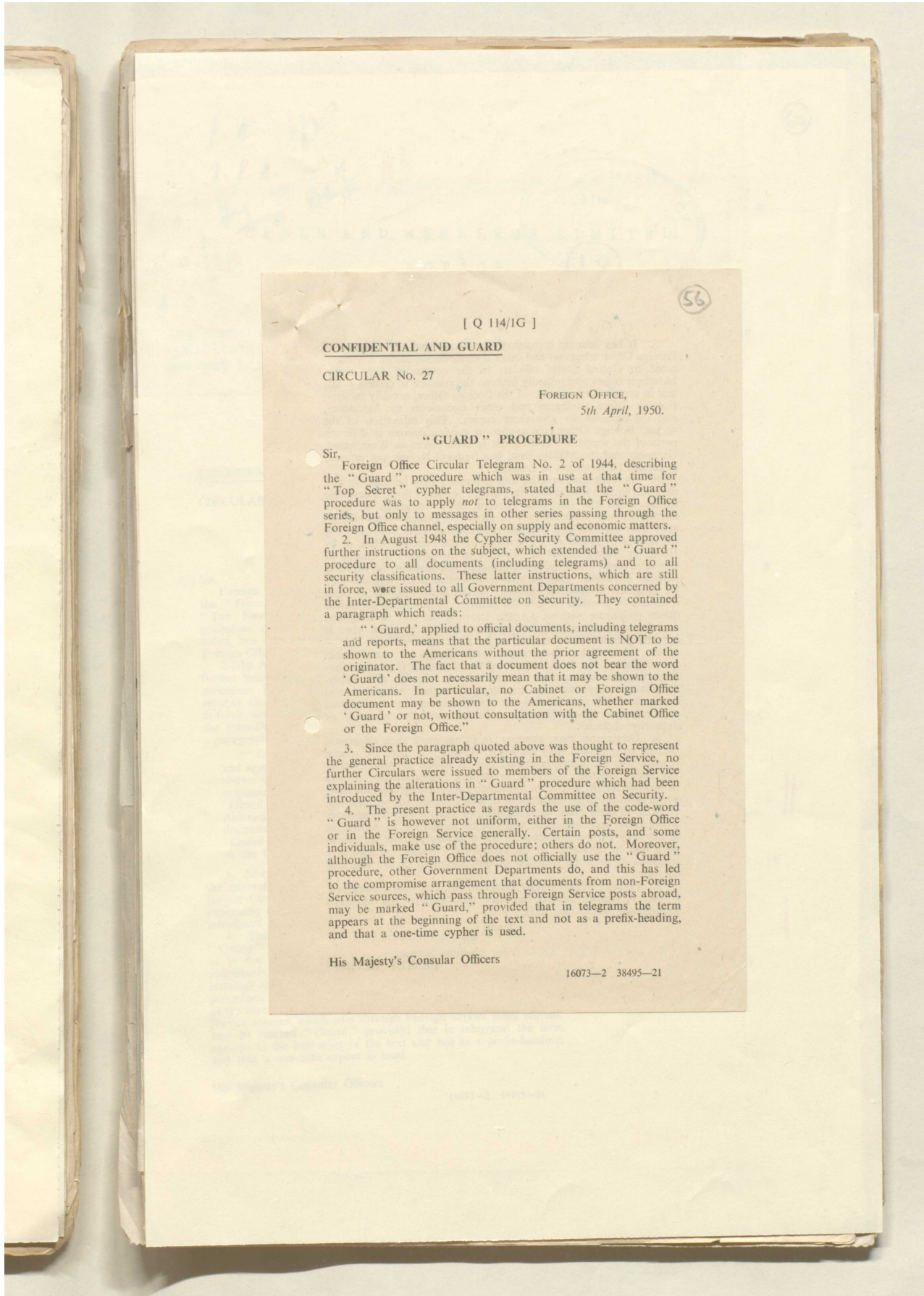
I am,

Sir,

Your obedient Servant,

ERNEST BEVIN.

"ملف 1/50 الروتين المكتبي" [٥٦] [٢٠٦/١١١]



[Q 114/IG]

CONFIDENTIAL AND GUARD

CIRCULAR No. 27

FOREIGN OFFICE,
5th April, 1950.

" GUARD " PROCEDURE

Sir,
Foreign Office Circular Telegram No. 2 of 1944, describing the "Guard" procedure which was in use at that time for "Top Secret" cypher telegrams, stated that the "Guard" procedure was to apply *not* to telegrams in the Foreign Office series, but only to messages in other series passing through the Foreign Office channel, especially on supply and economic matters.

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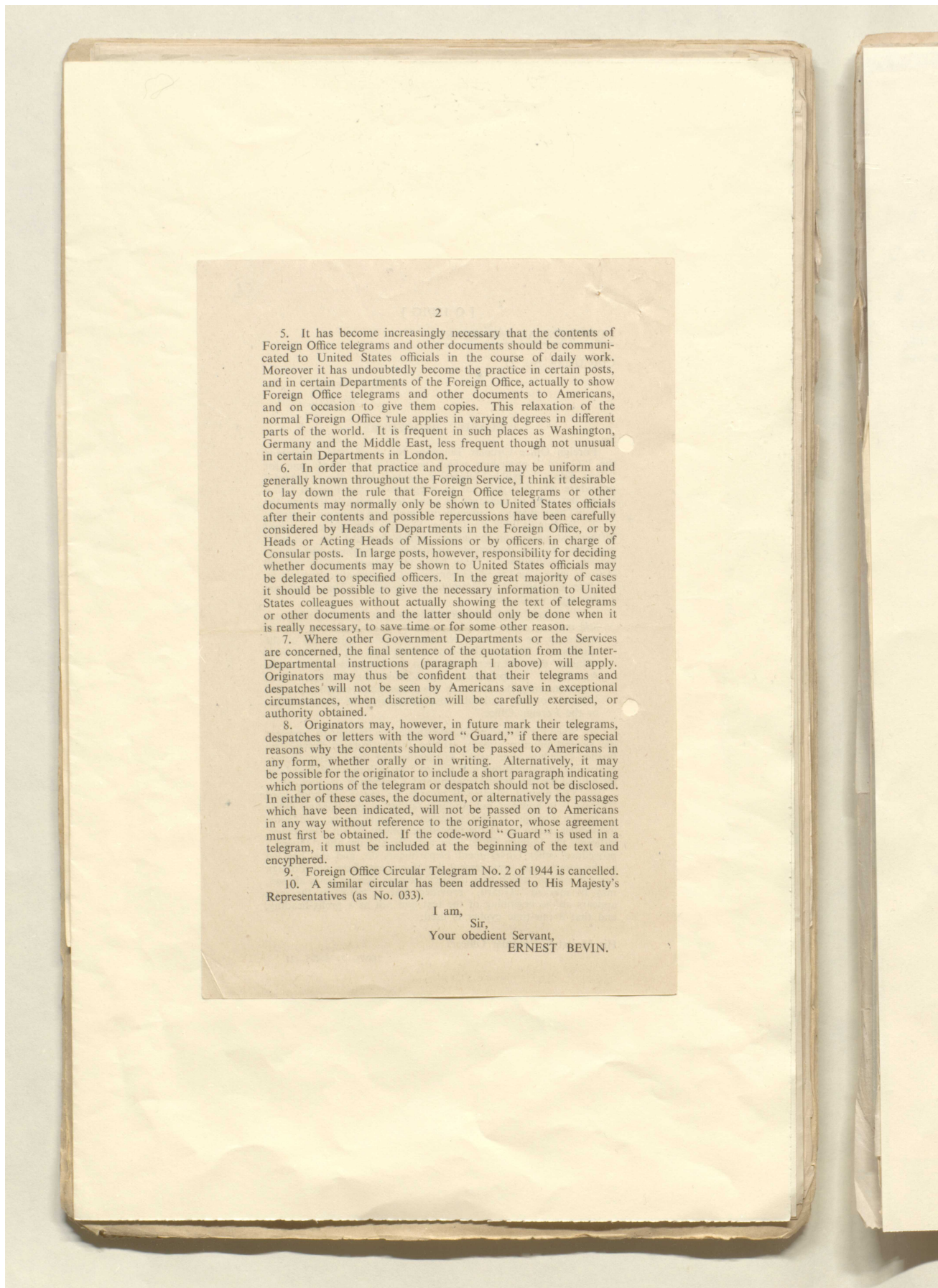
3. Since the paragraph quoted above was thought to represent the general practice already existing in the Foreign Service, no further Circulars were issued to members of the Foreign Service explaining the alterations in "Guard" procedure which had been introduced by the Inter-Departmental Committee on Security.

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His Majesty's Consular Officers

16073—2 38495—21

"ملف 1/50 الروتين المكتبي" [٥٦ ظ] (٢٠٦/١١٢)



2

5. It has become increasingly necessary that the contents of Foreign Office telegrams and other documents should be communicated to United States officials in the course of daily work. Moreover it has undoubtedly become the practice in certain posts, and in certain Departments of the Foreign Office, actually to show Foreign Office telegrams and other documents to Americans, and on occasion to give them copies. This relaxation of the normal Foreign Office rule applies in varying degrees in different parts of the world. It is frequent in such places as Washington, Germany and the Middle East, less frequent though not unusual in certain Departments in London.

6. In order that practice and procedure may be uniform and generally known throughout the Foreign Service, I think it desirable to lay down the rule that Foreign Office telegrams or other documents may normally only be shown to United States officials after their contents and possible repercussions have been carefully considered by Heads of Departments in the Foreign Office, or by Heads or Acting Heads of Missions or by officers in charge of Consular posts. In large posts, however, responsibility for deciding whether documents may be shown to United States officials may be delegated to specified officers. In the great majority of cases it should be possible to give the necessary information to United States colleagues without actually showing the text of telegrams or other documents and the latter should only be done when it is really necessary, to save time or for some other reason.

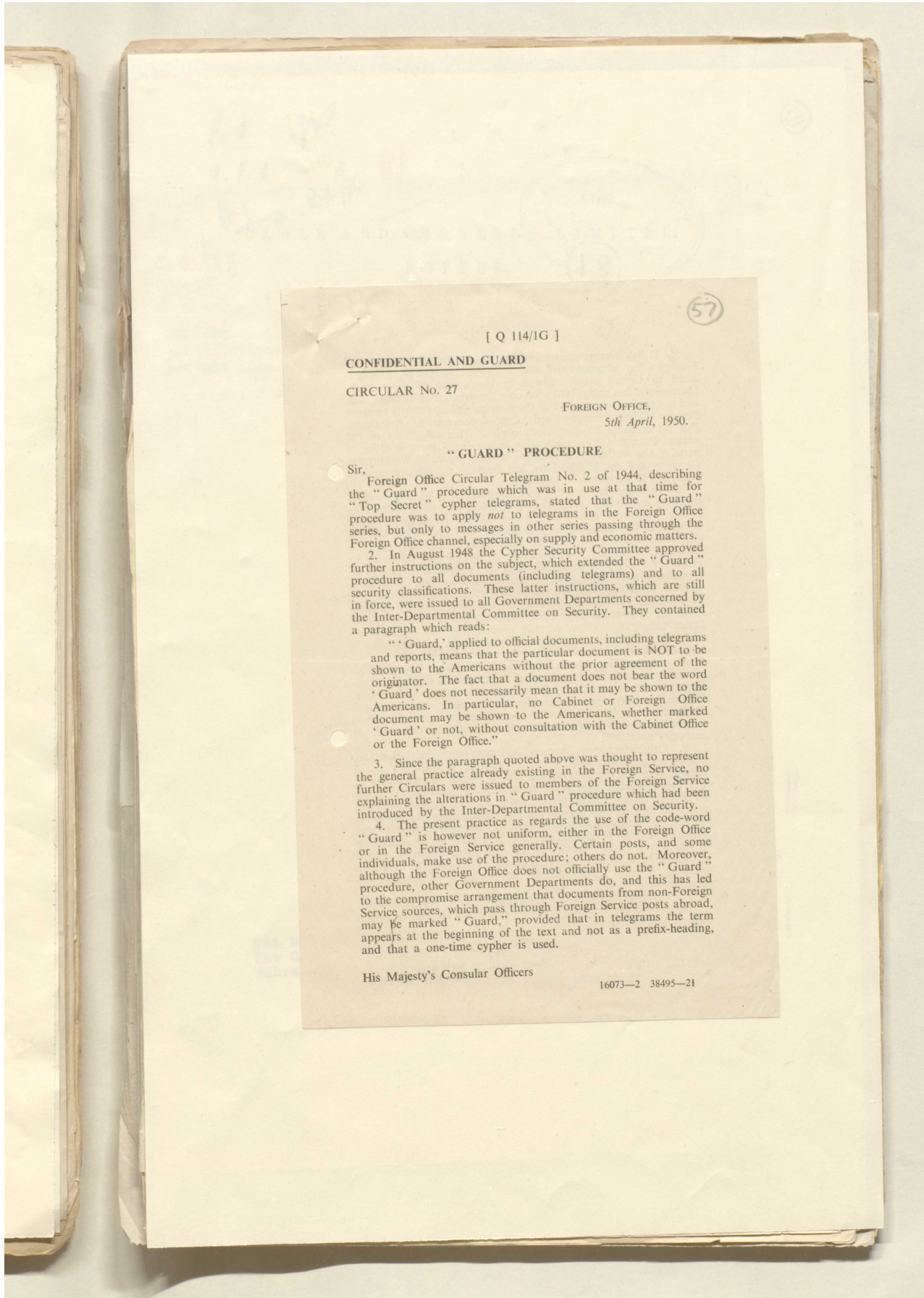
7. Where other Government Departments or the Services are concerned, the final sentence of the quotation from the Inter-Departmental instructions (paragraph 1 above) will apply. Originators may thus be confident that their telegrams and despatches will not be seen by Americans save in exceptional circumstances, when discretion will be carefully exercised, or authority obtained.

8. Originators may, however, in future mark their telegrams, despatches or letters with the word "Guard," if there are special reasons why the contents should not be passed to Americans in any form, whether orally or in writing. Alternatively, it may be possible for the originator to include a short paragraph indicating which portions of the telegram or despatch should not be disclosed. In either of these cases, the document, or alternatively the passages which have been indicated, will not be passed on to Americans in any way without reference to the originator, whose agreement must first be obtained. If the code-word "Guard" is used in a telegram, it must be included at the beginning of the text and enciphered.

9. Foreign Office Circular Telegram No. 2 of 1944 is cancelled.
10. A similar circular has been addressed to His Majesty's Representatives (as No. 033).

I am,
Sir,
Your obedient Servant,
ERNEST BEVIN.

"ملف 1/50 الروتين المكتبي" [٥٧و] [٢٠٦/١١٣]



"ملف 1/50 الروتين المكتبي" [٥٧ظ] (٢٠٦/١١٤)

2

5. It has become increasingly necessary that the contents of Foreign Office telegrams and other documents should be communicated to United States officials in the course of daily work. Moreover it has undoubtedly become the practice in certain posts, and in certain Departments of the Foreign Office, actually to show Foreign Office telegrams and other documents to Americans, and on occasion to give them copies. This relaxation of the normal Foreign Office rule applies in varying degrees in different parts of the world. It is frequent in such places as Washington, Germany and the Middle East, less frequent though not unusual in certain Departments in London.

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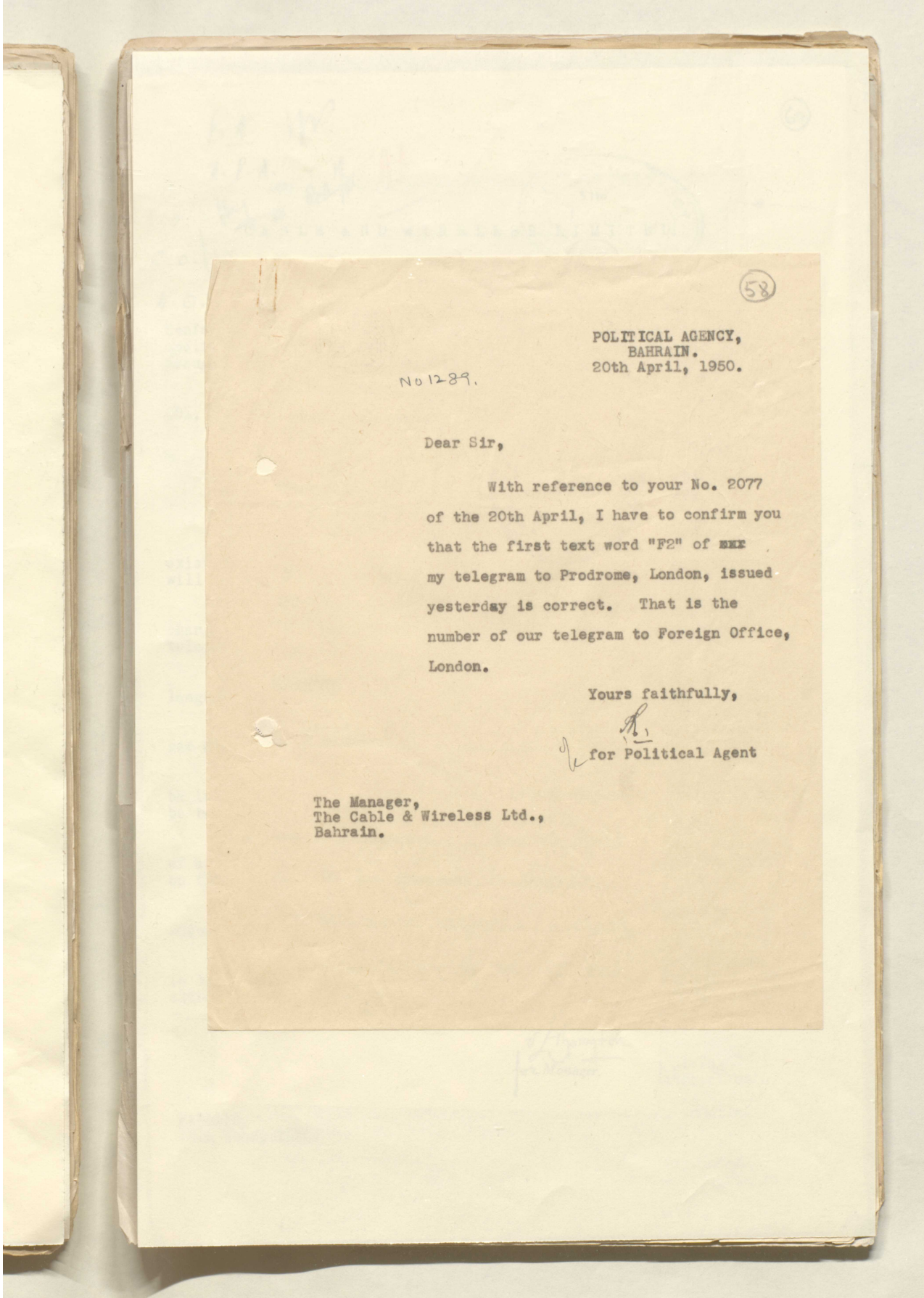
8. Originators may, however, in future mark their telegrams, despatches or letters with the word "Guard," if there are special reasons why the contents should not be passed to Americans in any form, whether orally or in writing. Alternatively, it may be possible for the originator to include a short paragraph indicating which portions of the telegram or despatch should not be disclosed. In either of these cases, the document, or alternatively the passages which have been indicated, will not be passed on to Americans in any way without reference to the originator, whose agreement must first be obtained. If the code-word "Guard" is used in a telegram, it must be included at the beginning of the text and enciphered.

9. Foreign Office Circular Telegram No. 2 of 1944 is cancelled.

10. A similar circular has been addressed to His Majesty's Representatives (as No. 033).

I am,
Sir,
Your obedient Servant,
ERNEST BEVIN.

"ملف 1/50 الروتين المكتبي" [٥٨و] (٢٠٦/١١٥)



(58)

POLITICAL AGENCY,
BAHRAIN.
20th April, 1950.

No 1289.

Dear Sir,

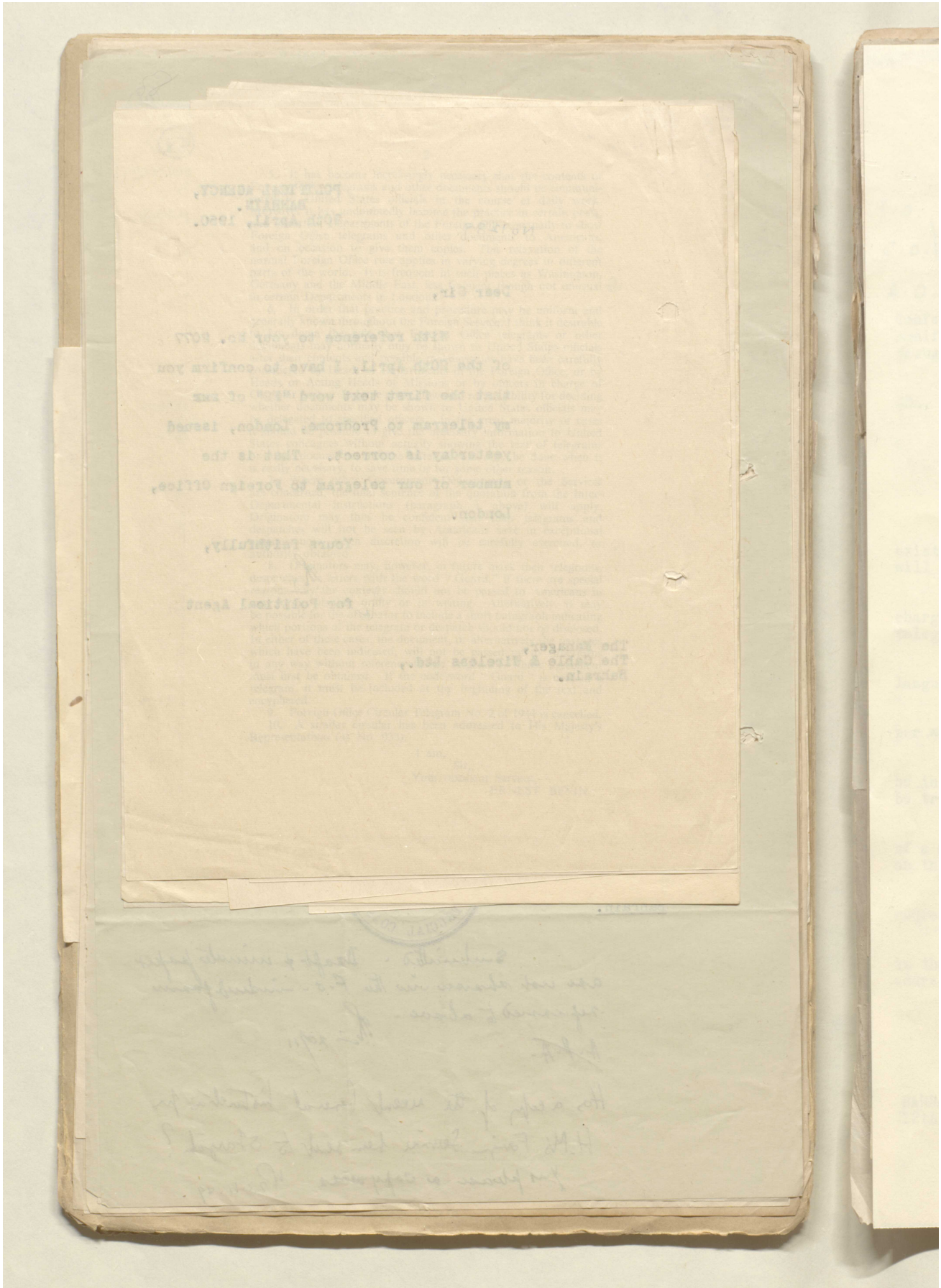
With reference to your No. 2077
of the 20th April, I have to confirm you
that the first text word "F2" of ~~my~~
my telegram to Prodrone, London, issued
yesterday is correct. That is the
number of our telegram to Foreign Office,
London.

Yours faithfully,

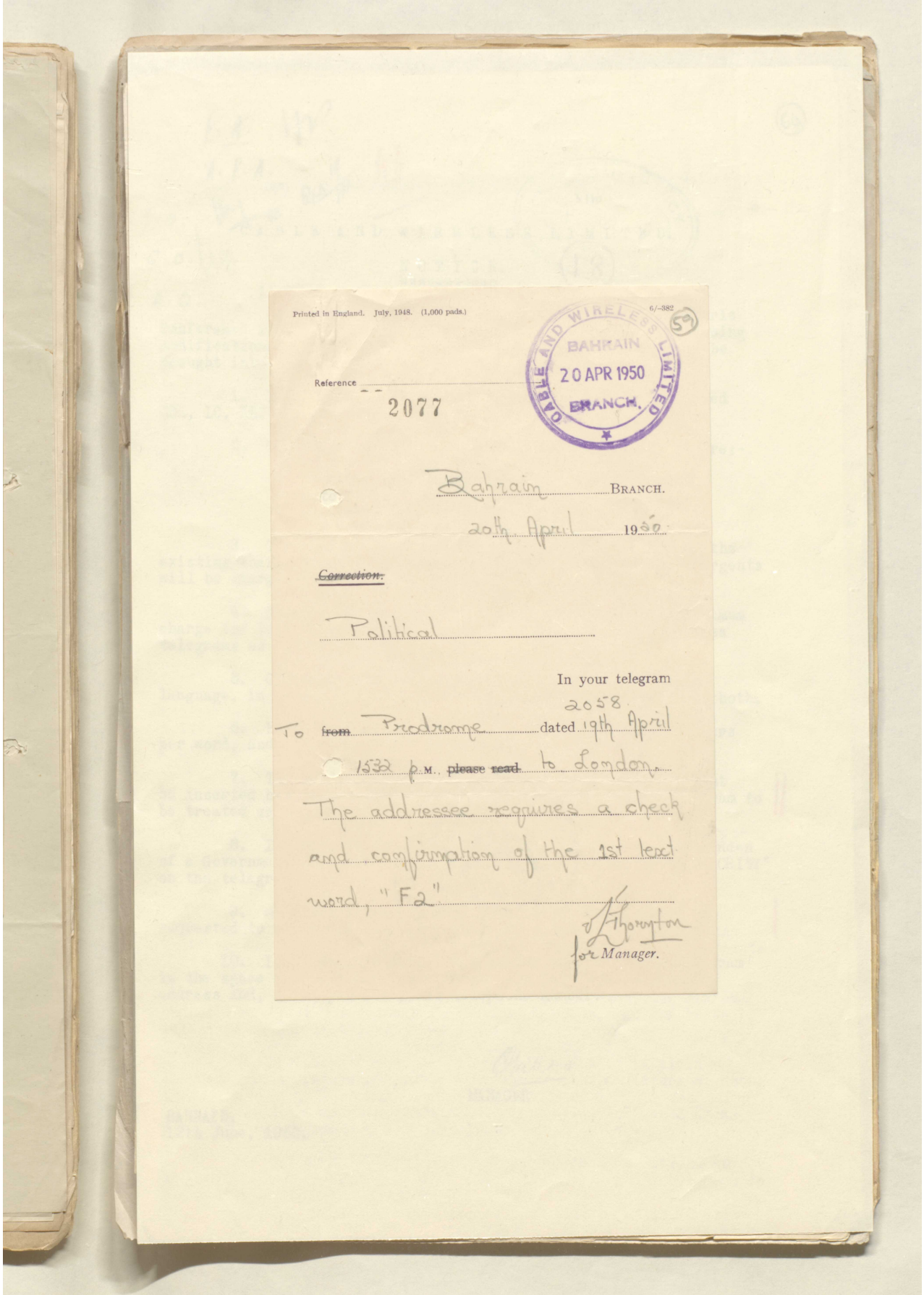
[Signature]
for Political Agent

The Manager,
The Cable & Wireless Ltd.,
Bahrain.

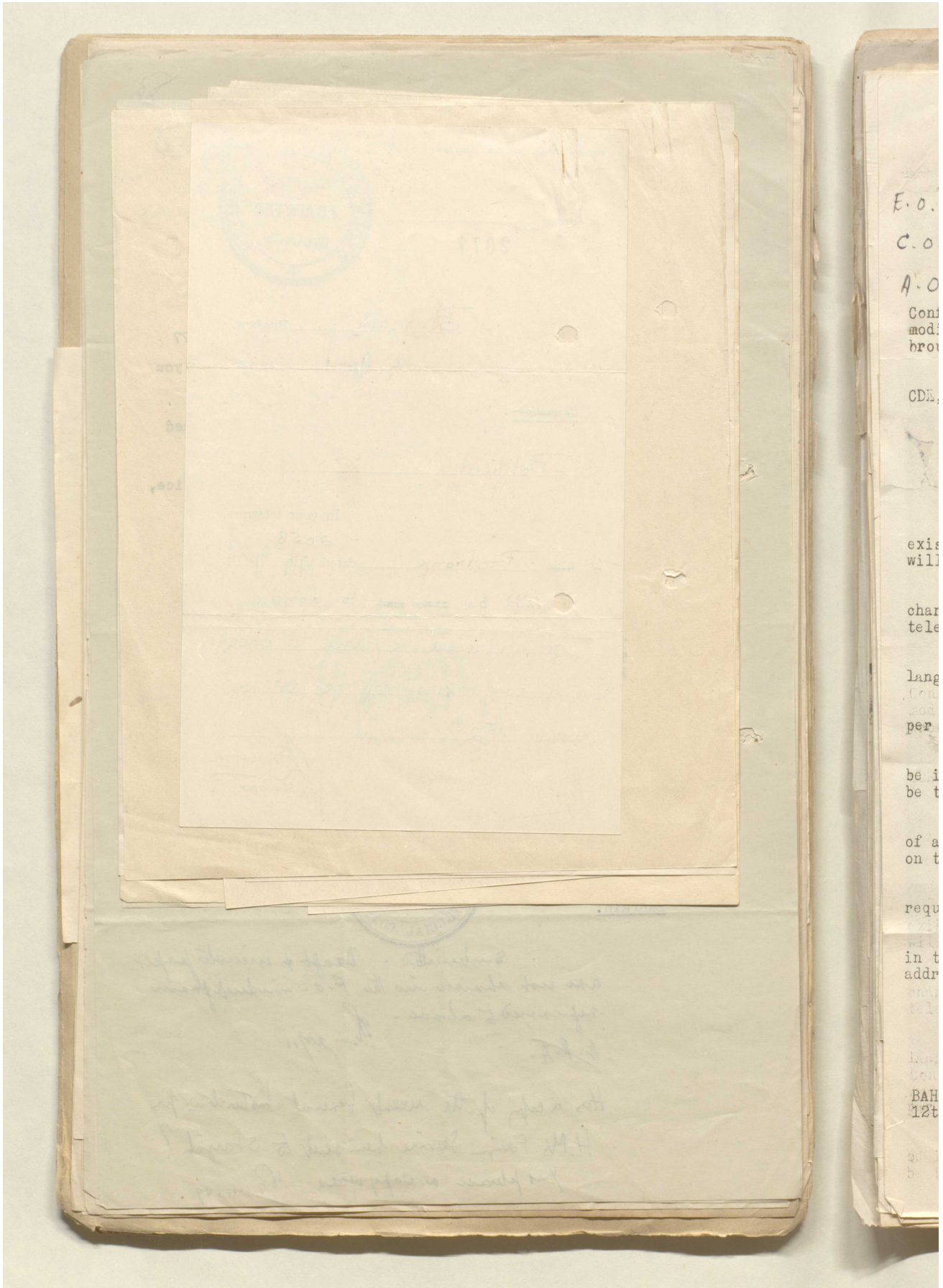
"ملف 1/50 الروتين المكتبي" [٥٨ ظ] (١١٦/٢٠٦)



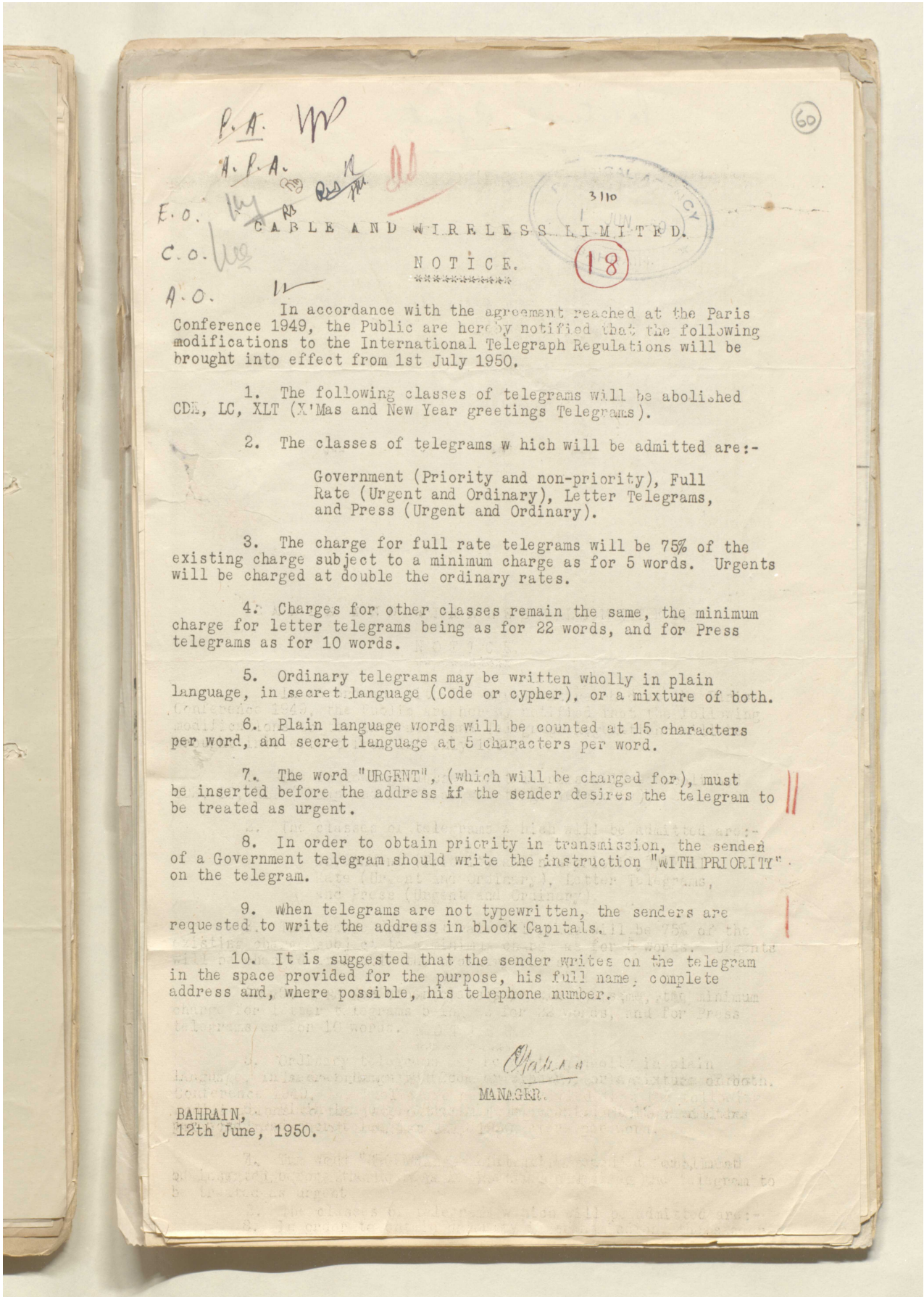
"ملف 1/50 الروتين المكتبي" [٥٩و] (٢٠٦/١١٧)



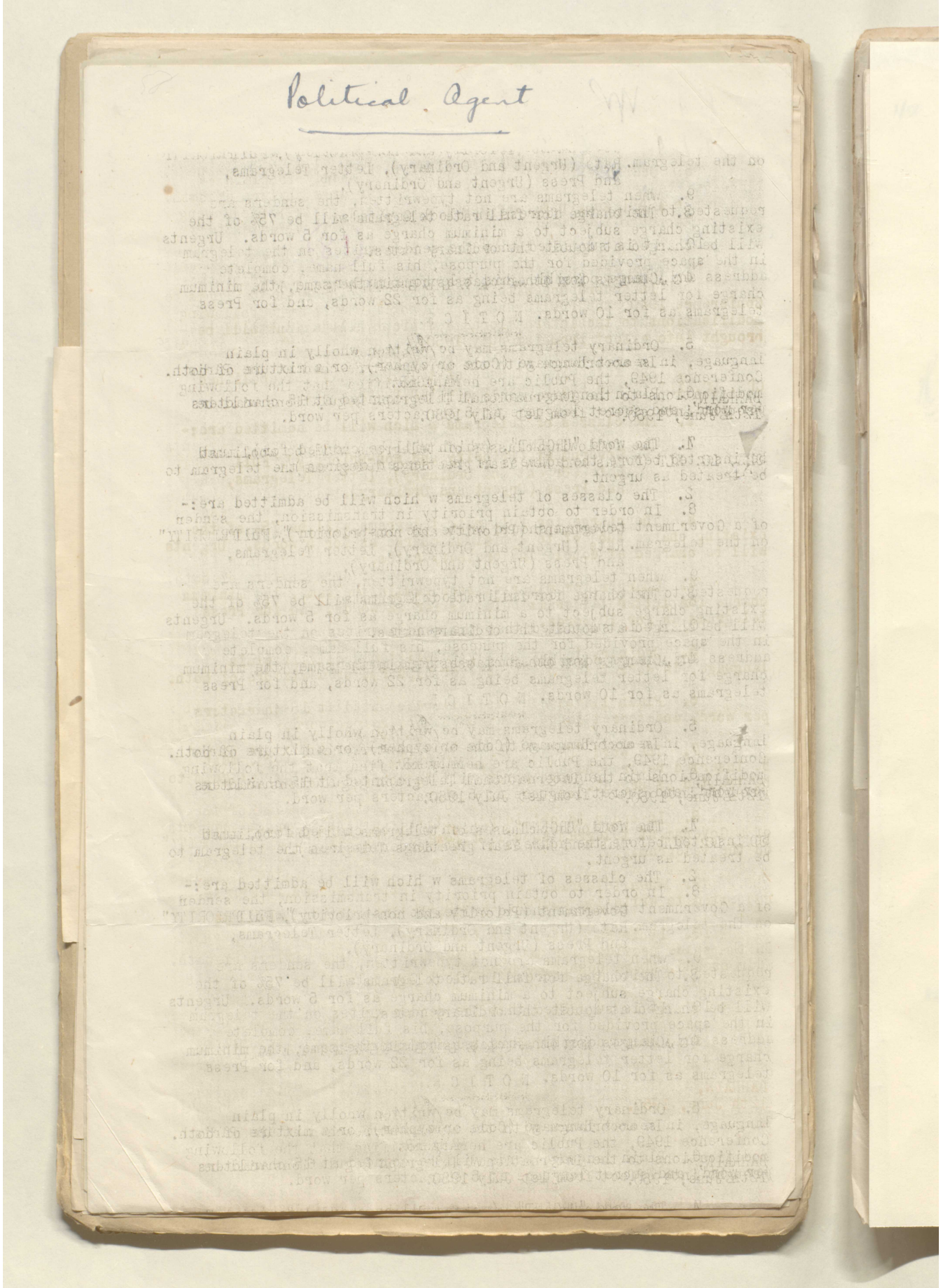
"ملف 1/50 الروتين المكتبي" [٥٩ظ] (٢٠٦/١١٨)



