

Government of Madras.

EDUCATIONAL DEPARTMENT.

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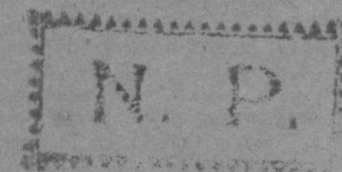
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} 1910.

Enclosures

Spare copies

G.O., No. 538, 10th September 1910.



Standardization of Forms.

Approving the proposal of the Superintendent of Stationery in connection with the — in use in the office of the Secretary to the Commissioner for Government Examinations.

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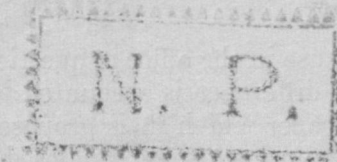
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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from A. R. CUMMING, Esq., I.C.S., Superintendent of Stationery, Madras.
To—the Secretary to Government, Educational Department.

Dated—the 18th August 1910.

No.—R.O.C. No. 2619/Gl. of 1909.

On receipt of Government Memorandum No. 2431-1, Financial, dated 5th November 1909, I called for and obtained from the Secretary to the Commissioner for Government Examinations, Madras, lists with specimens of the printed forms of all kinds in use in his office.

2. The lists and specimens were scrutinised by the officer on special duty and the forms classified as usual under the following heads :—

I. Forms special to the office.

II. Forms common to two or more departments or offices comprising—

(a) Treasury and Account forms.

(b) Miscellaneous forms, such as stock form of letter to Government, etc.

(c) Covers and labels.

3. My present letter concerns only forms which are special to the office of the Secretary to the Commissioner for Government Examinations, Madras. Statement A attached to this report gives particulars of the forms, 119 in number, which are at present printed for use in the office under consideration and are special to that office:

* Including 13 (a).

and statement B, particulars of the forms, 83 * in number, which it is proposed to print hereafter specially for use in the office in question. The "Remarks" column of statement A shows how the difference is accounted for, and column 3 of statement B the size and description of paper which it is proposed to use in printing the forms hereafter. Specimens of the forms are also enclosed.

4. *Forms Nos. 5 and 12 (Statement A).*—On enquiry as to whether form No. 5 could not be printed on a plain post-card, and if it could be, whether form No. 12 would not suffice, the Secretary to the Commissioner for Government Examinations has stated that replies to candidates are often long and that both the forms (Nos. 5 and 12) are necessary. The number of copies of form No. 5 required annually is 4,000 and under the circumstances explained, form No. 5 has been allowed to stand. Form No. 12 may, it seems to me, be treated as a form common to this and other offices and has accordingly been struck out in statement B.

5. *Standard Forms Nos. 15, 20, 29, 34, 62, 69, 70, 78 and 79 (Statement B).*—The Secretary demurs to my proposal to omit the name of the officer holding office for the time being on the ground that "some of these forms, e.g., 15, continue to be "used as they are without the new officer signing them, the matter therein being of "the nature of 'standing instructions.'" Government have already been pleased to direct that only the designation need be printed on standard forms—please see paragraph 4 of my letter R.O.C. No. 2619-Gl. of 1909, dated 13th June 1910, to the Public Department, disposed of in G.O., No. 594, Public, dated 11th July 1910—particularly standard form No. 10 referred to therein. I recommend that the same course may be followed in respect of the forms under consideration relating to the office of the Secretary to the Commissioner for Government Examinations, Madras.

6. With the exceptions referred to in paragraphs 4 and 5 *supra*, the Secretary has agreed to the proposals embodied in statement B, and I have now the honour to request that you will be so good as to obtain the sanction of Government thereto.

ENCLOSURES.

STATEMENT A.—List of special forms in use in the office of the Secretary to the Commissioner for Government Examinations.

