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Government of Madras.  
EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1909.

Enclosures

Spare copies

G.O., No. 212, 6th April 1909.

Catalogue of Books.

Requesting the Superintendent, Government Press, to follow closely the typography of the  
Bengal catalogue in printing the — registered in this Presidency.

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## GOVERNMENT OF MADRAS.

## EDUCATIONAL DEPARTMENT.

READ—the following papers :—

## I

G.O., No. 582, Educational, dated 8th August 1908.

ABSTRACT.—Requesting the Superintendent, Government Press, to follow the typography of the Bengal Catalogue in printing the quarterly Catalogue of Books for the future.

## II

G.O., No. 633, Educational, dated 4th September 1908.

ABSTRACT.—Requesting the Registrar of Books to state why the instructions given by the Government of India were not followed in the preparation of the Catalogue of Books registered during the first quarter of 1908; and to take immediate steps to ensure entire conformity with those instructions in the catalogue now under preparation and in future catalogues.

## 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).  
Dated—Madras, the 29th March 1909.  
No.—385.

I have the honour to bring to your notice that, in reply to the suggestion I made as to the desirability of using two different bodies of Sanskrit and vernacular types in printing the quarterly catalogue of books registered in the Madras Presidency—one in antique for the names of books entered first in the entries, and the other in small or any other suitable body for those names of works which are entered after the names of the authors—the Superintendent, Government Press, writes to say that he has followed the instructions in G.O., No. 684, Educational, dated 1st October 1908, as nearly as he can. That Government Order has reference only to the width of the different columns in the catalogue; and the suggestion I made is based on the plan of printing adopted in the catalogues of Bombay and Bengal (herewith sent for favour of inspection and return) and on the observations of the Librarian of the India Office with regard to the particular importance to be attached to uniformity in spacing and typography and in all other respects. With a view therefore to ensure complete conformity with the instructions of the India Office Librarian, I have the honour to request that you will be so good as to direct the Superintendent, Government Press, to use two different types for the Sanskrit and vernacular names of books in printing the quarterly lists in future. Otherwise, there is the danger of our work in Madras being considered unsatisfactory.

N. Ref. on Cur. No. 2214/09, dated 2nd April 1909.

Submitted to Government.

A. G. BOURNE,  
Director of Public Instruction.

Order—No. 212, Educational, dated 6th April 1909.

The attention of the Superintendent, Government Press, will be drawn to G.O., No. 582, Educational, dated 8th August 1908, and to paragraph 3 of G.O., No. 633, Educational, dated 4th September 1908, and he will be requested to follow closely the typography of the Bengal catalogue in printing the catalogue of books registered in this Presidency.

(True Extract.)

A. BUTTERWORTH,  
Ag. Secretary to Government.

To the Superintendent, Government Press.  
,, Registrar of Books, through the Director  
of Public Instruction.

NOTES CONNECTED WITH G.O., No. 212, EDUCATIONAL,  
DATED 6TH APRIL 1909.

[SUBJECT.—Types used in printing the Quarterly Catalogue of Books.]

Previous papers.

|                |             |               |                  |
|----------------|-------------|---------------|------------------|
| G.O., No. 633, | Edl., dated | 4th September | 1907.            |
| " "            | 853         | " "           | 26th December "  |
| " "            | 582         | " "           | 8th August 1908. |
| " "            | 684         | " "           | 1st October "    |

From the Director of Public Instruction, dated 2nd April 1909, No. 2214.

The Registrar of Books requests that the Superintendent, Government Press, may be directed to use two different types in printing the Sanskrit and vernacular names of books in the quarterly catalogues.

2. The Registrar states that in the Bombay and Bengal catalogues the Sanskrit and vernacular names of books are printed in two different types—the names of books which are entered first in the entries are printed in *antique* and the names of books which are not entered first in the entries but follow the names of the authors which are entered first in English are printed in small or some other suitable body. The Registrar requested the Superintendent of the Government Press to follow the above plan in printing the Madras catalogue, but the Superintendent informed the Registrar that he was following the instructions in G.O., No. 684, Educational, dated 1st October 1908, as nearly as he could.

3. The Registrar rightly points out that the instructions in G.O., No. 684, Educational, dated 1st October 1908, have reference only to the width of the different columns in the catalogue, but that his suggestion to the Superintendent, Government Press, is based on the plan of printing (typography) adopted in the catalogues of Bombay and Bengal and on the observations of the Librarian of the India Office. The Registrar therefore requests that the Superintendent may be directed to give effect to his suggestion.

4. In paragraph 4 of his Memorandum, dated 30th April 1907, the Librarian of the India Office noted—

“As regards typography again, the specimen has not by any means been  
Page 4 of G.O., No. 853, Educational, dated “*universally* followed. Even the Bengal  
26th December 1907. “list fails to distinguish the author’s  
“type. This library would be quite content with the typography of the specimen  
“ (followed by the Bombay, Punjab and the Central Provinces catalogues). But  
“uniformity is essential.”

Thus the India Office attaches great importance to the uniformity of the typography in the catalogues of the various provinces.

5. In G.O., No. 582, Educational, dated 8th August 1908, the Superintendent, Government Press, was specially requested to follow the typography of the Bengal catalogue and the Registrar’s suggestion to print the Sanskrit and vernacular names of books in two different types as in the Bengal catalogue is in accordance with G.O., No. 582, Educational, dated 8th August 1908. It is therefore not understood why the Superintendent has not followed the suggestion of the Registrar of Books in this matter.

6. As the Government of India attach great importance to uniformity in the types of the catalogues of the various provinces, the Superintendent of the Government Press, Madras, may, it is submitted, be directed to follow the typography of the Bengal catalogue closely.

7. The draft below is for approval.

T.K.—6-4-09.

K. RANGASWAMI AIIYANGAR—6-4-09.

Issue.

C. A. SOUTER--6-4-09.

[G.O., No 212, Educational, dated 6th April 1909.]

[  $\frac{\text{E. \& L.}}{76.}$  ]  
2,500-25-2-08.

Educational DEPARTMENT.

READ AGAIN G.O., No. 582 Edl, dated 8- 8- 1908  
 " " " " 633 Edl, " 4- 9- 1908

READ ALSO:—

| C. No. | From the | No. | dated |     |
|--------|----------|-----|-------|-----|
|        |          |     |       | 190 |
| " "    | " "      | " " | " "   | 190 |
| " "    | " "      | " " | " "   | 190 |

ORDER.  
P. S.

No. 212, dated 6-4-1909

The attention of the Supdt.  
Govt Press will be drawn to G.O.  
no 582 Edl dated 8<sup>th</sup> Aug. 1908  
and to para 3 of G.O. no. 633 Edl  
dated 4<sup>th</sup> Sept 1908 and he  
will be requested <sup>closely</sup> to follow the typo-  
graphy of the Bengal Catalogue  
in printing the Catalogue of books  
registered in this Presidency.

74.  
6-4 09 80  
6.4.09

Chd  
6-4-9.

Revd. 4-43.

To The Lupd. Govt Press and  
-- Registrar of Books, thus  
( with the D.P.O. and two catalogues returned

8/1/92  
 with 2  
 catulogues  
 6/4/92

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL  
LEGISLATIVE DEPARTMENT.

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.

Current No. 212, dated 6-4 1909.  
G.O., No. 212, dated 6-4 1909.

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

Docket. Catalogue of Books

1. 1st. 9 p. 15. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 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