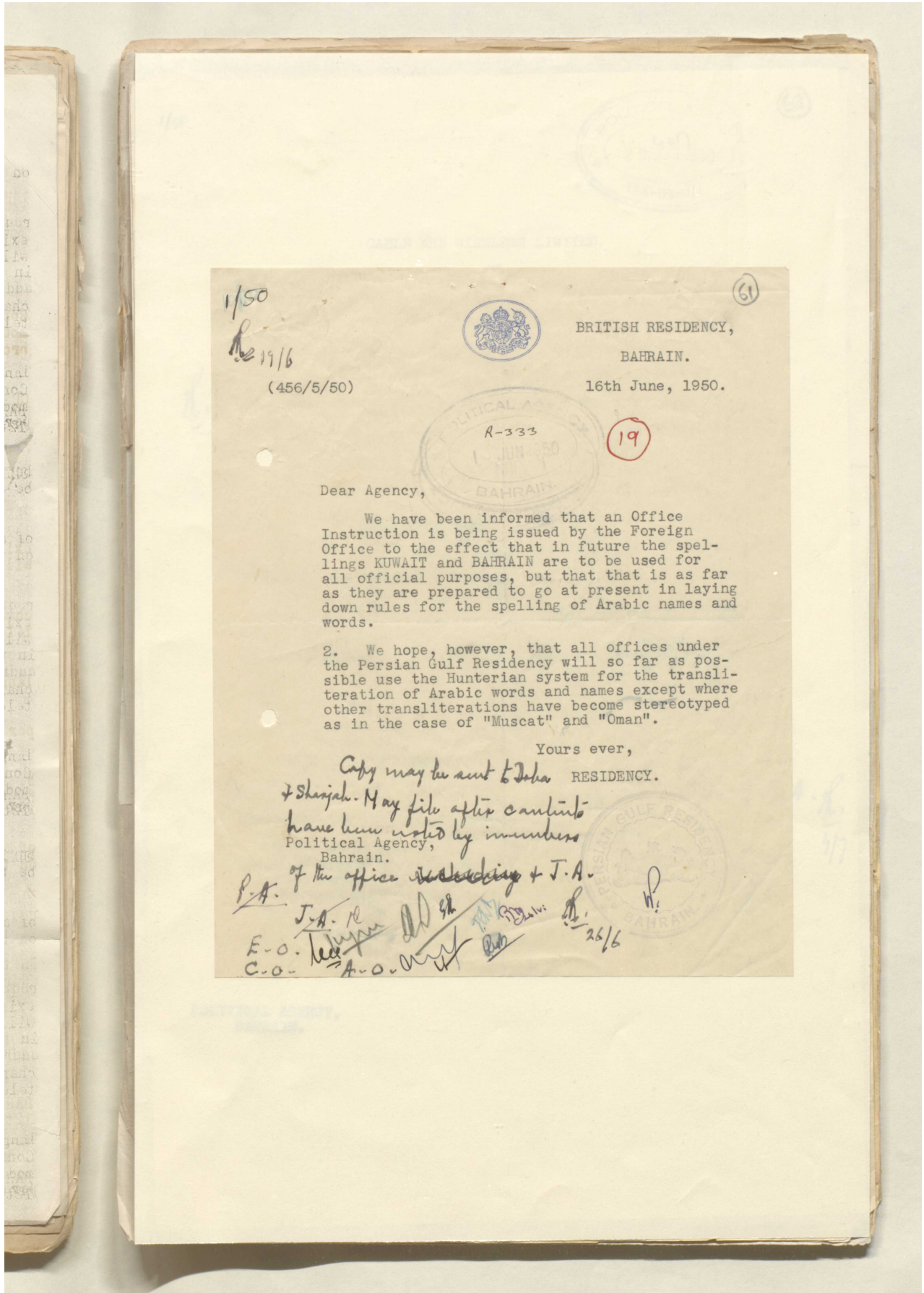
"ملف 1/50 الروتين المكتبي" [٦٠] (٢٠٦/١١٩)



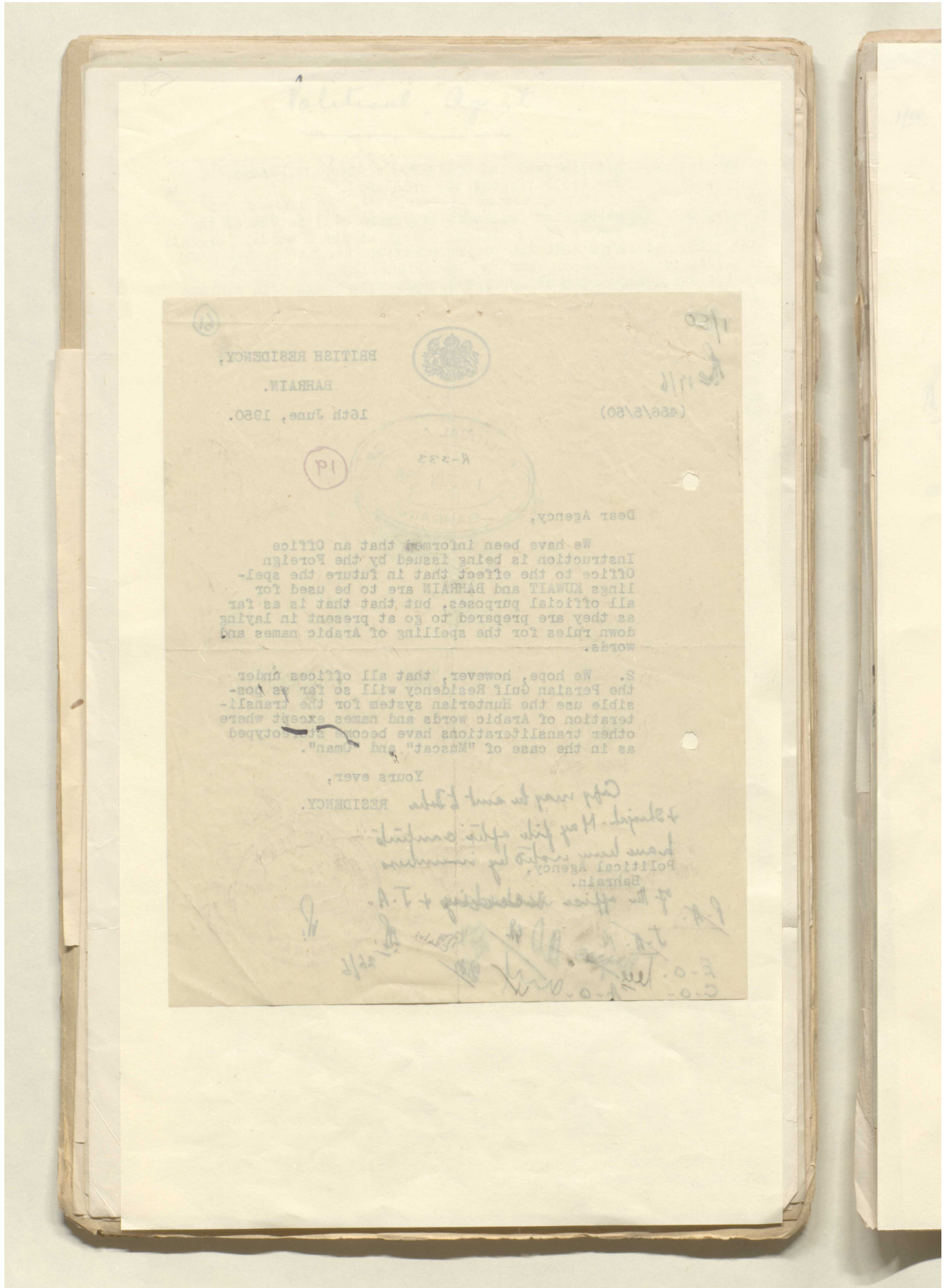
"ملف 1/50 الروتين المكتبي" [٦٠] (٢٠٦/١٢٠)



"ملف 1/50 الروتين المكتبي" [٦١] [٢٠٦/١٢١]



"ملف 1/50 الروتين المكتبي" [٦١ ظ] (٢٠٦/١٢٢)



BRITISH RESIDENCY,
BAHRAIN.
16th June, 1950.



(456/5/50)

(19)

Dear Agency,
We have been informed that an Office Instruction is being issued by the Foreign Office to the effect that in future the spellings KUWAIT and BAHRAIN are to be used for all official purposes, but that as far as they are prepared to go at present in laying down rules for the spelling of Arabic names and words.

S. We hope, however, that all offices under the Persian Gulf Residency will so far as possible use the Hunterian system for the transliteration of Arabic words and names except where other transliterations have become established as in the case of "Mansaf" and "Gman".

Yours ever,

RESIDENCY.

Political Agency,
Bahrain.

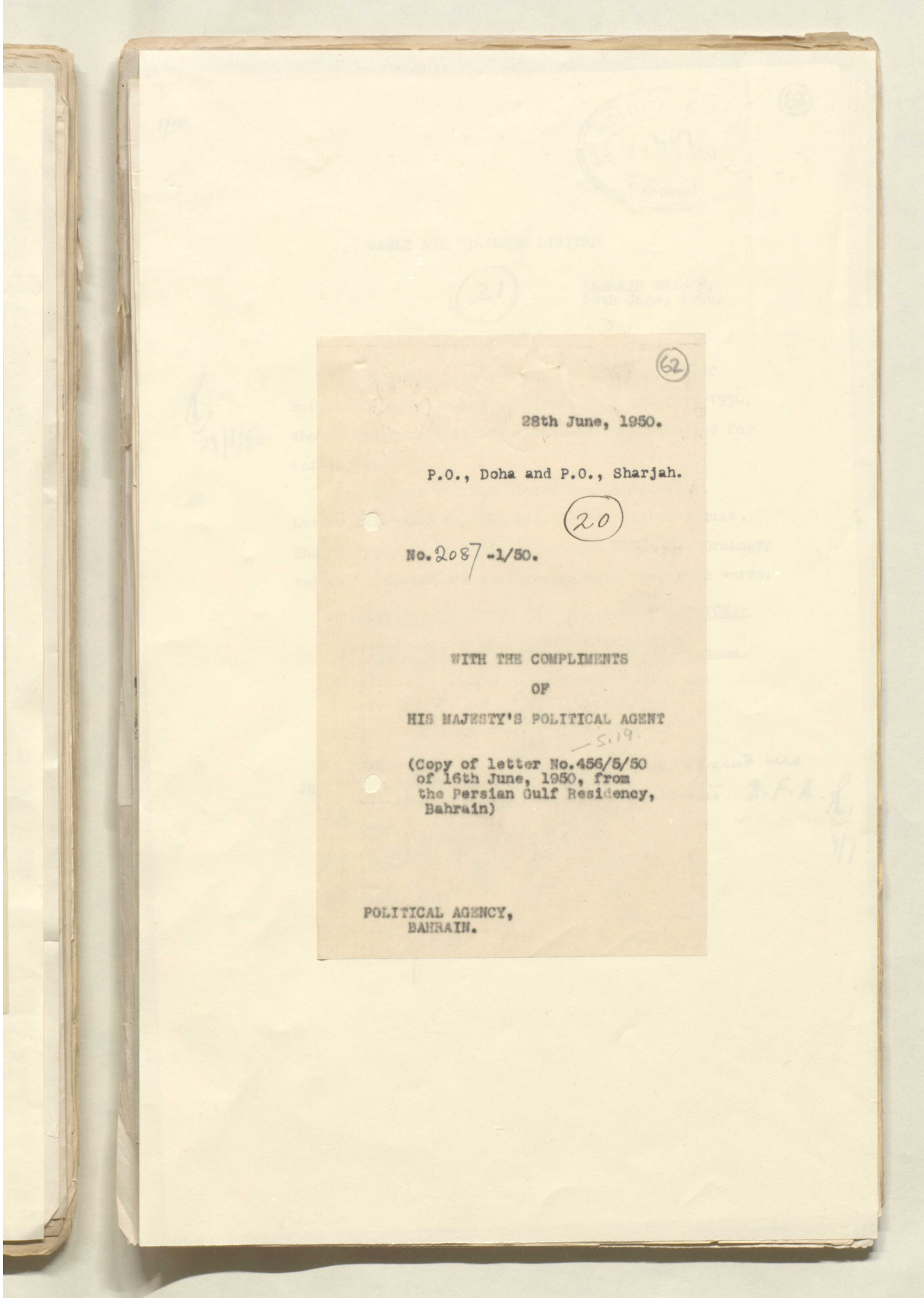
T.A.

T.A.

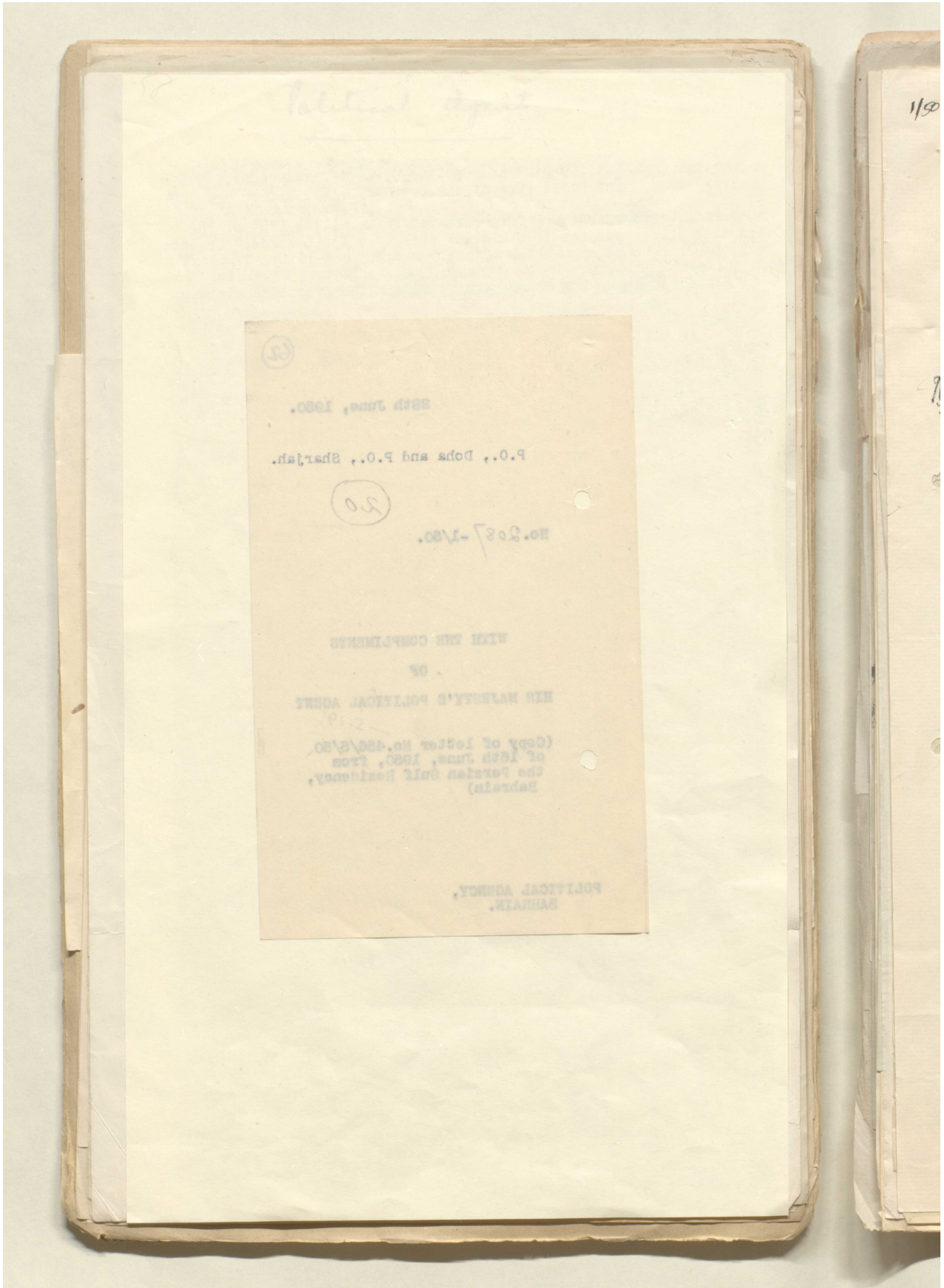
T.A.

T.A.

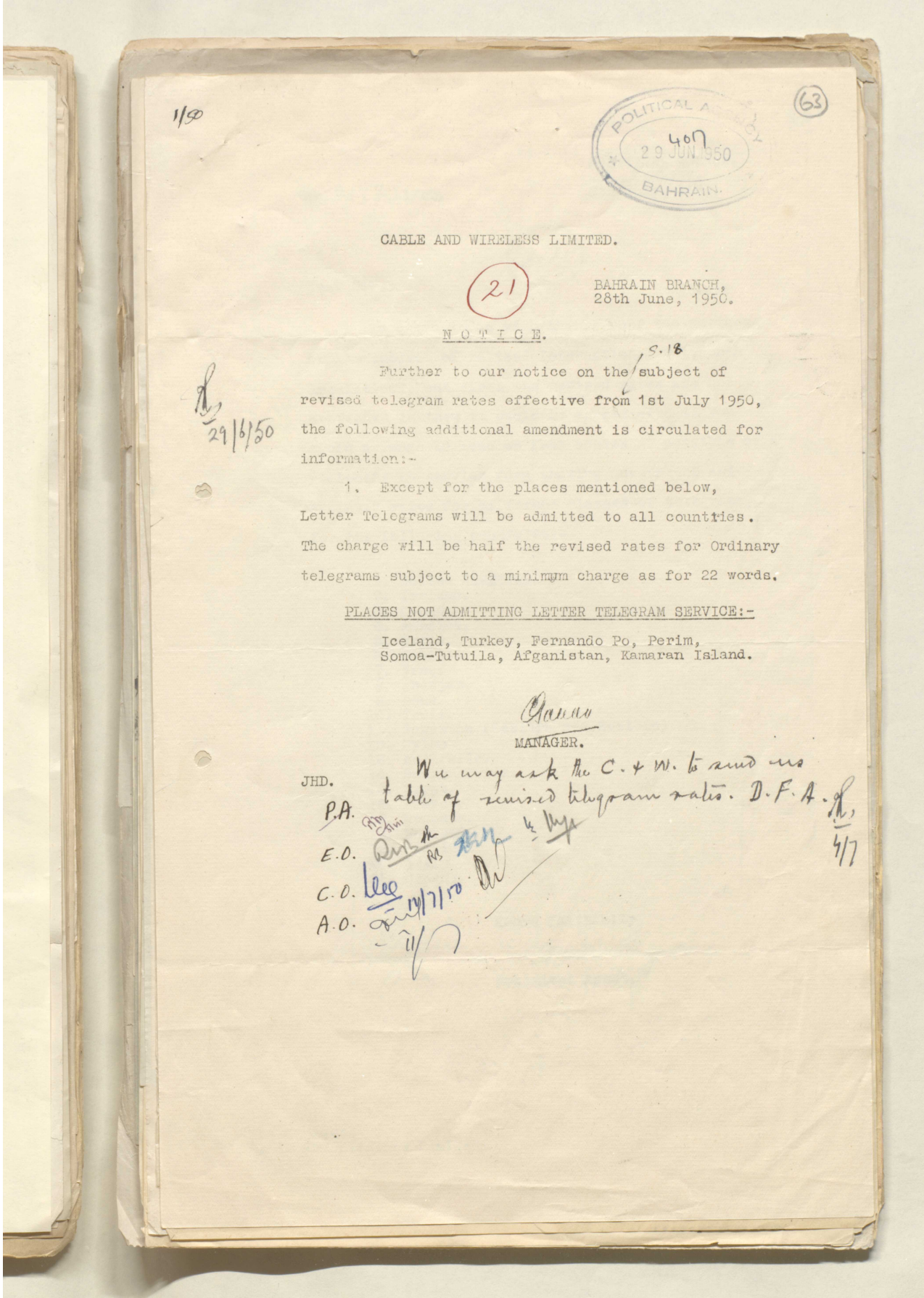
"ملف 1/50 الروتين المكتبي" [٦٢و] (٢٠٦/١٢٣)



"ملف 1/50 الروتين المكتبي" [٦٢ ظ] (٢٠٦/١٢٤)



"ملف 1/50 الروتين المكتبي" [١٦٣] (٢٠٦/١٢٥)



1/50

POLITICAL AGENCY
407
29 JUN 1950
BAHRAIN

(63)

CABLE AND WIRELESS LIMITED.

(21)

BAHRAIN BRANCH,
28th June, 1950.

NOTICE.

29/6/50

S.18

Further to our notice on the subject of revised telegram rates effective from 1st July 1950, the following additional amendment is circulated for information:-

1. Except for the places mentioned below, Letter Telegrams will be admitted to all countries. The charge will be half the revised rates for Ordinary telegrams subject to a minimum charge as for 22 words.

PLACES NOT ADMITTING LETTER TELEGRAM SERVICE:-

Iceland, Turkey, Fernando Po, Perim, Somoa-Tutuila, Afganistan, Kamaran Island.

Manager
MANAGER.

JHD.

P.A.

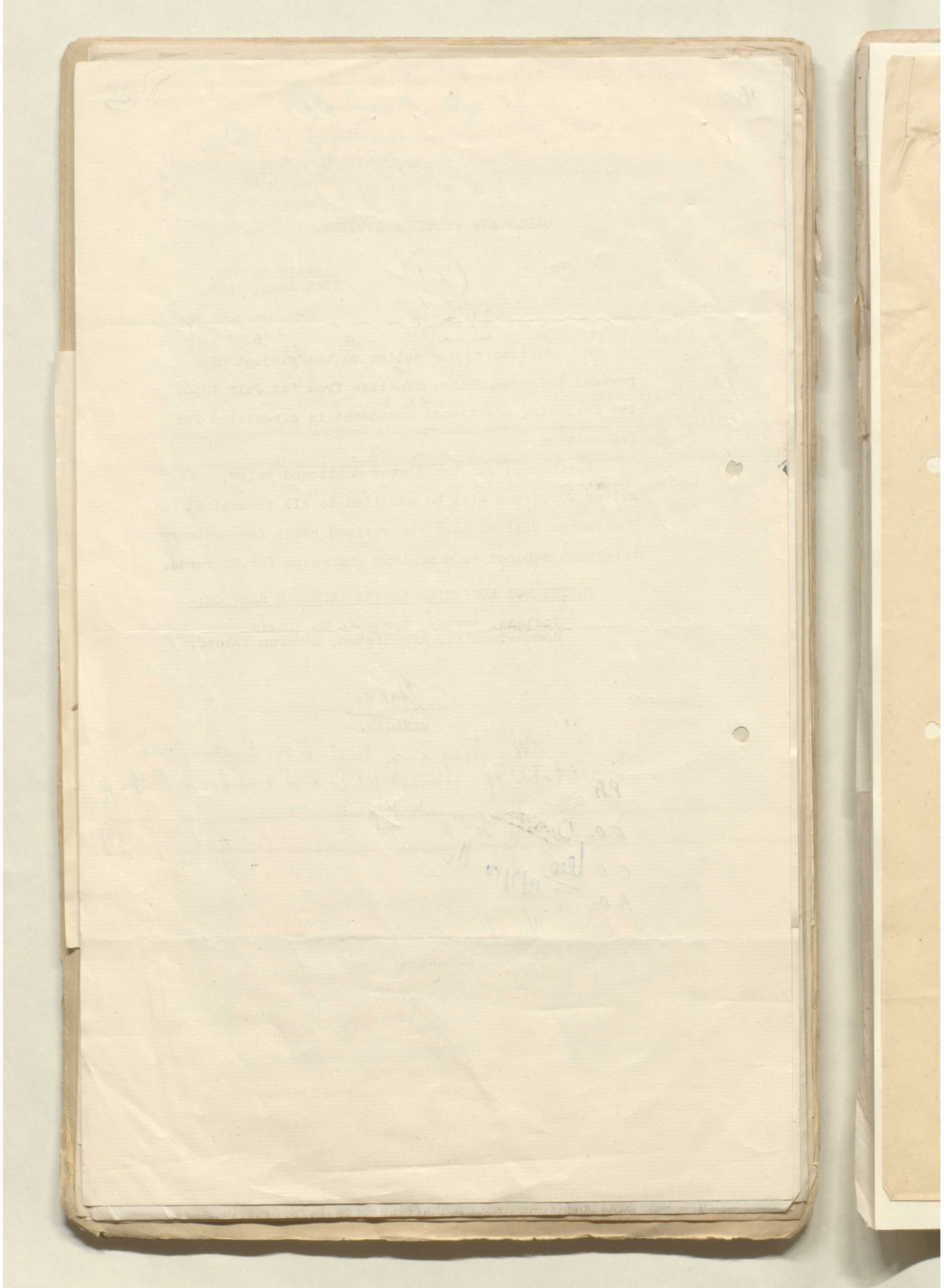
E.O.

C.O.

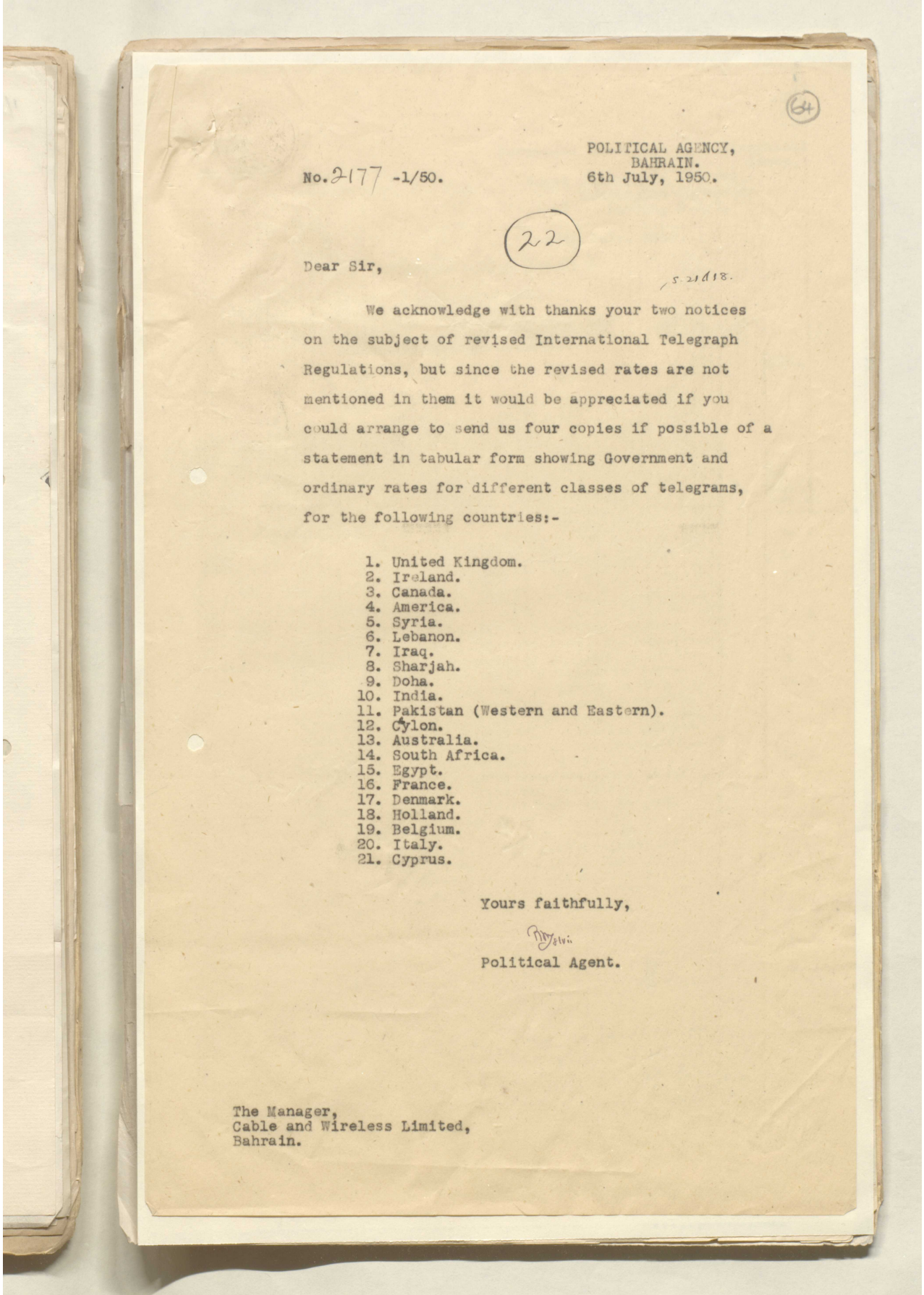
A.O.

We may ask the C. & W. to send us table of revised telegram rates. D.F.A. 4/7

"ملف 1/50 الروتين المكتبي" [ظ ٦٣] (٢٠٦/١٢٦)



"ملف 1/50 الروتين المكتبي" [١٤ و] [٢٧/١٠٦٠٢٠٦]



No. 2177 -1/50.

POLITICAL AGENCY,
BAHRAIN.
6th July, 1950.

Dear Sir,

We acknowledge with thanks your two notices on the subject of revised International Telegraph Regulations, but since the revised rates are not mentioned in them it would be appreciated if you could arrange to send us four copies if possible of a statement in tabular form showing Government and ordinary rates for different classes of telegrams, for the following countries:-

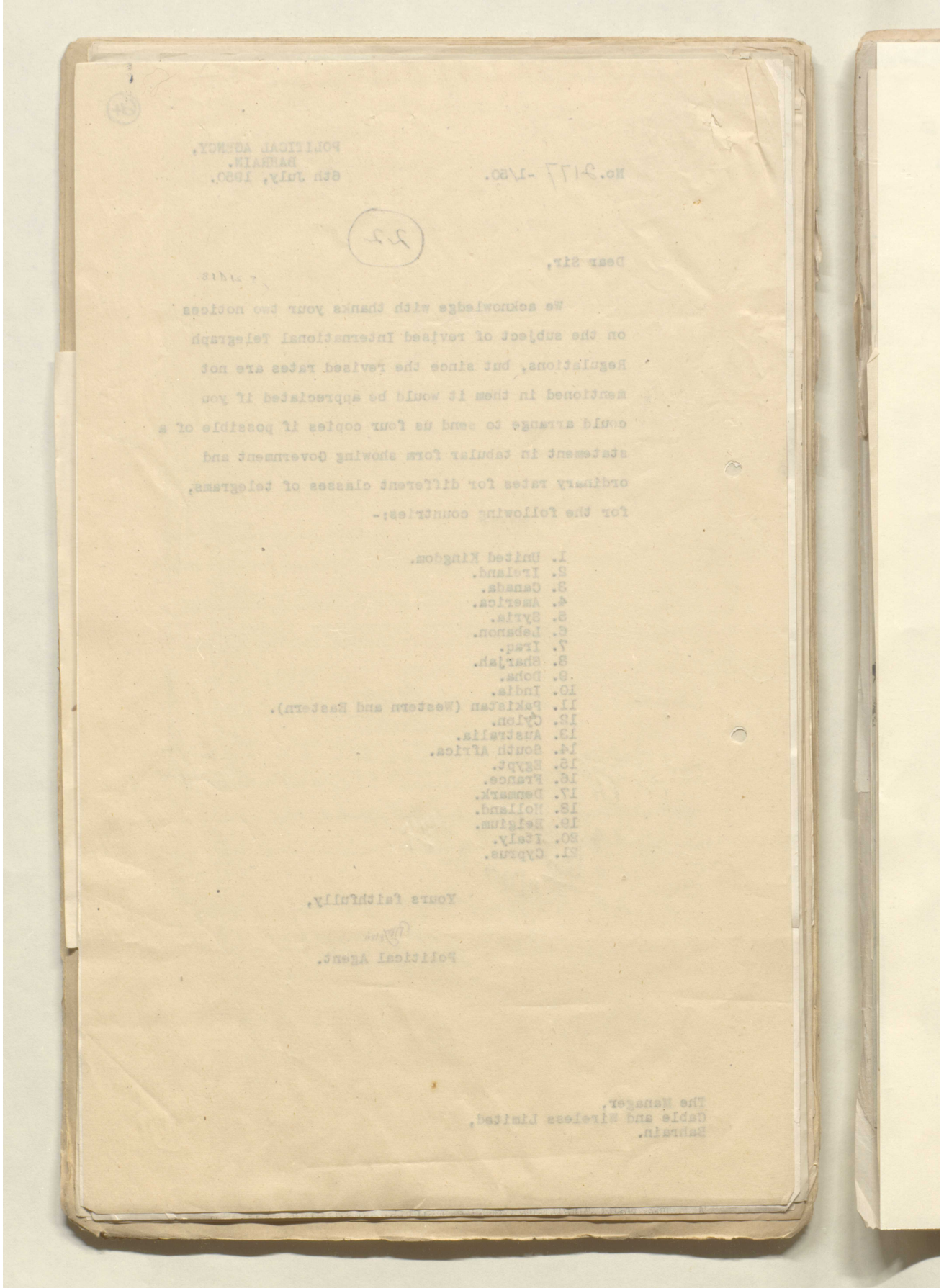
1. United Kingdom.
2. Ireland.
3. Canada.
4. America.
5. Syria.
6. Lebanon.
7. Iraq.
8. Sharjah.
9. Doha.
10. India.
11. Pakistan (Western and Eastern).
12. Cylon.
13. Australia.
14. South Africa.
15. Egypt.
16. France.
17. Denmark.
18. Holland.
19. Belgium.
20. Italy.
21. Cyprus.

Yours faithfully,

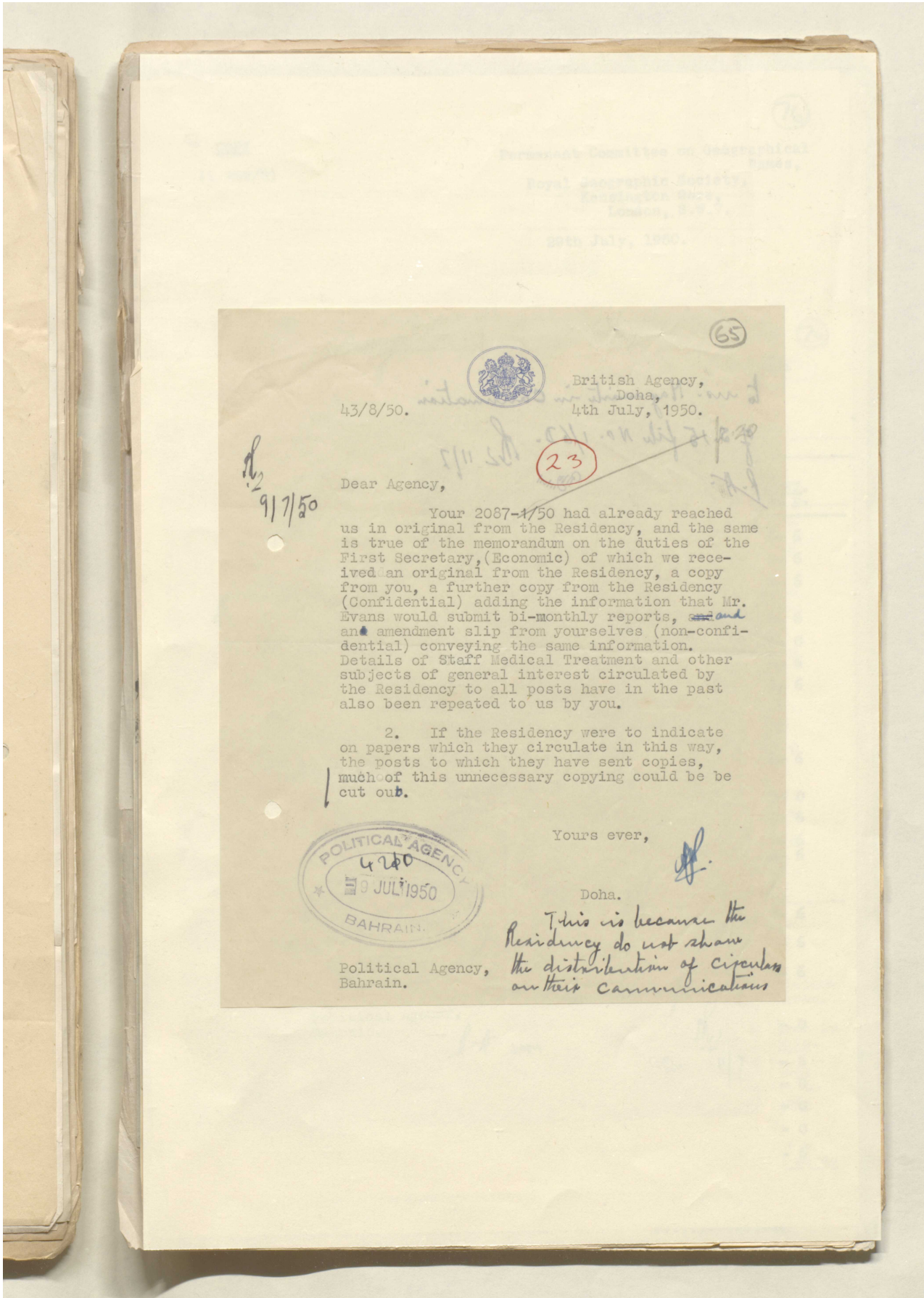
Political Agent.

The Manager,
Cable and Wireless Limited,
Bahrain.

