

Government of Madras.

EDUCATIONAL DEPARTMENT.

FOR RECORD ONLY.

Recd.

Enclosures

Regd.

1910.

Spare copies

59

G.O., No. 58, 1st February 1910.

Books and Publications.

Directing that the Government of India be requested to supply this Government with 65 additional copies of the "Fauna of British India" and transferring from the Director of Public Instruction to the Board of Revenue the work of distributing the copies.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O., No. 791, Financial, dated 11th October 1895.

ABSTRACT.—Transferring to certain departments and officers the distribution of publications hitherto carried out in the Chief Secretariat Library and sanctioning the employment of an additional establishment consisting of one clerk and one packer in the Government Press in view of the extra distribution work devolving upon it.

II

Letter—from E. DENISON ROSS, Esq., Assistant Secretary to the Government of India, Home Department (Books).

To—the Chief Secretary to the Government of Madras.

Dated—Calcutta, the 23rd December 1908.

No.—2708.

I am directed to refer to this department letter No. 2161, dated the 7th November 1908 (to the address of the Director of Public Instruction, Madras), forwarding the two volumes of the "Fauna of British India" noted on the margin. I am to state that, as the supply made to the Government of India is far in excess of their present requirements, they have decided that the distribution of this publication should no longer be limited to Government libraries as heretofore. I am accordingly to request that, after including in the distribution list, if necessary, the names of any further Government libraries or institutions, those of such individuals and public bodies and societies as may be considered appropriate by the Governor in Council may also be added, and that a statement may be furnished to the Home Department showing what additional number of copies should be supplied for the purpose of meeting these further requirements.

2. The surplus stock of the earlier volumes of the Fauna which is now at the disposal of the Government of India will be utilised in completing, as far as possible, any sets that may have to be supplied in consequence of the additions to the list proposed above.

III

Memorandum No. 11-1, Educational, dated 8th January 1909.

A copy of letter from the Government of India, Home Department (Books), No. 2708, dated 23rd December 1908, is forwarded to the Director of Public Instruction, who is requested to submit at an early date a statement furnishing the information required by that Government.

(By Order.)

C. A. SOUTER,
Under Secretary to Government.

To the Director of Public Instruction.

IV

Letter—from J. H. STONE, Esq., M.A., Acting Director of Public Instruction, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 15th February 1909.

No.—Dis. 763.

1. Wardlaw College, Bellary.
2. P.R. College, Cocanada.
3. Coimbatore College.
4. Ernakulam College.
5. Doveton College, Madras.
6. Madura College, Madura.
7. A.M. College, Madura.
8. Maharani's College, Mysore.
9. Victoria College, Palghat.
10. Mrs. A.V.N. College, Vizagapatam.
11. Central College, Bangalore.
12. Madras Christian College.
13. Maharaja's College, Trivandrum.

With reference to your Memorandum No. 11-1, dated 8th January 1909, I have the honour to suggest that in addition to the present distribution of copies of the "Fauna of British India," a copy of it may be supplied to each of the marginally-noted colleges which provide for the teaching of Group II which includes Zoology in the Intermediate examination.

2. The Madras Teachers' Guild may also be put down for a copy.

V

Letter—from Surgeon-General P. H. BENSON, M.B., V.H.S., I.M.S., Surgeon-General with the Government of Madras.

To—the Chief Secretary to Government.

Dated—the 8th March 1909.

No.—103-B/238.

With reference to your endorsement No. 722-1, dated 4th instant, I have the honour to state that my department will require two copies of the "Fauna of British India."

VI

Letter—from E. DENISON ROSS, Esq., Assistant Secretary to the Government of India, Home Department (Books).

To—the Chief Secretary to the Government of Madras.

Dated—Calcutta, the 21st January 1910.

No.—139.

I am directed to refer to the Home Department letter No. 2708, dated the 23rd December 1908, relative to the proposed extension of the distribution of the "Fauna of British India," and to the subsequent reminders, and to request that, with the permission of the Governor in Council, the Government of India may be favoured with a reply as soon as practicable.

Order—No. 58, Educational, dated 1st February 1910.

The Government of India will be requested to arrange for the supply to this Government of 65 additional copies of the "Fauna of British India."

