

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1910.

Enclosures

Spare copies

(2)

G.O., No. 153, 23rd March 1910.

N. P.

5 Madras Students' Advisory Committee.

Permitting the Secretary, —, to have his printing work done at private presses and authorizing him to make petty local purchases of stationery up to a limit of Rs. 20 in each case.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O., No. 74, Educational, dated 12th February 1910.

ABSTRACT.—Sanctioning an allowance of Rs. 15 per mensem from the 1st April next for office rent and a sum of Rs. 200 per annum for contingent expenditure required by the Secretary, Madras Students' Advisory Committee.

II

Letter—from A. DAVIES, Esq., Secretary, the Madras Students' Advisory Committee.

To—the Secretary to Government, Educational Department (through the Accountant-General).

Dated—Madras, the 12th March 1910.

I have the honour to forward herewith my contingent bill for Rs. 66-0-6, dated 4th March 1910, to which the Accountant-General has taken objection for reasons stated in his Memorandum No. P.A.D./2376, dated the 7th instant.

2. I have applied to the Director of Public Instruction for his sanction for the purchase of the books referred to.

3. I was under the impression that the stationery and printing connected with the Committee should be obtained and done privately, and I may point out that such a procedure would be far more convenient to me as I have no clerk or peon to write and carry messages for me and would, I believe, also be more convenient for the Government Press and Stationery department than if they had to carry out a number of small orders for me. I should be glad therefore if Government would kindly sanction this procedure. But if this cannot be done I request that Government would be pleased to sanction the expenditure I have incurred and am incurring privately under these heads up to the end of the official year and to authorize me to resort to the Stationery office and Government Press in future.

4. A fresh bill is submitted for the amount, viz., Rs. 66-0-6, showing the charges separately under their respective headings as desired by the Accountant-General.

Endt. No. P.A. 5/17101, dated 18th March 1910.

Ordinarily "charges on account of printing at private presses" in whatever department they are incurred are debitable to "30. Stationery and Printing" and require to be sanctioned by the heads of departments concerned, and they should be supported by the certificates prescribed in the rules against item No. 91, Appendix F, to the Madras Treasury Manual.

2. Local purchases of stationery can be made only with the sanction of Government except in the case of petty local purchases up to a limit of Rs. 20 sanctioned by officers who are specially empowered to do so (article 98 (f) of the Civil Account Code and item No. 132, Appendix F, of the Madras Treasury Manual).

3. There is no audit objection to the Secretary being empowered to incur on his own authority charges for printing at private presses subject to the production of the usual certificates which however may be dispensed with if Government so decide and to make petty local purchases of stationery articles up to the limit of Rs. 20 prescribed by the rules.

A. MONTAGU BRIGSTOCKE,
Accountant-General.

Order—No. 153, Educational, dated 23rd March 1910.

The Government are pleased to permit the Secretary, Madras Students' Advisory Committee, to have his printing work done at private presses. He will not be required to produce the certificate referred to in paragraph 1 of G.O., No. 117, Public, dated 10th February 1908, but the bills must be passed by the Superintendent, Government Press, as provided in paragraph 5 of the same order.

2. The Secretary will be authorized to make petty local purchases of stationery up to a limit of Rs. 20 in each case.

3. At the same time there is no objection to the Secretary having his printing done at the Government Press and getting his stationery from the Government Stationery office.

4. The Accountant-General will be requested to admit the charges shown in the accompanying bill.

(True Extract.)

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

To the Secretary, Madras Students' Advisory Committee,
with copy of G.O., No. 117, Public, dated 10th February 1908.
" Accountant-General, with bill.
" Superintendent, Government Press.
" " of Stationery.

4

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 153, EDUCATIONAL,
DATED 23RD MARCH 1910.

[SUBJECT.—*Contingent expenditure of the Students' Advisory Committee.*]

Previous papers.

G.O., No. 74, Edl., dated 12th February 1910.
" " 117, Pub. " 10th " 1908.
" " 123, Finl. " 28th " "

Demi-official—from Mr. Arthur Davies, Secretary to the Madras Students' Advisory Committee.

To—the Deputy Secretary to Government, Educational Department.
Dated—the 10th March 1910.

I send you herewith a copy of objections taken by the Accountant-General to my contingent bill for Rs. 66-0-6 for the Madras Students' Advisory Committee. I applied for this money after getting your G.O., No. 74, Educational, dated the 12th February 1910.

You may remember in our conversation I spoke about getting the stationery privately and having our printing done privately too—in fact much of it had had to be already got and done before I got your Government Order in order to get on with current work.