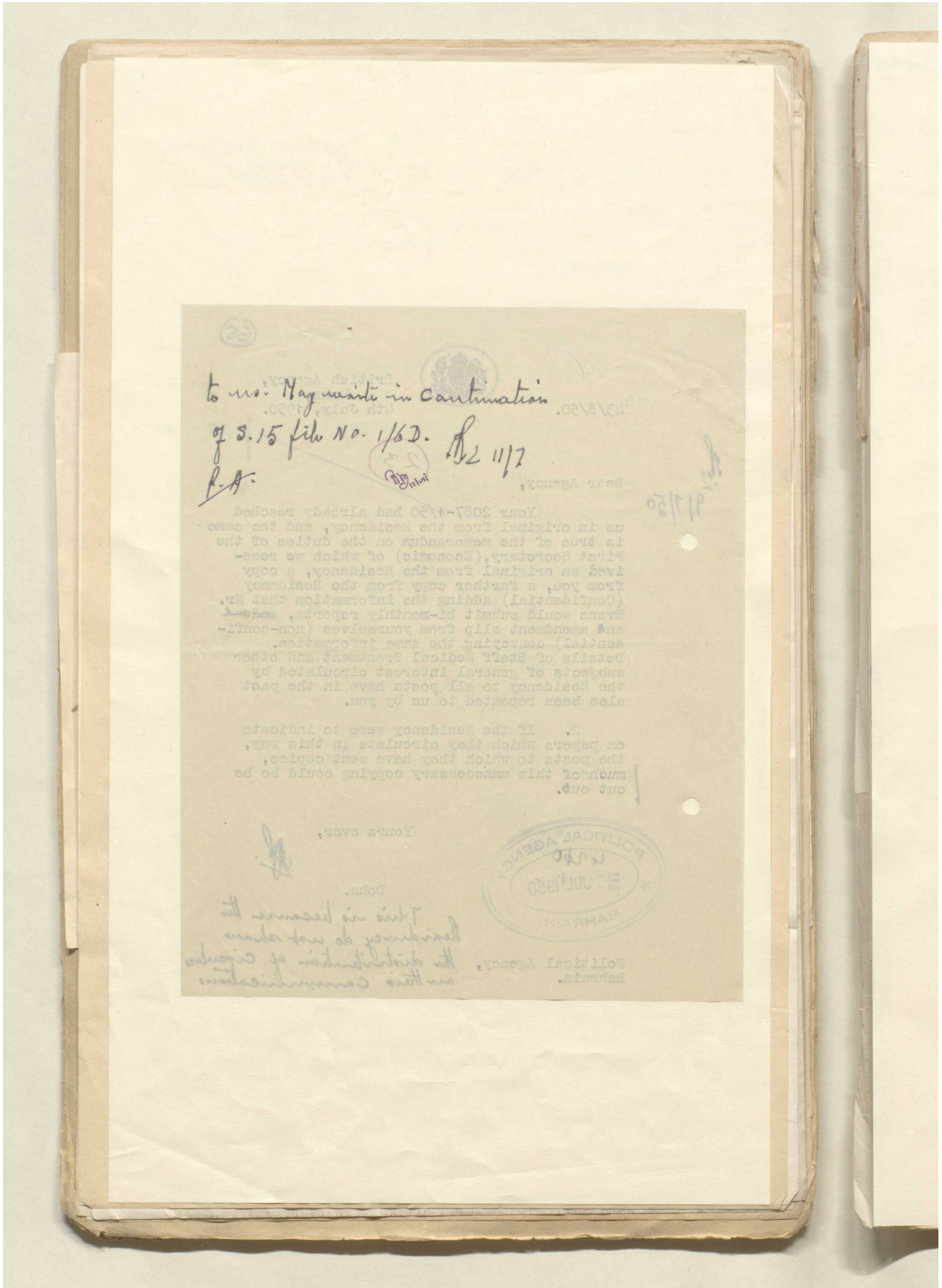
"ملف 1/50 الروتين المكتبي" [٤٦ ظ] (٢٠٦/١٢٨)



"ملف 1/50 الروتين المكتبي" [٦٥] [٢٠٦/١٢٩]



"ملف 1/50 الروتين المكتبي" [٦٥ظ] (٢٠٦/١٣٠)



to us: May want in continuation
of S.15 file No. 1/60. R2 11/7
R.A.

Your 2087-4-50 had already reached
an original from the Residency, and the same
is true of the memorandum on the duties of the
First Secretary, (Economic) of which we rec-
eived an original from the Residency, a copy
from you, a further copy from the Residency
(Confidential) adding the information that Mr.
Evans would submit bi-monthly reports, and
an amendment also from yourselves (non-confi-
dential) covering the same information.
Details of Staff Medical Treatment and other
aspects of general interest circulated by
the Residency to all posts have in the past
also been reported to us by you.

2. If the Residency were to indicate
on papers which they circulate in this way,
the posts to which they have sent copies,
whether of this unnecessary copying could be
out.

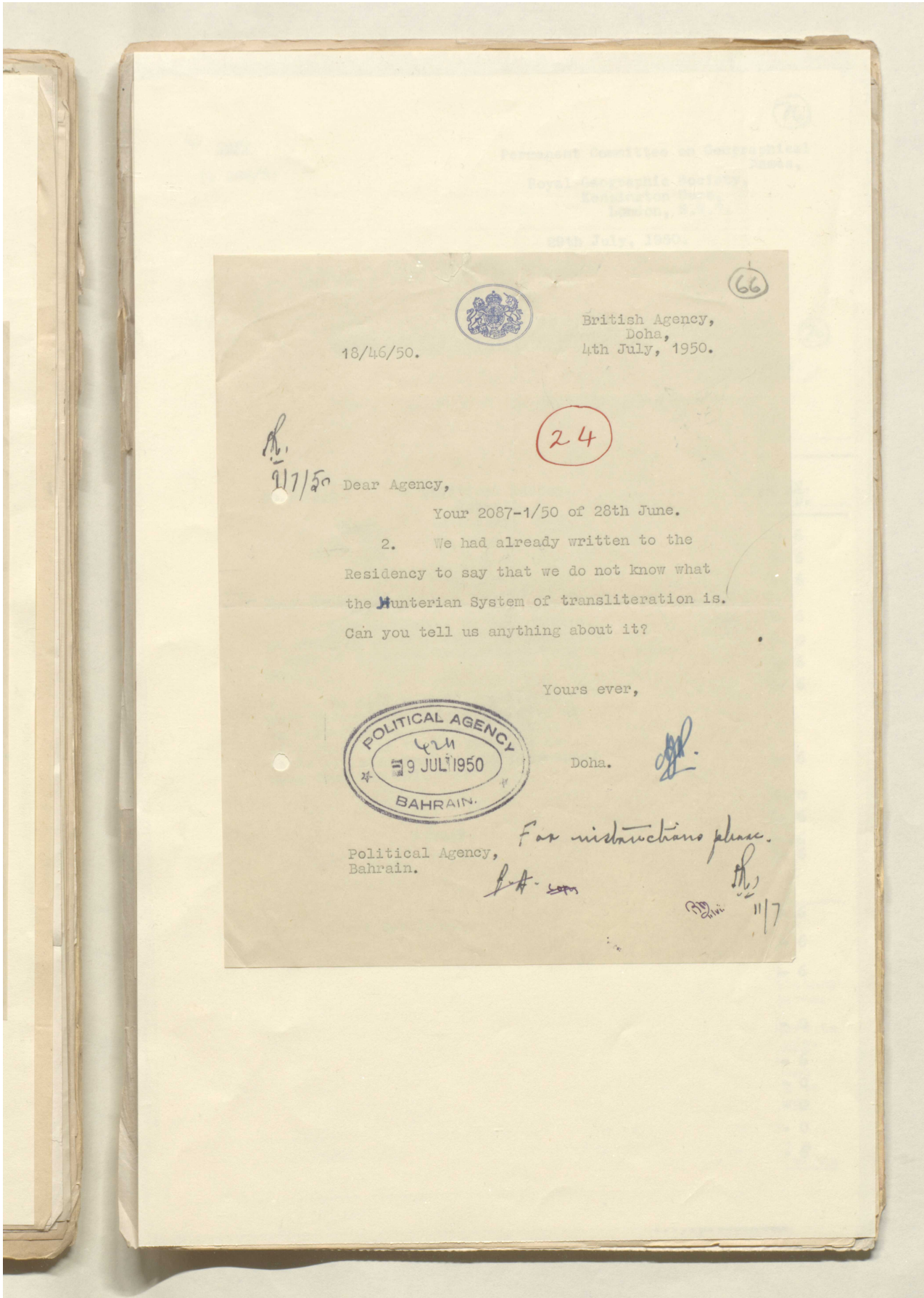
Yours ever,
John.

This is because the
Residency do not allow
the distribution of circulars
on their communications.

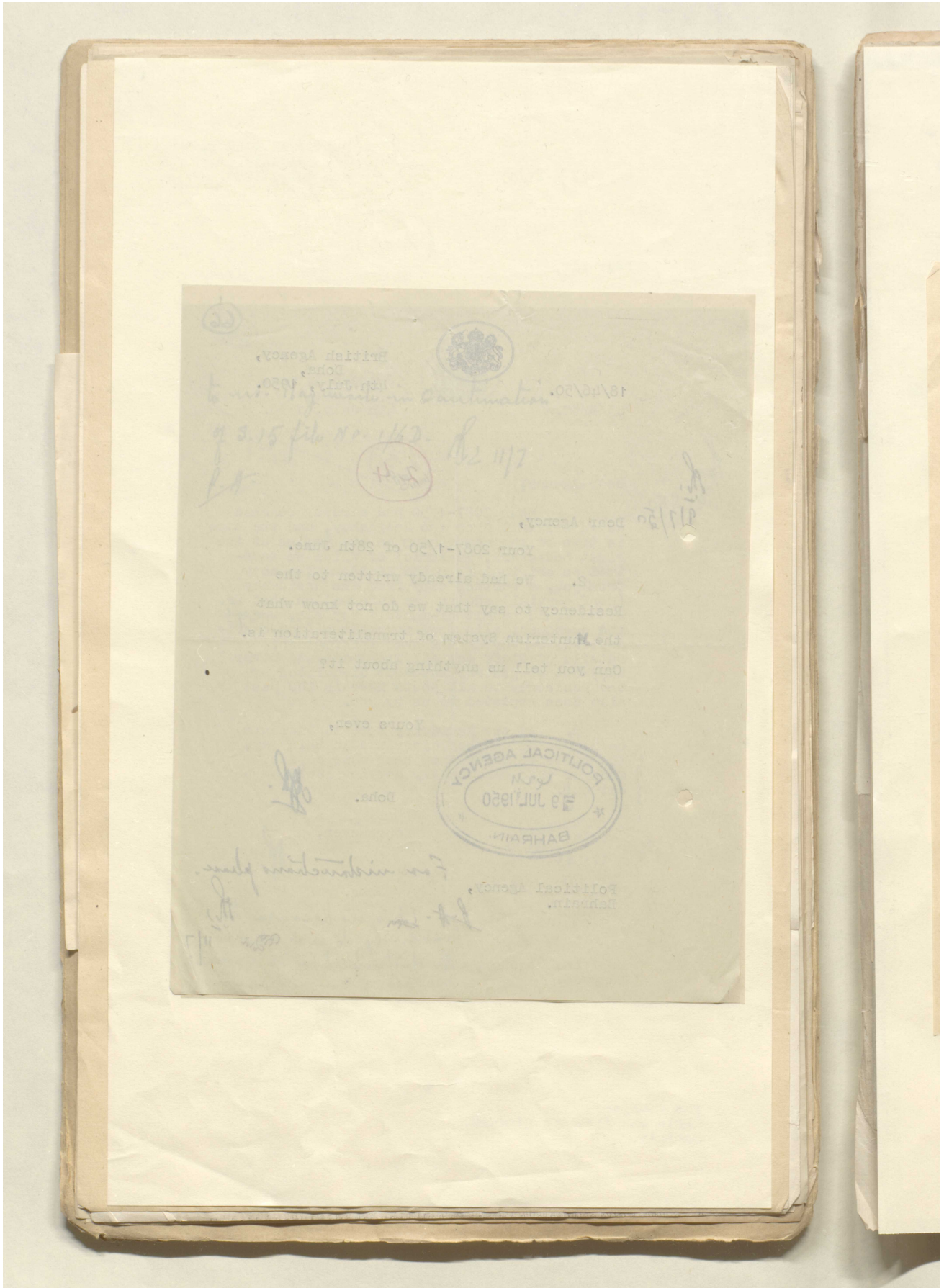
POLITICAL AGENCY
BAHRAIN
13 JUL 1950

Political Agency,
Bahrain.

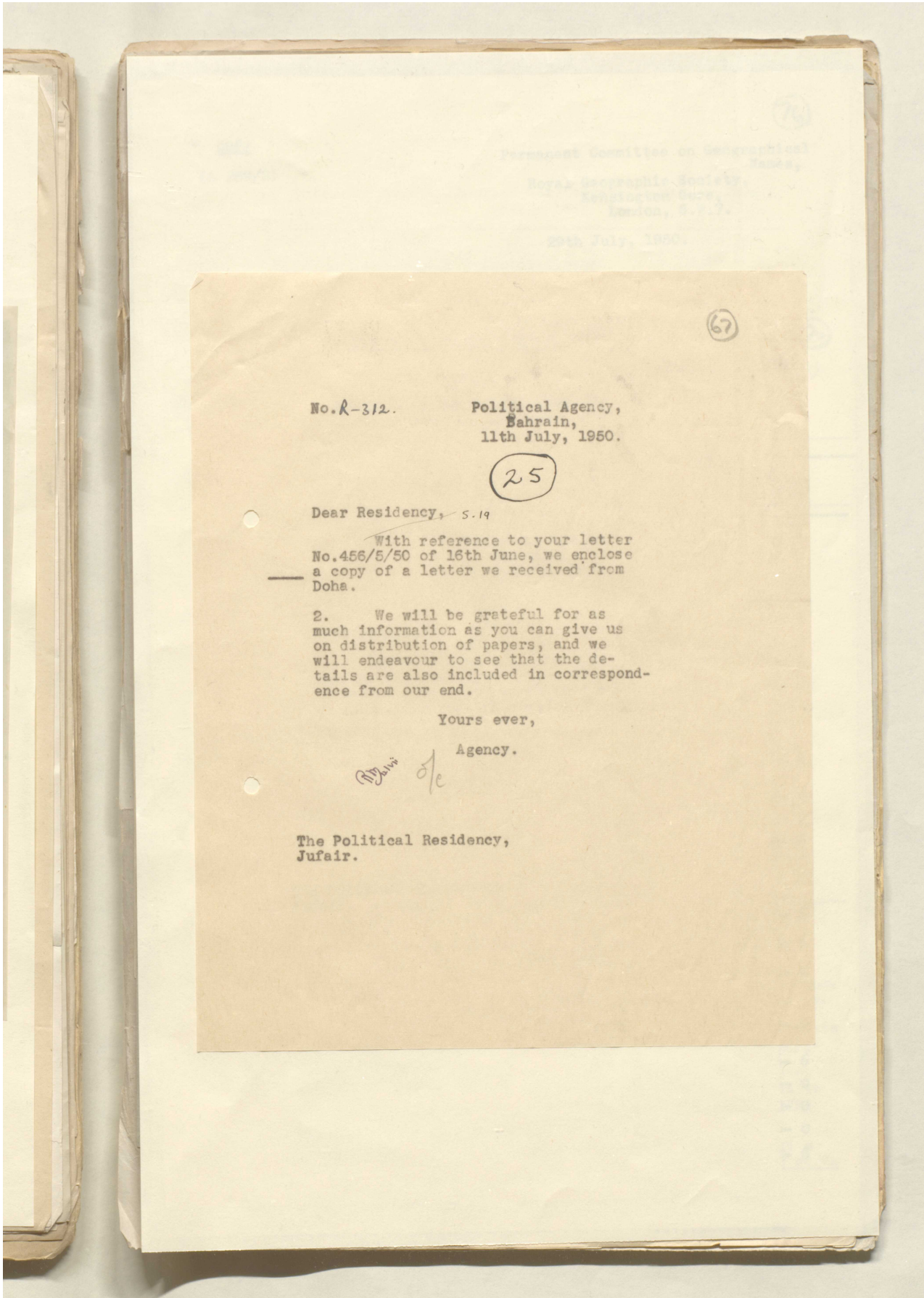
"ملف 1/50 الروتين المكتبي" [و٦٦] (٢٠٦/١٣١)



"ملف 1/50 الروتين المكتبي" [٦٦ظ] (٢٠٦/١٣٢)



"ملف 1/50 الروتين المكتبي" [٦٧و] (٢٠٦/١٣٣)



Permanent Committee on Geographical Names,
Royal Geographic Society,
Exhibition Road,
London, S.W.7.
23th July, 1950.

No. R-312. Political Agency,
Bahrain,
11th July, 1950.

(25)

Dear Residency, S. 19

With reference to your letter No. 456/5/50 of 16th June, we enclose a copy of a letter we received from Doha.

2. We will be grateful for as much information as you can give us on distribution of papers, and we will endeavour to see that the details are also included in correspondence from our end.

Yours ever,

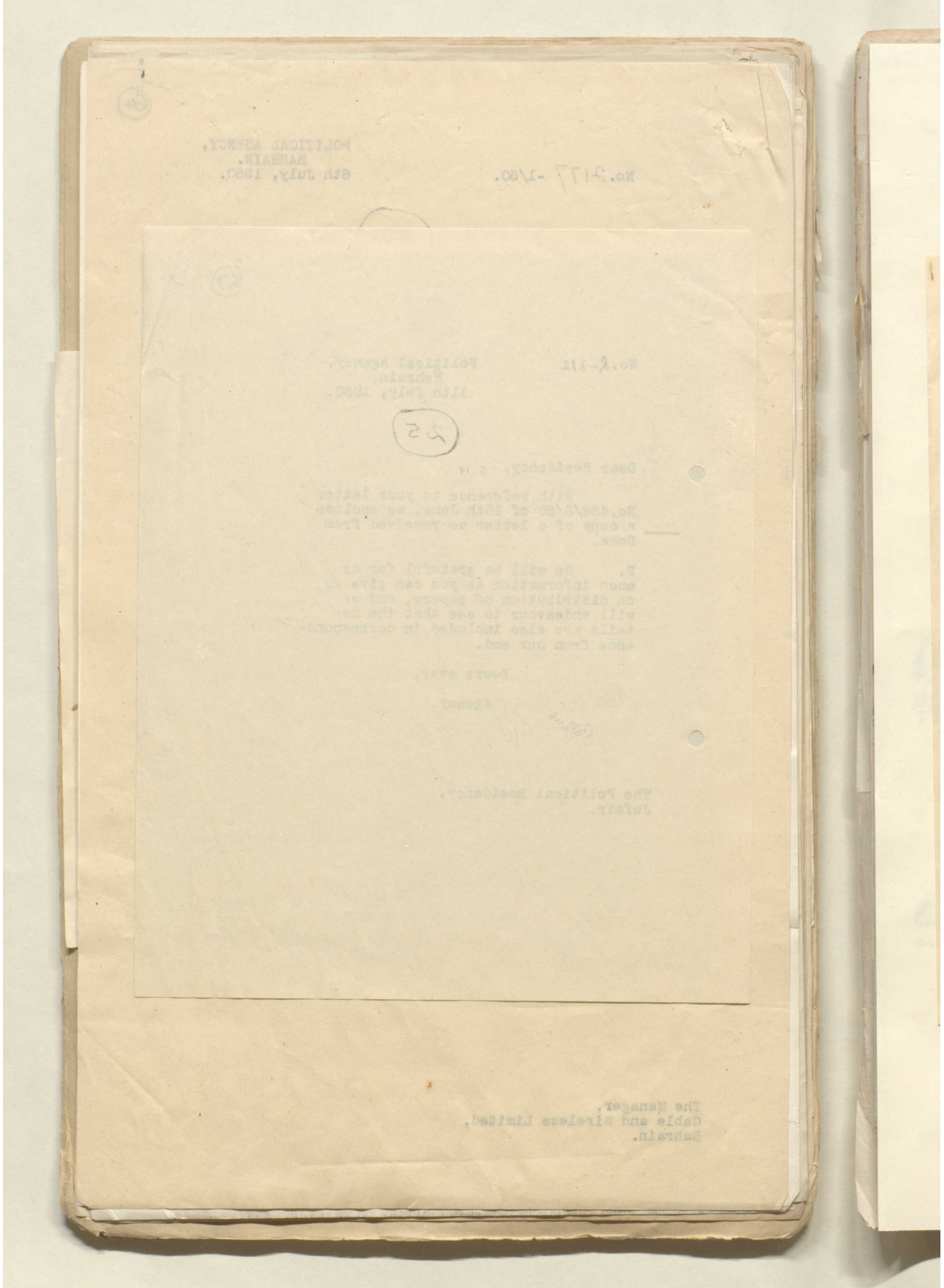
Agency.

By Jufair *o/e*

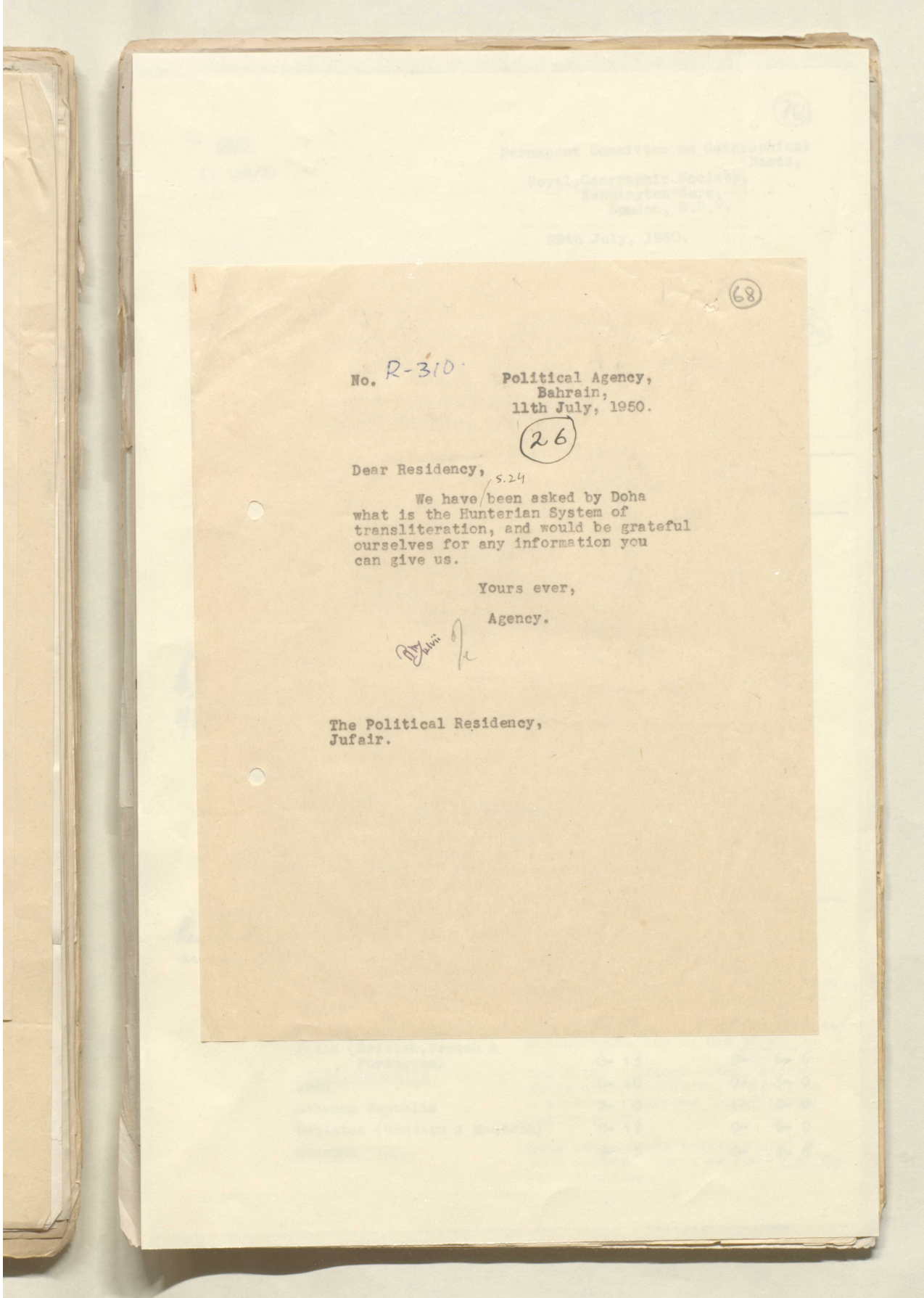
The Political Residency,
Jufair.

(67)

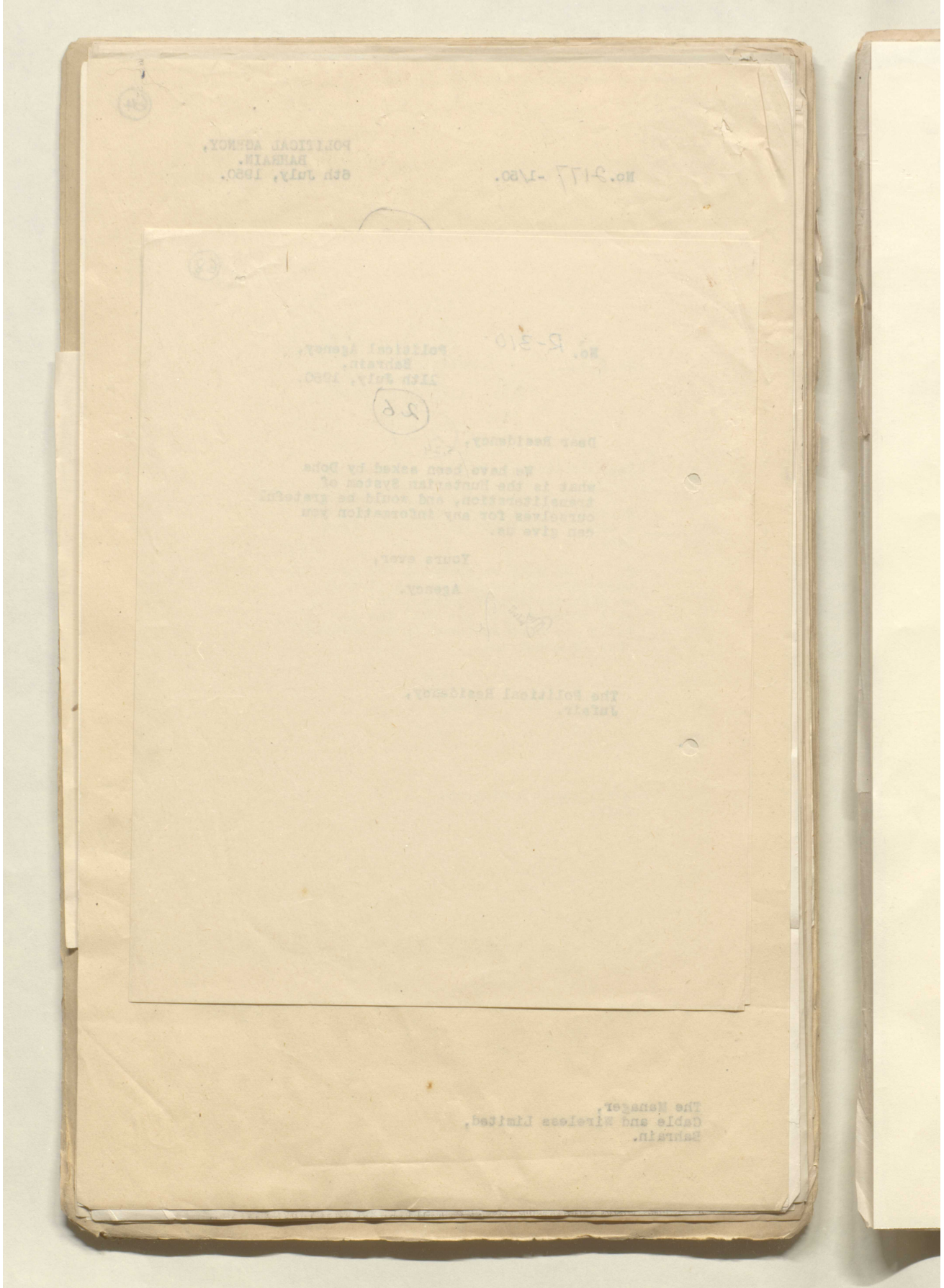
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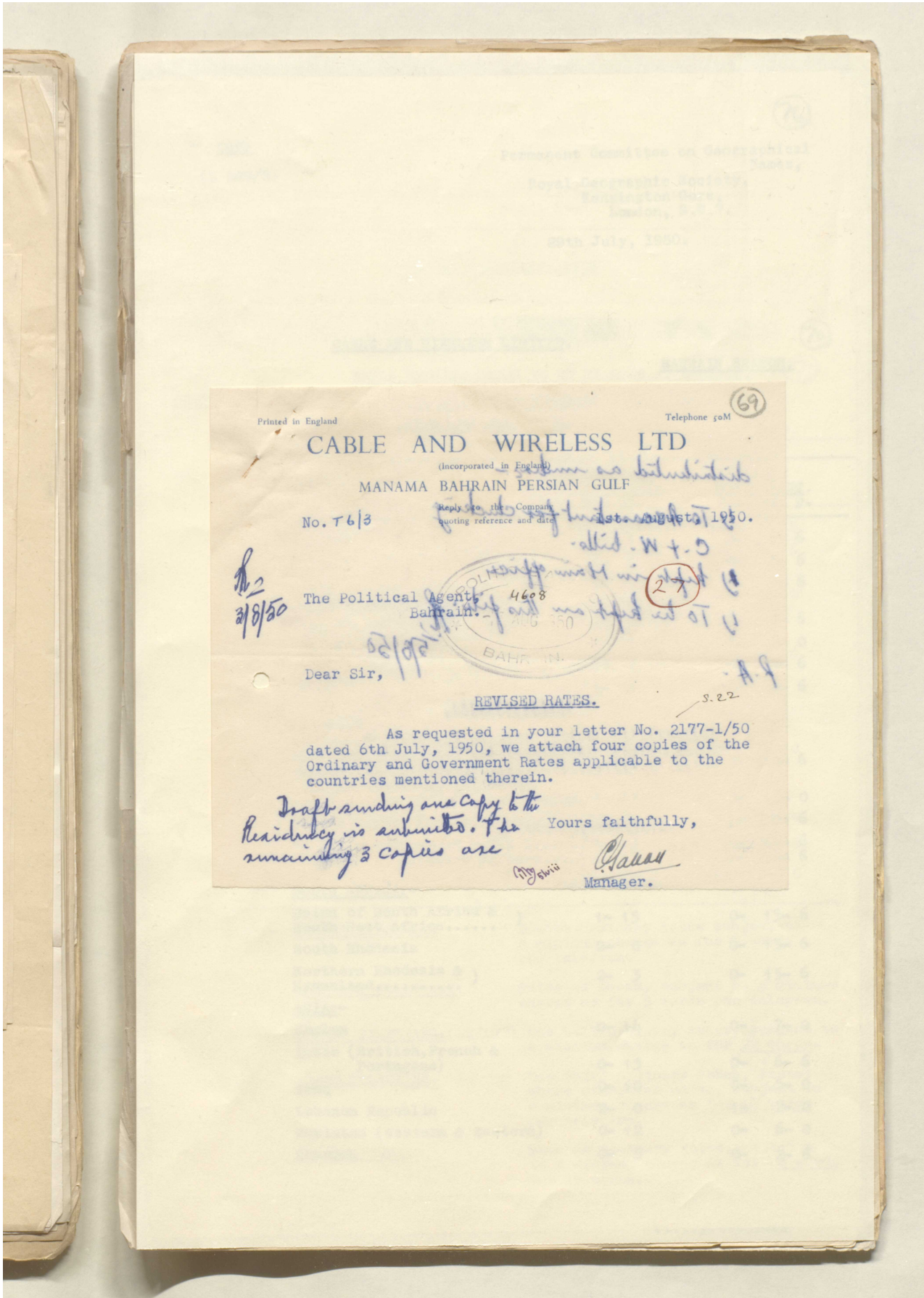
"ملف 1/50 الروتين المكتبي" [٦٨ و] (٢٠٦/١٣٥)



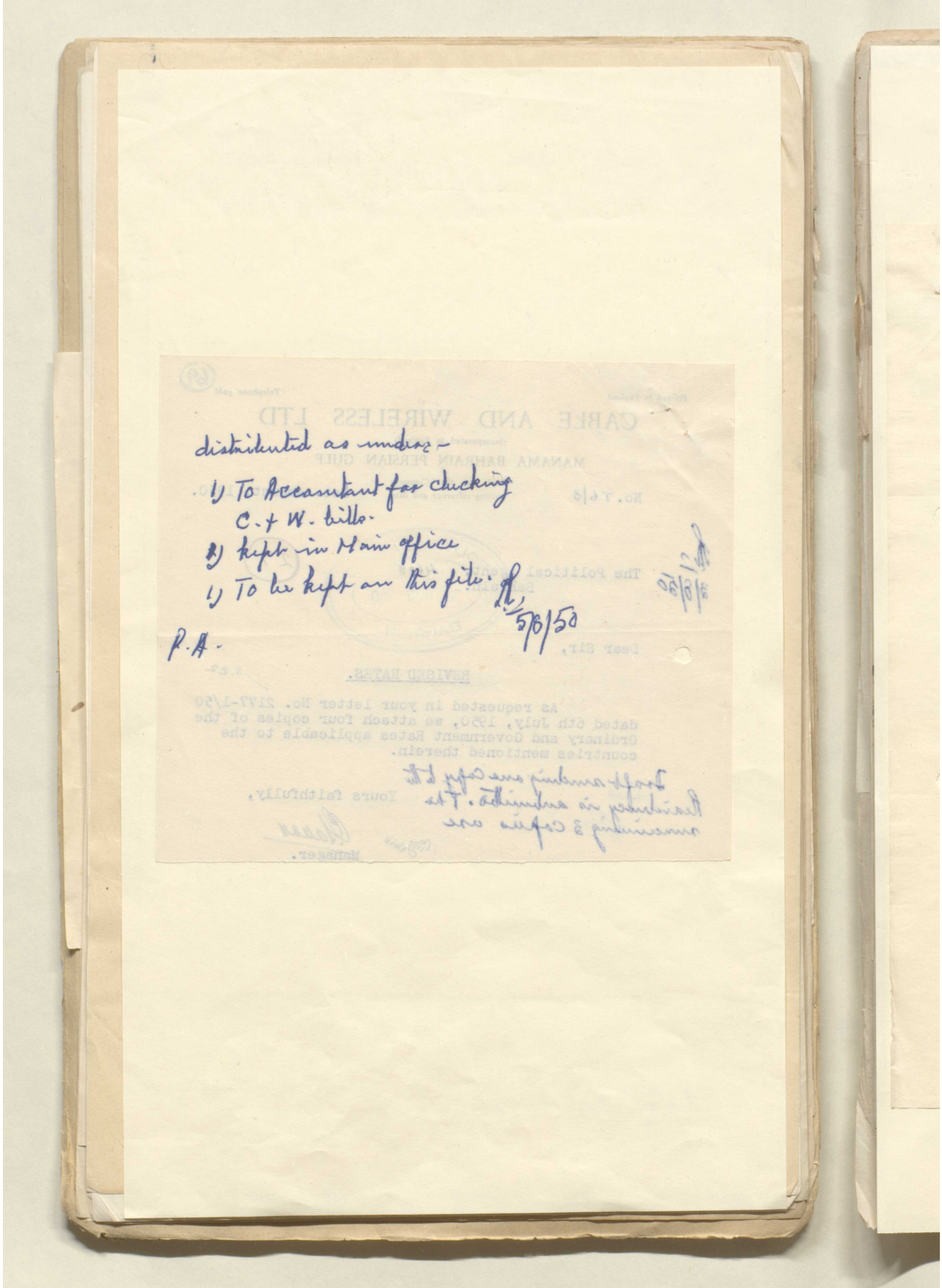
"ملف 1/50 الروتين المكتبي" [٦٨ظ] (٢٠٦/١٣٦)



"ملف 1/50 الروتين المكتبي" [و٦٩] (٢٠٦/١٣٧)



"ملف 1/50 الروتين المكتبي" [٦٩ظ] (٢٠٦/١٣٨)



- distributed as under -
- 1) To Accountant for checking C. + W. bills.
 - 2) kept in Main office
 - 3) To be kept on this file.

P.A.

5/6/50

5/6/50

REVERED RATES.
As requested in your letter No. 217-1-50 dated 6th July, 1950, we attach four copies of the Ordinary and Government Rates applicable to the countries mentioned therein.

Yours faithfully,
[Signature]

"ملف 1/50 الروتين المكتبي" [٧٠] [٢٠٦/١٣٩]

Permanent Committee on Geographical Names,
Royal Geographical Society,
London, W.C.2.

70

CABLE AND WIRELESS LIMITED.

BAHRAIN BRANCH.

RATES TO BE CHARGED AT BAHRAIN
ON AND AFTER 1st July 1950.

<u>EUROPE.</u>	<u>ORDINARY.</u> <u>Full Rate.</u> Rs. as.	<u>BRITISH</u> <u>GOVERNMENT.</u> Rs. As. p.
BELGIUM	1- 1	0- 8- 6
DENMARK	1- 1	0- 8- 6
FRANCE	1- 1	0- 8- 6
GREAT BRITAIN AND NORTHERN IRELAND.....	1- 1	0- 8- 6
HOLLAND	1- 1	0- 3- 0
IRISH REPUBLIC	1- 1	0- 8- 6
ITALY	1- 1	0- 8- 6
<u>AFRICA:-</u>		
EGYPT:- Alexandria, Cairo, Ismailia, Suez, Port Said and Tewfik.....	1- 13	0- 14- 6
EGYPT:-Other Offices. 1st REGION.	1- 13	0- 15- 0
" 2nd Region (Upper Egypt)	1- 14	1- 0- 6
" 3rd Region (Port Sudan (SUDAN) Other Offices....	1- 13	0- 14- 6
<u>SOUTH AFRICA:-</u>		
Union of South Africa & South West Africa.....)	1- 15	0- 15- 6
South Rhodesia	2- 0	0- 15- 6
Northern Rhodesia & Nyassaland.....)	2- 3	0- 15- 6
<u>ASIA:-</u>		
Ceylon	0- 14	0- 7- 0
India (British, French & Portugese)	0- 13	0- 6- 6
Iraq	0- 10	0- 5- 0
Lebanon Republic	2- 0	1- 2- 0
Pakistan (Western & Eastern)	0- 12	0- 6- 0
Sharjah	0- 5	0- 2- 6

"ملف 1/50 الروتين المكتبي" [٧٠ظ] (٢٠٦/١٤٠)

POLITICAL AGENCY
CABLE AND WIRELESS LIMITED
BAHRAIN BRANCH

RATES TO BE CHARGED AT BAHRAIN
ON AND AFTER 1st July 1950.

EUROPE	ORDINARY Full Rate Rs. ss.	BRITISH GOVERNMENT Rs. ds. p.
BELGIUM	1-1	0-9
DENMARK	1-1	0-9
FRANCE	1-1	0-9
GREAT BRITAIN AND NORTHERN IRELAND	1-1	0-9
IRELAND	1-1	0-9
HOLLAND	1-1	0-9
IRISH REPUBLIC	1-1	0-9
ITALY	1-1	0-9
ASIA:		
EGYPT:- Alexandria, Cairo, Suez, Port Said and Ismailia	1-13	0-17
Other Offices in REGION	1-13	0-17
" 2nd Region (Upper Egypt)	1-14	0-18
" 3rd Region (Port Sudan & Other Offices)	1-13	0-17
SOUTH AFRICA:		
Union of South Africa & South West Africa	1-15	0-19
South Rhodesia	2-0	0-14
Northern Rhodesia & Nyasaland	2-3	0-17
ASIA:		
Ceylon	0-14	0-18
India (British, French & Portuguese)	0-13	0-17
Iran	0-10	0-14
Lebanon Republic	2-0	0-14
Pakistan (Western & Eastern)	0-12	0-16
Shanghai	0-2	0-9

distributed as under:-
 1) To Accountant for checking C. + W. bills.
 2) kept in Main office
 3) To be kept on file of [unclear]

The Manager,
Cable and Wireless Limited,
Bahrain.

"ملف 1/50 الروتين المكتبي" [٧١و] (٢٠٦/١٤١)

70

Parliamentary Committee on Geographical Names,
Royal Geographical Society,
21, BEDFORD SQUARE, LONDON, W.1.

71

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN,
ON AND AFTER THE 1st JULY 1950.