2. As the Board of Revenue (Land Revenue) will, in future, get the bulk of the copies, the work of distributing them will, in accordance with the decision in G.O.,

No. 791, Financial, dated 11th October 1895, be transferred from the Director of Public Instruction to the Board who will distribute the copies, when received, as follows :—

* Twenty-two Collectors	22	Private Secretary to His Excellency the Governor.	1
Three Conservators	3	Board of Revenue (Land Revenue)	35*
Forest Library, Coimbatore	1	Superintendent, Government Museum	1
Special Forest Officer, Parlákimedi	1	Madras Literary Society	1
Maliabs	1	Secretariat Library	3
Nilgiri Game Association	1	Director of Public Instruction	29
Zamindar of Jeypore	1	Board of Revenue (Revenue Settlement)	6
„ of Sáptár	1	Public Works Secretariat	1
„ of Arni	1	Madras Corporation	1
„ of Sivagiri	1	Chairman, Municipal Council, Ootacamund	1
„ of Parlákimedi	1	„ „ Coonoor	1
According to G.O., No. 791, Financial, dated 11th October 1895	2	„ „ Kodaikáanal	1
Total	35	Resident in Travancore and Cochin	1
		Diwan of Travancore	1
		„ of Cochin	1
		„ of Pudukkóttai	1
		Manager of the Mysore Menagerie	1
		Surgeon-General with the Government of Madras.	2
		Total	88

[Here enter letter No. 59, Educational, dated 1st February 1910.]

(True Extract.)

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

To the Director of Public Instruction.
„ Board of Revenue (Land Revenue).
„ „ (Revenue Settlement).
„ Superintendent, Government Museum.
„ Chief Secretariat.
„ Public Works Department.
„ Local and Municipal Department.
„ Public Department.
„ Political „
„ Revenue „

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

No. 59.

From

L. M. WYNCH, Esq., C.I.E., I.C.S.,

Acting Secretary to the Government of Madras,

Educational Department,

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,

HOME DEPARTMENT (BOOKS).

Dated Fort St. George, the 1st February 1910.

SIR,

In reply to Mr. Denison Ross's letter No. 2708, dated 23rd December 1908, requesting that the Government of India may be furnished with a statement showing what additional number of copies of the "Fauna of British India" will be required by this Government, I am directed to state that this Government could distribute 65 additional copies of the publication among the officers and institutions detailed in the accompanying list.

2. I am to request that the copies intended for this Government may, in future be sent to the Board of Revenue (Land Revenue), instead of to the Director of Public Instruction as hitherto, and that, in sending the additional copies now applied for, the earlier volumes may, as far as possible, be sent so as to make the sets complete.

I have the honour to be,

Sir,

Your most obedient servant,

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

ANNEXURE.

1. Director of Public Instruction (14)—						
Thirteen colleges teaching Zoology	13					
Madras Teachers' Guild	1					
2. Board of Revenue (Land Revenue) (33)—						
Twenty-two Collectors	22					
Three Conservators of Forests	3					
Forest Library, Coimbatore	1					
Special Forest Officer, Parlákimedi Maliahs	1					
Nilgiri Game Association	1					
Five zamindars owning forests	5					
3. Board of Revenue (Revenue Settlement) (6)—						
Superintendent, Civil Veterinary Department	1					
Principal, Madras Veterinary College	1					
Principal, College of Agriculture	1					
College of Agriculture Library	1					
Deputy Director of Agriculture, Southern Division	1					
Board of Revenue, Settlement Department	1					
4. Public Works Secretariat	1					
5. Madras Corporation	1					
6. Chairman, Municipal Council, Ootacamund	1					
7. " " Coonoor	1					
8. " " Kodaikáanal	1					
9. Resident in Travancore and Cochin	1					
10. Diwan of Travancore	1					
11. " of Cochin	1					
12. " of Pudukkóttai	1					
13. Manager of the Mysore Menagerie	1					
14. Surgeon-General with the Government of Madras	2					
Total	65					

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., Nos. 58, 59, EDUCATIONAL,
DATED 1st FEBRUARY 1910.[SUBJECT.—*Distribution of copies of "Fauna of British India".*]*From the Government of India, dated 23rd December 1908, No. 2708.**From the Director of Public Instruction, dated 15th February 1909,
No. 763.*

According to the distribution list of several publications approved in G.O., No. 791, Financial, dated 11th October 1895, the Director of Public Instruction was getting 40 copies of the "Fauna of British India" for distribution among the following persons and institutions:—

