

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1909.

Enclosures

Spare copies

108

G.O., No. 96, 16th February 1909.

Catalogue of books.

Directing that, in future, the Registrar of Books shall send the quarterly — to the Superintendent, Government Press, direct, for publication in the *Fort St. George Gazette*.

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GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O., R. No. 82, Educational, dated 30th June 1893.

As under present arrangements the quarterly catalogue of books will be submitted to Government in print, the Superintendent, Government Press, will, on the final proof being passed by the Registrar of Books, publish the catalogue in the first Gazette thereafter.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Superintendent, Government Press.
Copy to the Registrar of Books for information.

II

Memorandum No. 654, dated 20th December 1904.

The Registrar of Books is requested in future to submit the final proof of the quarterly catalogue of registered books to Government with his report on the catalogue through the Director of Public Instruction.

2. The present practice of submitting to Government printed copies of the catalogue will be discontinued.

H. D. TAYLOR,
Ag. Secretary to Government.

To the Registrar of Books (through the Director of Public Instruction).

III

*Letter—*from Rao Bahadur M. RANGACHARYA, M.A., Registrar of Books.
*To—*the Secretary to Government, Educational Department (through the Director of Public Instruction, Madras).
*Dated—*the 9th December 1908.
*No.—*1260.

I have the honour to submit that, ever since the Government ordered in their Memorandum No. 654, Educational, dated 20th December 1904, that the final proof of the quarterly catalogue of books registered in the Madras Presidency should be submitted to them with the Registrar's report thereon through the Director of Public Instruction, these catalogues have not been published in the local Gazette within the limit of time (two months from the close of the quarter to which the catalogues relate) prescribed by the Government of India, in their Home Department Order No. 575, dated 25th November 1893, communicated in G.O., No. 904, Educational, dated 11th December 1893. The present plan of compiling the catalogues in conformity with the recent instructions of the Government of India entails on this office very much extra work such as entering separately, in relation to each book registered, its pages comprising the preface, the table of contents, the body and the index, if any, besides giving reference to the entries in previous catalogues in connection with the different editions and parts of books registered in every quarter.

Moreover, the total number of publications presented for registration is increasing rapidly. Hence it appears to me to be desirable to avoid, in connection with the publication of the quarterly catalogues, the delay which is caused by their final proofs having to be sent to Government through the Director of Public Instruction before they are published in the *Fort St. George Gazette*. I therefore request that, in supersession of the order referred to above, the Government be pleased to direct me to revert to the old practice of submitting *printed* copies of the quarterly catalogues, so that the time-limit prescribed for their official publication may not be transgressed.

N. Ref. on Cur. No. 8233/08, dated 23rd January 1909.

Submitted to Government.

J. H. STONE,
Ag. Director of Public Instruction.

Order—No. 96, Educational, dated 16th February 1909.

The Government direct, in modification of Memorandum No. 654, Educational, dated 20th December 1904, that in future the Registrar of Books shall send the quarterly catalogue of books to the Superintendent, Government Press, direct for publication in the *Fort St. George Gazette*. Printed copies of the catalogue so published should be submitted to Government for transmission to the Government of India and the Secretary of State within the prescribed time.

(True Extract.)

A. BUTTERWORTH,
Ag. Secretary to Government.

To the Director of Public Instruction.
,, Superintendent, Government Press.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 96, EDUCATIONAL,
DATED 16TH FEBRUARY 1909.

[SUBJECT.—*Publication of the Quarterly Catalogue of Books within the prescribed time.*]

Previous papers.