SHEET.2.

<u>ASIA: (Continued)</u>	<u>ORDINARY Full Rate</u>		<u>British Government</u>		
	Rs.	As.	Rs.	As.	p.
SYRIA REPUBLIC	2-	0-0	1-	2-	0
DOHA (Minimum charge as for 19 words)	0-	3-6	0-	3-	6
CYPRUS.....	1-	14-0	0-	15-	0
<u>AUSTRALASIA:-</u>					
Commonwealth of AUSTRALIA, Including TASMANIA, Flinders King, & Lord Howe Islands... }	2-	13-0	1-	8-	0
<u>AMERICA:-</u>					
NEWYORK- New York City (All Offices subject to Tariff for New York City)	1-	6-0	0-	11-	0
ALL OTHER PLACES IN U.S.A.	1-	8-0	0-	13-	6
ALASKA, Via Sitka Cable	1-	14-0	1-	2-	6
CANADA.....	1-	10-0	0-	13-	0

NOTE:- URGENT TELEGRAMS Double Ordinary Rates subject to a minimum charge as for 5 words per telegram.

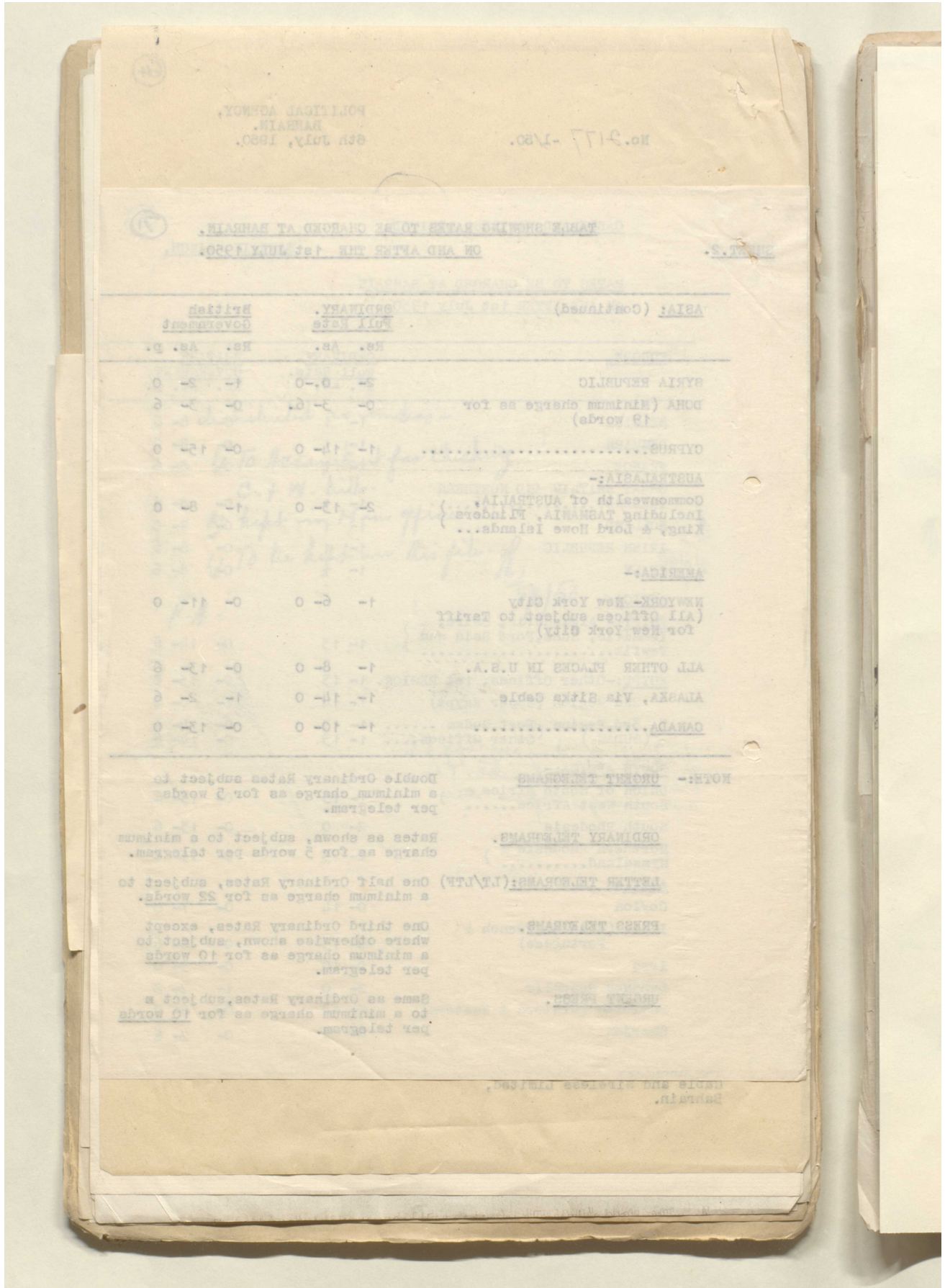
ORDINARY TELEGRAMS. Rates as shown, subject to a minimum charge as for 5 words per telegram.

LETTER TELEGRAMS:(LT/LTF) One half Ordinary Rates, subject to a minimum charge as for 22 words.

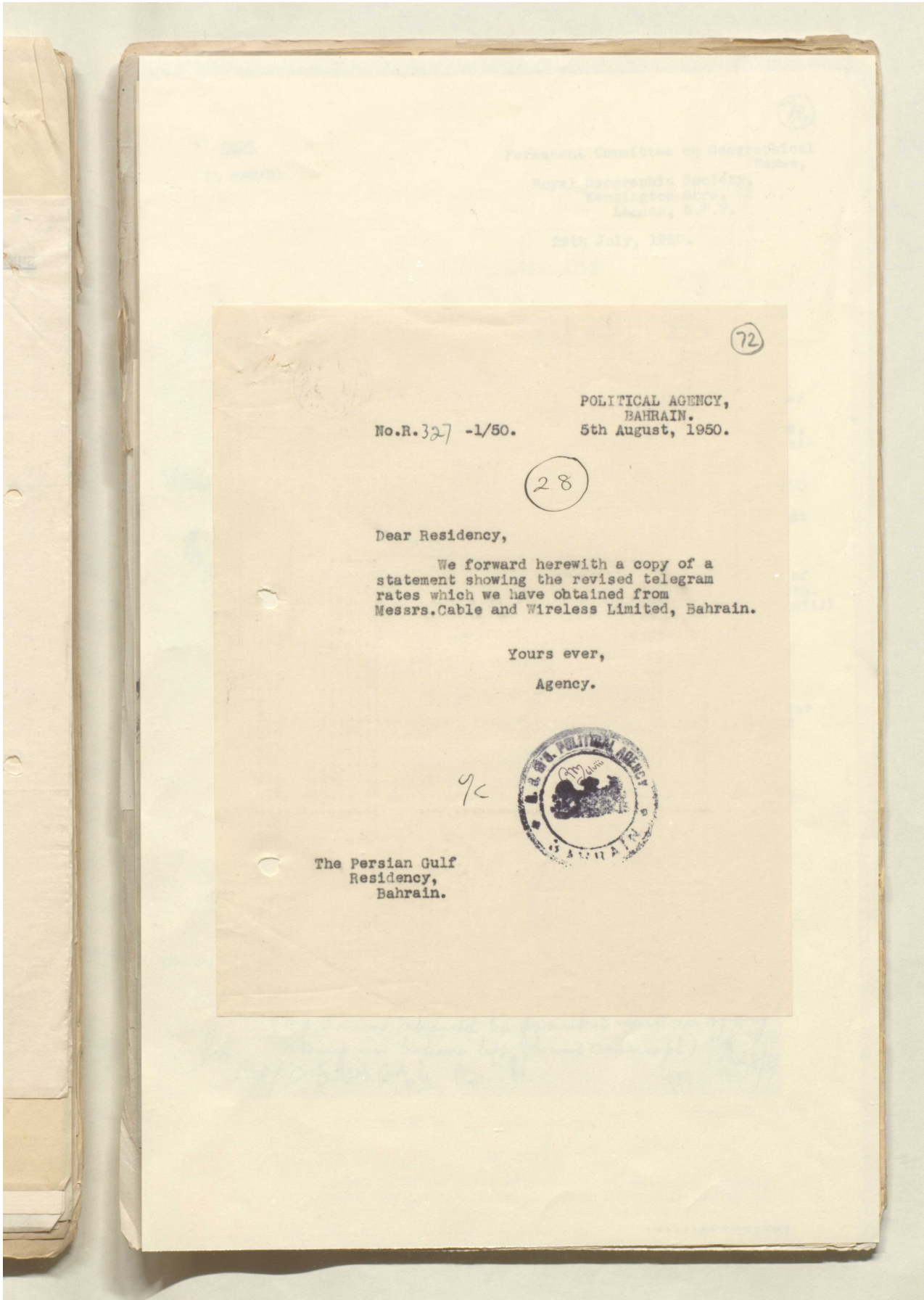
PRESS TELEGRAMS. One third Ordinary Rates, except where otherwise shown, subject to a minimum charge as for 10 words per telegram.

URGENT PRESS. Same as Ordinary Rates, subject to a minimum charge as for 10 words per telegram.

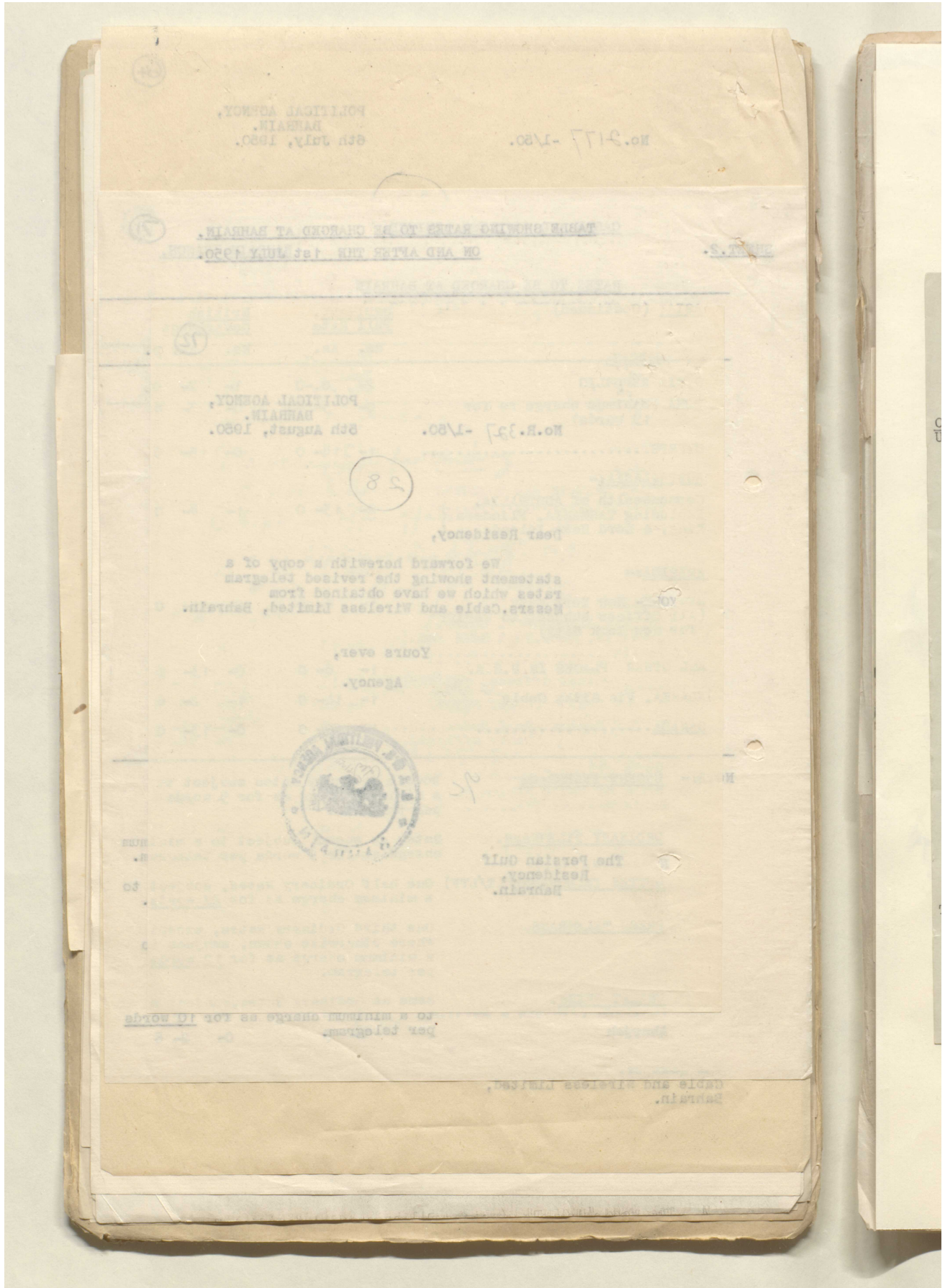
"ملف 1/50 الروتين المكتبي" [٧١ ظ] (٢٠٦/١٤٢)



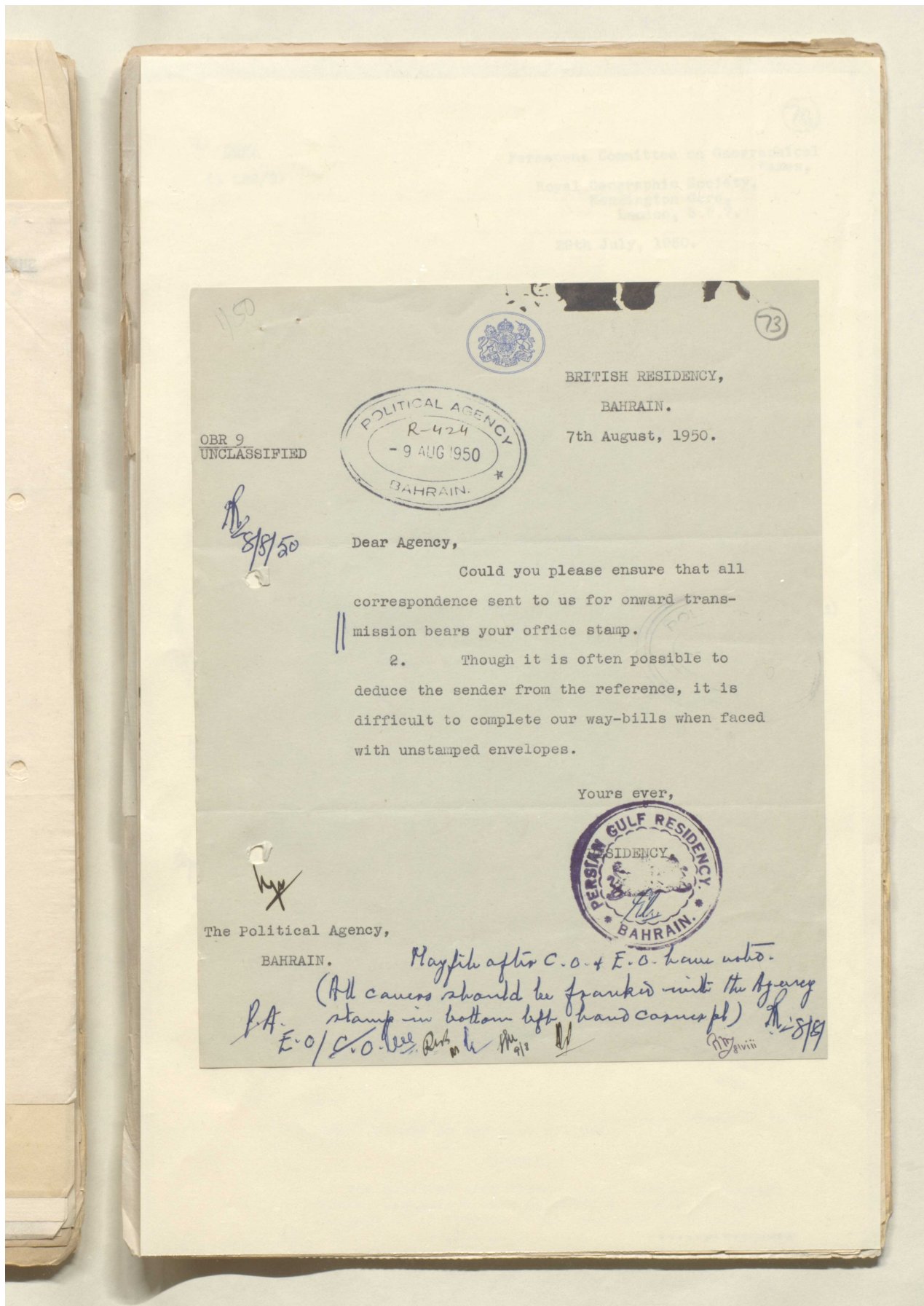
"ملف 1/50 الروتين المكتبي" [٧٢و] (٢٠٦/١٤٣)



"ملف 1/50 الروتين المكتبي" [٧٢ظ] (٢٠٦/١٤٤)

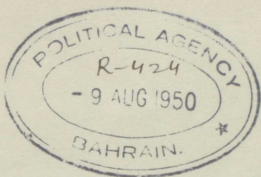


"ملف 1/50 الروتين المكتبي" [٧٣ و] (٢٠٦/١٤٥)



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R-424
8/8/50



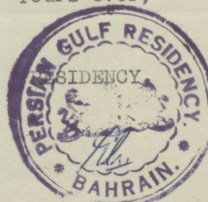
BRITISH RESIDENCY,
BAHRAIN.
7th August, 1950.

Dear Agency,

Could you please ensure that all correspondence sent to us for onward transmission bears your office stamp.

2. Though it is often possible to deduce the sender from the reference, it is difficult to complete our way-bills when faced with unstamped envelopes.

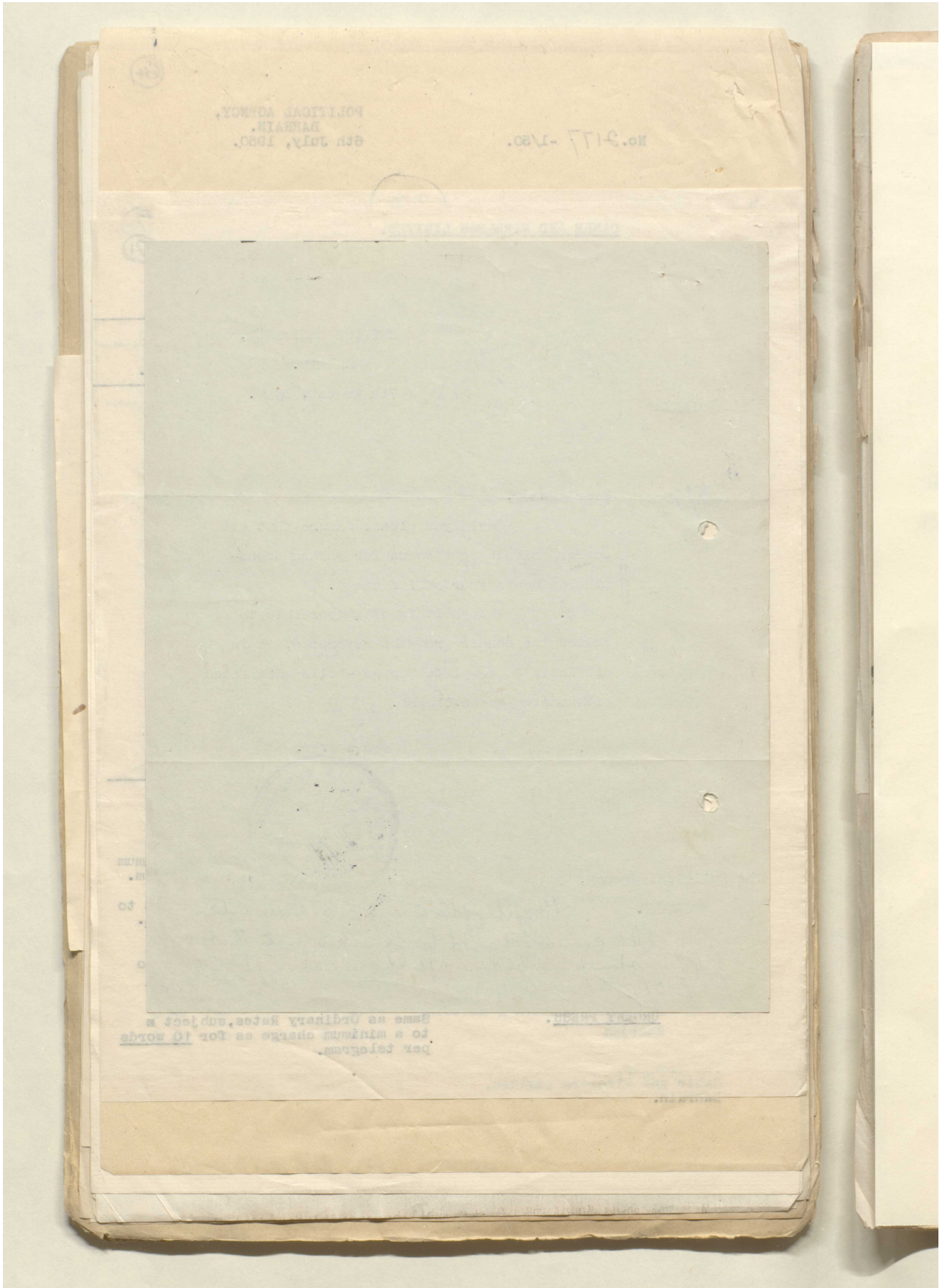
Yours ever,



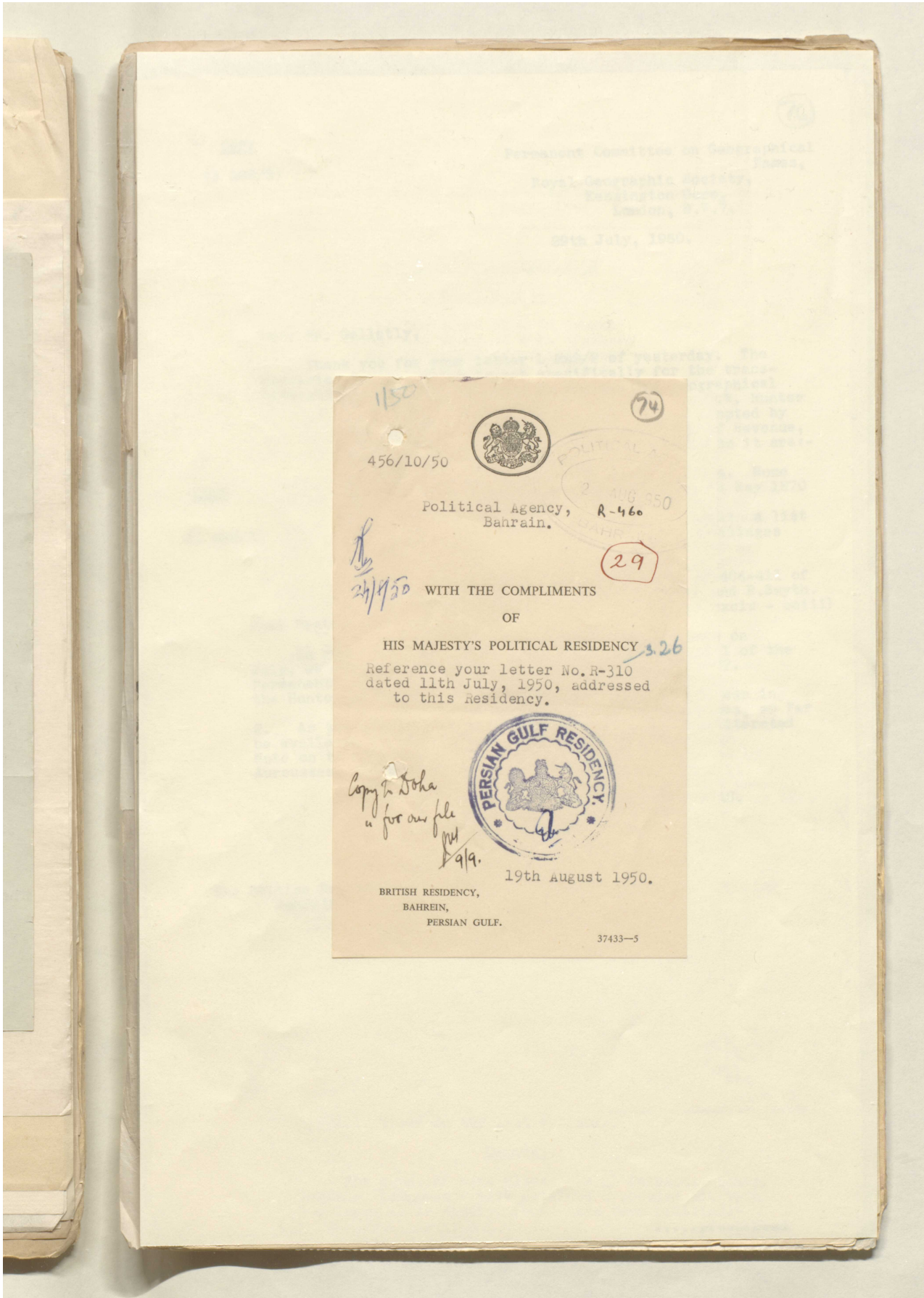
The Political Agency,
BAHRAIN.

Mayfile after C.O. & E.O. have noted.
(All cases should be franked with the Agency stamp in bottom left hand corner pl)
P.A. E.O./C.O. [Signatures]

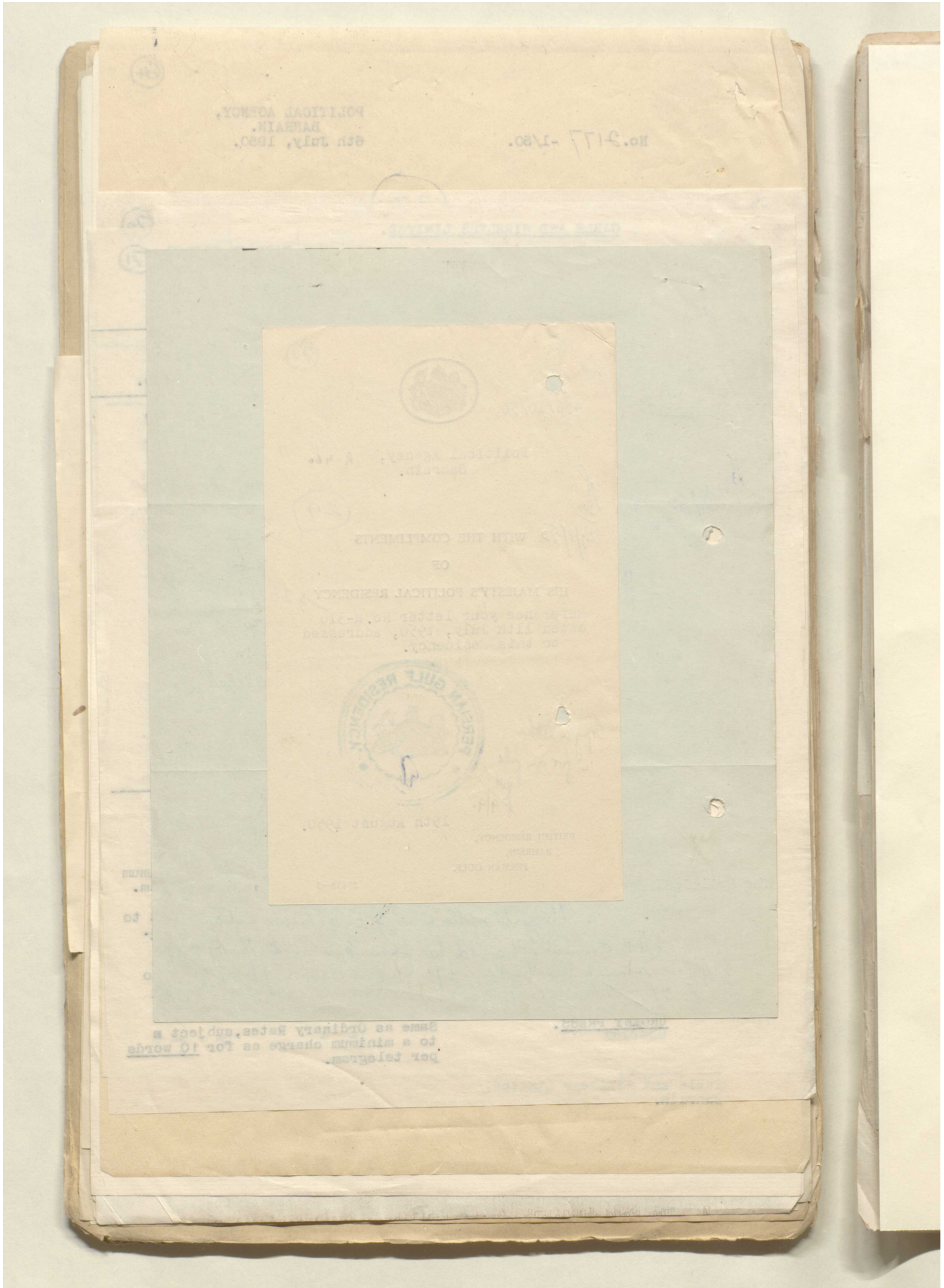
"ملف 1/50 الروتين المكتبي" [٧٣ظ] (٢٠٦/١٤٦)



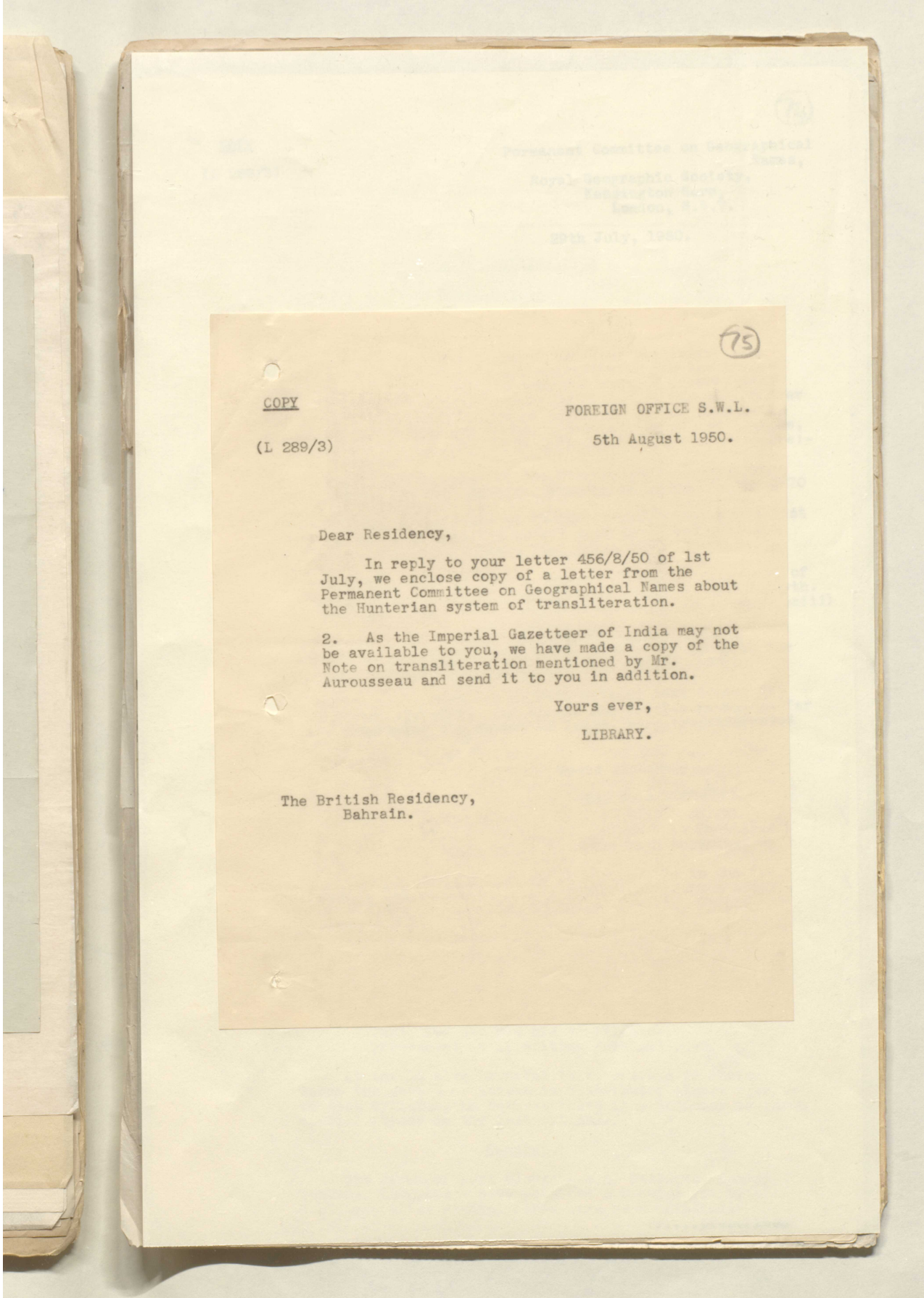
"ملف 1/50 الروتين المكتبي" [٧٤ و] (٢٠٦/١٤٧)



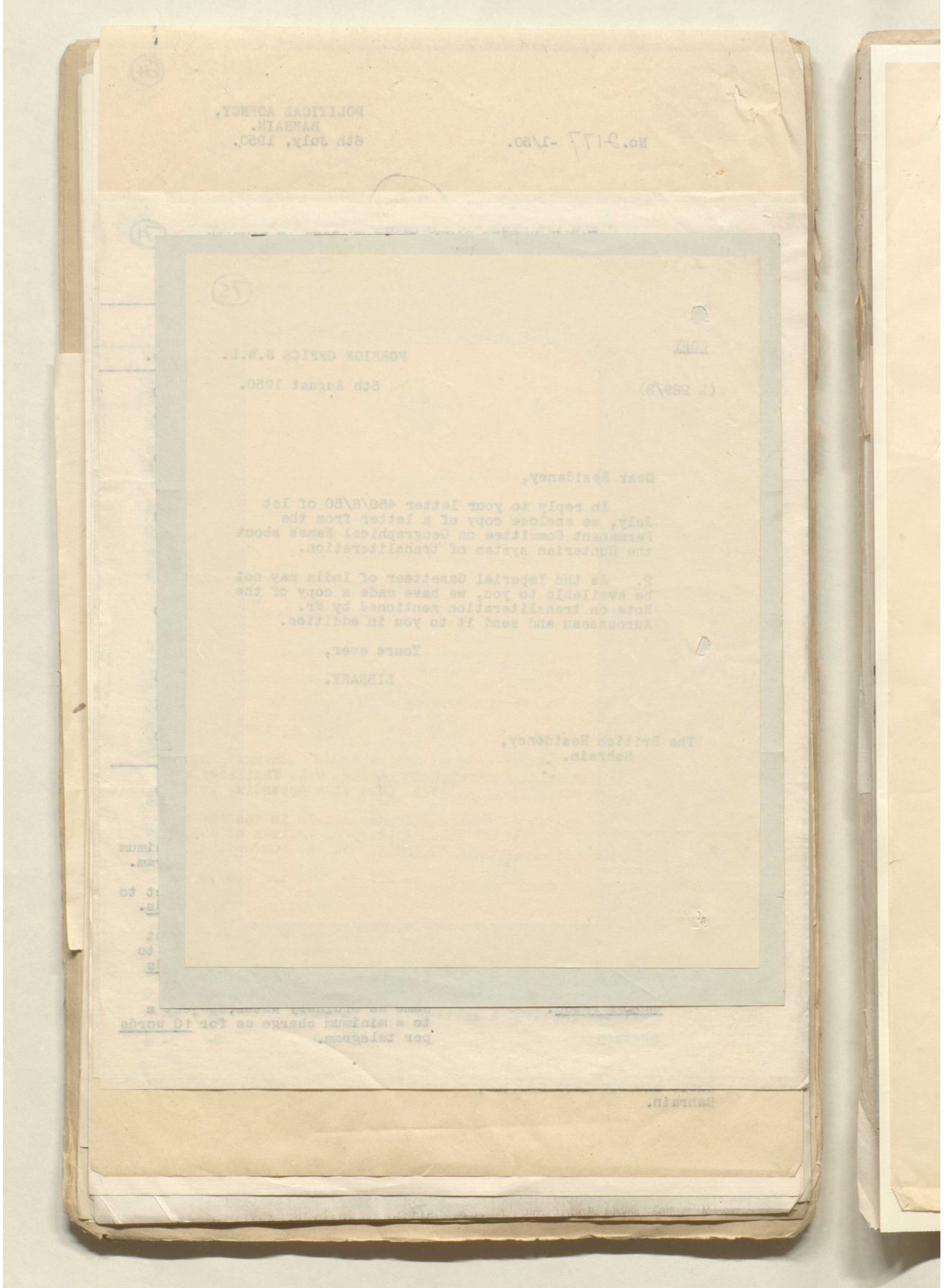
"ملف 1/50 الروتين المكتبي" [٧٤ظ] (٢٠٦/١٤٨)



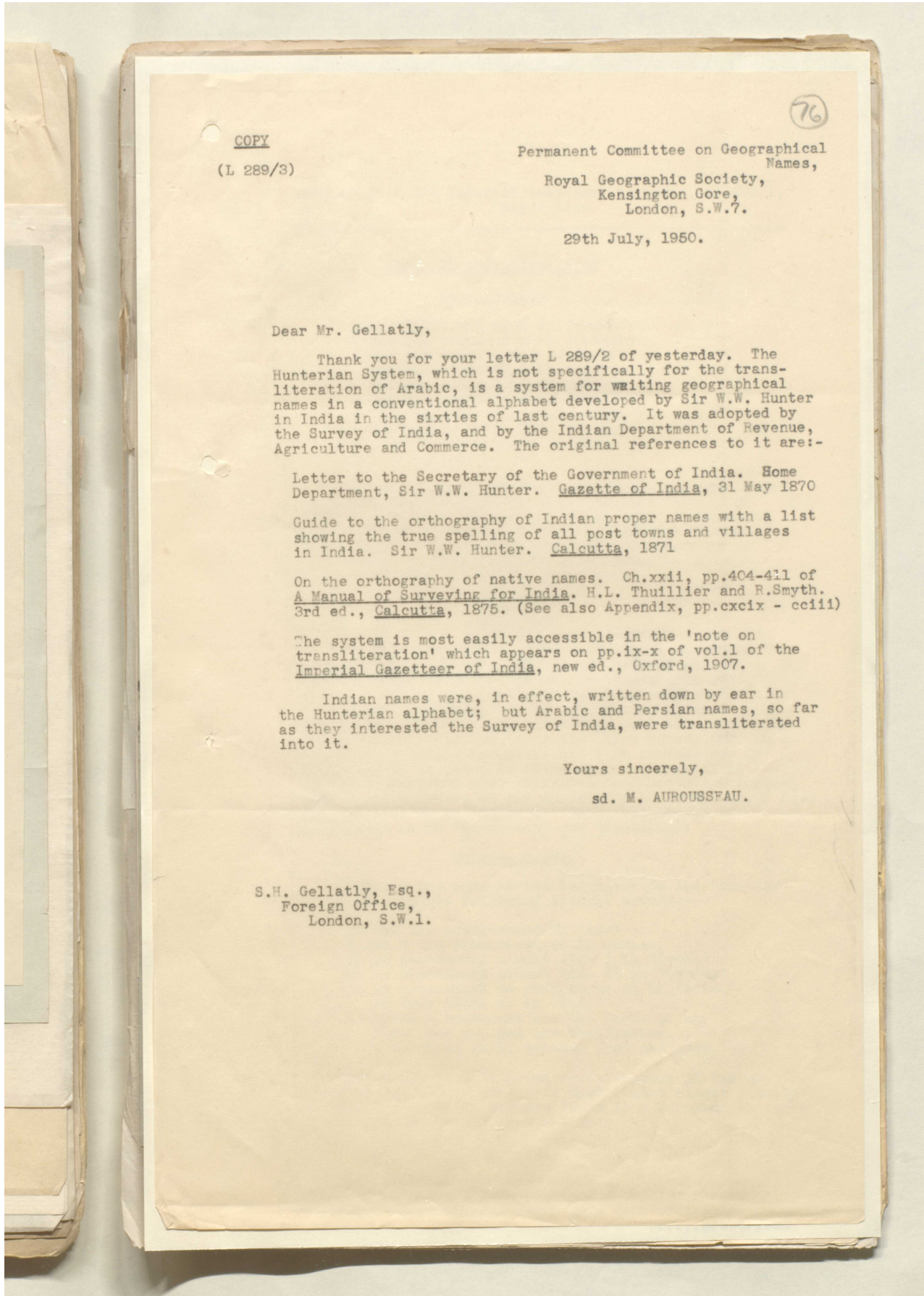
"ملف 1/50 الروتين المكتبي" [٧٥ و] (٢٠٦/١٤٩)



"ملف 1/50 الروتين المكتبي" [٧٥ظ] (٢٠٦/١٥٠)



"ملف 1/50 الروتين المكتبي" [٧٦] (٢٠٦/١٥١)



COPY

(L 289/3)

Permanent Committee on Geographical
Names,
Royal Geographic Society,
Kensington Gore,
London, S.W.7.