	Copies.
Private Secretary to His Excellency the Governor	1
Board of Revenue (Land Revenue)	2
Superintendent, Government Museum	1
Madras Literary Society	1
Secretariat Library	3
Government Press (for sale)	17
Director of Public Instruction	15
Total	40

2. Subsequently on a representation from the Superintendent, Government Press, Page 2 of G.O., No. 386, Financial, dated 23rd June 1896. that there was no demand from the public for copies of the book and that the supply might be discontinued, the Letter No. 387, Financial, dated 23rd June 1896. Government of India was requested that only 23 copies of future volumes of G.O., No. 476, Financial, dated 13th August 1896. "Fauna of British India" might be supplied to the Director of Public Instruction for the use of this Government. The Director of Public Instruction, therefore, gets 23 copies of the book at present.

3. In their current letter, the Government of India state that, as the supply made to that Government is far in excess of their present requirements, they have decided that the distribution of this publication should no longer be limited to Government libraries as heretofore and request that after including in the distribution list, if necessary, the names of any further Government libraries or institutions, those of such individuals and public bodies and societies as may be considered appropriate by this Government may also be added and that a statement may be furnished to them showing what additional number of copies should be supplied for meeting these further requirements.

4. The Director of Public Instruction states that he may be supplied with 14 additional copies of the book for distribution among the 13 colleges specified in his letter and the Madras Teachers' Guild.

5. The departments of the Secretariat may, it is submitted, be requested u.o. to state whether there are any individuals or public bodies or societies who may, in their opinion, be supplied with the copies of the book.

P.R.—25-2-09.

K. RANGASWAMI AIYANGAR—25-2-09.

C. A. SOUTER—25-2-09.

Public, etc.
Judicial
Revenue
Public Works
Local and Municipal

} Departments u.o.

PUBLIC DEPARTMENT.

No. The Superintendent, Archaeological Survey, may be supplied with a copy, but it is not likely that it will be of much use to him. It does not appear that any other heads of departments under Public can be added.

K.K.—2-3-09.

C. S. SIMPSON—3-3-09.

No connection between Archaeology and Natural History. There may be some naturalists amongst doctors. The Surgeon-General may have some use for a copy but ask him and pass the file on.

E. F. THOMAS—4-3-09.

Draft official memorandum to the Surgeon-General submitted.

C. S. SIMPSON—4-3-09.

[Issued as Official Memorandum No. 722-1, dated 4th March 1909.]

To the Judicial Department.

JUDICIAL DEPARTMENT.

It does not seem that the book will be required by any of the heads of departments under Judicial.

D.V.—6-3-09.

No.

C. A. SOUTER—8-3-09.

To the Revenue Department.

REVENUE DEPARTMENT.

The only officers under Revenue to whom copies of the "Fauna of British India" may be supplied with advantage are the Superintendent, Veterinary College, and the Director of Fisheries. Of the earlier volumes, Parts I and II, Mammalia, may be of use to the former, and volumes I and II, Fishes, to the latter.

2. Submitted for orders.

K.A.M.—10-3-09.

Will the Board of Revenue kindly state if it requires any copies either for itself or officers subordinate to it?

F. NOYCE—11-3-09.

Board of Revenue (Land Revenue).

BOARD OF REVENUE (LAND REVENUE).

Twenty-six copies may be supplied to this department if there are so many to spare—22 for Collectors, 3 for Conservators of Forests and 1 for the Forest library at Coimbatore.

A. R. LOFTUS TOTTENHAM—26-3-09.

Board of Revenue (Revenue Settlement).

BOARD OF REVENUE (REVENUE SETTLEMENT).

"Six copies may be supplied to this department as noted below:—

Superintendent, Civil Veterinary Department		1 copy
Principal, Madras Veterinary College		1 "
Principal, College of Agriculture for College Library		2 copies
Deputy Director of Agriculture, Southern division.	}	1 copy of each of the future issues as well as of all back issues.

Board, Settlement Department.

1 copy of each of the future issues as well as of all back issues.

No copy need be supplied in future to the Government Botanist, Coimbatore.

L. D. SWAMIKANNU—27-5-09.

To the Revenue Department.

REVENUE DEPARTMENT.

Submitted the Educational department may be requested to arrange for the supply of the number of copies asked for by the Board. The file may now be passed on to Public Works Department.

F. NOYCE—23-12-09.

To the Public Works Department.

PUBLIC WORKS DEPARTMENT.

