

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

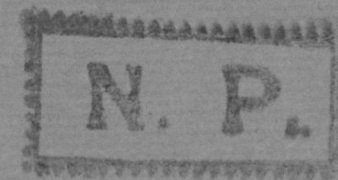
Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 234, 4th May 1910.



Standardization of forms.

Approving the proposals of the Superintendent of Stationery to reduce the number of forms now in use in the office of the Superintendent, Government Museum, from 26 to 8.

Government of Madras.

EDUCATIONAL DEPARTMENT.

2

Recd.

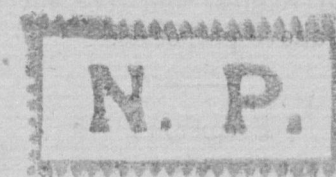
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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from A. R. CUMMING, Esq., I.C.S., Superintendent of Stationery, Madras.

To—the Chief Secretary to Government.

Dated—the 16th March 1910.

No.—R.O.C. 2619-Gl. of 1909.

On receipt of Government Memorandum No. 2431-1, Financial, dated 5th November 1909, I called for and obtained from the Superintendent, Government Museum, Madras, a list, with specimens, of the printed forms of all kinds in use in his office.

2. The list and specimens were scrutinised by the Special Deputy Collector, and as the number of forms hitherto in use in the Government Museum and special to the Museum seemed to admit of reduction, certain suggestions were made to the Superintendent, and his reply thereto has been received.

3. The annexed statement A shows the forms which are now in use in the office of the Superintendent, Government Museum, and are special to that office, and for the reasons given in the "Remarks" column thereof it is proposed to reduce the number from 26 to 8.

4. The eight forms which it is proposed to print specially for the Superintendent, Government Museum, hereafter are shown in the statement B. Specimens of these forms are also enclosed, and column 4 of the statement shows the size and description of paper on which it is proposed to print them.

5. I have now the honour to request that the Government will be pleased to accord its formal sanction to the above proposals.

ENCLOSURES.

A

Consolidated list of special forms in use in the office of the Superintendent, Government Museum, Madras.

Serial number.	Name and description of forms.	Size and description of paper as given in the Superintendent's list.	Whether ruled, numbered.	If bound, description of binding used.	Average annual consumption.	Remarks.
1	2	3	4	5	6	7
1	Letter form	SIZE. PAPER. F'cap. Cr. W.	..	..	100	Standard Form No. 1.
2	Do.	1/2 F'cap do.	..	..	600	Do. " 2. The Superintendent has no objection to his name being omitted from these forms. He would have a separate docket sheet for Standard Form No. 2. This has been allowed—vide Standard Form No. 3.
3	Demi-official letter form ..	Octavo. do.	..	..	2,100	Standard Form No. 4
4	Letter of thanks	Do. Hand-made.	..	..	100	Do. " 5.
5	Visitors' Statistics statement ..	F'cap. Printing paper.	..	..	80	Name of the office omitted. Standard Form No. 6.
6	Library Requisition Slip forms..	Octavo. Do.	..	..	11,200	Do. " 7.

Consolidated list of special forms in use in the office of the Superintendent, Government Museum, Madras—cont.

Serial number.	Name and description of forms.	Size and description of paper as given in the Superintendent's list.	Whether ruled, numbered.	If bound, description of binding used.	Average annual consumption.	Remarks.
1	2	3	4	5	6	7
7	Gallery tickets (eleven kinds)— (i) Amaravati gallery .. (ii) Arms do. .. (iii) Art do. .. (iv) Bird and Mammal gallery. (v) Botanic gallery .. (vi) Tanjore arms gallery .. (vii) Mineral gallery .. (viii) Lambodi and Fabric gallery. (ix) Fish gallery .. (x) Economic gallery .. (xi) Butterfly and Skeleton gallery ..	SIZE. PAPER. Octavo Printing paper.	..	..	3,500	Standard Form No. 8. The Superintendent has no objection to using a common form for all the galleries with a blank space for the name of the particular gallery being inserted in manuscript. Accordingly one common form will be printed instead of eleven as at present.
8	Weekly balance sheet of contingent money.	F'cap. Do.	Ruled.	..	150	The Superintendent has agreed to dispense with this printed form. He would maintain a register in manuscript with fly leaf attached to it on the lefthand side.
9	Register of letters	Badami.	Do.	..	360 sheets	These forms being general to all offices or being such as can be made common to two or more departments or offices, will be dealt with separately. They have accordingly been excluded from the list of forms special to the Government Museum.
10	Post Despatch book	F'cap. Printing paper.	Do.	Leather	100 do.	
11	Peon's diaries	Quarto. Do.	Do.	Do.	100 do.	
12	Attendance Register forms ..	Badami.	Do.	Calico	55 do.	
13	Bill form	Quarto. Printing paper.	..	..	25	
14	Letter form to District Surgeons.	F'cap. Cr. W. paper.	..	..	25	
15	Indent for Europe stores ..	Handmade paper.	..	..	12	
16	Tonnage certificate	F'cap. Printing paper.	..	..	6	

B

Consolidated list of the forms to be printed and supplied hereafter specially for the office of the Superintendent, Government Museum, Madras.