29th July, 1950.

Dear Mr. Gellatly,

Thank you for your letter L 289/2 of yesterday. The Hunterian System, which is not specifically for the transliteration of Arabic, is a system for writing geographical names in a conventional alphabet developed by Sir W.W. Hunter in India in the sixties of last century. It was adopted by the Survey of India, and by the Indian Department of Revenue, Agriculture and Commerce. The original references to it are:-

Letter to the Secretary of the Government of India. Home Department, Sir W.W. Hunter. Gazette of India, 31 May 1870

Guide to the orthography of Indian proper names with a list showing the true spelling of all post towns and villages in India. Sir W.W. Hunter. Calcutta, 1871

On the orthography of native names. Ch.xxii, pp.404-411 of A Manual of Surveying for India. H.L. Thuillier and R.Smyth. 3rd ed., Calcutta, 1875. (See also Appendix, pp.cxcix - cciii)

The system is most easily accessible in the 'note on transliteration' which appears on pp.ix-x of vol.1 of the Imperial Gazetteer of India, new ed., Oxford, 1907.

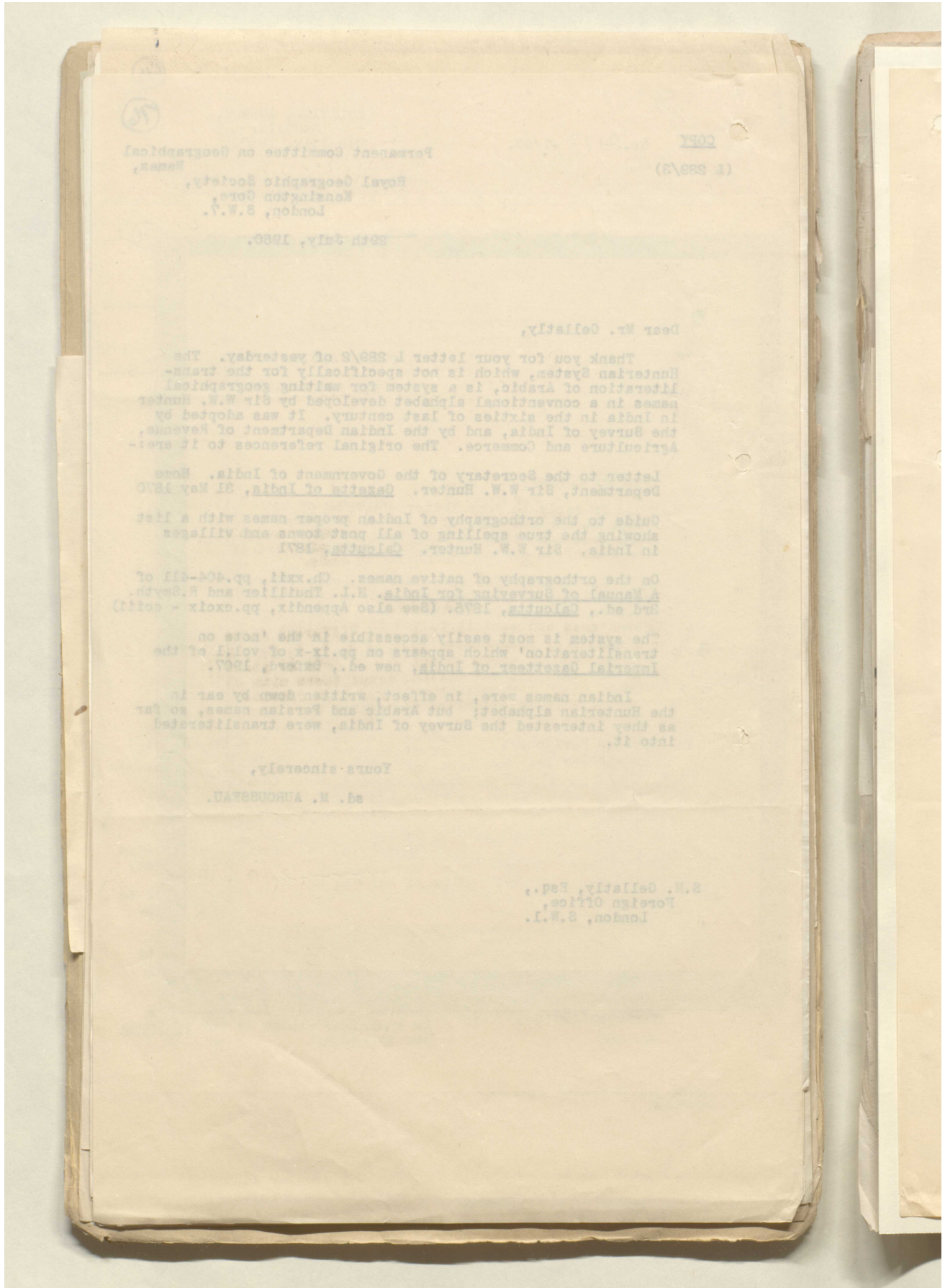
Indian names were, in effect, written down by ear in the Hunterian alphabet; but Arabic and Persian names, so far as they interested the Survey of India, were transliterated into it.

Yours sincerely,

sd. M. AUROUSSFAU.

S.H. Gellatly, Esq.,
Foreign Office,
London, S.W.1.

"ملف 1/50 الروتين المكتبي" [٧٦ظ] (٢٠٦/١٥٢)



77

Extract from the Imperial Gazetteer of India, Volume I,
pages ix-x

NOTES ON TRANSLITERATION

Vowel Sounds

a has the sound of a in 'woman'
ā has the sound of a in 'father'
e has the vowel-sound in 'grey'
i has the sound of i in 'pin'
ī has the sound of i in 'police'
o has the sound of o in 'bone'
u has the sound of u in 'bull'
ū has the sound of u in 'flute'
ai has the vowel-sound in 'mine'
au has the vowel-sound in 'house'

It should be stated that no attempt has been made to distinguish between the long and short sounds of e and o in the Dravidian languages, which possess the vowel-sounds in 'bet' and 'hot' in addition to those given above. Nor has it been thought necessary to mark vowels as long in cases where mistakes in pronunciation were not likely to be made.

Consonants

Most Indian languages have different forms for a number of consonants, such as d, t, r, &c., marked in scientific works by the use of dots or italics. As the European ear distinguishes these with difficulty in ordinary pronunciation it has been considered undesirable to embarrass the reader with them; and only two notes are required. In the first place, the Arabic K, a strong guttural, has been represented by K instead of q, which is often used. Secondly it should be remarked that aspirated consonants are common; and, in particular, dh and th (except in Burma) never have the sound of th in 'this' or 'thin, but should be pronounced as in 'woodhouse' and 'boathook'.

Burmese Words.

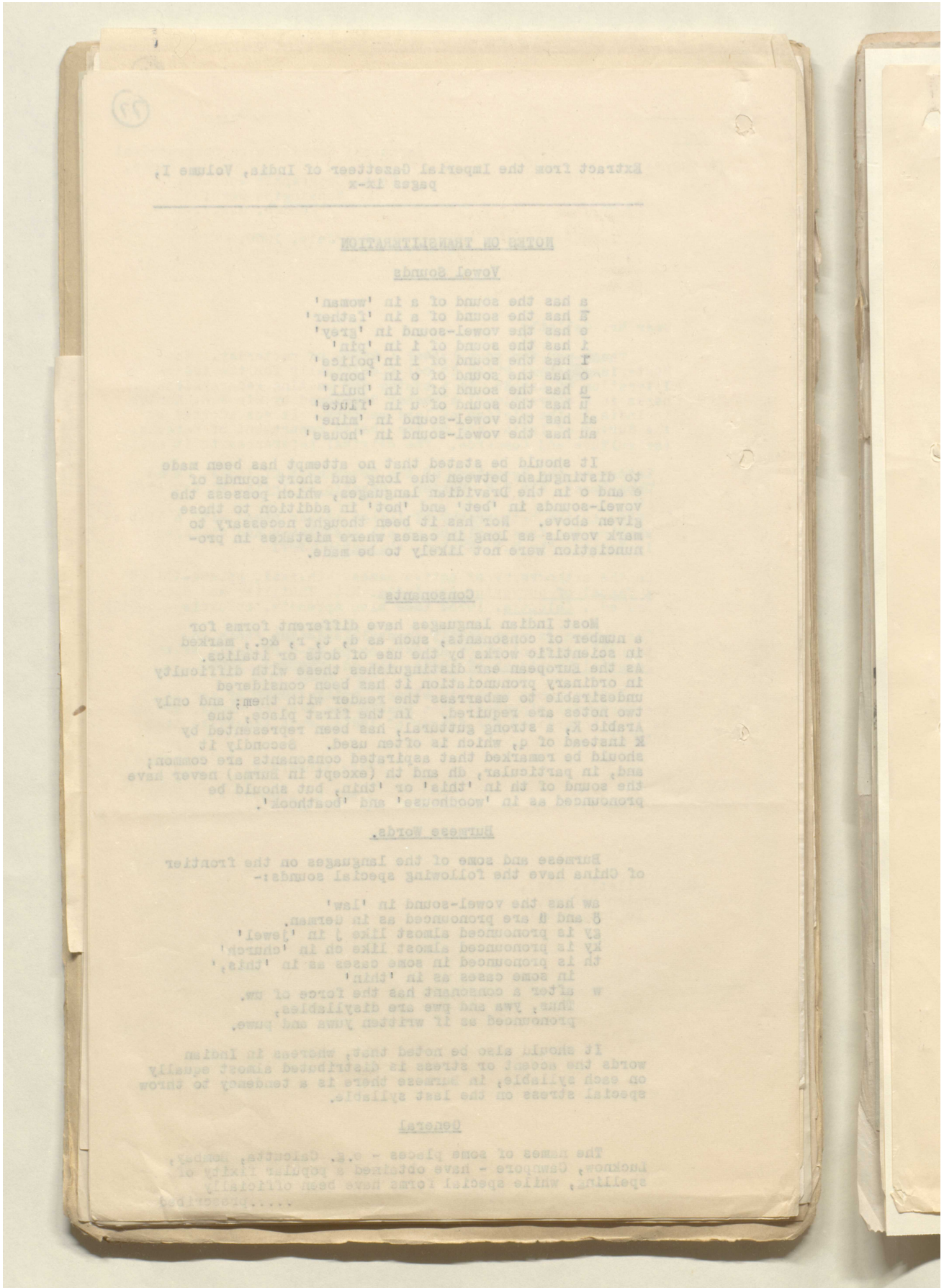
Burmese and some of the languages on the frontier of China have the following special sounds:-

aw has the vowel-sound in 'law'
ğ and ū are pronounced as in German.
gy is pronounced almost like j in 'jewel'
ky is pronounced almost like ch in 'church'
th is pronounced in some cases as in 'this,'
in some cases as in 'thin'
w after a consonant has the force of uw.
Thus, ywa and pwe are disyllables,
pronounced as if written yuwa and puwe.

It should also be noted that, whereas in Indian words the accent or stress is distributed almost equally on each syllable, in Burmese there is a tendency to throw special stress on the last syllable.

General

The names of some places - e.g. Calcutta, Bombay, Lucknow, Cawnpore - have obtained a popular fixity of spelling, while special forms have been officially
.....prescribed



Extract from the Imperial Gazetteer of India, Volume I,
pages 12-13

NOTES ON TRANSLITERATION

Vowel Sounds

a has the sound of a in 'woman'
E has the sound of a in 'later'
e has the vowel-sound in 'grey'
i has the sound of i in 'pin'
I has the sound of i in 'police'
o has the sound of o in 'bone'
g has the sound of a in 'bull'
h has the sound of h in 'fence'
al has the vowel-sound in 'alone'
au has the vowel-sound in 'house'

It should be stated that no attempt has been made to distinguish between the long and short sounds of e and o in the Hindustani languages, which possess the vowel-sounds in 'bet' and 'hot' in addition to those given above. Nor has it been thought necessary to mark vowels as long in cases where mistakes in pronunciation were not likely to be made.

Consonants

Most Indian languages have different forms for a number of consonants, such as d, t, k, &c., marked in scientific works by the use of dots or dashes. As the Europeans are distinguished these with difficulty in ordinary pronunciation it has been considered undesirable to emphasize the reader with them; and only two notes are required. In the first place, the Arabic k, a strong guttural, has been represented by K instead of q, which is often used. Secondly it should be remarked that aspirated consonants are common, and, in particular, dh and th (except in names) never have the sound of th in 'this' or 'thin', but should be pronounced as in 'woodhouse' and 'bookhook'.

Hindustani Words

Hindustani and some of the languages on the frontier of China have the following special sounds:-

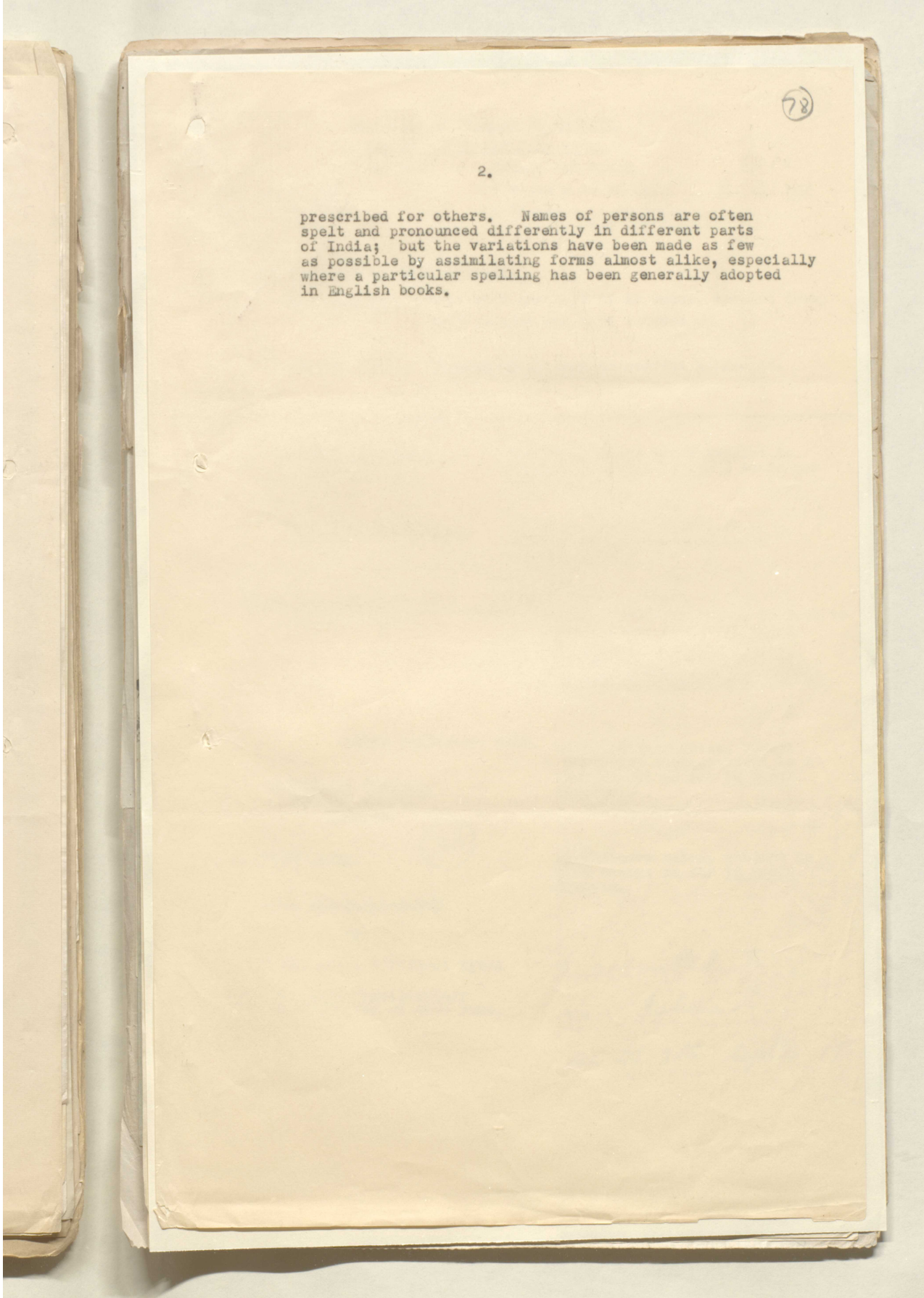
aw has the vowel-sound in 'law'
û and ð are pronounced as in German.
ÿ is pronounced almost like j in 'jewel'
ÿ is pronounced almost like ch in 'church'
th is pronounced in some cases as in 'this',
in some cases as in 'thin'.
w after a consonant has the force of ww.
Thus, tw and pw are distinguished,
pronounced as if written tww and pww.

It should also be noted that whereas in Indian words the accent or stress is distributed almost equally on each syllable, in Hindustani there is a tendency to throw special stress on the last syllable.

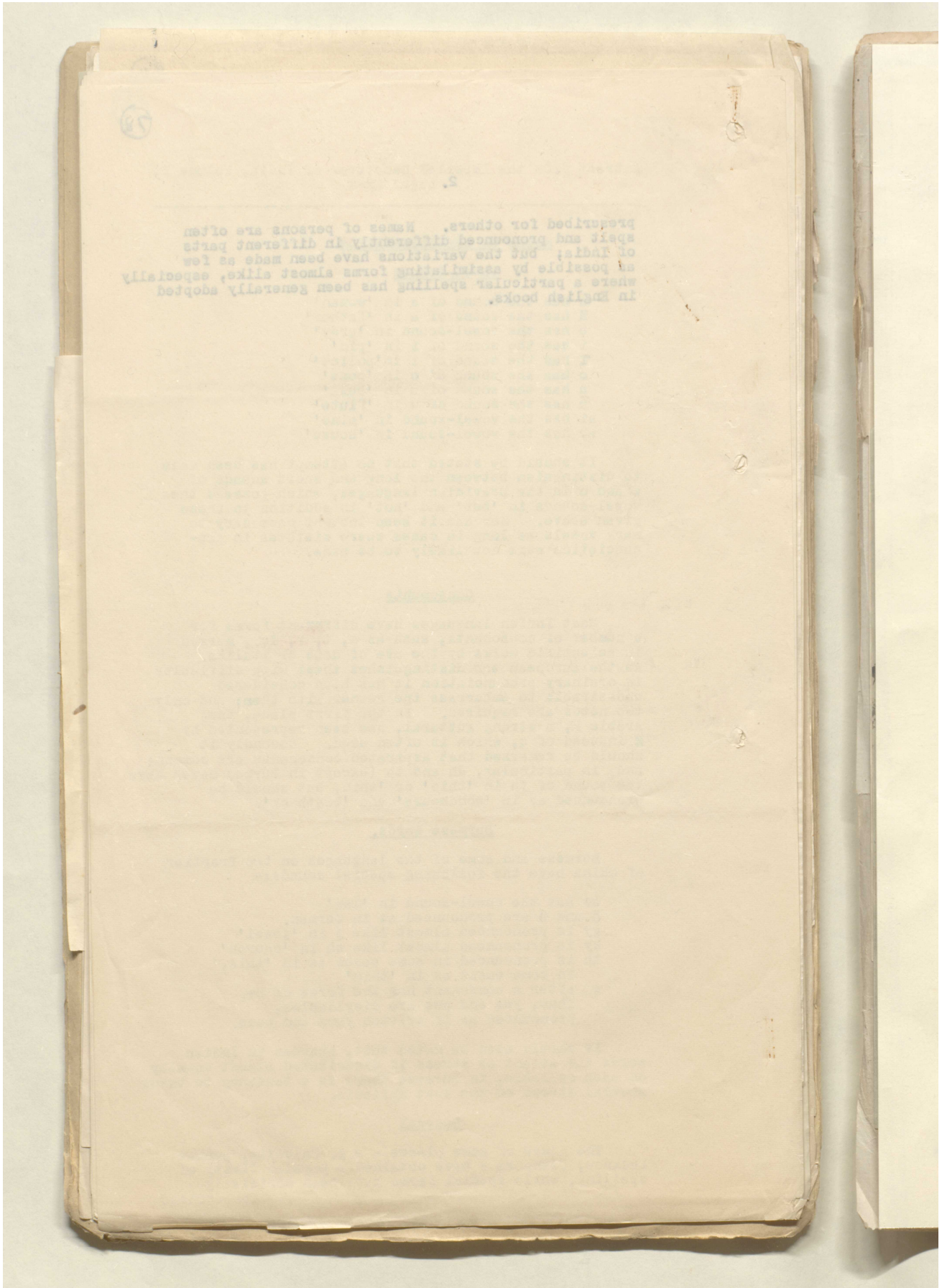
General

The names of some places - e.g. Calcutta, Bombay, Lucknow, Gwalior - have obtained a popular fixing of spelling, while special forms have been official.

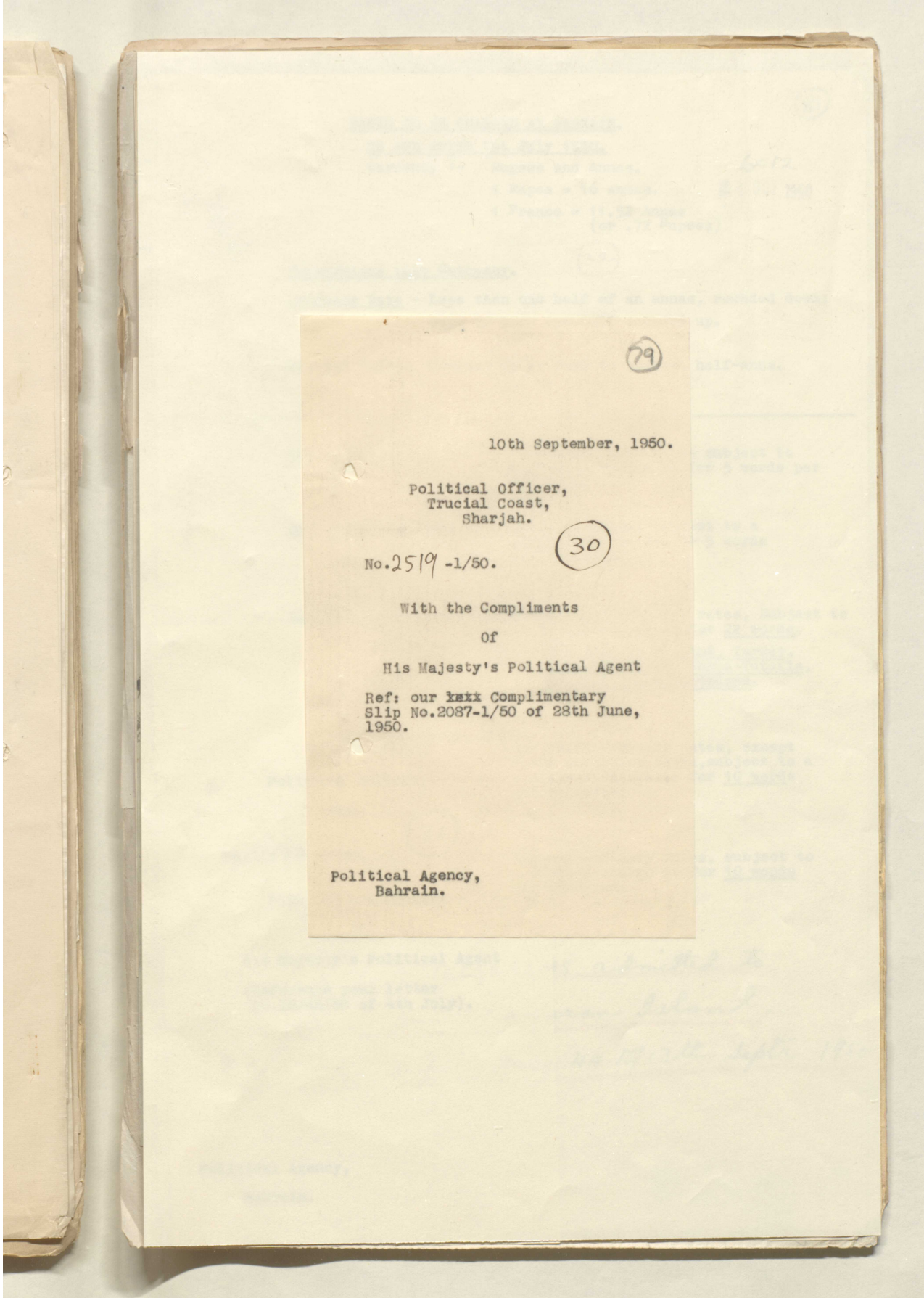
"ملف 1/50 الروتين المكتبي" [٧٨ و] (٢٠٦/١٥٥)



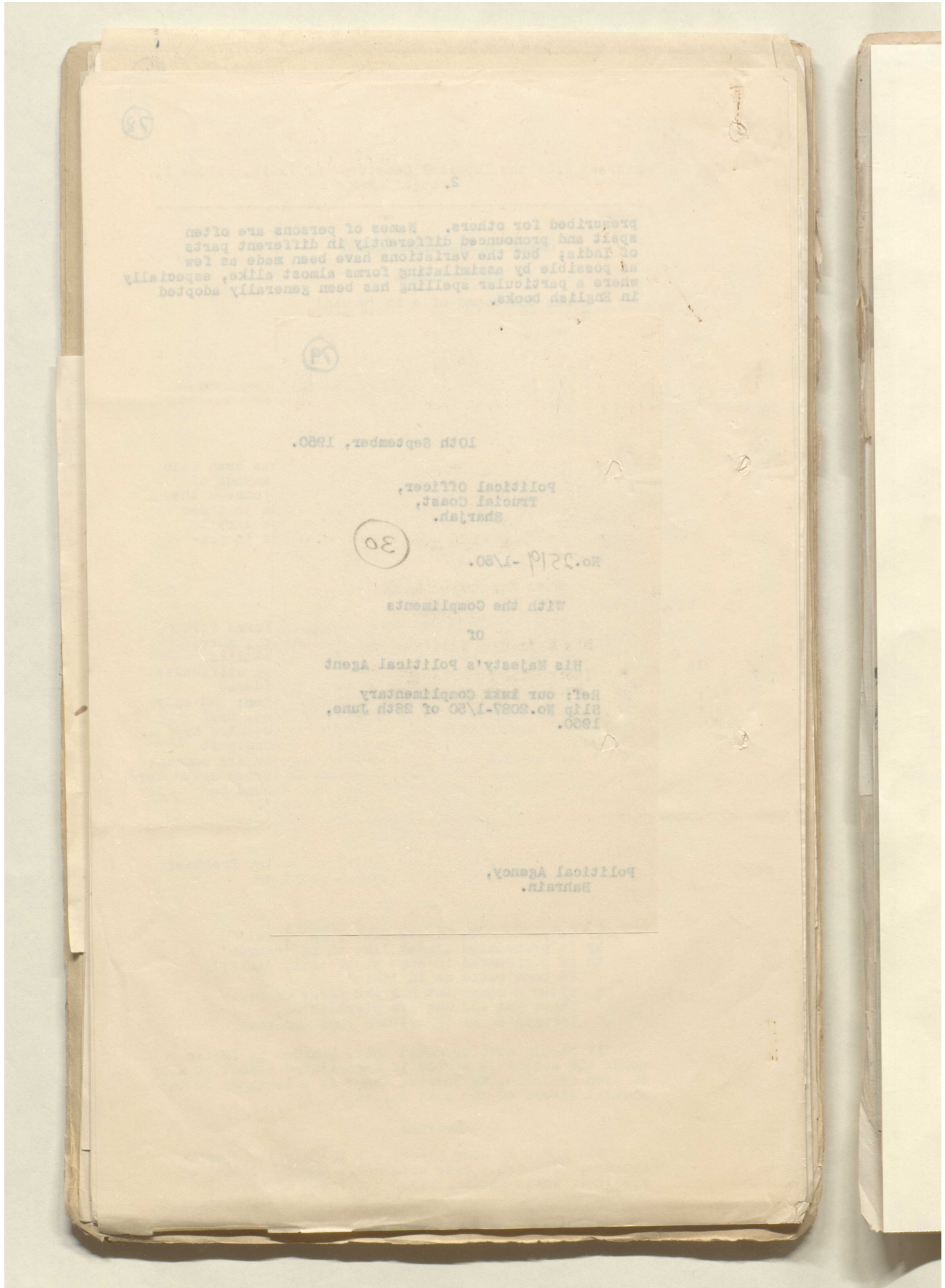
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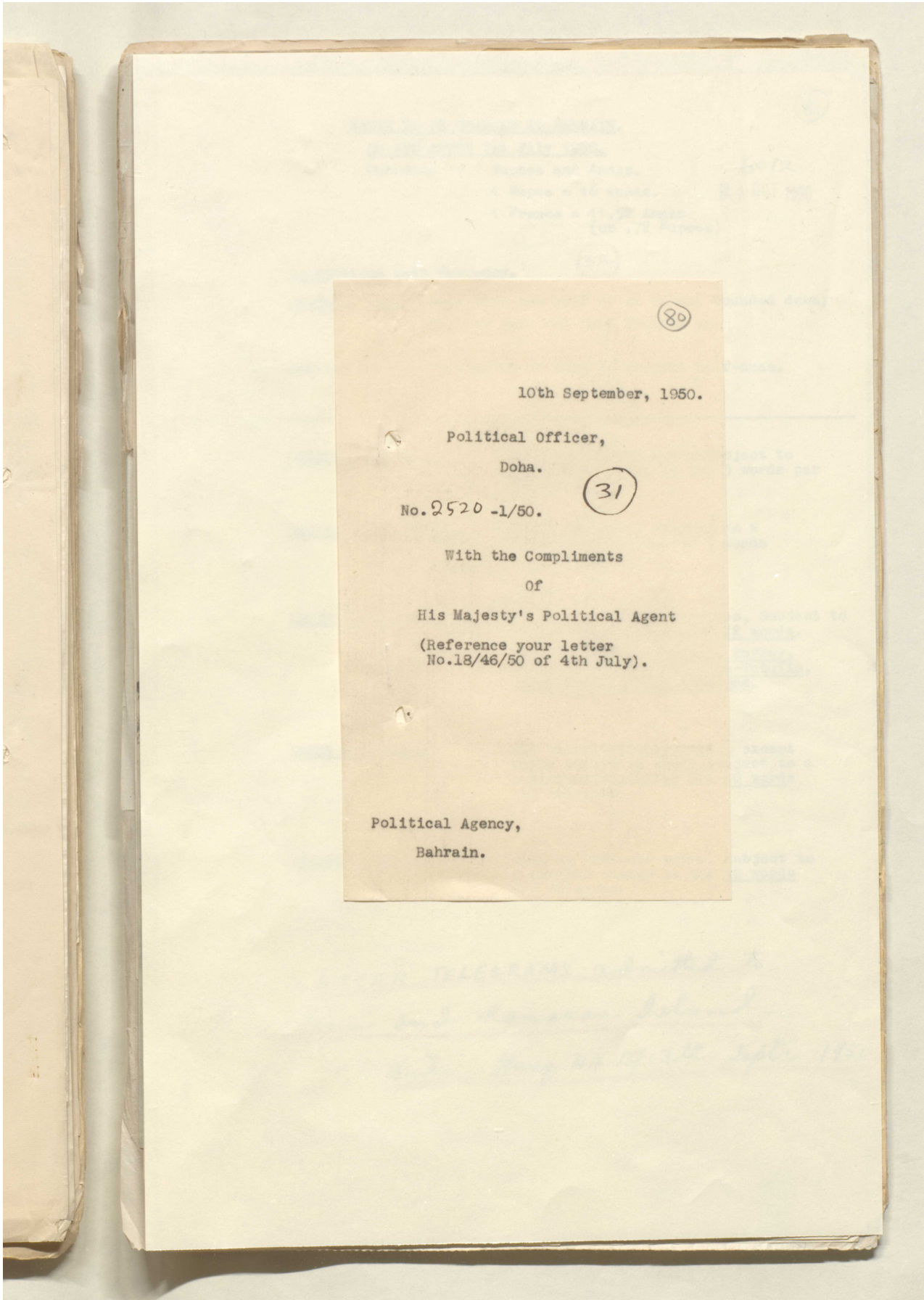
"ملف 1/50 الروتين المكتبي" [٧٩و] (٢٠٦/١٥٧)



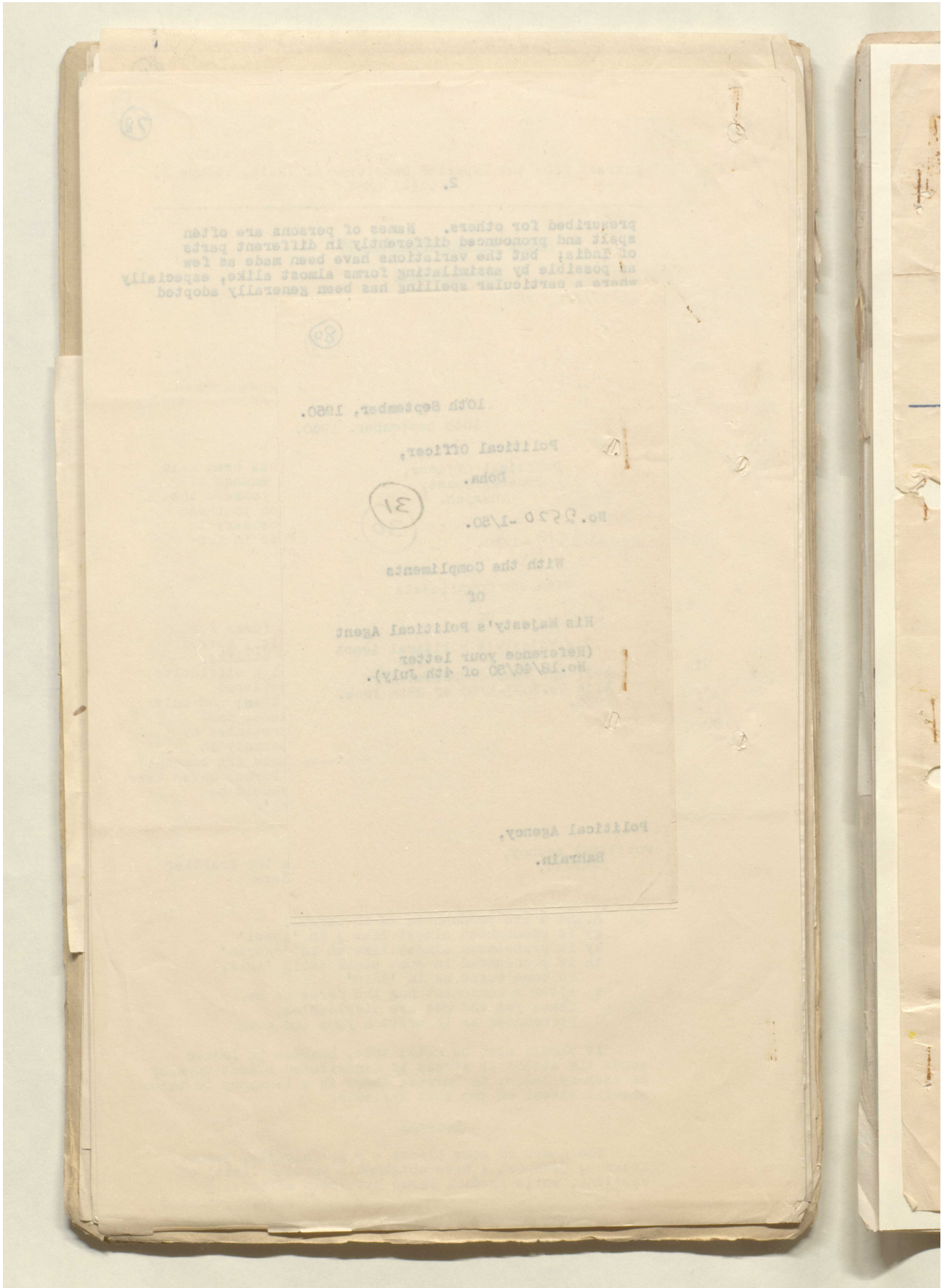
"ملف 1/50 الروتين المكتبي" [٧٩ظ] (٢٠٦/١٥٨)