Submitted. If considered necessary, eight copies may be obtained—six for Superintending Engineers, one for Chief Engineer for Irrigation's office and one for the Public Works Secretariat Library.

P. K. SUBBAYAR—1-1-10.

I think one copy for the Secretariat library will be enough.

P. HAWKINS—6-1-10.

To the Local and Municipal Department.

LOCAL AND MUNICIPAL DEPARTMENT.

Submitted that a copy may perhaps be given to the Sanitary Commissioner and another to the Corporation of Madras which maintains a Menagerie.

K.V.V.—11-1-10.

N. CHENGAL RAO—11-1-10.

Sanitary Commissioner does not seem to want one. Corporation of Madras might have one, and Chairmen of Ootacamund, Coonoor and Kodaikanal.

R. F. AUSTIN—12-1-10.

Might I suggest—

Special Forest officer, Parlákimedi maliahs.

Nilgiri Game Association.

Mr. H.H. F.M. Tyler, I.C.S.

Zamindars owning forests.

Curator, Government Museum*

Curator, Connemara Library.

* Is already on the list—page 3, G.O., No. 791 Financial, dated 11th October 1895.

Resident and Dewans, Travancore and Cochin, and Manager of the Mysore Menagerie.

Superintendent or Dewan of Pudukkottai?

R. F. AUSTIN—14-1-10.

To the Revenue Department.

REVENUE DEPARTMENT.

Attention is invited to the note, dated 23rd December 1909 above, wherein the Educational Department has been requested to arrange for the supply of 32 copies of the book, the "Fauna of British India" asked for by the Board. The Local and Municipal Department now suggests that the book may be supplied among others to (1) Special Forest-officer, Parlákimedi maliahs, (2) Nilgiri Game Association,

1. Jeypore estate.

2. Saptár estate.

3. Arni estate.

4. Sivagiri estate.

5. Parlákimedi estate.

(3) H. H. F. M. Tyler, Esq., I.C.S.,
(4) zamindars owning forests. The suggestion of the Local and Municipal Department concerning Revenue may be accepted and the Educational Department

may be requested to arrange for the supply of eight more copies. There are five zamindars owning forests so far as this office knows.

S.N.—20-1-10.

C.R.V.—20-1-10.

Approved.

F. NOYCE—1-1-10.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The following statement shows the distribution of the additional copies of the "Fauna of British India" required by this Government:—

(1) The Director of Public Instruction (14)—			
13 Colleges providing for the teaching of Zoology	..	..	13
The Madras Teachers' Guild	..	..	1
(2) The Board of Revenue (Land Revenue) (34)—			
22 Collectors	..	..	22
3 Conservators of Forests	..	..	3
Forest Library, Coimbatore	..	..	1
Special Forest-officer, Parlákimedi maliahs	..	..	1
Nilgiri Game Association	..	..	1
H. H. F. M. Tyler, Esq., I.C.S.	..	..	1
Zamindar of Jeypore	..	..	1
Do. of Saptár	..	..	1
Do. of Arni	..	..	1
Do. of Sivagiri	..	..	1
Do. of Parlákimedi	..	..	1
(3) The Board of Revenue. (Revenue Settlement) (6)—			
Superintendent, Civil Veterinary Department	..	..	1
Principal, Madras Veterinary College	..	..	1
Principal, College of Agriculture	..	..	1
College of Agriculture Library	..	..	1
Deputy Director of Agriculture, Southern Division	..	..	1
Board of Revenue (Settlement Department)	..	..	1
(4) The Public Works Secretariat	..	..	1
(5) The Madras Corporation	..	..	1
(6) The Chairman, Municipal Council, Ootacamund	..	..	1
(7) Do. do. Coonoor	..	..	1
(8) Do. do. Kodaikanal	..	..	1
(9) The Resident in Travancore and Cochin	..	..	1
(10) The Dewan of Travancore	..	..	1
(11) Do. of Cochin	..	..	1
(12) Do. of Pudukkottai	..	..	1
(13) The Manager of the Mysore Menagerie	..	..	1
(14) The Surgeon-General with the Government of Madras	..	..	2
Total	..	..	66

2. With reference to the Deputy Secretary's suggestion on page 3 *supra*, namely, that the Government Museum and the Connemara Library may be included in the list, it is submitted that the Superintendent, Government Museum, is already getting a copy of the publication—*vide* page 3 of G.O., No. 791, Financial, dated 11th October 1895. There is therefore no need to get another copy for the Connemara Public Library.