Serial number.	Name and description of forms.	Average annual consumption.	Size and description of paper to be used in printing the forms.	Remarks.
1	2	3	4	5
1	Letter form (with subscription) ..	100	SIZE. PAPER. 1/4 Pg. D.F., 28 lb.	D.F. 28 lb. paper is suggested for this form at the special request of the Superintendent. (Manilla).
2	Do. (without do.) ..	600	Do.	
3	Docket form	..	Do.	
4	Demi-official letter form	2,100	1 Crown Vellum.	
5	Letter of thanks	100	1/4 Pg. D.F., 16 lb.	
6	Visitors' Statistics statement ..	80	Do.	
7	Library Requisition Slip forms ..	11,200	3/8 Pg. D.F., 28 lb.	
8	Gallery tickets	3,500	1/4 Pg. D.F., 16 lb.	

Order—No. 234, Educational, dated 4th May 1910.

The Government approve the proposals of the Superintendent of Stationery to reduce the number of forms which are now in use in the office of the Superintendent,

Government Museum, and which are special to that office, from 26 to 8 and to print for the future use of the Museum the eight forms specified in statement B submitted with his letter read above.

(True Extract.)

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

To the Superintendent of Stationery.
" " Government Museum.
" Financial Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 234, EDUCATIONAL, DATED
4TH MAY 1910.

[SUBJECT.— *Standardization of the forms in use in the office of the Superintendent, Government Museum.*]

From the Superintendent of Stationery, dated 16th March 1910, No. 2619.

The Superintendent of Stationery submits two lists, one showing the existing forms in the office of the Superintendent, Government Museum, and the other showing the forms proposed by him with reference to the scheme of standardization of forms (G.O., No. 498, Financial, dated 5th November 1909). Specimens of the proposed forms are also appended. There are at present 26 forms in use in the office of the Superintendent, Government Museum, and it is proposed to reduce them to eight. The revised forms may, it is submitted, be sent u.o. to the Superintendent, Government Museum, for remarks.

S.R.R.—14-4-10.

K. RANGASWAMI AIYANGAR—14-4-10.

S. H. SLATER—21-4-10.

To the Superintendent, Government Museum.

GOVERNMENT MUSEUM.

I have already agreed to the standard forms proposed by the Superintendent of Stationery as will be seen from the remarks column in the consolidated lists appended to his letter. I see no objection to the forms being approved by Government.

J. R. HENDERSON—28-4-10.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The draft order is submitted for approval.

P.R.—2-5-10.

K. RANGASWAMI AIYANGAR—3-5-10.

Issue.

S. H. SLATER—3-5-10.

[G.O., No. 234, Educational, dated 4th May 1910.]

READ ALSO:—

” ” ” ” ” ” ” ” 190

" " " " " " " 190

ORDER.

No. 284, dated 6-5-190

The Govt. approve the proposals of the Superintendent of Stationery to reduce the number of forms which are now in use in the office of the Superintendent, Govt. Museum and which are special to that office, from 26 to 8 and to print for the future use of the Museum the eight forms specified in Statement B submitted with his letter read above.

$$\begin{array}{r} \text{PA} \\ 2.5.10 \\ \hline \end{array}$$

$$\begin{array}{r} \text{PA} \\ 3.5.70 \\ \hline \end{array}$$

See
3.5. w

To,
The Supdt of Stationery ✓
" " Govt. museum ✓
" Finl Dept. ✓

ionery ✓
useum ✓
✓ Despt
W 5/10
26/5/10

ORDINARY.

PRESS SLIP.
PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No. 656, dated 19 ..
G.O., No. 234, dated 4-5-1910.

Number of MS. pages sent { Correspondence including order or orders
(b¹)
Notes.....

Docket. *Standardization of forms*

*Approving the proposals of the Secy
of Stationery to reduce the no. of forms now
in use in the Office of the Secy from 26
to 8.*

(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	3
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.....					
India Office.....					
Govt. of India.....					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
.....Dept.					
Total					
Spare copies.					
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 be initialed and dated.

[P.T.O.]

TO PRESS, MADRAS.
OOTY.

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.
5
..... Supdt.

..... Clerk.
..... Supdt.

..... Clerk.
..... 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.....	9-8-10
First proof furnished on.....	13-8-10
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	21-8-10
Final copies supplied on.....	26-8-10

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34	19	
" " " Issue.....	11		
For Volumes.....	16		
For E.T.....			
Total ...	61	19	