In the letter to which the Government Order is an answer I asked to have the printing done at the Government Press, and I took the silence of the Government Order on the subject to indicate that I was to go on getting it done privately—this being far the most convenient course to me, as I can deal with the High Court printers who are on the spot (a great convenience seeing that I have no clerk or peon) and I think most convenient to the Government Press, as it saves them an amount of small printing.

With regard to the stationery, the same arguments hold; *e.g.*, we have to get headings put, and I understand that the Stationery office and Government Press are not fond of this type of work.

Can you get matters put right for me? The matter is urgent, as the Rs. 120 allotment will be lost at the end of this month, and I have other bills to come as well—and meanwhile I am out of pocket myself to the extent of Rs. 66. With regard to the books I am writing to the Director of Public Instruction for his sanction.

Copy of Memorandum from the Assistant Accountant-General, Madras, to the Secretary, Madras Students' Advisory Committee, dated 7th March 1910, No. P.A.D. 2376.

Contingent bill for Rs. 66-0-6 is herewith returned for the following reasons:—

(1) Want of Director of Public Instruction's sanction for the books purchased.
(2) Want of information as to why the stationery articles have not been obtained through the Stationery office. The local purchase requires the sanction of competent authority.

(3) Ordinarily, all Government printing work will be executed by the Government Press. In case, it is undertaken by private presses, the certificate contemplated in item 91, Appendix F to the Madras Treasury Manual, Volume II, should accompany the bill for such charges.

It is also observed that the cost of books, stationery articles and printing has been shown under one head "Printing and Stationery". It should have been separately shown under different heads.

EDUCATIONAL DEPARTMENT.

Should he not send us the bill and objection and request official sanction for objections (2) and (3)? If so, telephone so to him at the High Court.

R. F. AUSTIN—10-3-10.

He should, it is submitted, send the bill and objection and request official sanction. The following telephonic message may be sent to him:—

To Mr. Arthur Davies, Deputy Registrar, High Court.

"Your demi-official of yesterday regarding the objection taken by the Accountant-General to the contingent bill for Rs. 66-0-6 for the Madras Students' Advisory Committee. Please apply officially for the sanction of Government submitting the bill and objection."

T.K.—11-3-10.

K. RANGASWAMI AIYANGAR—11-3-10.

A. GALLETTI—11-3-10.

Demi-official—from A. DAVIES, Esq., Deputy Registrar, High Court, Madras.
To—the Deputy Secretary to Government, Educational Department.
Dated—the 18th March 1910.

As desired in your telephonic message, dated the 11th instant, I have applied to Government through the Accountant-General for sanction for the expenditure I have incurred for stationery and printing through private means. Will you kindly see to the same being sanctioned at an early date, as the official year is about to close, and I have some more bills to go in for payment in this month, and some more urgent printing work to be done which is being kept back till I know where I have got to have it done.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The official communication from Mr. Davies has just been received through the Accountant-General.

2. In the notes to G.O., No. 74, Educational, dated 12th February 1910, it was suggested by Mr. Austin, and the suggestion was accepted by the Secretary

(Mr. Wynch), that it would be better to lump the whole of the recurring and sundry expenditure of the Secretary to the Students' Committee under a contingent allotment to include purchase of stationery, stamps and books and occasional clerical assistance and printing at private presses. Accordingly in G.O., No. 74, Educational, dated 12th February 1910, a lump sum of Rs. 200 per annum and a sum of Rs. 120 for the current year was sanctioned for contingent expenditure. The Accountant-General now objects to the purchase of stationery locally and to the printing being done at private presses without the specific sanction of Government, for doing so. He observes that there is no audit objection to the Secretary, Students' Advisory Committee, being empowered to incur on his own authority charges for printing at private presses subject to the production of the usual certificates, which, however, may be dispensed with, if Government so decide, and to make petty local purchases of stationery articles up to the limit of Rs. 20 prescribed by the rules.

3. The draft below is for approval. If approved it may be sent to the Public and Financial Departments for acceptance.

T.K.—18-3-10.

K. RANGASWAMI AIYANGAR—18-3-10.

There seems to be no particular reason to dispense with the Superintendent, Government Press's usual certificate that the charges of the private press are not exorbitant. His certificate that the Government Press could not conveniently do the work itself may be dispensed with, with reference to the notes on page 4 of G.O., No. 74, Educational, dated 12th February 1910. I presume there is no objection to the Secretary using the Government Press and Stationery office if convenient to him. Draft is submitted.

A. GALLETTI—19-3-10.

* Done.

K.R.—19-3-10.