3. According to the decision in G. O., No. 791, Financial, dated 11th October 1895, the distribution of the publication should be undertaken by the office which receives the bulk of the copies. The work of distributing the copies of the "Fauna of British India" which is now being done by the Director of Public Instruction may be transferred to the Board of Revenue (Land Revenue), who will in future receive the largest number of copies accordingly to the above distribution.

4. A draft order and a draft letter to the Government of India are submitted for approval.

P.R.—25-1-10.

K. RANGASWAMI AIYANGAR—26-1-10.

If Mr. Tyler gets a copy why not a dozen others just as keenly interested in the Fauna of India. I should much like a copy myself, but don't see any reason to get one at the public expense.

C. A. SOUTER—26-1-10.

Mr. Tyler's name be omitted. Otherwise I approve of the list.

Issue.

L. M. WYNCH—1-2-10.

[G.O., Nos. 58, 59, Educational, dated 1st February 1910.]

[H. & L.]
68
3,000-25-2-08.

CURRENT FILE.

7912
1510-1875

CONTENTS.

	From	Number.	Date.	Pages.
[11]	Govt. of India	2708	23-12-08	1-2
[305]	S. P. I	763	15-2-09	4

PAPERS PUT UP WITH CURRENT No. _____

Papers of the department to which the current belongs.

Number.	Date	Original (=O.) or spare copy (=S. C.)	Remarks. (In this column such of the papers as have been removed for copying, printing, etc., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department.
785-6				

Papers of other departments.

Department.	Number.	Date.	Original (=O.) or spare copy (=S. C.)	Despatcher to note the return of the papers to the departments concerned.
File	785-6	17-11-96	0	
"	623-4	24-9-96	0	
"	476	13-5-96	0	
"	386-7	23-6-96	0	
"	791	11-10-95	Cpy	
"	1175	22-11-93	0	
"	508	5-5-92	0	
"	26	5-3-89	0	
"	108	2-3-85	0	

NOTES.

To be filed with
Iso 58-59 7 1-2-10

C. No. 587 From the *Surgeon-General* No. *103. B* / *238*, dated 8-3-1909.

SUBJECT. *Stating that two copies of the book entitled the "Fauna of British India" are required for the medical department.*

The file on this subject has been sent round to all departments of the Secretariat for noting their demands. It is submitted that the return of that file may be awaited.

P.R.

19-3-09.

K.R.

19-3-09.

C.A.S.

20-3-09.

The file on the subject of the distribution of the copies of the book entitled "Fauna of British India" was sent to the Public, Judicial, Revenue, Public Works and Local and Municipal Departments, u.e., for remarks, on the 25th of February last with u.e.No.305-1 Edl., dated 25th February 1909. In reply to a reminder dated 19th March 1909, the Revenue Department stated that the file was sent u.e. to the Board of Revenue on 12th March 1909, and was with the Board. Three subsequent reminders were sent to the Revenue Department on 13th May 1909, 22nd June 1909 and 26th July 1909, ^{respectively,} but no reply has been received from that Department to any of them. That Department may now be requested to state when a reply to the u.e. reference of

25th February 1909, may be expected. They may also be asked to hurry up the Board if no reply has been received from that body.

25.8.09

25.8.9.

Rev. no

Slip. P.

Edl. no. 587-1
26.8-9

DP 25/8

To Asst. Secy.

Submitted the Jud
Edu. Dept. may be informed
that the file has been passed
on to P. W. D.



14/10
22/11/09

Edw

93.1265

Educational Department

250R 17074-1-10.

The Public Works Department may, it is submitted,
be requested to pass on the file as soon as possible.

PP
5.1.10

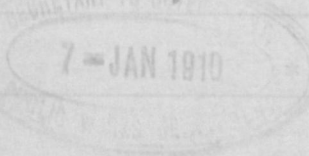
RD
5.1.10

Chd
6/1

P. W. D. Secy.

5/11/11
Edw 200 5-87-1
6-1-10

4/12/11
20/11



P. W. U. O. R No. 35
Dated 7-1-10

1865) - 1 abshu

READ ALSO:—

1908/

305

S. G.

ORDER

No. 58, dated 1-2-1960

RS.

Dr
1/2/10

Please def. letter to-day
PB
1-2-10

N.