G.O., No.	133,	Educational,	dated 20th February	1891.
" Nos.	1400-01,	Financial,	" 23rd December	1892.
" "	328-29	Educational,	" 16th May	1893.
" No.	82-R.	" "	" 20th June	"
" "	904	" "	" 11th December	"
" "	303	" "	" 3rd May	1894.
" Nos.	912-13,	Financial,	" 21st November	1895.
" No.	788,	Educational,	" 19th December	1898.
Memo. "	218	" "	" 13th July	1900.
" "	267	" "	" 15th September	"
" "	628	" "	" 4th December	"
" "	192	" "	" 4th April	1901.
G.O., "	331	" "	" 17th June	"
" Nos.	745-46	" "	" 17th December	1904.
Memo. No.	654	" "	" 20th "	"
G.O., "	853	" "	" 26th "	1907.
" "	216	" "	" 21st March	1908.
" "	484	" "	" 27th June	"
" "	582	" "	" 8th August	"
" "	633	" "	" 4th September	"
" "	684	" "	" 1st October	"
" "	796	" "	" 1st December	"
" "	835	" "	" 22nd "	"

From the Director of Public Instruction, dated 23rd January 1909, No. 8233.

Under section 18 of the Press and Registration of Books Act, 1867, the Registrar of Books, Madras, maintains a Catalogue of Books printed in the Madras Presidency, wherein is registered a memorandum of every book delivered to the Registrar in pursuance of section 9 of the said Act containing the particulars specified in section 18. By section 19, the memoranda registered during each quarter in the said catalogue are published in the *Fort St. George Gazette* and a copy of the catalogue so published is sent to the Secretary of State for India and to the Government of India. Copies are also

G.O., Nos. 912-13, Financial, dated 21st November 1895.

G.O., No. 1400-01, Financial, dated 23rd December 1892.

sent to the British Museum, the Bodleian Library, Oxford, and other important institutions in the United Kingdom.

2. Under Home Department letter, No. 575, Educational, dated 25th November 1893, recorded with G.O., No. 904, Educational, dated 11th December 1893, the Catalogue of Books should be published in the Gazette within two months from the close of the quarter to which it relates and forwarded to the India Office for transmission to the British Museum.

3. In G.O., R. No. 83, Educational, dated 30th June 1893, it was laid down that this catalogue should be published in the Gazette as soon as the final proof thereof was passed by the Registrar of Books, without a special order of Government for its

publication in each quarter. When Mr. Pringle was Assistant Secretary, he wanted to make certain improvements in the form of the Catalogue and the Registrar was accordingly requested in Memorandum No. 267, dated 15th September 1900, to submit the catalogue to Government direct in manuscripts before publication in the Gazette. The catalogue thus continued to be submitted to Government either in manuscripts or in proof before publication until 1904, when that arrangement was discontinued, and in Memorandum No. 654, Educational, dated 20th December 1904, the Registrar was requested to submit to Government through the Director of Public Instruction only the final proof of the catalogue before publication.

4. For sometime past the catalogue was being submitted to Government long after the due date. The attention of the Director of Public Instruction was therefore drawn to this delay in paragraph 2 of G.O., No. 484, Educational, dated 27th June 1908, and again in Memorandum No. 2687-1, Educational, dated 18th February 1908, printed on page 2 of G.O., No. 835, Educational, dated 22nd December 1908.

5. The Registrar of Books now states that ever since he was requested in 1904 to submit to Government *through the Director of Public Instruction* the final proof of the catalogue before publication, the catalogue has not been published in the Gazette within two months of the close of the quarter to which it relates. He points out that the preparation of the catalogue at present in accordance with the recent instructions of the Government of India entails much extra work and that the total number of publications delivered for registration has been increasing rapidly. He therefore requests that, in order to avoid the delay which is caused by the final proof of the catalogue being submitted to Government, through the Director of Public Instruction, before publication, he may be permitted to revert to the old system under which the catalogue was published in the Gazette by the Registrar of Books himself and copies of the published catalogue were submitted to Government.

6. The Catalogue of Books is published in the Gazette under the signature of the Registrar of Books. Please see page 204 of the catalogue for the second quarter of 1908 and G.O., No. 788, Educational, dated 19th December 1898. There appears therefore to be no objection to the publication of the catalogue by the Registrar himself in the Gazette.