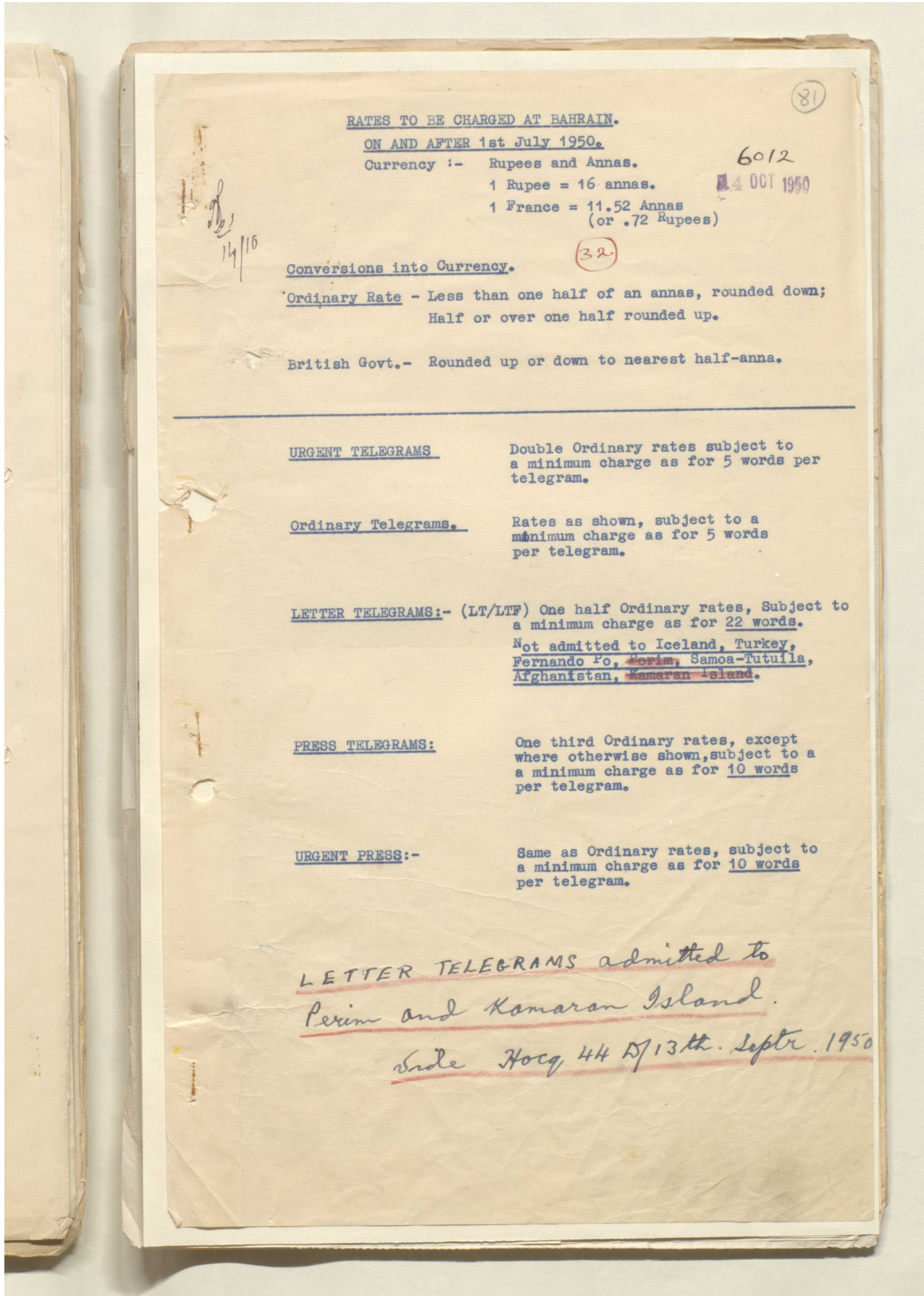
"ملف 1/50 الروتين المكتبي" [٨٠] (٢٠٦/١٥٩)



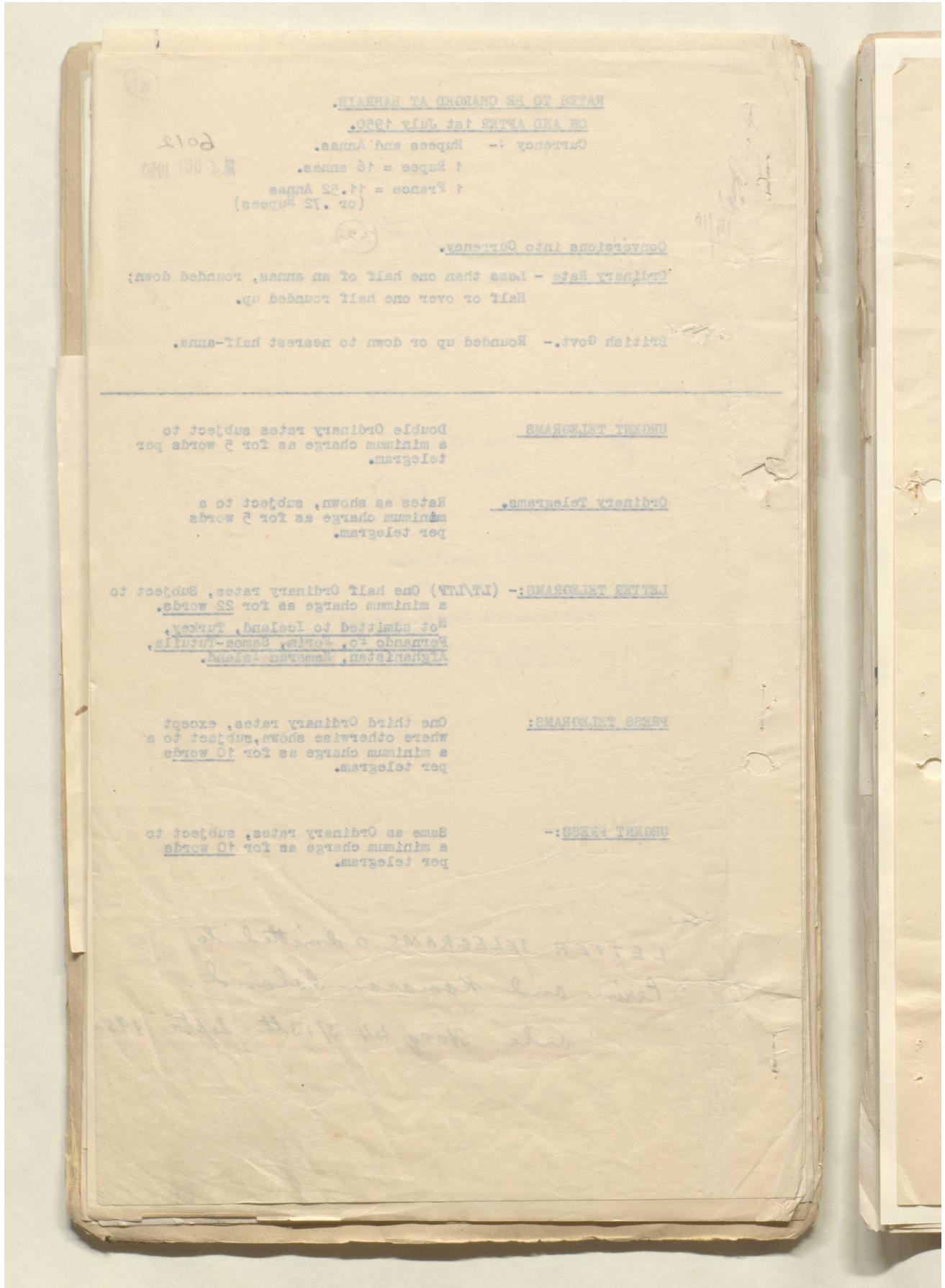
"ملف 1/50 الروتين المكتبي" [٨٠ ظ] (٢٠٦/١٦٠)



"ملف 1/50 الروتين المكتبي" [81] (٢٠٦/١٦١)



"ملف 1/50 الروتين المكتبي" [٨١ ظ] (٢٠٦/١٦٢)



"ملف 1/50 الروتين المكتبي" [٨٢ و] [٢٠٦/١٦٣]

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN.
ON AND AFTER THE 1st JULY 1950.

SHEET .1.

82

EUROPE.	ORDINARY		BRITISH & BAHRAIN GOVT.	
	Full Rate			
	F.c.	Rs.a.	F.c.	Rs. a.p.
ALBANIA	1.5375	1-2	.7875	0- 9-0
AUSTRIA	1.50	1-1	.75	0- 8-6
AZORES	1.95	1-6	.975	0-11-0
BELGIUM	1.50	1-1	.75	0- 8-6
BULGARIA	1.5375	1-2	.7875	0- 9-0
CZECHO-SLOVAKIA	1.50	1-1	.75	0- 8-6
DENMARK	1.50	1-1	.75	0- 8-6
FAROE ISLANDS	1.7025	1-4	.9525	0-11-0
FINLAND	1.50	1-1	.75	0- 8-6
FRANCE	1.50	1-1	.75	0- 8-6
GERMANY	1.50	1-1	.75	0- 8-6
GIBRALTAR	1.50	1-1	.75	0- 8-6
GREAT BRITAIN AND NORTHERN IRELAND....	1.50	1-1	.75	0- 8-6
GREECE AND GREEK ISLANDS	1.50	1-1	.75	0- 8-6
GREENLAND VIA ICELAND	2.1275	1-9	1.3775	1- 0-0
HOLLAND	1.51	1-1	.76	0- 9-0
HUNGARY	1.50	1-1	.75	0- 8-6
ICELAND	1.7375	1-4	.9875	0-11-6
IRISH REPUBLIC	1.50	1-1	.75	0- 8-6
ITALY	1.50	1-1	.75	0- 8-6
LUXEMBURG	1.50	1-1	.75	0- 8-6
MALTA, G.C.	1.50	1-1	.75	0- 8-6
NORWAY, JANMAYEN, SVALBARD & GREENLAND, VIA NORWAY.....	1.50	1-1	.75	0- 8-6
POLAND	1.65	1-3	.90	0-10-6
PORTUGAL	1.50	1-1	.75	0- 8-6
ROUMANIA	1.5375	1-2	.7875	0- 9-0
RUSSIA (U.S.S.R.)	1.7625	1-4	1.0125	0-11-6
SAAR TERRITORY	1.50	1-1	.75	0- 8-6
SPAIN AND SPANISH NORTH AFRICAN POSSESSIONS.....	1.65	1-3	.90	0-10-6
SWEDEN	1.50	1-1	.75	0- 8-6
SWITZERLAND (Including Liechtenstein)	1.50	1-1	.75	0- 8-6
+ TURKEY	1.52	1-2	.77	0- 9-0
VATICAN CITY STATE	1.5225	1-2	.7725	0- 9-0
YUGOSLAVIA	1.5975	1-2	.8475	0-10-0

+ LETTER TELEGRAMS NOT ADMITTED.

"ملف 1/50 الروتين المكتبي" [٨٢ ظ] (٢٠٦/١٦٤)

BRITISH & BAHRAIN GOVT.
Full Rate

EUROPE.	Rs. a.	Rs. a.	Rs. a. p.
ALBANIA	1.50	1.50	0-9-0
AUSTRIA	1.50	1.50	0-8-6
AZORES	1.50	1.50	0-11-0
BELGIUM	1.50	1.50	0-8-6
BULGARIA	1.50	1.50	0-9-0
CZECHO-SLOVAKIA	1.50	1.50	0-8-6
DENMARK	1.50	1.50	0-8-6
FAROE ISLANDS	1.50	1.50	0-11-0
FINLAND	1.50	1.50	0-8-6
FRANCE	1.50	1.50	0-8-6
GERMANY	1.50	1.50	0-8-6
GIBRALTAR	1.50	1.50	0-8-6
GREAT BRITAIN AND NORTHERN IRELAND	1.50	1.50	0-8-6
GREECE AND GREEK ISLANDS	1.50	1.50	0-8-6
GREENLAND VIA ICELAND	2.125	1.50	1-0-0
HOLLAND	1.50	1.50	0-9-0
HUNGARY	1.50	1.50	0-8-6
ICELAND	1.50	1.50	0-11-6
IRISH REPUBLIC	1.50	1.50	0-8-6
ITALY	1.50	1.50	0-8-6
LUXEMBURG	1.50	1.50	0-8-6
MALTA G.C.	1.50	1.50	0-8-6
NORWAY, JANMAYEN, SVALBARD & GREENLAND VIA NORWAY	1.50	1.50	0-8-6
POLAND	1.50	1.50	0-10-6
PORTUGAL	1.50	1.50	0-8-6
ROMANIA	1.50	1.50	0-9-0
RUSSIA (U.S.S.R.)	1.50	1.50	0-11-6
SAAR TERRITORY	1.50	1.50	0-8-6
SPAIN AND SPANISH NORTH AFRICAN POSSESSIONS	1.50	1.50	0-10-6
SWEDEN	1.50	1.50	0-8-6
SWITZERLAND (including Liechtenstein)	1.50	1.50	0-8-6
TURKEY	1.50	1.50	0-9-0
VALETTA CITY STATE	1.50	1.50	0-9-0
YUGOSLAVIA	1.50	1.50	0-10-0

+ LETTER TELEGRAMS NOT ADMITTED.

"ملف 1/50 الروتين المكتبي" [٨٣ و] [٢٠٦/١٦٥]

TABLE SHOWING RATES TO BECHARGED AT BAHRAIN.
ON AND AFTER THE 1st JULY 1950. SHEET.2.

AFRICA	ORDINARY		BRITISH GOVERNMENT.		
	FULL RATE	F.c.	Rs. as.	F.c.	Rs. as.p.
<u>NORTH-</u>					
ALGERIA ALGERIA	1.50	1- 1	.75	0- 8-6	
CANARY ISLANDS	1.85	1- 5	1.10	0- 12-6	
IFNI	2.225	1-10	1.475	1- 1-0	
LIBYA	1.50	1- 1	.75	0- 8-6	
MADEIRA	1.88	1- 6	.94	0- 11-0	
MOROCCO - Tangier	1.50	1- 1	.75	0- 8-6	
" Spanish Zone	2.14	1- 9	1.39	1- 0-0	
" French Zone	1.665	1- 3	.915	0- 11-0	
SPANISH SAHARA	2.3625	1-11	1.6125	1- 2-6	
TUNISIA	1.50	1- 1	.75	0- 8-6	
EGYPT - Alexandria, Cairo, Ismailia, Suez, Port Said and Tewfik....	2.52	1-13	1.26	0- 14-6	
EGYPT -Other Offices 1st Regn.	2.52	1-13	1.32	0- 15-0	
" 2nd Region (Upper Egypt)	2.64	1-14	1.44	1- 0-6	
" 3rd Region, Port Sudan..... (Sudan)	2.52	1-13	1.26	0- 14-6	
Other Offices..	2.52	1-13	1.26	0- 14-6	
<u>EAST:-</u>					
French Somali Coast -Djibouti	3.26	2- 6	1.63	1- 3-0	
ERITREA	2.93	2- 2	1.465	1- 1-0	
ETHIOPIA & ITALIAN SOMALILAND	2.92	2- 2	1.555	1- 2-0	
KENYA AND UGANDA	3.46	2- 8	1.73	1- 4-0	
MADAGASCAR AND COMORO Islands	3.05	2- 3	2.02	1- 7-6	
MAURITIUS	3.38	2- 7	1.69	1- 3-6	
<u>MOZAMBIQUE COLONY</u>					
Gaza, Lourenco Marques and Inhambane (Towns & Districts)	2.97	2- 2	1.61	1- 2-6	
Other Offices	3.47 3.345	2- 7	2.11	1- 8-6	
REUNION	3.00	2- 3	1.97	1- 6-6	
RODRIGUEZ ISLAND	3.38	2- 7	1.69	1- 3-6	
SEYCHELLES	3.38	2- 7	1.69	1- 3-6	
SOMALILAND PROTECTORATE	2.83	2- 1	1.2975	0- 15-0	
TANGANYIKA (Daressalaam	3.58	2- 9	1.79	1- 4-6	
TERRITORY (Other Offices	3.61	2-10	1.805	1- 5-0	
ZANZIBAR Including Pemba Island	3.16	2- 4	1.58	1- 2-0	

* Ref. SMHE'S N/OP Sept. 1950.

"ملف 1/50 الروتين المكتبي" [٨٣ظ] (٢٠٦/١٦٦)

TABLE SHOWING RATES TO BE CHARGED AT HAMBURG
ON AND AFTER THE 1st JULY 1950. SHEET 2.

AFRICA	ORDINARY		PULL RATE
	P.c.	Rs. as P.c.	
NORTH-			
ALGERIA	1.50	1-1	1.75
CANARY ISLANDS	2.25	1-10	1.75
LIBYA	1.50	1-1	1.75
MADAGASCAR	1.50	1-1	1.75
MOROCCO - Tangier	2.40	1-9	1.75
" Spanish Zone	1.50	1-3	1.75
" French Zone	2.35	1-11	1.75
SPANISH SAHARA	1.50	1-1	1.75
TUNISIA	1.50	1-1	1.75
EGYPT - Alexandria, Cairo, Ismailia, Suez, Port Said and Tewfik.....	2.50	1-13	1.50
EGYPT - Other Offices (at Regn. " 2nd Region (Upper Egypt) " 3rd Region (Port Sudan..... (Sudan) Other Offices..	2.50	1-13	1.50
EAST:-			
French Somali Coast - Djibouti	2.50	2-6	1.50
ETHIOPIA & ITALIAN SOMALILAND	2.50	2-2	1.50
KENYA AND UGANDA	2.50	2-8	1.50
MADAGASCAR AND COMORO Islands	2.50	2-3	1.50
MAURITIUS	2.50	2-7	1.50
MOZAMBIQUE COLONY			
Beira, Lourenco Marques and Inhambane (Towns & Districts) Other Offices.....	2.50	2-2	1.50
REUNION	2.50	2-3	1.50
RODRIGUES ISLAND	2.50	2-7	1.50
SEYCHELLES	2.50	2-7	1.50
SOMALILAND PROTECTORATE	2.50	2-1	1.50
TANGANYIKA (Darassalam TERRITORY) Other Offices	2.50	2-9	1.50
ZANZIBAR including Pemba Island	2.50	2-4	1.50

* of Hamburg 1/1/50

"ملف 1/50 الروتين المكتبي" [٨٤ و] (٢٠٦/١٦٧)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN
ON AND AFTER THE 1st JULY 1950 SHEET .3.

AFRICA (Continued)	ORDINARY		BRITISH	
	FULL RATE F.c.	Rs. as.	Government F.c.	Rs. as. p.
SOUTH:-				
Union of South Africa &) South West Africa.....	2.67	1- 15	1.335	0- 15- 6
SOUTH RHODESIA	2.82	2- 0	1.335	0- 15- 6
Northern RHODESIA &) NYASALAND.....	3.01	2- 3	1.335	0- 15- 6
WEST:-				
ASCENSION	3.38	2- 7	1.69	1- 3- 6
ST. HELENA	3.38	2- 7	1.69	1- 3- 6
BELGIAN CONGO (VIA & RUANDA-URUNDI Rhodesia	3.18	2- 5	1.7775	1- 4- 6
	3.31	2- 6	1.71	1- 3- 6
BRITISH WEST AFRICA:-				
CAMEROONS (British Zone)	4.00	2- 14	1.925	1- 6- 0
GAMBIA - BATHURST	3.38	2- 7	1.69	1- 3- 6
" Other Offices	3.85	2- 12	2.16	1- 9- 0
GOLD COAST COLONY - ACCRA	3.85	2- 12	1.925	1- 6- 0
" " Other Offices	4.00	2- 14	2.00	1- 7- 0
NIGERIA - LAGOS	3.85	2- 12	1.925	1- 6- 0
" Other Offices	4.00	2- 14	1.925	1- 6- 0
SIERRA LEONE -Freetown and) Water Street	3.38	2- 7	1.69	1- 3- 6
" " Other Offices....	3.53	2- 9	1.84	1- 5- 0
FRENCH WEST AFRICA:-				
Cameroons (French Zone)	3.765	2- 11	1.8825	1- 5- 6
DAHOMERY (Kotonou &c)	3.73	2- 11	1.865	1- 5- 6
FRENCH EQUATORIAL AFRICA	3.865	2- 13	1.9325	1- 6- 6
FRENCH GUINEA (Conakry, &c)	3.24	2- 5	1.62	1- 2- 6
IVORY COAST (Grand Bassam &c)	3.73	2- 11	1.865	1- 5- 6
Senegal, Mauritania, Niger Colony, French Soudan and Upper Volta	2.815	2- 0	1.5575	1- 2- 0
TOGO.... ..	3.55	2- 9	1.775	1- 4- 6
PORTUGUESE WEST AFRICA:-				
Angola.	4.75	3- 7	2.375	1- 11- 6
CAPE VERDE (S. Thiago & ISLANDS (St. Vincent..	3.20	2- 5	1.70	1- 3- 6
Other Islands... *	3.50	2- 8	2.10	1- 8- 0
PORTUGUESE GUINEA	3.94	2- 13	1.97	1- 6- 6
PRINCIPE & SAN THOME.....	4.38	3- 2	2.19	1- 9- 0
OTHER COUNTRIES:-				
+ FERNANDO PO & SPANISH GUINEA	3.53	2- 9	2.085	1- 8- 0
LIBERIA - MONROVIA	4.18	3- 0	2.09	1- 8- 0
" Other Offices	4.57	3- 5	2.48	1- 12- 6

+ LETTER TELEGRAMS NOT ADMITTED.

* Ref. Amal's N/508 Syde. 1950.

"ملف 1/50 الروتين المكتبي" [٨٤ ظ] (٢٠٦/١٦٨)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN
ON AND AFTER THE 1st JULY 1950
SHEET 2.

AFRICA (Continued)		ORDINARY		BRITISH	
	P.c.	Rs. as.	P.c.	Rs. as.	P.c.
SOUTH:-					
Union of South Africa & South West Africa.....	2.67	1-15	1.335	0-15	6
SOUTH RHODESIA	2.82	2-0	1.335	0-15	6
Northern RHODESIA & NYSALAND.....	3.04	2-3	1.335	0-15	6
WEST:-					
AGASSION	3.38	2-7	1.69	1-3	6
ST. HELENA	3.38	2-7	1.69	1-3	6
BRITAIN CONGO & RUANDA-URUNDI Rhodesia	3.48	2-8	1.745	1-4	6
BRITISH WEST AFRICA:-	3.34	2-6	1.71	1-3	6
CAMEROONS (British Zone)	4.00	2-14	1.925	1-6	0
GAMBIA - BATHURST	3.38	2-7	1.69	1-3	6
" Other Offices	3.82	2-12	2.16	1-6	0
GOLD COAST COLONY - ACCRA	3.82	2-12	1.925	1-6	0
" Other Offices	4.00	2-14	2.00	1-7	0
NIGERIA - LAGOS	3.82	2-12	1.925	1-6	0
" Other Offices	4.00	2-14	1.925	1-6	0
SERRA LIONE - Freetown and Water Street	3.38	2-7	1.69	1-3	6
" Other Offices.....	3.53	2-9	1.84	1-5	0
FRENCH WEST AFRICA:-					
CAMEROONS (French Zone)	3.765	2-11	1.8825	1-5	6
DANOMERY (Cotonou &c)	3.73	2-11	1.865	1-5	6
FRENCH EQUATORIAL AFRICA	3.865	2-13	1.9325	1-6	6
FRENCH GUINEA (Conakry, &c)	3.24	2-5	1.62	1-3	6
IVORY COAST (Grand Bassam &c)	3.73	2-11	1.865	1-5	6
Senegal, Mauritania, Niger, Gambia, French Sudan and Upper Volta.....	2.815	2-0	1.5275	1-0	0
TOGO.....	3.55	2-9	1.775	1-4	6
PORTUGUESE WEST AFRICA:-					
Angola.....	4.75	3-7	2.375	1-11	6
CAPE VERDE (S. Thie & St. Vincent)	3.20	2-5	1.70	1-3	6
Other Islands.....	3.50	2-8	2.10	1-6	0
PORTUGUESE GUINEA	3.95	2-13	1.97	1-6	6
PRINCE & SAN THOME.....	4.38	3-2	2.19	1-9	0
OTHER COUNTRIES:-					
BERNARD PO & SPANISH GUINEA	3.53	2-9	2.085	1-8	0
LIBERIA - MONROVIA	4.18	3-0	2.09	1-8	0
" Other Offices	4.87	3-8	2.43	1-12	6

+ LETTER TELEGRAMS NOT ADMITTED. * See Annex 1st July 1950.

"ملف 1/50 الروتين المكتبي" [٨٥ و] (٢٠٦/١٦٩)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN.

ON AND AFTER THE 1st JULY 1950. SHEET.4.

ASIA	ORDINARY Full Rate		BRITISH GOVERNMENT.	
	F.c.	Rs. as.	F.c.	Rs. as.p.
+ AFGHANISTAN	1.43	1- 0	.865	0- 10-0
ARABIA - ADEN	2.36	1- 11	1.18	0- 13-6
PERIM	2.81	2- 0	1.2925	0- 15-0
KAMARAN ISLAND	3.335	2- 6	1.405	1- 0-0
MUKALLA, SEIYUN (Aden Protectorate)	3.26	2- 6	1.63	1- 3-0
Saudi Arabia-Via Hassa...	.845	0- 10	.635	0- 7-6
Saudi Arabia " Port Sudan	2.295	1- 10	1.335	0- 15-6
SAUDI ARABIA Via Hassa.			(BAHRAIN & SAUDI GOVT) .4225	0- 5-0
YEMEN	2.585	1- 14	1.405	1- 0-0
BURMA	1.335	0- 15	.6675	0- 7-6
CEYLON	1.25	0- 14	.625	0- 7-0
CHINA - Hongkong	2.65	1- 15	1.325	0- 15-6
MACAU	2.93	2- 2	1.465	1- 1-0
SHANGHAI	3.535	2- 9	2.0175	1- 7-0
Other Offices in China	3.535	2- 9	2.0175	1- 7-0
INDIA (British, French & Portugese)	1.17	0- 13	.585	0- 6-6
INDO-CHINA	2.43	1- 12	1.215	0- 14-0
INDONESIA	2.81	2- 0	1.555	1- 2-0
IRAN (Persia)	1.05	0- 12	.825	0- 9-6
IRAQ	.90	0- 10	.45	0- 5-0
ISRAEL	2.6325	1- 14	1.3725	1- 0-0
JAPAN & KOREA	3.86	2- 12	2.06	1- 7-6
JORDAN (Hashemite Kingdom of the Lebanon Republic)	2.8225	2- 1	1.5625	1- 2-0
MALAYA AND SINGAPORE-				
BRUNEI	2.834	2- 1	1.385	1- 0-0
CHRISTMAS ISLAND	2.834	2- 1	1.385	1- 0-0
COCOS - Kaeling Islands...	3.38	2- 7	1.69	1- 3-6
PENANG	2.17	1- 9	1.085	0- 12-6
SINGAPORE	2.17	1- 9	1.085	0- 12-6
OTHER OFFICES...	2.17	1- 9	1.085	0- 12-6
NORTH BORNEO-				
LABUAN	2.49	1- 13	1.405	1- 0-0
OTHER OFFICES	2.49	1- 13	1.405	1- 0-0
PAKISTAN	1.08	0- 12	.54	0- 6-0
NETHERLANDS NEW GUINEA	3.11	2- 4	1.705	1- 3-6

+ LETTER TELEGRAMS NOT ADMITTED.

x LT ADMITTED VIDE MD'S BHMS

✓ DM/KE B/IK September 1950.
⊕ Letter Telegrams admitted to Perim and
Kamaran Island - vide Docq 44 B/13/22. Sept. 1950.

"ملف 1/50 الروتين المكتبي" [٨٥ ظ] (٢٠٦/١٧٠)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN.
ON AND AFTER THE 1st JULY 1950.
SHEET 1.

BRITISH GOVERNMENT		ORDINARY MAIL RATE		ASIA
Rs.	as. p.	Rs.	as.	
0-10-0	885	1-0	43	+ AFGHANISTAN
0-12-0	118	1-11	38	ARABIA - ADEN
0-12-0	1325	2-0	81	+ PERIM
1-0-0	1405	2-6	355	+ KAMARAN ISLAND
1-2-0	163	2-6	355	MUKALLA, SRIYUN (Aden Protectorate)
0-7-0	235	0-10	815	Saudi Arabia - Via Haesa...
0-12-0	1325	1-10	235	Saudi Arabia " Fort Sudan
0-2-0	1225			SAUDI ARABIA Via Haesa.
1-0-0	1405	1-14	285	YEMEN
0-7-0	675	0-12	135	BURMA
0-7-0	65	0-14	125	CEYLON
0-12-0	1325	1-12	65	CHINA - Hongkong
1-1-0	145	2-2	23	MACAU
1-7-0	20175	2-2	235	SHANGHAI
1-7-0	20175	2-2	235	Other Offices in China
0-12-0	1325	1-14	264	INDIA (British, French & Portuguese)
0-6-0	585	0-12	117	INDO-CHINA
0-14-0	1215	1-12	243	INDONESIA
1-2-0	155	2-0	81	IRAN (Persia)
0-9-0	85	0-12	105	IRAQ
0-2-0	115	0-10	90	ISRAEL
1-0-0	1375	1-14	2635	JAPAN & KOREA
1-7-0	206	2-12	368	JORDAN (Hashemite Kingdom)
1-2-0	1025	2-1	2825	Lebanon Republic
1-2-0	125	2-0	2825	MALAYA AND SINGAPORE
1-0-0	1385	2-2	2834	BRUNEI
1-0-0	1385	2-2	2834	CHRISTMAS ISLAND
1-2-0	163	2-7	338	COCOS - Keeling Islands...
0-12-0	1085	1-9	217	PELANG
0-12-0	1085	1-9	217	SINGAPORE
0-12-0	1085	1-9	217	OTHER OFFICES...
1-0-0	1405	1-13	249	NORTH BORNEO
1-0-0	1405	1-13	249	LABUAN
0-6-0	54	0-12	108	OTHER OFFICES
1-2-0	1205	2-4	311	PAKISTAN
				NEETHERLANDS NEW GUINEA

+ LETTER TELEGRAMS NOT ADMITTED.
x IT ADMITTED VIDE IND'S BMB.

"ملف 1/50 الروتين المكتبي" [٨٦ و] [٢٠٦/١٧١]

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN.
ON AND AFTER THE 1st JULY 1950. SHEET.5.

ASIA (Continued)	ORDINARY		BRITISH	
	Full Rate		GOVERNMENT.	
	F.c.	Rs. as.	F.c.	Rs. as. p.
<u>PERSIAN GULF:-</u>				
Bahrain				
Kuwait	.90	0- 10	.45	0- 5- 0
Muscat	.90	0- 10	.45	0- 5- 0
Sharjah	.45	0- 5	.225	0- 2- 6
<u>PHILIPPINES REPUBLIC:-</u>				
Manila	3.22	2- 5	1.61	1- 2- 6
OTHER OFFICES IN Luzon, Batan, Catanduanes, Cebu, Negros, Marinduque, Masbate, Mindoro, Romblon, Ticao				
	3.62	2- 10	2.01	1- 7- 0
<u>ALL OTHER OFFICES:-</u>				
	3.62	2- 10	2.01	1- 7- 0
PORTUGUESE TIMOR				
	3.16	2- 4	1.905	1- 6- 0
RUSSIA -IN-ASIA via Europe. Same as Russia in Europe.				
SARAWAK	2.834	2- 55	1.385	1- 0- 0
SYRIA REPUBLIC	2.82	2- 0	1.56	1- 2- 0
TAIWAN	3.535	2- 9	2.0175	1- 7- 0
THAILAND.....	2.365	1- 11	1.47	1- 1- 0
TURKEY IN ASIA..... ,..... Same as Turkey in Europe.				
<u>PACIFIC ISLANDS.</u> (Via Manila) +				
GUAM	3.82	2- 12	2.505	1-13- 0
<u>HAWAIIAN ISLANDS:-</u>				
Honolulu and other Offices on Oahu Island.....	}			
Hawaii, Kauai, Lanai, Maui and Molokai Islands.....				
MIDWAY Island.....				
See Sheet 11.				
<u>AUSTRALASIA.</u>				
Commonwealth of AUSTRALIA, (Including TASMANIA, Flinders King, & Lord Howe Islands...)	3.94	2-13	2.10	1- 8- 0
WILLIS ISLETS.....	4.10	2- 15	2.18	1- 9- 0
NEW ZEALAND.....	4.2325	3- 1	2.3025	1-10- 6

+ For Pacific Islands, via America, See Sheet 11.
For other Pacific Islands, see Sheet .6.

✓ Om/Ke B/IK September 1950.

"ملف 1/50 الروتين المكتبي" [٨٦ ظ] (٢٠٦/١٧٢)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN
ON AND AFTER THE 1st JULY 1950.
SHEET 2.

BRITISH GOVERNMENT		ORDINARY Full Rate		ASIA (Continued)	
Rs. as. p.	Rs. as. p.	Rs. as. p.	Rs. as. p.	Rs. as. p.	Rs. as. p.
				<u>PERSIAN GULF:-</u>	
				Behrain	...
0-5-0	1/2	0-10	30	Kuwait	...
0-5-0	1/2	0-10	30	Muscat	...
0-2-6	2/25	0-5	15	Sarjah	...
				<u>PHILIPPINE REPUBLIC:-</u>	
1-2-6	1/21	2-5	22	Manila	...
				OTHER OFFICES IN LARON, Batani, Catanduanes, Cosegidor, Marinduque, Masate, Mindoro, Romblon, Ticao	
1-7-0	2/1	2-10	25	<u>ALL OTHER OFFICES:-</u>	
1-7-0	2/1	2-10	25	PORTUGUESE TIMOR	
1-6-0	1/20	2-4	16	RUSSIA - IN ASIA via Europe.	
				Same as Russia in Europe.	
1-0-0	1/25	2-7	22	BARAWAK	
1-2-0	1/25	2-0	20	SYRIA REPUBLIC	
1-7-0	2/17	2-9	22	TAIWAN	
1-1-0	1/11	1-11	12	THAILAND... Same as Turkey in Europe.	
				TURKEY IN ASIA.....	
				<u>PACIFIC ISLANDS.</u>	
				(Via Manila) +	
1-13-0	2/25	2-12	22	GUAM	
				<u>HAWAIIAN ISLANDS:-</u>	
				Honolulu and other Offices on Oahu Island.....	
				Hawaii, Kauai, Lanai, Maui and Molokai Islands.....	
				MIDWAY Island.....	
				<u>AUSTRALASIA.</u>	
1-8-0	2/10	2-13	24	Commonwealth of AUSTRALIA, (Including TASMANIA, PINDIBERS, King, & Lord Howe Islands....)	
1-9-0	2/18	2-12	14	WILLS ISLANDS.....	
1-10-6	2/25	2-1	22	NEW ZEALAND.....	

* For Pacific Islands, via America, see Sheet 1.
For other Pacific Islands, see Sheet 3.

Date of Revision 1950

"ملف 1/50 الروتين المكتبي" [٨٧و] (٢٠٦/١٧٣)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN.
ON AND AFTER THE 1st JULY 1950. SHEET.6. (87)

PACIFIC ISLANDS:	ORDINARY Full Rate		BRITISH GOVERNMENT.	
	F.c.	Rs. as.	F.c.	Rs. as. p.
<u>BRITISH ISLANDS:-</u>				
Chatham Islands... ..	4.6825	3- 6	2.7525	1- 15- 6
Cook Islands - NIUE...	5.1825	3- 12	2.7775	2- 0- 0
RAROTONGA.....	5.03	3- 10	2.645	1- 14- 6
Other Offices....	5.27	3- 13	2.765	2- 0- 0
FANNING ISLAND	5.43	3- 15	2.845	2- 1- 0
FIJI - Suva	4.32	3- 2	2.29	1- 10- 6
Other Offices	4.48	3- 4	2.45	1- 12- 0
Gilbert and Ellice Islands	4.80	3- 7	2.53	1- 13- 0
Kermadec Islands- Raoul	4.4725	3- 4	2.5425	1- 13- 6
Marshall Islands - Nauru	4.89	3- 8	2.34	1- 11- 0
NEW GUINEA TERRITORY.....	4.34	3- 2	2.30	1- 10- 6
Norfolk Island	4.09	2- 15	2.175	1- 9- 0
Papua territory.....	4.34	3- 2	2.30	1- 10- 6
Rotuma Island	4.48	3- 4	2.45	1- 12- 0
SAMOA - Apia	5.03	3- 10	3.00	2- 2- 6
OTHER OFFICES(EXCEPT TUTUILA)	5.27	3- 13	3.24	2- 5- 6
Solomon Islands.....	4.80	3- 7	2.53	1- 13- 0
Tonga Islands	5.03	3- 10	2.77	2- 0- 0
<u>FRENCH ISLANDS:-</u>				
Loyalty Islands.....	4.98	3- 9	2.62	1- 14- 0
Bora-Bora, Makatea, Mangareva, Marquesas, Raiatea and Rurutu Islands.....	5.32	3- 13	2.79	2- 0- 0
NEW CALEDONIA	4.98	3- 9	2.62	1- 14- 0
TAHITI	5.32	3- 13	2.79	2- 0- 0
WALLIS ISLAND	5.32	3- 13	2.79	2- 0- 0
<u>OTHER ISLANDS:-</u>				
New Hebrides - Port Viala	4.80	3- 7	2.53	1- 13- 0
SAMOA - <u>TUTUILA</u> +	5.03	3- 10	3.00	2- 2- 6

+ LETTER TELEGRAMS NOT ADMITTED.

"ملف 1/50 الروتين المكتبي" [٨٧ظ] (٢٠٦/١٧٤)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN.
ON AND AFTER THE 1st JULY 1920. SHEET 6.

BRITISH GOVERNMENT.		ORDINARY		PACIFIC ISLANDS:	
Rs.	P.c.	Rs.	P.c.	Rs.	P.c.
1-12-0	2.7525	2-6	4.6825
2-0-0	2.7775	2-12	2.4825
1-14-0	2.6425	2-10	2.02
2-0-0	2.7625	2-12	2.27
2-1-0	2.8425	2-12	2.43
1-10-0	2.29	2-2	4.32
1-12-0	2.42	2-4	4.48
1-13-0	2.23	2-7	4.80
1-13-0	2.2425	2-4	4.4725
1-11-0	2.34	2-8	4.82
1-10-0	2.30	2-2	4.34
1-9-0	2.175	2-12	4.02
1-10-0	2.30	2-2	4.34
1-12-0	2.42	2-4	4.48
2-2-0	2.00	2-10	2.02
2-2-0	2.24	2-12	2.27
1-13-0	2.23	2-7	4.80
2-0-0	2.77	2-10	2.02
1-14-0	2.62	2-2	4.98
2-0-0	2.79	2-12	2.32
1-14-0	2.62	2-2	4.98
2-0-0	2.79	2-12	2.32
2-0-0	2.79	2-12	2.32
1-13-0	2.23	2-7	4.80
2-2-0	2.00	2-10	2.02

+ LETTER TELEGRAMS NOT ADMITTED.

"ملف 1/50 الروتين المكتبي" [٨٨ و] (٢٠٦/١٧٥)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN.
ON AND AFTER THE 1st JULY 1950. SHEET 7.