22 Collectors. 22
3 Conservators. 3
Forest Library, Coimbatore. 1
Special Forest Officer, Paralakimedi Maliaho. 1
Nilgiri Game Association. 1
H. H. F. M. Tyler Esq. D.C.S. 1
Tammindar of Teypore. 1
" " Saptur 1
" " Anni 1
" " Sivagiri 1
" " Paralakimedi 1
According to form 79/374. 2. / 36

The Govt of India will be requested
to arrange for the supply to this Govt
of ⁶⁵ ~~66~~ additional copies of the "Fauna of
British India."

2. As the Board of Revenue, Land Revenue, will, in future, get the bulk of the Copies the work of distributing them, will, in accordance with the decision in G.O. 791 Fmil d, 11-10-1895, be transferred from the D.P. I to the Board who will distribute the Copies, when received, as follows: —

Private Secretary to H. E. the Govt
(2) Board of Revenue, Land Revenue
Superintendent, Govt Museum

Madras Literary Society	1
Secretariat Library	3
Director of Public Instruction	29
Board of Revenue, Rev. Settlement	6
Public Works Secretariat	1
Madras Corporation	1
Chairman, Municipal Council, Ootacamund	1
" " " Coonoor	1
" " " Kodakkanal	1
Resident in Travancore & Cochin	1
Dewan of Travancore	1
" " Cochin	1
" " Pudukottai	1
Manager of the Mysore Managerie	1
Surgeon-General with the Govt of Madras	2
Total	89

PR
25.1.10
25.7.10

Cut
26/11

88

- The S.P. 9
- " Board of Revenue, R. R.
- " " " " R. S.
- " S.E.M.
- " Chief Sectt.
- " P.W.D.
- " L & M. Dept.
- " Public Dept.
- " Political Dept.
- " Revenue Dept.

Sept
17/12/10

Letter

20
Letter - to,

59 dated 1-2-10
10
The Secretary to the Govt of India
Home Dept (Book)

Sir,

In reply to Mr. Denison Ross's
letter no. 2708 dt 23rd December 1908
requesting that the Govt of India may
be furnished with a statement showing
what additional number of copies of
the "Fauna of British India" will be
required by this Govt, I am directed
to state that this Govt ^{could distribute} will require
~~of~~ additional copies of the publication
~~for distribution~~ among the officers
and institutions detailed in the
accompanying list.

2. I am to request that the copies
intended for this Govt may, in future,
be sent to the Board of Revenue, Land
Revenue, instead of to the D.P. I as
hitherto and that ^(in sending) the additional
copies now applied for ~~for the earlier~~
volumes may, as far as possible, be sent
~~made as complete as possible by the~~
so as to make the sets complete -
~~addition of the earlier volumes~~

I have &c.

PA
25-1-10

RD

25-1-10

W. H. L. L. L.
1/2/10

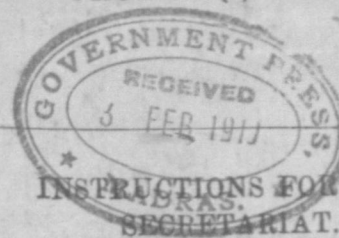
/annexure/

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL DEPARTMENT.
~~LEGISLATIVE~~



Current No....., dated.....19

G.O., No. 58, dated 1/2/1910.

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

Docket... *Extra. P. K. and Publications*
Informing that Govt. of India that 5 additional copies
of the "Fama of British India" will be required by the
Govt.

(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	...	30	15
Ooty Records	...	3	2
For filing with original	...	1	1
Total	...	34	19

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies (b) of G.O.		Notes.
			No.	Papers.	
Signature copies.....	3				
India Office.....	32				
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.....				
	The Comr. for Govt. Examinations.....				
	The Superintendent, Govt. Museum.....				
	The Surgeon-General.....				
	The Accountant-General.....				
	The Collector of.....				
	The P. D. B.....				
	The <i>Board of Rev. & R.</i>				
	The <i>do</i>				
	The <i>Extra</i>				
Total					

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

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

* To be initialled and dated.

[P.T.O.]

(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.

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 <u>after usual interval.</u> 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.

Please print G.O. (order only with of
of currents) urgently -
8
2.2.10

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	3-2-10
First proof furnished on.....	5-2-10
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	10-2-10
Final copies supplied on.....	14-2-10

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for <i>Letter</i> -	32		
" " " Issue.....	34	19	
For Volumes.....	100		
For E.T.....	16		
Total ...			