Have a clean copy of the draft made * please and send to Public and Financial for acceptance.

L. M. WYNCH—19-3-10.

To the Public }
" Financial } Department.

PUBLIC DEPARTMENT.

Draft order may, it is submitted, be accepted in the Public Department. The Educational Department may be asked to add the Superintendent, Government Press, and the Superintendent of Stationery to the list of addressees in the draft order.

2. The file may be passed on u.o. to the Financial Department.

B.K.—21-3-10.

A. ROZARIO—21-3-10.

J. W. BHOBE—21-3-10.

Yes.

F. B. EVANS—21-3-10.

To the Financial Department.

FINANCIAL DEPARTMENT.

Paragraph 2 of draft order.—It is proposed to delegate to the Secretary, Students' Advisory Committee, the power to make petty local purchase of stationery up to a limit of Rs. 20 in each case. Earlier portion of paragraph 1 of G.O., No. 123, Financial, dated 28th February 1908. This power is now conferred only on the Honourable the Judges of the High Court, Secretaries to Government and the Board of Revenue (all departments).

Other specified heads of departments are allowed to make annual purchases costing Rs. 20 when the articles are not available in the Stationery office.

Latter portion of paragraph 1 of G.O., No. 123, Financial, dated 28th February 1908.

* Excluding office rent of Rs. 15 per mensem. Paragraph 2 of G.O., No. 74, Educational, dated 12th February 1910.

The reasons for limiting the delegation to these important heads of departments are set out in paragraph 4 of the Financial Department notes on pages 1 and 2 of notes to G.O., No. 123, Financial, dated 28th February 1908. In the present case the annual expenditure on contingencies * that can be incurred by the Secretary has been limited to Rs. 200 and it is for consideration whether for the reasons adduced by the Secretary in paragraph 3 of his letter, dated 12th March 1910, the delegation may be approved in this department.

Paragraph 3 may be accepted.

P.G.—22-3-10.

May be accepted.

C. REILLY—22-3-10.

W. S. MEYER—22-3-10.

To the Educational Department.

No. 153, EDUCATIONAL, 23RD MARCH 1910.

EDUCATIONAL DEPARTMENT.

The draft order may now issue.

K. RANGASWAMI AIYANGAR—23-3-10.

A. GALLETTI—23-3-10.

Issue.

L. M. WYNCH—23-3-10.

[G.O., No. 153, Educational, dated 23rd March 1910.]

Educational Department.

Read again G.O. No. 74 Edl., dated 12th February 1910.

Read also:-

C.No. 546, from the Secretary, Students' Advisory Committee, d/12-3-10.

ORDER:- No 153 dated 23.3.10
P. S.

The Government are pleased to permit the Secretary, Madras Students Advisory Committee, to have his printing work done at private presses. He will not be required to produce the certificate referred to in paragraph 1 of G.O. No. 117 Public, dated 10th February 1908, but the bills must be passed by the Superintendent, Government Press, as provided in paragraph 3 of the same order.

2. The Secretary will be authorised to make petty local purchases of stationery up to a limit of Rs. 20 in each case.

3. At the same time there is no objection to the Secretary having his printing done at the Government Press and getting his stationery from the Government Stationery office.

4. The Accountant-General will be requested to admit the charges shown in the accompanying bill.

To

The Secretary, Madras Students' Advisory Committee with copy of G.O. No. 117 Public d/10-2-08. The Accountant-General with bill

Sup. Govt. Press.
Supl. of Stationery

T.K.
18-3-10.

K.R.
18-3-10.

A.G.
19-3-10.

L.M.W.
19-3-10.

Spd with bill
F.S.
23/3/10

Current No., dated 19 ..

G.O., No. 153, dated 23 — 3 — 1910.

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

Docket... Madras Students Advisory Committee...
Permitting the Secretary to have his printing work done at private presses and authorizing him to make petty local purchases of stationery up to a limit of Rs. 50 in each case.

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

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies of G.O. (b)		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.....					
The Comr. for Govt. Examinations.....					
The Superintendent, Govt. Museum.....			3		
The Surgeon-General.....			10		
The Accountant-General.....					
The Collector of.....					
The P. D. B.....					
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.)

A

Please send proof in triplicate. The papers have been carefully edited.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

C

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.....	28/3/10	L.B.	
First proof furnished on.....	2/4/10	L.B.	
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	28/4/10	L.B.	
Final copies supplied on.....	3/5/10	L.B.	

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34	19	
" " " Issue.....	13		
For Volumes.....	16		
For E.T.....			
Total ...	63	19	