SOUTH AMERICA. (Southern Part)	ORDINARY Full Rate		BRITISH GOVERNMENT.		
	F.c.	Rs. as.	F.c.	Rs.	as. p.
ARGENTINE REPUBLIC.....	3.86	2- 12	2.08	1-	8- 0
<u>BOLIVIA-</u>					
Corocoro and La Paz.....	4.16	3- 0	2.08	1-	8- 0
Other Offices	4.16	3- 0	2.08	1-	8- 0
<u>BRAZIL</u>	3.50	2- 8	1.75	1-	4- 0
CHILE	3.86	2- 12	2.0425	1-	7- 6
Falkland Islands and Dependencies.....	3.86	2- 12	1.93	1-	6- 0
Paraguay.....	3.86	2- 12	2.08	1-	8- 0
<u>PERU:-</u>					
Tacna.....	3.86	2- 12	1.93	1-	6- 0
Other Offices	4.235	3- 1	2.1175	1-	8- 6
South Georgia	4.31	3- 2	2.155	1-	9- 0
URUGUAY	4.385	3- 3	2.1925	1-	9- 6
<u>NORTHERN PART.</u>					
<u>British Guiana-</u>					
Georgetown....	4.31	3- 2	2.155	1-	9- 0
Other Offices	4.39	3- 3	2.195	1-	9- 6
<u>COLUMBIA REPUBLIC:-</u>	3.57	2- 9	2.465	1-	12- 6
<u>ECUADOR-</u>					
Esmeraldas, Guayaquil, Quito and Santa Elena.....	3.96	2- 14	2.655	1-	14- 6
OTHER OFFICES.....	4.20	3- 0	2.895	2-	1- 6
FRENCH GUIANA	4.84	3- 8	2.42	1-	12- 0
SURINAM.....	3.37	2- 7	1.805	1-	5- 0
VENEZUELA.....	3.86	2- 12	1.93	1-	6- 0

"ملف 1/50 الروتين المكتبي" [٨٨ظ] (٢٠٦/١٧٦)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN.
ON AND AFTER THE 1st JULY 1950.
SHEET 2.

SOUTH AMERICA (Southern Part)		ORDINARY Full Rate		BRITISH GOVERNMENT	
	%	Rs.	Pa.	%	Rs. Pa.
ARGENTINE REPUBLIC.....	3.86	2	12	2.08	1-8-0
BOLIVIA-					
Cochabamba and La Paz.....	4.16	2	0	2.08	1-8-0
Other Offices	4.16	2	0	2.08	1-8-0
BRAZIL					
Other Offices	3.50	2	8	1.75	1-4-0
CHILE					
Other Offices	3.86	2	12	2.08	1-7-6
Falkland Islands and Dependencies.....	3.86	2	12	1.92	1-6-0
Paraguay.....	3.86	2	12	2.08	1-8-0
PERU:-					
Tarma.....	3.86	2	12	1.92	1-6-0
Other Offices	4.235	2	1	2.1175	1-8-6
South Georgia	4.31	2	2	2.155	1-9-0
URUGUAY	4.385	2	3	2.1925	1-9-6
NORTHERN PART.					
British Guiana-					
Georgetown.....	4.31	2	2	2.155	1-9-0
Other Offices	4.39	2	3	2.1925	1-9-6
COLUMBIA REPUBLIC:-					
Other Offices	3.27	2	9	2.465	1-12-6
ECUADOR-					
Esmeraldas, Guayaquil, Quito and Santa Elena.....	3.96	2	14	2.652	1-14-6
OTHER OFFICES.....	4.20	2	0	2.892	2-1-6
FRENCH GUIANA	4.84	2	8	2.42	1-12-0
GUYANA.....	3.27	2	7	1.802	1-9-0
VENEZUELA.....	3.86	2	12	1.92	1-6-0

"ملف 1/50 الروتين المكتبي" [٨٩و] (٢٠٦/١٧٧)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN.
ON AND AFTER THE 1st JULY 1950. SHEET. 8.

NORTH AMERICA.	ORDINARY		BRITISH GOVERNMENT	
	Full Rate.			
	F.c	Rs. as.	F.c.	Rs. as. p.
<u>CANADA:-</u>				
Alberta and Saskatchewan				
British Columbia-1st Zone				
" 2nd, 3rd, and 4th Zones)				
YUKON.....				
North West Territories...				
Manitoba.....				
New Brunswick.....				
Nova Scotia and Cape Breton				
Ontario and Quebec (Toronto & Montreal)	2.30	1- 10	1.15	0- 13- 0
OTHER OFFICES XXXX ..				
Prince Edward Island.....)				
Newfoundland- Labrador.....)				
" Other Offices.....)				
MEXICO	3.03	2- 3	2.00	1- 7- 0
St Pierre and Miquelon	2.30	1- 10	1.15	0- 13- 0
<u>UNITED STATES:</u>				
Alabama	2.105	1- 8	1.1675	0- 13- 6
Alaska, via Sitka Cable	2.565	1- 14	1.6275	1- 2- 6
Arizone.....				
Arkansas				
California -S. Francisco+				
" Other Offices				
Carolina (North and south)				
Colorado				
Columbia (DISTRICT OF)				
Connecticut				
Dakota (North & South)	2.105	1- 8	1.1675	0- 13- 6
Delaware				
Florida - Key West				
" Pensacola				
" Other Offices				
Georgia				
Idaho				
Illinois & Indiana				
Iowa				

+ Including all Offices subject to Tariff for San Francisco.

"ملف 1/50 الروتين المكتبي" [٨٩ ظ] (١٧٨/٢٠٦)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN
ON AND AFTER THE 1st JULY 1950. SHEET 3.

NORTH AMERICA		ORDINARY		BRITISH GOVERNMENT	
	P.c.	Rs. as.	P.c.	Rs. as.	P.
CANADA:-					
Alberta and Saskatchewan					
British Columbia-1st Zone					
" 2nd, 3rd, and 4th Zones					
YUKON.....					
North West Territories.....					
Manitoba.....					
New Brunswick.....					
Nova Scotia and Cape Breton					
(Toronto)					
Ontario and Quebec (Montreal)	2.30	1- 10	1.15	0- 15	0
OTHER OFFICES.....					
Prince Edward Island.....					
Newfoundland-Labrador.....					
" Other Offices.....					
MEXICO					
St Pierre and Miquelon	2.30	1- 10	1.15	0- 15	0
UNITED STATES:					
Alabama	2.105	1- 8	1.1675	0- 15	6
Alaska, via Sitka Cable	2.255	1- 14	1.6275	1- 2	6
Arizona.....					
Arkansas					
California-San Francisco+					
" Other Offices					
Carolina (North and South)					
Colorado					
Columbia (DISTRICT OF)	2.105	1- 8	1.1675	0- 15	6
Connecticut					
Dakota (North & South)					
Delaware					
Florida - Key West					
" Pensacola					
" Other Offices					
Georgia					
Idaho					
Illinois & Indiana					
Iowa					

+ Including all Offices subject to Tariff for San Francisco.

"ملف 1/50 الروتين المكتبي" [٩٠] (٢٠٦/١٧٩)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN.
ON AND AFTER THE 1st JULY 1950. SHEET .9.

NORTH AMERICA.	ORDINARY		BRITISH	
	Full Rate		GOVERNMENT.	
	F.c.	Rs. a.F.C.	Rs. as. p.	
<u>UNITED STATES:(continued)</u>				
Kansas				
Kentucky				
Louisiana - New Orleans				
" other Offices.				
Maine				
Maryland				
Massachusetts - Boston				
" Other Offices				
Michigan				
Minnesota -Duluth, Winona,				
Minneapolis, St.Paul				
St.Paul Stockyards,				
South St.Paul.....				
" OTHER OFFICES.				
Mississippi.....	2.105	1- 8	1.1675	0-13- 6
Missouri -St.Louis.....				
" Other Offices				
Montana				
Nebraska and New Mexice				
Nevada				
New Hampshire				
(Hoboken, Jersey				
City, North Bergen,				
New Jersey. Union City, Wee-				
hawken, and West				
New York.....				
" OTHER OFFICES.....				
<u>NEW YORK - New York City.+</u>	1.875	1- 6	.9375	0-11- 0
New York - Other Offices				
Ohio				
Oklahoma				
Oregon				
Pennsylvania				
Rhode Island				
Tennessee	2.105	1- 8	1.1675	0-13- 6
Texas				
Utah & Washington State				
Vermont				
Virginia and West Virginia				
Wisconsin				
Wyoming				

+ Including all offices subject to Tariff for New York city.

"ملف 1/50 الروتين المكتبي" [٩٠ ظ] (٢٠٦/١٨٠)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN
ON AND AFTER THE 1st JULY 1950. SHEET 3.

NORTH AMERICA.		ORDINARY	BRITISH
		Tarif Rate	GOVERNMENT.
		P.c.	Rs. s. P.c.
(UNITED STATES: (continued))			
	Kansas		
	Kentucky		
	Louisiana - New Orleans		
	Other Offices		
	Maine		
	Maryland		
	Massachusetts - Boston		
	Other Offices		
	Michigan		
	Minnesota - Duluth, Winona		
	Mississippi	2.105	1 - 8 1.1625
	Missouri - St. Louis		
	Other Offices		
	Montana		
	Nebraska and New Mexico		
	Nevada		
	New Hampshire		
	Hoboken, Jersey		
	City, North Bergen		
	New York - New York City	1.875	1 - 6 .9375
	Other Offices		
	Ohio		
	Oklahoma		
	Oregon		
	Pennsylvania		
	Rhode Island		
	Tennessee	2.105	1 - 8 1.1625
	Texas		
	Utah & Washington State		
	Vermont		
	Virginia and West Virginia		
	Wisconsin		
	Wyoming		

+ including all offices subject to tariff for
New York City.

"ملف 1/50 الروتين المكتبي" [٩١] (٢٠٦/١٨١)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN.
ON AND AFTER THE 1st July 1950. SHEET.10. (91)

BAHRMAS, BERMUDAS AND WEST INDIES.	ORDINARY Full Rate.		BRITISH GOVERNMENT.	
	F.c.	Rs. as.	F.c.	Rs. as.
BAHAMAS	3.34	2- 6		
BERMUDAS	3.64	2- 10		
<u>BRITISH WEST INDIES :-</u>				
ANTIGUA	4.31	3- 2		
BARBADOS	3.86	2- 12		
CARRIACOU	4.46	3- 3		
CAYMAN ISLANDS	4.31	3- 2		
DOMINICA	4.31	3- 2		
GRENADEA	4.31	3- 2		
JAMAICA	3.86	2- 12		
MONTserrat	4.31	3- 2		
St.KITTS	4.31	3- 2		
St.LUCIA	4.31	3- 2		
St.VINCENT	4.31	3- 2		
TOBAGO	4.54	3- 4		
TRINIDAD- Port of Spain	4.31	3- 2		
" Other Offices	4.31	3- 2		
TURK ISLAND	3.86	2- 12		
<u>NETHERLANDS ANTILLES:-</u>				
ARUBA, Bonaire	3.37	2- 7		
CURACAO	3.37	2- 7		
SABA, St.Eustatius	3.37	2- 7		
S.MAARTEN	3.37	2- 7		
<u>FRENCH WEST INDIES:-</u>				
GUADELOUPE	3.75	2- 11		
LES SAINTES, MARIE GALANTE	3.75	2- 11		
MARTINIQUE	3.75	2- 11		

ONE HALF ORDINARY RATES.

For "Other West Indies" - see Sheet 11.

"ملف 1/50 الروتين المكتبي" [٩١ ظ] (٢٠٦/١٨٢)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN
ON AND AFTER THE 1st July 1950. SHEET 10.

BAHRAINS, BERMUDAS AND WEST INDIES.		ORDINARY Post Rates.		BRITISH GOVERNMENT. P.O. Rates.	
		P.O.	P.O.	P.O.	P.O.
BAHAMA	2-6	2.34	2-6		
BERMUDAS	2-10	2.64	2-10		
BRITISH WEST INDIES :-					
ANTIGUA	2-2	1.31	2-2		
BARBADOS	2-12	2.88	2-12		
GARIBALDI	2-2	1.46	2-2		
GAYAN ISLANDS	2-2	1.31	2-2		
DOMINICA	2-2	1.31	2-2		
GREENADA	2-2	1.31	2-2		
JAMAICA	2-12	2.88	2-12		
MONTserrat	2-2	1.31	2-2		
St. KITTS	2-2	1.31	2-2		
St. LUCIA	2-2	1.31	2-2		
St. VINCENT	2-2	1.31	2-2		
TOBAGO	2-4	1.54	2-4		
TRINIDAD - Port of Spain	2-2	1.31	2-2		
" Other Offices	2-2	1.31	2-2		
TURK ISLAND	2-12	2.88	2-12		
NETHERLANDS ANTILLES :-					
ARUBA, Bonaire	2-7	2.37	2-7		
CURACAO	2-7	2.37	2-7		
SABA, St. Eustatius	2-7	2.37	2-7		
S. MAARTEN	2-7	2.37	2-7		
FRENCH WEST INDIES :-					
GUADALOUPE	2-11	3.75	2-11		
LES SAINTES, MARIE GALANTE	2-11	3.75	2-11		
MARTINIQUE	2-11	3.75	2-11		

For "Other West Indies" - see Sheet 11.

ONE HALF ORDINARY RATES.

"ملف 1/50 الروتين المكتبي" [٩٢] [٢٠٦/١٨٣]

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN.

ON AND AFTER THE 1st JULY 1950. SHEET.11.

WEST INDIES (West Indies) Continued.	ORDINARY Full Rate		BRITISH GOVERNMENT.	
	Fcs.c.	Rs.as.	F.c	Rs. as.
<u>OTHER WEST INDIES:-</u>				
CUBA -Havana, Santiago de Cuba	2.85	2- 1		
" Other Offices	3.00	2- 3		
Hayti- Cap Haitien, Port -au- Prince	3.79	2-12		
" Other Offices	4.04	2-15		
PUERTO RICO	3.19	2- 5		
<u>SAN DOMINGO (REPUBLIC)</u>				
Ciudad Trujillo, La Vega, Puetro Plata, S. Pedro de de Macoris, Santiago Rep. Dominicana	3.79	2-12		
Other Offices	3.94	2-13		
ST.CROIX	3.76	2-11		
ST.THOMAS	3.19	2- 5		
<u>CENTRAL AMERICA.</u>				
Costa Rica- Limon, Puntarenas San Jose.. }	3.61	2-10	2.505	1- 13- 0
" Other Offices	3.80	2-12	2.695	1- 15- 0
GUATEMALA-San Jose de Guatemala	3.61	2-10	2.505	1- 13- 0
" Other Offices	3.80	2-12	2.695	1- 15- 0
<u>HONDURAS (REPUBLIC OF)</u>	3.80	2-12	2.695	1- 15- 0
" (British) - BELIZE	3.49	2- 8	1.745	1- 4- 0
NICARAGUA -San Juan del Sur	3.61	2-10	2.505	1- 13- 0
" Other Offices	3.86	2-12	2.755	1- 15- 6
<u>PANAMA (REPUBLIC)</u>				
Ancon, Balboa, Colon, Cristobal and Panama)	3.46	2- 8	2.355	1- 11- 0
" Other Offices	3.57	2- 9	2.465	1- 12- 6
Salvador	4.02	2-14	2.915	2- 1- 6
St.ANDREWS ISLAND	3.57	2- 9	2.465	1- 12- 6
<u>PACIFIC ISLANDS:-</u>				
<u>(Via America)</u>				
GUAM	3.99	2-14	2.885	2- 1- 0
<u>HAWAIIAN ISLANDS:-</u>				
Honolulu and other Offices, on Oahu Island.... ..	3.41	2- 7	2.305	1- 10- 6
Hawaii, Kauai, Lanai, Maui and Molokai Islands	3.80	2-12	2.695	1- 15- 0
MIDWAY ISLAND	3.79	2-12	2.685	1- 15- 0

HALF ORDINARY RATES.

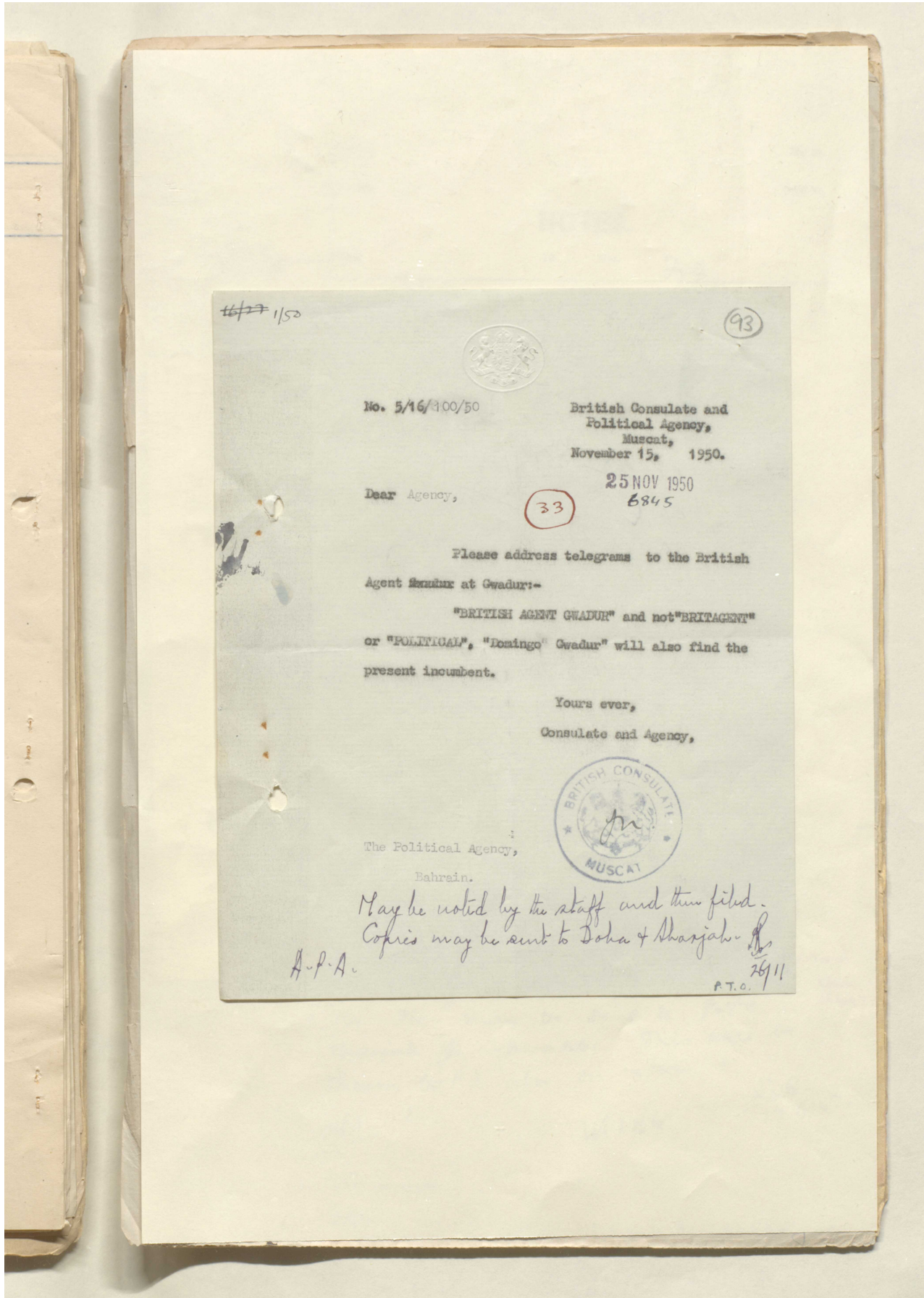
"ملف 1/50 الروتين المكتبي" [٢٩ ظ] (١٨٤/١٠٦٠٢)

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN
ON AND AFTER THE 1st JULY 1950. SHEET 11.

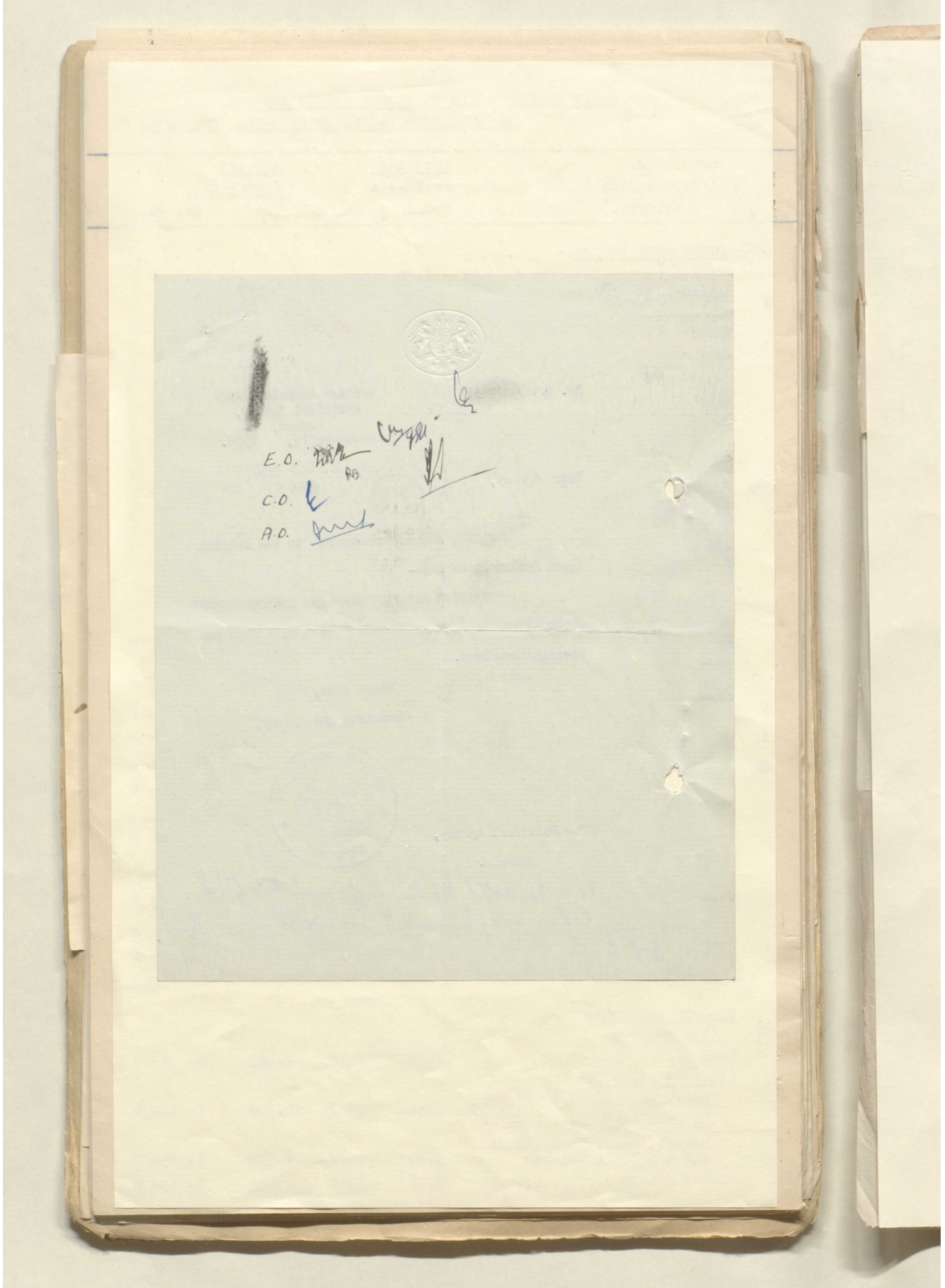
WEST INDIES (West Indies) (Continued.)		ORDINARY Mail Rate		BRITISH GOVERNMENT.	
		Pcs. c.	Rs. ea.	P. c.	Rs. ea.
OTHER WEST INDIES:-					
CUBA - Havana, Santiago de Cuba	2-1	2.85			
" Other Offices	2-2	3.00			
Haiti - Cap Haitien, Port-au-Prince	2-12	2.72			
" Other Offices	2-12	4.04			
PUERTO RICO	2-2	2.12			
SAN DOMINGO (REPUBLIC)					
Ciudad Trujillo, La Vega, Puerto Plata, Santiago de Macoris, Santiago de Republica	2-12	2.72			
Other Offices	2-12	2.94			
ST. CROIX	2-11	2.76			
ST. THOMAS	2-2	2.12			
CENTRAL AMERICA.					
Costa Rica - Limon, Puntarenas San Jose	2-10	2.64			
" Other Offices	2-12	2.80			
GUATEMALA - San Jose de Guatemala	2-10	2.64			
" Other Offices	2-12	2.80			
HONDURAS (REPUBLIC OR)	2-12	2.80			
" (British) - BELIZE	2-8	2.42			
NICARAGUA - San Juan del Sur	2-10	2.64			
" Other Offices	2-12	2.86			
PANAMA (REPUBLIC)					
Ancon, Balboa, Colon, Cristobal and Panama	2-8	2.46			
" Other Offices	2-9	2.57			
SAVONOR	2-14	4.02			
ST. ANDREW'S ISLAND	2-9	2.57			
PACIFIC ISLANDS:-					
(Via America)					
GUAM	2-14	2.99			
HAWAIIAN ISLANDS:-					
Honolulu and other Offices on Oahu Island	2-7	2.44			
Hawaii, Kauai, Lanai, Maui and Moloakai Islands	2-12	2.80			
MIDWAY ISLAND	2-12	2.72			

TABLE SHOWING RATES TO BE CHARGED AT BAHRAIN
ON AND AFTER THE 1st JULY 1950. SHEET 11.

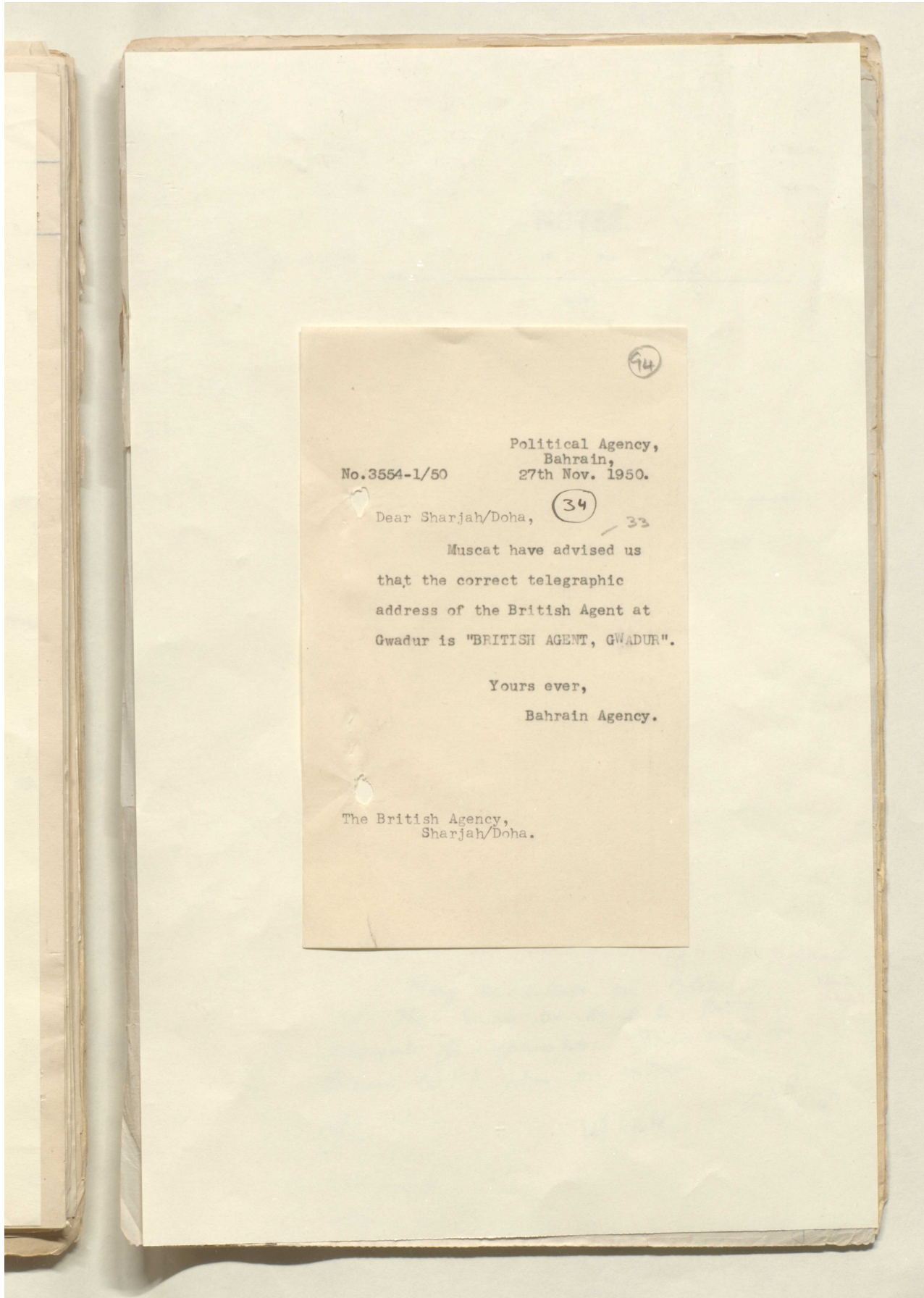
"ملف 1/50 الروتين المكتبي" [٩٣ و] (٢٠٦/١٨٥)



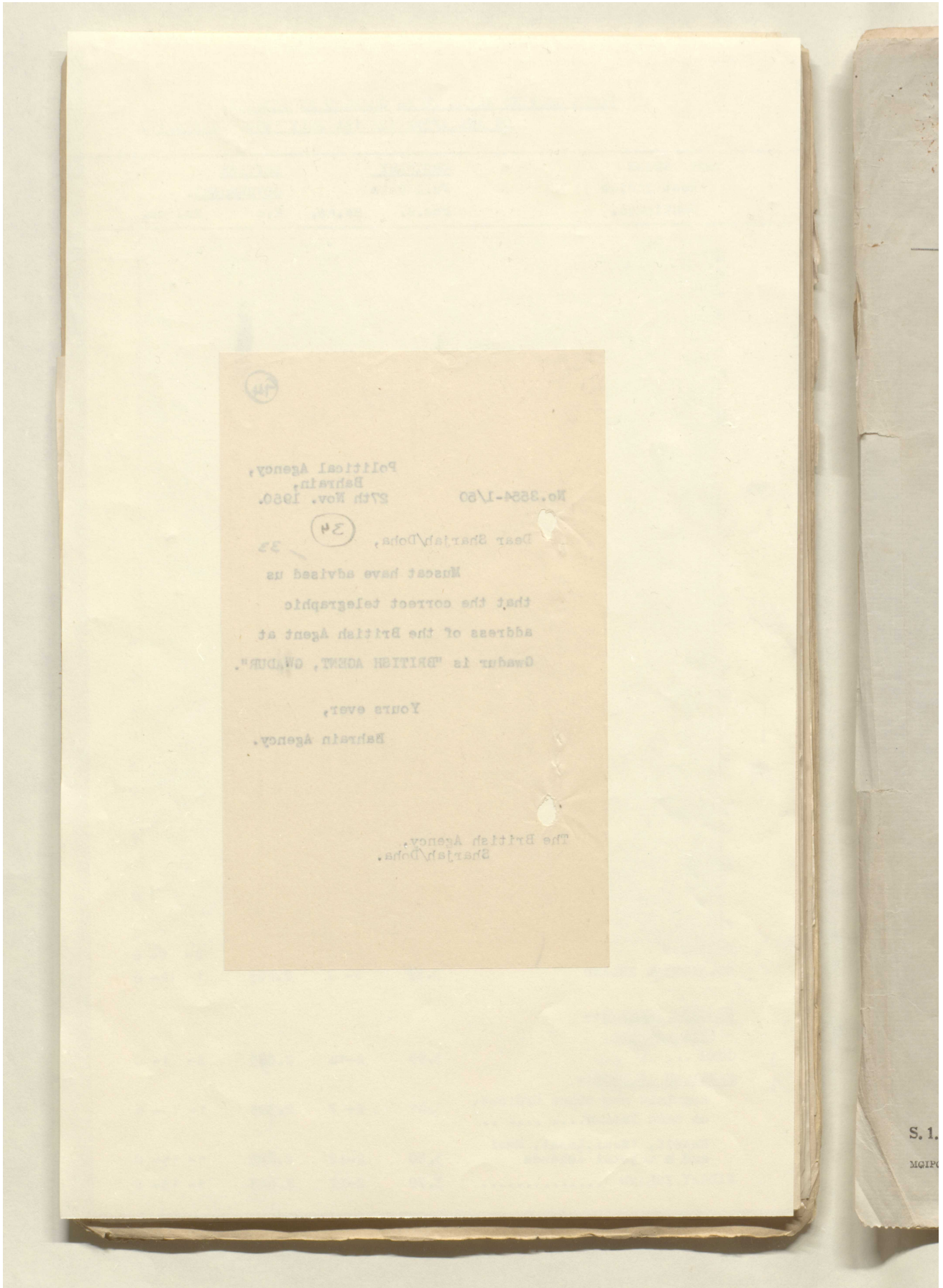
"ملف 1/50 الروتين المكتبي" [٩٣ظ] (٢٠٦/١٨٦)



"ملف 1/50 الروتين المكتبي" [٩٤و] (٢٠٦/١٨٧)



"ملف 1/50 الروتين المكتبي" [٤٩ ظ] (٢٠٦/١٨٨)



S. 1.
MGIP

"ملف 1/50 الروتين المكتبي" [٩٥ و] (٢٠٦/١٨٩)

(95)

<p>Section</p> <p>Heading</p> <p>DEPT. BRANCH.</p>	<p style="text-align: right;">File No.</p> <p style="text-align: right;">Pack No.</p> <h2 style="text-align: center;">NOTES.</h2> <p>Proc. 19 . Nos. <i>File</i></p> <hr/> <p style="text-align: center;">Subject</p> <p style="text-align: center;"><u>OFFICE ROUTINE</u></p> <hr/> <p style="text-align: center;">① Notes and Orders.</p> <p>D.O. No. 510-64/292 dated the 31st January, 1945 from Mr. R.G. Daubeny, Secretary, Bushire.</p> <p>A.P.A. Should be circulated to all clerks Itd. T.H. 7-2-45</p> <p>S. Please circulate Itd. R.E.R.B. 11-2-45.</p> <p>2</p> <p>Circulated</p> <p>E.O. <i>W.S. 1/2</i></p> <p>C.O. <i>W.S. 1/2</i></p> <p>A.O. <i>W.S. 1/2</i></p> <hr/> <p style="text-align: center;">②</p> <p><i>12/3</i></p> <p>3</p> <p>Hemo No. 351 dt 12.4.47 from sepy to P.R. Bahrain.</p> <p>May circulate in office.</p> <p>The s/c may be sent to P.O.P.C. sharjah for information. This will be shown to P.A. also on return.</p> <p><i>W.S. 1/2</i></p> <p><i>17.4.47.</i></p> <p>S. 1.</p> <p>MGIPC-S1-238(S&P) MFP.(M-3548)-22-4-36-10,00,000</p> <p style="text-align: center;">③</p> <p><i>W.S. 1/2</i></p> <p>3</p> <p>Issued P.L. No 1260 dt 19.4.47 b P.O.T.C. Sharjah</p>
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"ملف 1/50 الروتين المكتبي" [٩٥ ظ] (٢٠٦/١٩٠)

N/para 3

S. 2 (for information)

PA

Urom
23.4.47

Urom
23.4.47

Circulates to :-

I.A. Kosh

E.O.

Co.

A.O.

