

Government of Madras.

EDUCATIONAL DEPARTMENT.

*Recd.*

*Regd.*

} 1910.

*Enclosures*

*Spare copies*

G.O., No. 337, 11th June 1910.

Catalogues of Books.

Requesting the Director of Public Instruction to see that the quarterly — are submitted punctually in future within the prescribed date.

# Government of Madras.

EDUCATIONAL DEPARTMENT.

2

*Recd.*

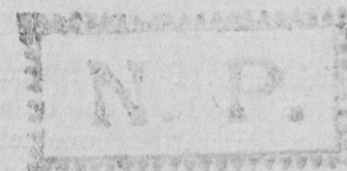
*Enclosures*

1910.

*Regd.*

*Spare copies*

G.O., No. 337, 11th June 1910.



## Catalogues of Books.

Requesting the Director of Public Instruction to see that the quarterly — are submitted punctually in future within the prescribed date.

GOVERNMENT OF MADRAS.  
EDUCATIONAL DEPARTMENT.

READ—the following papers :—

## I

G.O., No. 274, Educational, dated 21st May 1910.

ABSTRACT.—Transmitting to the Secretary of State and to the Government of India copies of the catalogue of books registered during the fourth quarter of 1909.

## II

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

To—the Secretary to the Government of Madras, Educational Department.

Dated—Calcutta, the 24th May 1910.

No.—1010.

I am directed to state that the catalogue of books and publications registered under Act XXV of 1867 in Madras during the quarter ending the 31st December 1909 has not yet been received in this department and to request that it may be submitted at an early date. The Government of India consider it desirable that the quarterly catalogues should be prepared as soon as practicable after the termination of each quarter so as to allow a sufficiency of time for the India Office and the British Museum to make their requisitions within the calendar year prescribed under section 9 (b) of Act XXV of 1867.

Order—No. 337, Educational, dated 11th June 1910.

The attention of the Director of Public Instruction will be drawn to G.O., No. 328, Educational, dated 16th May 1893, and he will be requested to see that the quarterly catalogues of books are submitted punctually in future within the prescribed date. It is observed that the catalogue for the fourth quarter of 1909 was not submitted to Government by the Registrar of Books until the expiry of 3 months and 14 days after the close of the quarter.

2. The Government of India consider it desirable that the quarterly catalogues should be prepared as soon as practicable after the termination of each quarter so as to allow of a sufficiency of time for the India Office and the British Museum to make their requisitions within the calendar year prescribed under section 9 (b) of Act XXV of 1867.

(True Extract.)

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

To the Director of Public Instruction.

## EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 337, EDUCATIONAL,  
DATED 11TH JUNE 1910.

[SUBJECT.—Catalogue of Books registered during the fourth quarter of 1909.]

From the Government of India, Home Department, dated 24th May 1910,  
No. 1010.

The catalogues were despatched on the 23rd May 1910 to the Government of India with letter No. 275, Educational, dated 21st May 1910, and have crossed the present communication from the Government of India.

2. With regard to the observation in the second sentence of the current letter regarding the speedy despatch of these catalogues, attention is solicited to G.O., No. 328, Educational, dated 16th May 1893, under which the catalogue of books registered during each quarter has to be submitted to Government within two months of the close of the quarter to which it relates. The catalogue for the fourth quarter of 1909 should thus have been submitted to Government before the end of February 1910. But as a matter of fact it was submitted by the Registrar of Books only on the 14th April 1910 and did not reach the Secretariat before the 22nd idem. The printing of the catalogues and the passing of the proofs also took up time. It is submitted that the attention of the Director of Public Instruction may be called to G.O., No. 328, Educational, dated 16th May 1893, and he may be told to see that the catalogues are in future submitted to Government punctually.

3. The draft is for approval.

K. RANGASWAMI AYYANGAR—10-6-10.

Issue.

S. H. SLATER—11-6-10.

[G.O., No. 337, Educational, dated 11th June 1910.]

Again G.O.No.274 Educational, dated 21st May 1910.

G.No.1071, from the Government of India, No.1010, dated 24th May 1910.  
(Home Department)

ORDER: No. 337 dated 11 June 1910

*PS* ~~file~~

The attention of the D.P.I. will be drawn to G.O.No.328 Edl., dated 16th

*D.* May 1893 and he will be requested to see that the <sup>quarterly</sup> catalogues of books are submitted punctually in future within the prescribed date. It is observed that the catalogue for the fourth quarter of 1909 was not submitted to Government by the Registrar of books until the expiry of 3 months and 14 days after the close of the quarter.

2. The Government of India consider it desirable that the quarterly catalogues should be prepared as soon as practicable after the termination of each quarter so as to allow of a sufficiency of time for the India Office and the British Museum to make their requisitions within the Calendar year prescribed under section 9(b) of Act XXV of 1867.

To, The D. P. I.

*AD*  
10.6.10

*Sm*  
11/6

*Depd*  
11/6/10

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL  
LEGISLATIVE DEPARTMENT.



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

G.O., No. 337, dated 11-6-1910.

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

Docket: Catalogues of Books  
Requesting the Director of  
Public Instruction to see that the quarterly  
are submitted punctually in future  
within the prescribed date.

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

| FOR RECORD.*                    | Complete<br>correspondence<br>and orders. | Notes |
|---------------------------------|-------------------------------------------|-------|
| Madras Records ... ..           | 30                                        | 15    |
| Ooty Records ... ..             | 3                                         | 3     |
| For filing with original ... .. | 1                                         | 1     |
| Total ... ..                    | 34                                        | 19    |

| FOR ISSUE.† | Letter only. | Complete<br>G.O. | Special issue copies<br>of G.O. (d) | 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 ... .. |  |  |  |  |
|--------------|--|--|--|--|

|                                                        |               |  |  |  |
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| Spare copies { The Director of Public Instruction..... | 5 orders only |  |  |  |
| The Comr. for Govt. Examinations.....                  |               |  |  |  |
| The Superintendent, Govt. Museum.....                  |               |  |  |  |
| The Surgeon-General.....                               |               |  |  |  |
| The Accountant-General.....                            |               |  |  |  |
| The Collector of.....                                  |               |  |  |  |
| The P. D. B.....                                       |               |  |  |  |
| The .....                                              |               |  |  |  |
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\* Copies distributed on.....\*(Press Clerk.)

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

\* To be installed 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.

(b<sup>1</sup>) 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.

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.

.....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.....                     | 15-6-10                     | LB |  |
| First proof furnished on.....                 | 20-6-10                     | LB |  |
| Call for revised proof received on.....       |                             |    |  |
| Revised proof furnished on.....               |                             |    |  |
| Corrected proof received for striking on..... | 25-6-10                     | LB |  |
| Final copies supplied on.....                 | 28-6-10                     | LB |  |

| Account of copies.                      | Complete copies. | Notes. | Issue copies. |
|-----------------------------------------|------------------|--------|---------------|
| Supplied to Secretariat for Record..... | 24               | 19     |               |
| " " " Issue.....                        | 1                | 2      |               |
| For Volumes....                         | 16               |        |               |
| For E.T.....                            |                  |        |               |
| Total ...                               | 41               | 19     |               |

[ E. & L. ]  
35.

1,000-20-5-11.

EDUCATIONAL AND LEGISLATIVE DEPARTMENT.

Paper taken out of the records.

Educational Department.

G.O., No. 338 *mis*

Date 11-6-10

To whom given.

387  
For Current No. ~~4709~~ - of 191<sup>63</sup>.  
Pul. Department.

When taken out

~~28/11/11~~

24/1/13

Initials.

*[Handwritten initials]*