

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Enclosures

Regd.

1910.

Spare copies

G.O., No. 35, 22nd January 1910.

Delegation of powers.

Authorizing the Director of Public Instruction to sanction the sale by auction of unserviceable articles in the offices and institutions under his control and the transfer of articles from one office or institution to another.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Reca.

Enclosures

1910.

Regd.

Spare copies

G.O., No. 35, 22nd January 1910.

Delegation of powers.

Authorizing the Director of Public Instruction to sanction the sale by auction of unserviceable articles in the offices and institutions under his control and the transfer of articles from one office or institution to another.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from the Acting Principal, Medical College.
To—the Director of Public Instruction, Madras.
Dated—Madras, the 12th November 1909.
No.—1066.

I have the honour to bring to your notice that the Professor of Pathology reports that the following articles belonging to his department have become unserviceable and recommends that they may be written off the stock in his charge as old and useless :—

Article.	Original value	Remarks of the Professor.
	£ s. d.	
1. Microtome, large ice freezing .	2 15 0	Unserviceable.
2. Microtome, double slide ..	10 10 0	This is a very old pattern Microtome and is now no use.
3. Microtome, Frazer's modified by Catheart.	5 0 0	Unserviceable.
4. Still, copper	not known	not now used.

I request your sanction to the writing off these articles from the stock of the College, the first three to be disposed of by auction. Regarding the last item (copper still) though it is in working order, as we have a big still embedded in masonry from which the distilled water required for all departments is collected, this still is not at all used and is therefore an encumbrance. I would therefore propose that it be transferred to the General Hospital as it would be of use in the dispensary there.

As a precedent to transfer articles of this College to outside institutions I would invite your attention to G.O., Mis. No. 521, Educational, dated 10th July 1908, under which certain articles of the College over Rs. 25 in value were transferred to the Government Museum.

Encl. R.C. No. 7576, dated 3rd December 1909.

Submitted to Government (Educational) and recommended.

2. The supply of items Nos. 2 and 3 was sanctioned in G.Os., No. 491, Educational, dated 7th July 1894 and No. 456, Educational, dated 18th June 1892, respectively.

3. Items Nos. 1 and 4, it is reported, were supplied very many years ago and the orders sanctioning their supply are not now traceable.

A. G. BOURNE,
 Director of Public Instruction

Order—No. 35, Educational, dated 22nd January 1910.

The Government are pleased to authorize the Director of Public Instruction to sanction (1) the sale by auction of unserviceable articles in the offices and institutions under his control and (2) the transfer of articles from one office or institution to another.

2. The Director of Public Instruction is requested to dispose of the cases submitted with his endorsement R.C. No. 7576, dated 3rd December 1909, in accordance with this order.

(True Extract.)

L. M. WYNCH,
 Ag. Secretary to Government.

To the Director of Public Instruction.
 „ Financial Department, with copy of notes.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 35, EDUCATIONAL, DATED
22ND JANUARY 1910.

[SUBJECT.—*Sale of unserviceable articles by auction.*]

Previous papers.

G.O., No. 521, Educational, dated 10th July 1908.
" " 348, Financial " 1st August "

From the Director of Public Instruction, dated 3rd December 1909, No. 7576.

The Director of Public Instruction submits, for the sanction of Government, a letter from the Principal of the Medical College in which the latter officer proposes to sell by public auction three unserviceable microtomes and to transfer one "still" to the General Hospital.

2. The original cost of the three microtomes was £18-5-0, while that of the "still" is not known.

3. The sanction of Government is necessary to write off the value of lost stores costing more than Rs. 200; while the value of the lost stores costing Rs. 200 and less can be written off by heads of departments—*vide* G.O., No. 348, Financial, dated 1st August 1908. No sanction of Government, however, appears to be necessary to sell unserviceable articles by auction and no application for such sanction has hitherto been received in this department.

4. In these circumstances, it is for consideration whether the Director of Public Instruction may be informed that sanction of Government is not necessary for selling unserviceable articles by auction. The Financial Department may perhaps be consulted.

T.K.—13-12-09.

K. RANGASWAMI AIYANGAR—13-12-09.

It seems a little absurd that Government sanction should be required for permission to sell unserviceable articles. So far as I know there is no rule to that effect. Will Financial please say? In any case, surely the sanction of Government is not required to the transfer of an article from the college to the hospital.

C. A. SOUTER—14-12-09.

To the Financial Department.

FINANCIAL DEPARTMENT.

Please see rules 74 to 76 of the Madras Stationery Manual under which the Superintendent of Stationery can dispose of by auction once in a quarter all unserviceable stores returned to the Stationery office and damaged articles. Before auction, the Superintendent has to inspect the articles and ascertain by careful examination whether any of them is fit to be utilized in any way. Articles which are found fit are apparently sent to officers requiring them.

Educational DEPARTMENT.

READ AGAIN G.O, No. _____, dated _____, 190_____

” ” ” ” ” 190 .

READ ALSO:—

C. No. 2224; From the D. P. I., No. 7576, dated 3 - 12 - 1909

” ” 1 ” ” 190

ORDER.

No. 35, dated 22-1-1900.

P.S.

The Government are pleased to authorize the Director of Public Instruction to sanction ⁽¹⁾ the sale by auction of unserviceable articles in the offices and institutions under his control and ⁽²⁾ ~~the~~ the transfer of articles from one office or institution to another.

2. The Director of Public Instruction is requested to dispose of the cases submitted with his endorsement R.C.No.7576, dated 3rd December 1909, in accordance with this order.

To the Director of Public Instruction.
,, Financial Department with
copy of notes.

Current No. 2224, dated 5-12-1909

G.O., No. 35, dated 22 — 1 — 1910.

(b)

Number of MS. pages sent $\left\{ \begin{array}{l} \text{Correspondence including order or orders} \\ \text{Notes} \dots\dots\dots \end{array} \right.$

Doekel... Delegation of power..... Delegating
to the Director of the Institution the
power to sanction the sale by auction of
of unseizable articles in the offices and
institutions under his control and the transfer
of articles from one office or institution
to another.

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

Complete
correspondence
and orders.

Notes

FOR RECORD.*

Madras Records	...	...	...	3	3
Ooty Records	...	...	...	1	1
For filing with original	...	...	...		
Total			...	34	19

FOR ISSUE.†

Letter only.	Complete G.O.	(b) Special issue copies of G.O.	
		No.	Papers.

Notes

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.....					
The Accountant-General.....					
The Collector of.....					
The P. D. B.....					
The					
The					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
	Total ...				

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.

(b¹) 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 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.	Type may be released after usual interval.	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..... 25-1-10	ST
First proof furnished on..... 27-1-10	ST
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on..... 1-2-10	ST
Final copies supplied on..... 5-2-10	ST

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	24	19	
" " " Issue.....	12		
For Volumes.....	16		
For E.T.....			
Total ...	60	19	