Urom

24/4/47

29/4
28/4

29/4
28/4

(3)

Circular No. D.O. No. 701-S. from P.C. Residency Bhr.
2/3.4.48

Suggest that this system
be brought into effect forthwith,
with the following alterations :-

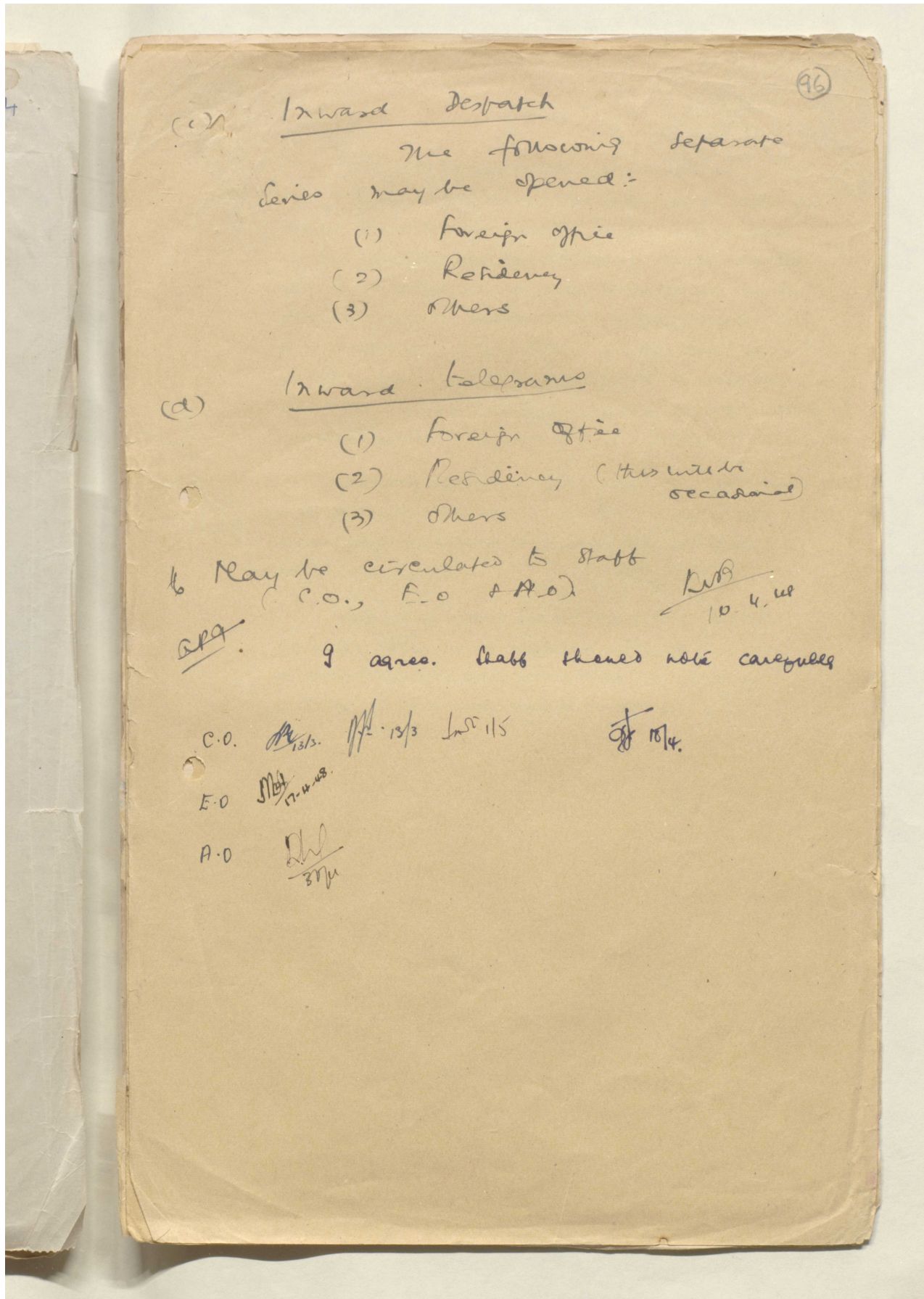
(a) Outward Despatch Book
only the following separate
series to be opened

- (1) Foreign office
- (2) Residency
- (3) Others

It is not necessary to have separate
series for Muscat & Ahwaz, as we
have very little correspondence with
them; in place of them, perhaps
we can have a separate series for
the Bahrain part, but I think it
is not essential

(b) Outward Telegrams
one series for foreign office
and another for "Others" will suffice

"ملف 1/50 الروتين المكتبي" [٩٦ و] (٢٠٦/١٩١)



(c) Inward Despatch
The following separate
Series may be opened:-

- (1) Foreign office
- (2) Residency
- (3) Others

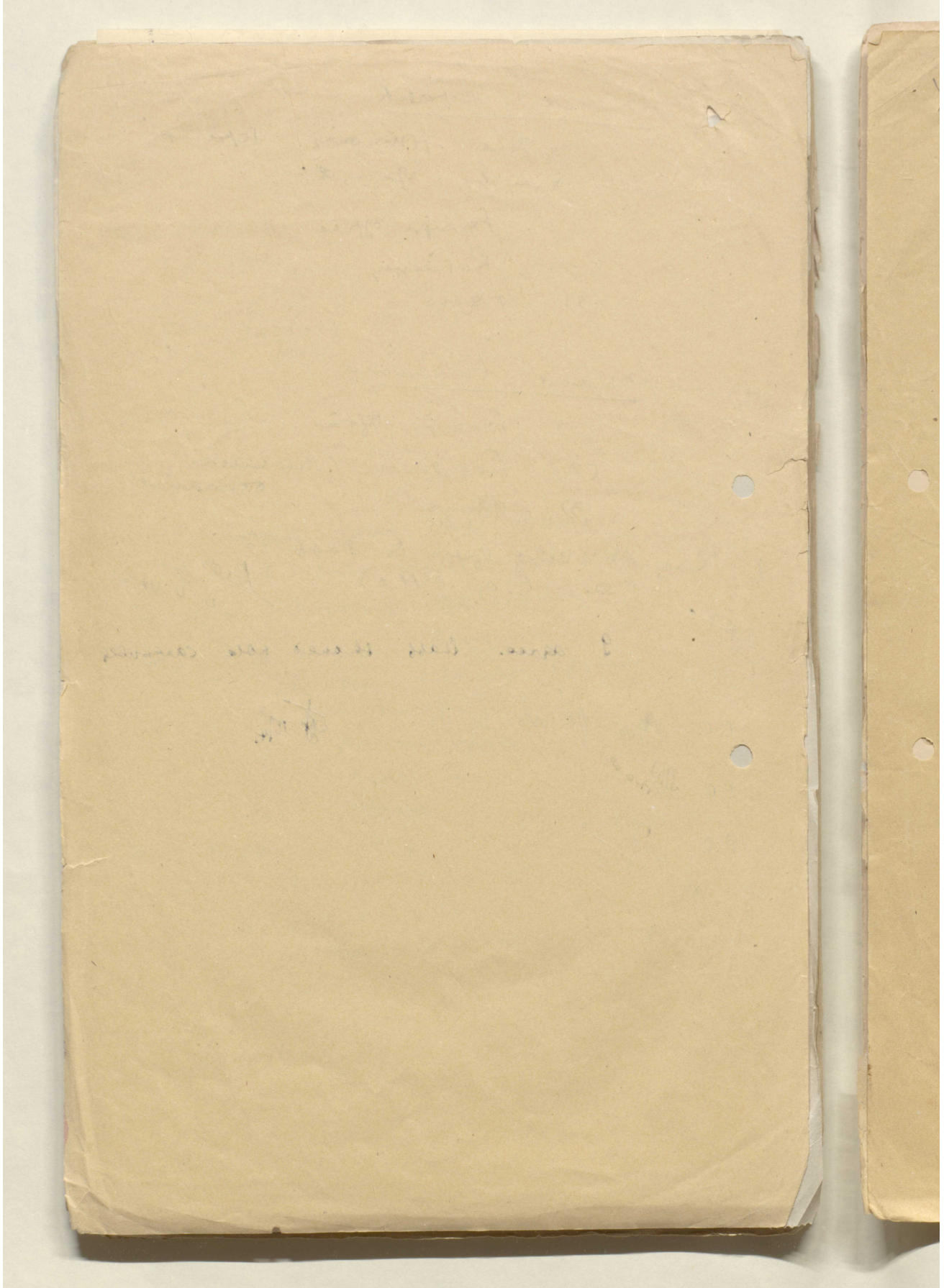
(d) Inward Telegrams
(1) Foreign Office
(2) Residency (this with occasional)
(3) Others

to May be circulated to staff
(C.O., F.O. & A.O.)
KWB
10.4.48

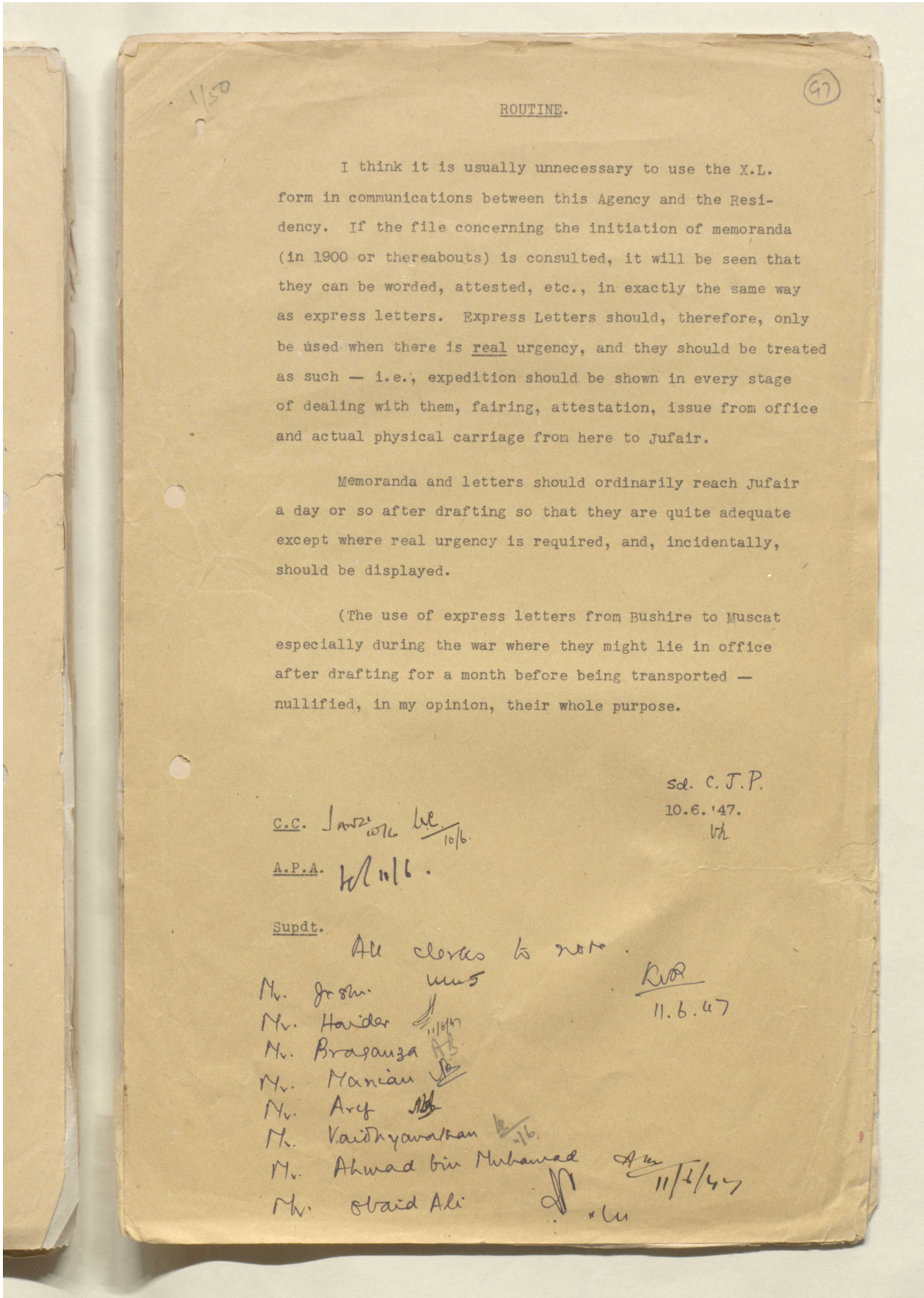
APQ I agree. Staff should note carefully

C.O. [Signature] 13/3
F.O. [Signature] 17.4.48
A.O. [Signature] 3/4

"ملف 1/50 الروتين المكتبي" [٩٦ ظ] (٢٠٦/١٩٢)



"ملف 1/50 الروتين المكتبي" [٩٧و] [٢٠٦/١٩٣]



ROUTINE.

I think it is usually unnecessary to use the X.L. form in communications between this Agency and the Residency. If the file concerning the initiation of memoranda (in 1900 or thereabouts) is consulted, it will be seen that they can be worded, attested, etc., in exactly the same way as express letters. Express Letters should, therefore, only be used when there is real urgency, and they should be treated as such — i.e., expedition should be shown in every stage of dealing with them, fairing, attestation, issue from office and actual physical carriage from here to Jufair.

Memoranda and letters should ordinarily reach Jufair a day or so after drafting so that they are quite adequate except where real urgency is required, and, incidentally, should be displayed.

(The use of express letters from Bushire to Muscat especially during the war where they might lie in office after drafting for a month before being transported — nullified, in my opinion, their whole purpose.

sd. C.J.P.

10.6.47.

W

C.C. Jantzi *W* 10/6.

A.P.A. *W* 10/6.

Supdt.

All clerks to note.

Mr. Joshi *W*

Mr. Haider *W* 11/6/47

Mr. Brasanza *W*

Mr. Manian *W*

Mr. Arif *W*

Mr. Kaithyavathan *W* 11/6.

Mr. Ahmad bin Muhammad *W*

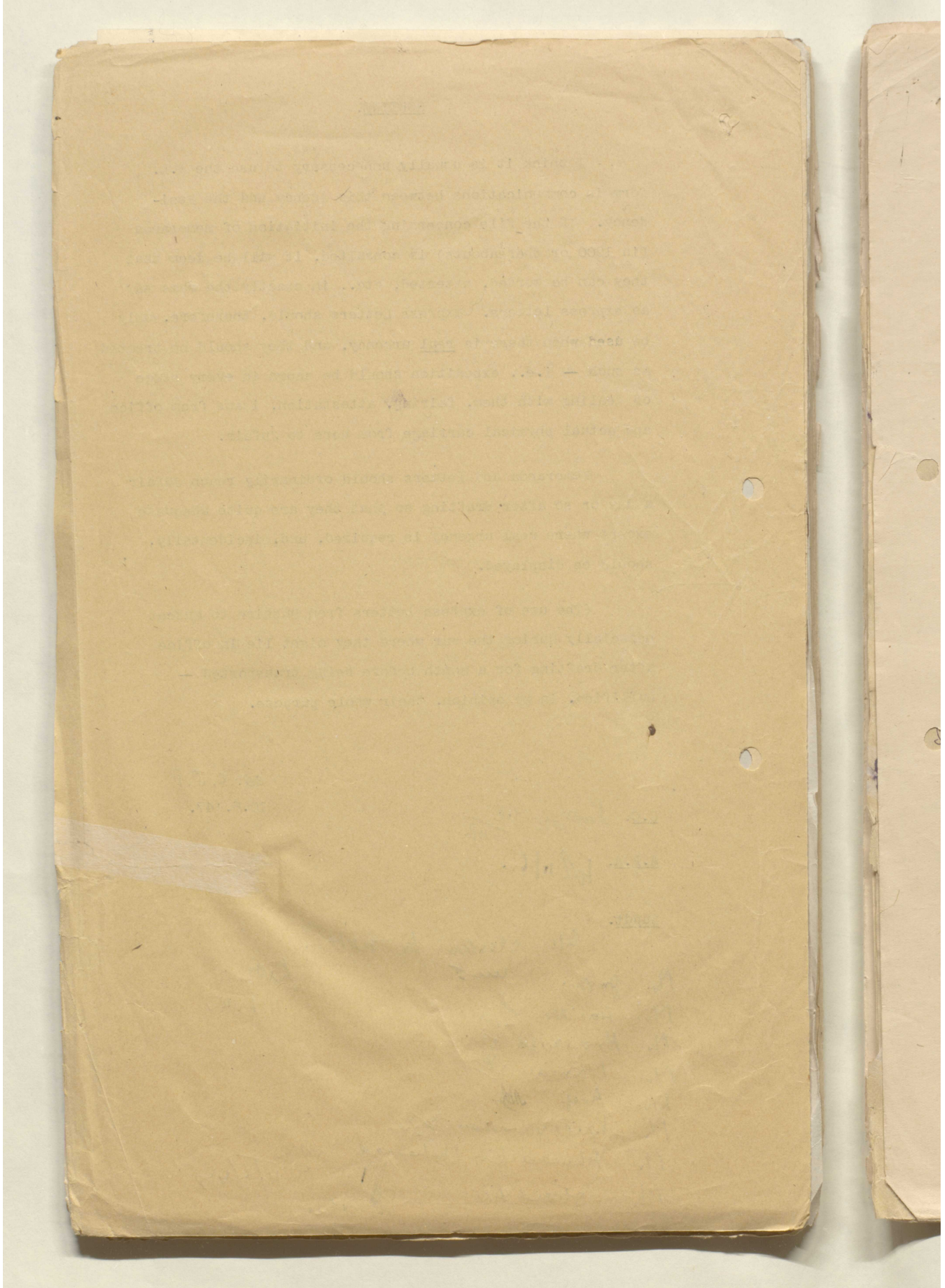
Mr. Otaid Ali *W*

W

11.6.47

W 11/4/47

"ملف 1/50 الروتين المكتبي" [٩٧ظ] (٢٠٦/١٩٤)



"ملف 1/50 الروتين المكتبي" [٩٨ و] (٢٠٦/١٩٥)

(98)

Files, pps. etc. should be sent to me once only during the day - as early in the morning as possible. This does not apply to "urgent" or "immediate" cases; the former should be sent at any time during office hours, and the latter at any time of the day or night.

hjp

A.P.A. Wl 3013

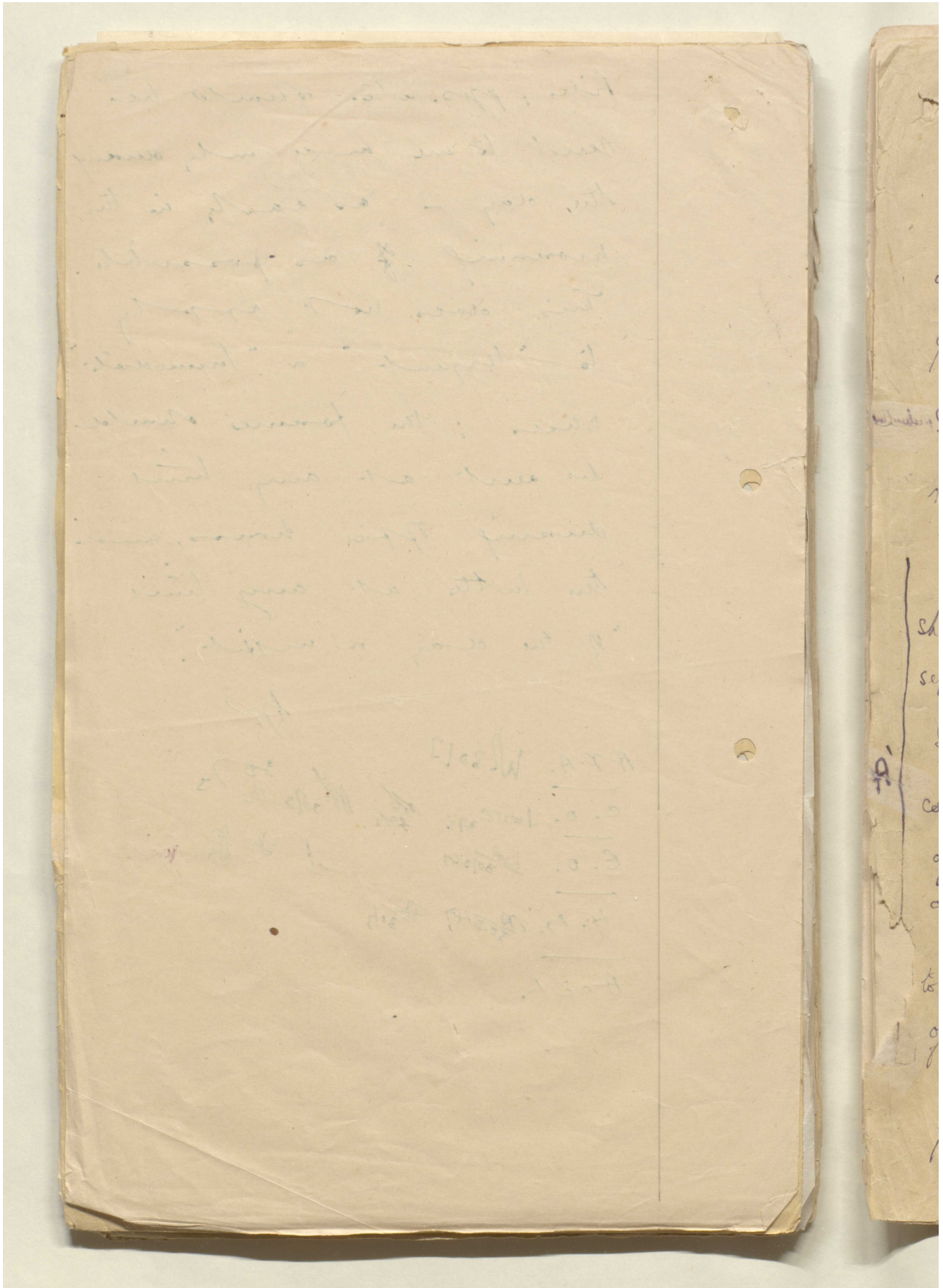
 C. O. Juv 293 Wl 3013 Wl 3073

 E. O. Wl 3013/47 Wl 3013 Wl 3073

 H. M. Wl 3013/47 Wl 3013

Accl.

"ملف 1/50 الروتين المكتبي" [٩٨ ظ] (٢٠٦/١٩٦)



(99)

We are still employing the "Express Letter" in our correspondence. As this is a specifically Govt of India form of correspondence, I think we might now replace it by the Savings Telegram which involves a change of time more than anything else.

Our first Savings Telegram to FO should bear the number "No 1 Savings" & a separate register should be kept of our Savings Tels to FO. Savings telegrams to other addresses might, I think, continue to bear the appropriate registry number of the file. We should show a copies of Savings telegrams on the circulating file of "Bible" telegrams. I consider Express letters might continue to be used for use in communication with the Govts of India and Pakistan.

I should be grateful for your views.

Yrs
I agree with you. I use the Memo. form rather a lot.

"ملف 1/50 الروتين المكتبي" [٩٩ظ] (٢٠٦/١٩٨)

particularly to the Residency.
Is it used in the F.O.?

A.P.A.

W
S, N

The memorandum form, according to Mr Johnson, is not very much used in F.O. posts. He says that whilst there is no particular objection to its continued use between Agencies + the Residency, it should not, of course, be used to the F.O. He suggests, ^{however that} we replace it by the D.O. and the Chancery letter.

He also suggests that Chancery letters, which bear no signature, might be authenticated by the originator putting his initials over the Agency stamp at the bottom of the page.

I notice, incidentally, that missions such as Embassy Tehran, Baghdad etc address us mainly by despatch.

P.A. Thanks

W/S
11.9.

W
A's 'B' to be brought into effect. 11/9
E 14/8
pe circulate his note among staff.

14/9.

"ملف 1/50 الروتين المكتبي" [١٠٠] [٢٠٦/١٩٩]

100

We are still employing the 'Express Letter' in our correspondence. As this is a specially Govt. of India form of correspondence, I think we might now replace it by the Saving Telegram which involves a change of name more than anything else.

I Our first Saving Telegram to F.O. should bear the number 'No.1 Saving' and a separate register should be kept of our Saving Telegrams. Saving Telegrams to other addresses might, I think, continue to bear the appropriate registry number of the file. We should show copies of Saving Telegrams on the circulating file of 'Bible Telegrams'.

I consider Express Letters might continue to be used in communication with the Governments of India and Pakistan.

I should be grateful for your views.

Itd. P.D.S.

I agree with you. I use the Memo. form rather a lot, particularly to the Residency. Is it used in the F.O.?

Itd. C.J.P.
11-9-'48.

The memorandum forms, according to Mr. Johnson, is not very much used in F.O. posts. He says that whilst there is no particular objection to the continued use between Agencies and the Residency, it should not, of course, be used to the F.O. He suggests however that we replace it by the D.O. and the Chancery letter.

He also suggests that the chancery letters, which bear no signature, might be authenticated by the origiantor putting his initials over the agency stamp at the bottom of the page.

I notice, incidentally, that missions such as Embassy, Tehran, Baghdad etc., address us mainly by despatch.

Itd. P.D.S.
11-9-'48.

Thanks.

Itd. C.J.P.
11-9-'48.

'A' and 'B' to be brought into effect.

Pl. circulate this note amongst staff.

Itd. J.E.H.
14-9-'48.

Stay to note.
all checks.
C.O. No.

L.O. Mr. K. V. Madhavan
K. M. Abraham
N. N. Ramen
K. Y. Murthi
K. Rajamani
R. V. Ramani

16/9

"ملف 1/50 الروتين المكتبي" [١٠٠ ظ] (٢٠٦/٢٠٠)

(4)

no 24/5/49 of 15/7/49 from ARCA Bahram

For information.

APA 23/9.

6/2/49

PA. PA.

Office to note.

C.C. to sec. I intend to continue the memo. form with the ofm. but. though not the D.O.

Noted. LSI

E.O. 22/9

22/9

26/9

25/9

AO.

J. A's office. 29.9

6/2/49

PPC. 2/9/49

(5)

Letter No. XS14/91 (1/49) of 17.2.49 from Foreign office London.

Kym 5/3/49

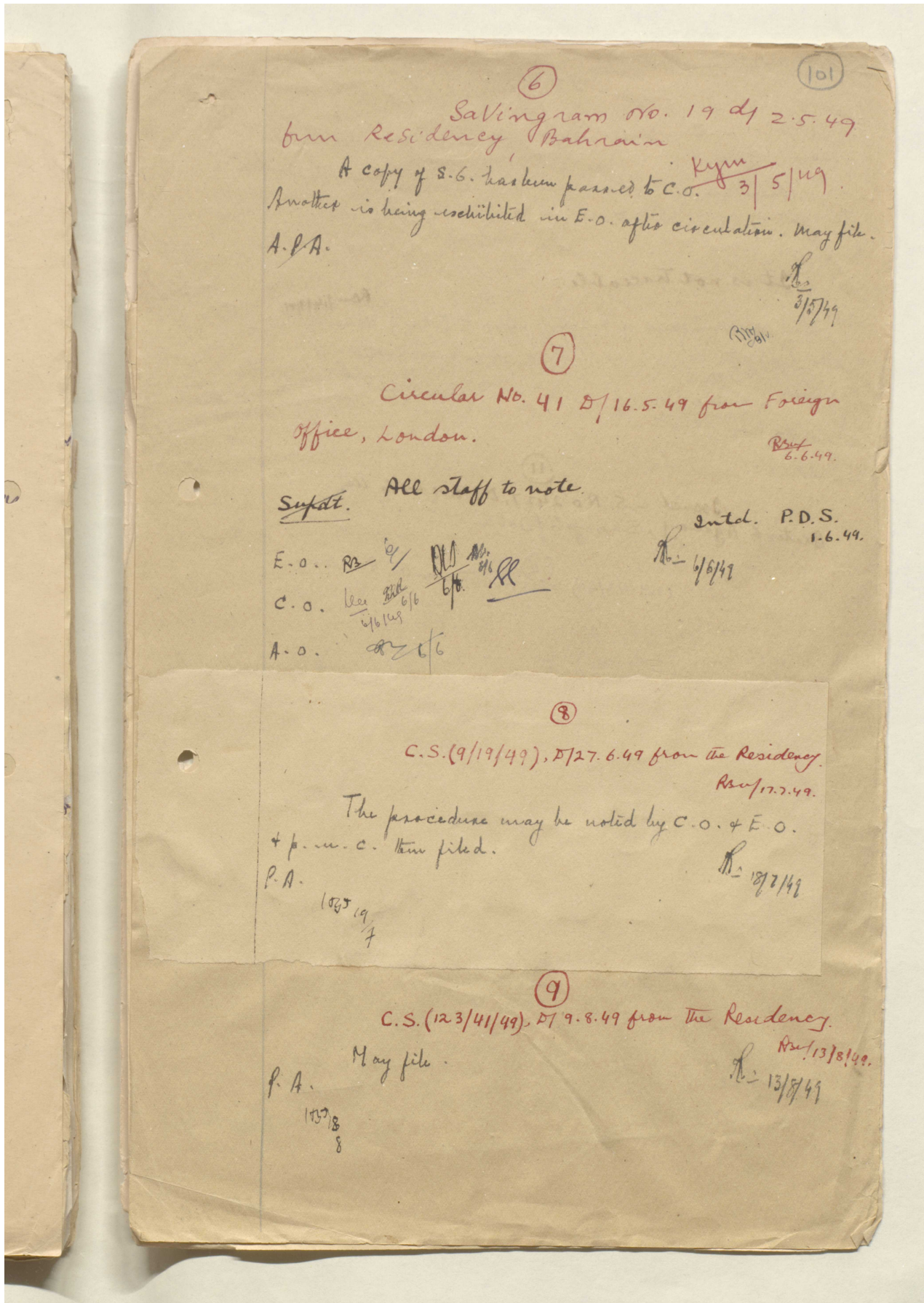
Note & File

Intd. C.J.P. 1.3.49.

C.C. Intd. J.A.N.C. 2.3.49.

S. Intd. A.R. 5.3.49.

"ملف 1/50 الروتين المكتبي" [١٠١] [٢٠٦/٢٠١]



"ملف 1/50 الروتين المكتبي" [١٠١ ظ] (٢٠٦/٢٠٢)

(10)

Letter No. (123/64/49), D/8.7.49 from the
Residency.

Please see if we have recd. F.O. circulars ^{Rs/10/9/49.}
No. 029 of 29.2.48. It is not on this file. ^{11/9}
R.K.

It is not traceable.

May send copies of F.O. Circulars to Doha + Sharjah
& file after the numbers of our staff have noted into
contents. ^{Rs/14/9/49.}
P.A. ^{14/9}
(75) 15
9

(11)

Issued C.S. No. 2427, D/18.9.49 to the
British Agency, Sharjah/Doha.

C.S. (159/43/49), D/21.9.49 from the Residency. ^{Rs/26/9/49.}

The F.O. circular of 19.2.48 re: Foreign
allowances may probably be on one of your files. Pl.
put up. ^{27/9}
Acct. ^{Recd. 28/9}

I have not been able to trace the
above circular in my office. Shall
make a further search. ^{16/9}
^{6/11}

(13)

D.O. No. 993-1501, D/23.10.49 from
Mr. Stobart. ^{Rs/16/11/49.}

S. 12 may file.

S. 13 submitted. ^{7/11/49}

P.A.

(14)

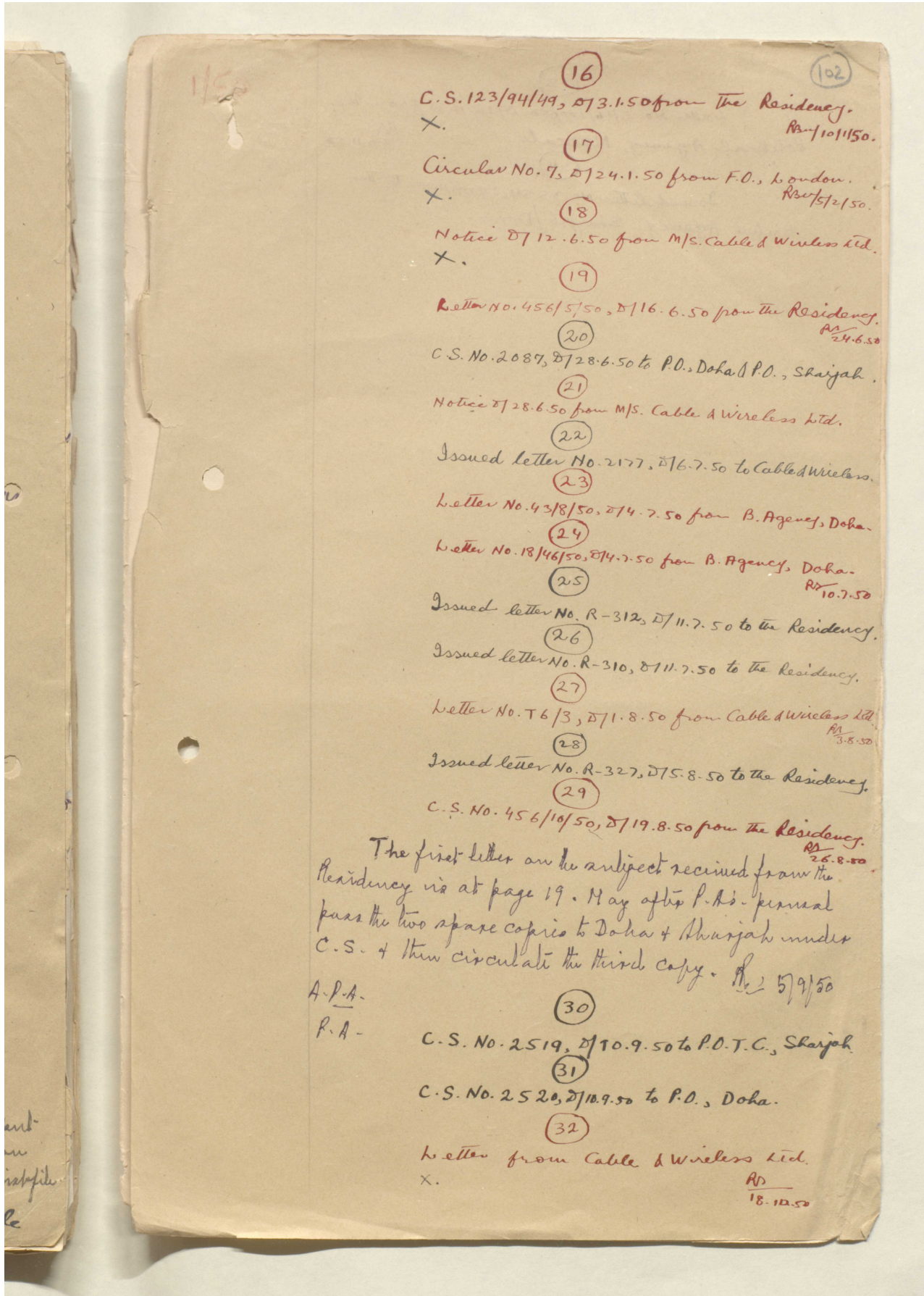
Letter No. 1000-1501, D/16.11.49 from the British
Agency, Sharjah. ^{Rs/17/11/49.}

(15)

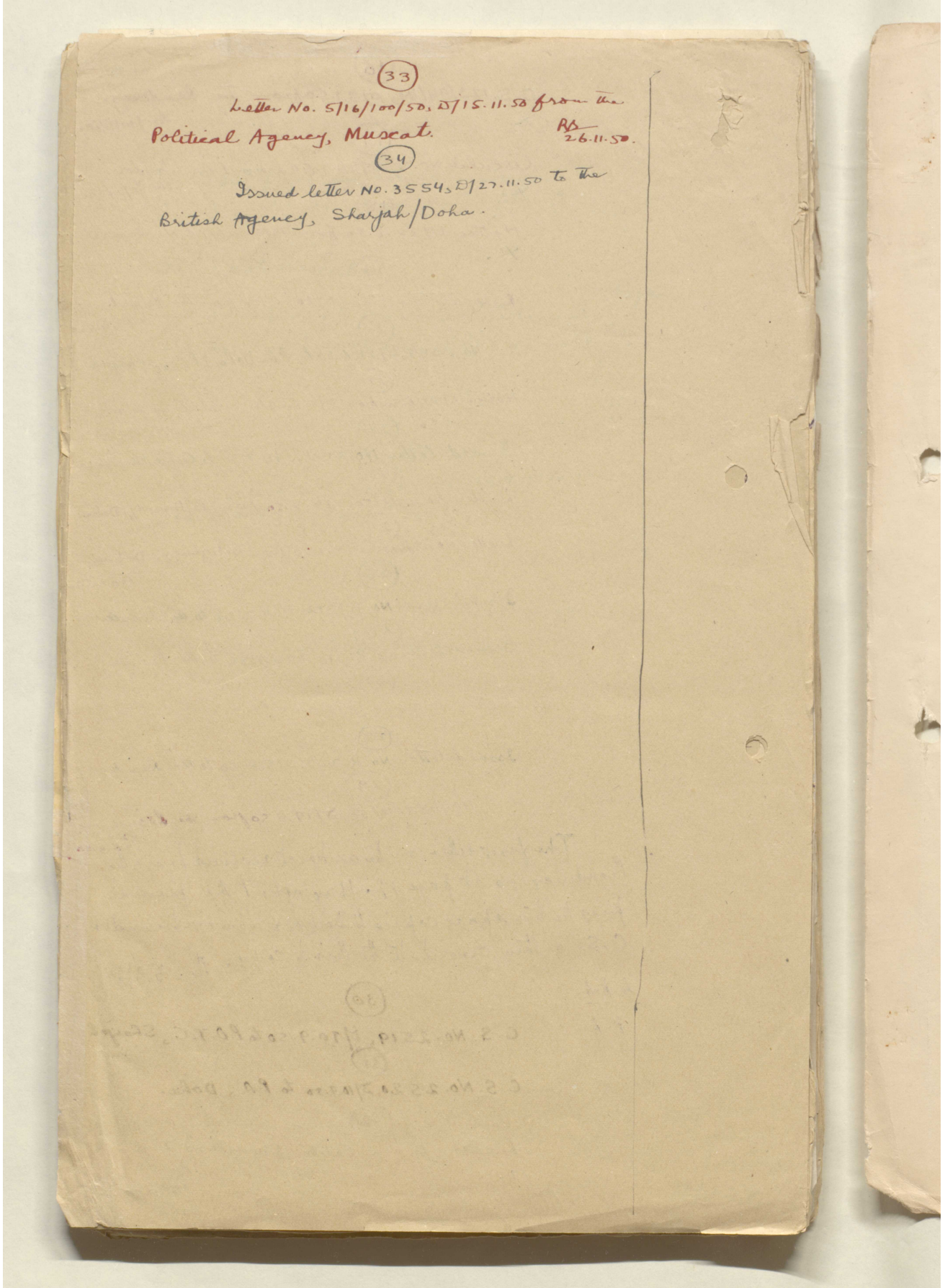
O.T. Memo. C.R.E. (I.B.) 239/49, D/13.11.49
from Board of Trade, Reception Branch, London. ^{Rs/13/11/49.}

Pl. put
up on
tourist file.
16/11 File

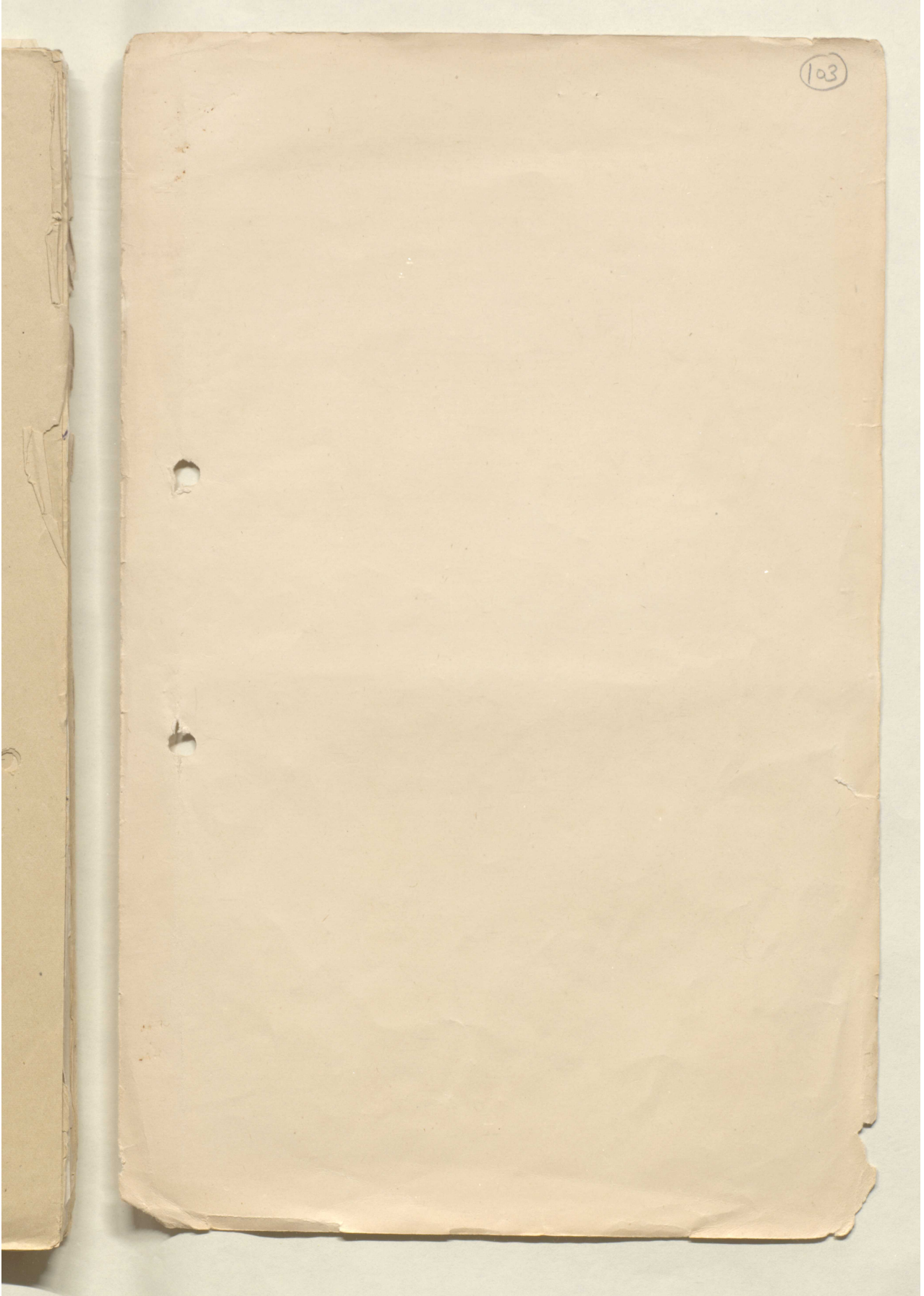
"ملف 1/50 الروتين المكتبي" [١٠٢ و] (٢٠٦/٢٠٣)



"ملف 1/50 الروتين المكتبي" [١٠٢ ظ] (٢٠٦/٢٠٤)



"ملف 1/50 الروتين المكتبي" [خلفي-داخلي] (٢٠٦/٢٠٥)



"ملف 1/50 الروتين المكتبي" [خلفي] (٢٠٦/٢٠٦)