Serial number.	Name and description of forms.	Size and description of paper as given in the Secretary's list.	Whether ruled, numbered.	If bound, description of binding used.	Average annual consumption.	Remarks.
1	2	3	4	5	6	7
1	Docket form	$\frac{1}{4}$ D.F., 27" $\times$ 17", 16 lb.	..	..	5,000	These being such as can be made common to two or more departments or offices will be dealt with separately.
2	Note for the—	$\frac{1}{8}$ lb. do. 28	..	..	1,000	
3	Note for orders	$\frac{1}{4}$ do. do.	Ruled ..	..	2,000	
4	Draft form	$\frac{1}{4}$ do. do.	Do. ..	..	2,500	
5	Endorsement form	$\frac{1}{8}$ do. do.	..	..	4,000	The officer has agreed to dispense with the printing of this form. Standard form No. 1— <i>vide</i> remarks against paragraph 4 of the covering letter.
6	Letter form	$\frac{1}{4}$ of Eng. F'cap ..	Ruled ..	..	2,000	These being such as can be made common to two or more departments or offices will be dealt with separately.
7	Endorsement slip	$\frac{1}{8}$ D.F., 27" $\times$ 17", 16 lb.	..	..	2,000	
8	Official memorandum form ..	$\frac{1}{4}$ do. do.	..	..	2,000	
9	Record slip	$\frac{1}{8}$ do. do.	..	..	2,000	
10	Endorsement (Medical entrance examination).	Post-card size ..	..	..	200	Standard form No. 3.
11	Endorsement (general information).	Do	..	..	500	Do. No. 4.
12	Endorsement	Do.	..	..	1,000	<i>Vide</i> paragraph 4 of the covering letter.
13	Endorsement (reminder) ..	Do.	..	..	250	<i>Vide</i> remarks against serial Nos. 1 to 3 <i>supra</i> .
14	Objection memorandum form.	$\frac{1}{4}$ D.F., 27" $\times$ 17", 28 lb.	..	..	3,000	Standard form No. 5.
15	Statement of particulars regarding Superintendents who are not Government servants.	$\frac{1}{4}$ do. do.	..	..	300	Do. No. 6.
16	General instructions to Superintendents.	$\frac{1}{4}$ do. do. (3 sheets).	..	..	1,500	Do. No. 7.
17	Report form	$\frac{1}{4}$ D.F., 27" $\times$ 17", 16 lb.	..	..	1,500	Do. No. 8.
18	Contingent bill form	$\frac{1}{4}$ do. do.	..	..	2,500	Do. No. 9.
19	Covering letter to Superintendents with contingent bill.	$\frac{1}{4}$ do. do.	..	..	2,000	Do. No. 10.
20	Covering letter to Accountant-General with contingent bill.	$\frac{1}{4}$ do. do.	..	..	500	<i>Vide</i> remarks against serial Nos. 1 to 3 above.
21	Slip to be pasted on answer paper covers.	$\frac{1}{8}$ do. do.	..	..	10,000	Standard form No. 11.
22	Letter to Press for spare copies of notification.	$\frac{1}{4}$ do. do.	..	..	500	<i>Vide</i> remarks against serial Nos. 1 to 3 above.
23	Letter to the Deputy Collector for service stamps.	$\frac{1}{4}$ do. do.	..	..	250	Standard form No. 12.
24	Covering letter to Collectors with certificates.	$\frac{1}{4}$ do. do.	..	..	500	
25	Letter to the Director of Public Instruction for issue of certificates under article 72 of the Civil Service Regulations.	$\frac{1}{4}$ lb. do. 28	..	..	200	Do. No. 13.
26	Rules for Examiners	$\frac{1}{4}$ lb. do. 16	..	..	1,000	Do. No. 13 (a).
27	Covering letter with stipend bills.	$\frac{1}{4}$ do. do.	..	..	500	Do. No. 14.
28	Instruction for cashing stipend bills.	$\frac{1}{4}$ do. do.	..	..	2,000	Do. No. 15.
29	Endorsement form to Treasury Officers forwarding treasury receipts for signature and return.	$\frac{1}{4}$ do. do.	..	..	500	<i>Vide</i> remarks against serial Nos. 1 to 3 above.
30	Demi-official letter form (full sheets).	$\frac{1}{8}$ F'cap, country, 2 sheets.	..	..	2,000	Standard form No. 16.
31	Demi-official letter form (half sheet).	$\frac{1}{8}$ do. sheet.	..	..	1,000	

Statement A.—List of special forms in use in the office of the Secretary to the Commissioner for Government Examinations—*cont.*

