

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 323, 6th June 1910.

Reports and Returns.

Directing the discontinuance of the submission of certain annual administration — and making them triennial or quinquennial, and addressing the Government of India on the subject.

C.No. 359, from the Public Department,

No.5146-1, dated 19--21910.

C.No. 1016, from the D.P.I.

No.2021, dated 18-5-1910.

ORDER:
P.S.N^o 32376. 6. 10Not for E-T.

The Government consider that the annual submission of the reports on the working of the Oriental Manuscripts Library, Madras, and of the Madras Text Book Committee is no longer necessary and accordingly direct that, for the future, the former report shall be submitted once in every three years and the latter once in every five years.

2. They further direct that an annual report on the audit of the accounts of the Lawrence Asylum Press need not in future be submitted to Government, but that it will be sufficient if a Balance Sheet and Profit and Loss Account of the Press certified by the Auditors is submitted with the annual report on the working of the Press.

3. The following letter will be despatched to the Government of India.

To the D.P.I. (Aras 112)

" Committee of the
Lawrence Asylum,
through the D.P.I.
(Aras 102)

" Public Department.

LETTER

LETTER:

N^o 32476. 6. 10

To

The Secy. to the Govt. of India,
Home Department.

Sir,

With reference to para. 3 of Home
Department letter No. 4296, dated 29th
November 1909, on the subject of making
some of the annual administration
reports and returns of minor importance
received by this Government triennial
or quinquennial, I am directed to state
that so far as ~~it relates to the Educational~~
^{Public,} ~~is concerned it has been decided to make~~
department/the report on the working
of the Oriental Manuscripts Library,
Madras, ~~has been made~~ triennial and
that of the Madras Text Book Committee
quinquennial, while, the report on the
audit of the accounts of the Lawrence
Asylum Press, Madras, has been dis-
continued.

2. I am also to observe that any
further action ~~that~~ ^{which} may be taken in
this direction will depend upon the
results of the examination which the
Government of India are making of the
reports and returns submitted to them
and to the Secretary of State.

I have etc.

cf. para. 3 of G.O. 283 Public d
7th April 1910 & para. 2 of
the office note of 5th of
note file.

20 Aug 1910
4-6-10
4/6 8/11 Slater

ORDINARY.

PRESS SLIP.

PREFERENCE.

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

URGENT (a)

9 - JUN 1910

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.

Current No., dated 19 ..

G.O., No. 323, dated 6-6-1910.
324 (b)Number of MS. pages sent { Correspondence including order or orders
(b¹)
Notes

Docket: Reports and returns directing the
discontinuance of the submission of
certain annual administrative
making them biennial or triennial
and addressing the Govt. of India on the
Subject.

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

FOR RECORD.*				Complete correspondence and orders.	Notes
Madras Records	...	...	...	30	15
Ooty Records	...	...	...	2	3
For filing with original	...	...	...	1	1
Total ...				34	19

FOR ISSUE.†

FOR ISSUE.†		Letter only.	Complete G.O.	(b) Special issue copies of G.O.		No.	Papers.	No.
Signature copies.....								
India Office.....								
Govt. of India..... Dept.		32						
Public Department.....			5					
Judicial Department.....								
Financial Department.....								
Revenue Department.....								
Public Works Department.....								
Local and Municipal Department.....								
..... Dept.								

* 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.....	9-6-10 ST
First proof furnished on.....	15-6-10 LB
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	20-6-10 ST
Final copies supplied on.....	27-6-10 LB

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34	19	
" " " Issue.....	42		
For Volumes.....	16		
For E.T.....			
Total ...	92	19	