7. In the office-note on page 1 of K.W. G.O., No. 745, Educational, dated 17th December 1904, it was pointed out that the publication of the catalogue in the Gazette before the order of Government for its publication was issued was anomalous and it was on this ground that the Registrar was requested to submit the final proof of the catalogue to Government through the Director of Public Instruction before publication. It is submitted that, as under section 19 of the Press and Registration of Books Act, the publication of the catalogue in the Gazette is obligatory, no special order of Government for its publication is necessary in each case. In these circumstances, it is for consideration whether Memorandum No. 654, Educational, dated 20th December 1904, may be cancelled and the Registrar may be permitted to publish the catalogue himself in the Gazette within the prescribed time.

T.K.—10-2-09.

K. RANGASWAMI AIYANGAR—10-2-09.

Please see the catalogue. It is impossible for this office to check it in any way and there seems no reason why it should be submitted to Government before publication. Submitted that the matter may well be left to the Registrar.

C. A. SOUTER—11-2-09.

Yes. I would revert to the practice of 1893. There is no need in the Government Order to order publication in the Gazette. We can simply record and send copies to India.

A. BUTTERWORTH—12-2-09.

Draft submitted for approval.

T.K.—13-2-09.

K. RANGASWAMI AIYANGAR—13-2-09.

C. A. SOUTER—13-2-09.

For approval of draft order.

A. BUTTERWORTH—14-2-09.

G. S. F[ORBES]—15-2-09.

Issue.

A. BUTTERWORTH—16-2-09.

[G.O., No. 96, Educational, dated 16th February 1909.]

Educational Department.

Read again G.O. No. 82 Edl. dated 30th June 1893. A

" " Memo.No.654 " " 20th December 1904. 4

Read also:-

C.No.139, from the Director of Public Instruction, No.8233, dated 23-1-09.

ORDER:- No. 96 dt 16.2.9
P.S.

Spencer
16.2.09 m.

74

~~With reference to section 19 of the Press and Registration of Books Act XXV of 1867, The Government are pleased to direct, in modification of Memorandum No.654 Educational, dated 20th December 1904, that in future the Registrar of Books shall send the quarterly Catalogue of Books to the Superintendent, Government Press, direct for publication in the Fort St. George Gazette. Printed copies of the catalogue so published should be submitted to Government for transmission to the Government of India and the Secretary of State within the prescribed time.~~

74
13.2.09
13.2.09

13.2.9
14/2

To

The D.P.I.
" Superintendent, Government Press.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a)

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No., dated 190 ..

G.O., No. 96, dated 16-2-1909.

Number of MS. pages sent { Correspondence including order or orders
(b)
(b)
Notes.....

Docket: *Periodicals of Books -*

in future the Registrar of Books shall send quarterly to the S.G.P. direct for publication in the Govt. G.O. 1/10/09. The printed copies shall be sent to the Registrar of Books of the S.G. of the State within the prescribed time.

Number (a) of copies required when struck off (not including copies for volumes and editors' table which are returned in the Press).

Complete Correspondence and orders.

Notes

FOR RECORD.*

Madras Records	...	...	...	30	15
Ooty Records	...	...	...	3	
For filing with original	...	...	...	1	
Total	...	...	...	34	15

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies (b) of G.O.		Notes.
			No.	Papers.	
Signature copies.....					
India Office.....					
Govt. of India.....Dept.					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
Dept.					
Total					
Spare copies.					
The Director of Public Instruction.....		5			
The Comr. for Govt. Examinations.....					
The Superintendent, Govt. Museum.....					
The Surgeon-General.....Pen		5			
The Accountant-General.....					
The Collector of.....					
The P. D. B.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
Total		10			

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Deputy Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

* Copies distributed on.....*(Press Clerk.)

† Copies distributed on.....*(Despatcher.)

* To be initialed and dated.

TO PRESS, MADRAS.
OOTY.

A	B	C
Please send proof in triplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.
	Type may be released after usual interval at once.	Type may be released after usual interval.
.....Clerk.	Clerk.	Clerk.
.....Supdt.	Supdt.	Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	18/2/09
First proof furnished on.....	22/2/09
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	4-3-09
Final copies supplied on.....	9-3-09

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	24	16	
" " " Issue.....	10		
For Volumes.....	16		
For E. T.....			
Total ...	60	16	