Serial number.	Name and description of forms.	Size and description of paper as given in the Secretary's list.	Whether ruled, numbered.	If bound, description of binding used.	Average annual consumption.	Remarks.
1	2	3	4	5	6	7
32	Cooly receipt form	$\frac{1}{2}$ D.F., 27" x 17", 16 lb.	..	..	3,000	Standard form No. 17.
33	Money receipt form	$\frac{1}{2}$ do. do.	..	..	1,000	<i>Vide</i> remarks against serial Nos. 1 to 3 above.
34	Letter to Examiners offering examinership.	$\frac{1}{2}$ lb. do. 28	..	..	250	Standard form No. 18.
35	Application form	$\frac{1}{2}$ lb. do. 16	..	..	10,000	Do. No. 19.
36	Treasury receipt form	$\frac{1}{2}$ do. do.	..	..	50,000	Do. No. 20.
37	Letter to Collectors regarding appointment of Civilians as Chief Superintendents.	$\frac{1}{2}$ do. do.	..	..	150	Do. No. 21.
38	Letter to Collectors regarding appointment of Chief and Assistant Superintendents.	$\frac{1}{2}$ do. do.	..	..	200	Do. No. 22.
39	Letter to Superintendents approving of their nomination.	$\frac{1}{2}$ do. do.	..	..	150	Do. No. 23.
40	Letter to Assistant Superintendents approving of their nomination.	$\frac{1}{2}$ do. do.	..	..	400	Do. No. 24.
41	Official memorandum giving names of Assistant Superintendents.	$\frac{1}{2}$ do. do.	..	..	100	Do. No. 25.
42	Letter to Examiners regarding the date of submission of results.	$\frac{1}{2}$ do. do.	..	..	250	Do. No. 26.
43	Official memorandum permitting candidates to appear at risk.	$\frac{1}{2}$ do. do.	..	..	500	Do. No. 27.
44	Statement showing names of Superintendents.	$\frac{1}{2}$ do. do.	..	..	50	Do. No. 28.
45	Special instructions to Superintendents.	$\frac{1}{2}$ do. do.	..	..	250	Do. No. 29.
46	Special instructions to Madras Superintendents.	$\frac{1}{2}$ do. do.	..	..	50	This does not fall under the class of standard forms as it has to be revised from year to year; it is accordingly omitted from the statement B.
47	Absentee statement	$\frac{1}{2}$ do. do.	..	..	3,000	Standard form No. 30.
48	Time-table (red ink)	$\frac{1}{2}$ do. do.	..	..	100	<i>Vide</i> remarks against serial No. 46 above.
49	Do. (black ink)	$\frac{1}{2}$ do. do.	..	..	100	
50	Endorsement regarding duplicate certificates.	$\frac{1}{2}$ do. do.	..	..	500	Standard form No. 31. The officer has agreed to amalgamate forms Nos. 50 and 88 into one.
51	Instructions regarding Précis writing.	$\frac{1}{2}$ do. do.	..	..	1,000	This being a reprint of the notification published in the Gazette every year, the requisite number of copies can be obtained on indent on Superintendent, Government Press, at the time of its publication.
52	Memorandum to accompany answer papers.	$\frac{1}{2}$ do. do.	..	..	10,000	Standard form No. 32.
53	Slip to be pinned to answer papers.	$\frac{1}{2}$ do. do.	..	..	40,000	Do. No. 33.
54	Statement showing work done.	$\frac{1}{2}$ do. do.	..	..	150	Do. No. 34.
55	Instructions to tabulators ..	$\frac{1}{2}$ do. do.	..	..	25	<i>Vide</i> remarks against serial No. 4 above.
56	Letter of advice form	$\frac{1}{2}$ do. do.	..	..	250	Standard form No. 35.
57	Printed form to post-office (as in manuscript).	$\frac{1}{2}$ do. do.	..	..	25	<i>Vide</i> remarks against serial No. 4 above.
58	Memorandum showing the number of question paper packets sent (confidential).	$\frac{1}{2}$ do. do.	..	..	100	Standard form No. 36.

Statement A.—List of special forms in use in the office of the Secretary to the Commissioner for Government Examinations—*cont.*

Serial number.	Name and description of forms.	Size and description of paper as given in the Secretary's list.	Whether ruled, numbered.	If bound, description of binding used.	Average annual consumption.	Remarks.
1	2	3	4	5	6	7
59	Confidential memorandum showing the subjects of special tests.	$\frac{1}{2}$ D.F., 27" x 17", 28 lb.	..	..	50	Standard form No. 37.
60	List of Examiners	$\frac{1}{2}$ do. do.	..	..	50	<i>Vide</i> remarks against serial No. 46 <i>supra</i> .
61	Pass list form	1 do. do.	Ruled ..	..	150	Standard form No. 38.
62	Nominal list form	1 do. 16 lb.	Do. ..	..	300	Do. No. 39.
63	Certificate form (special test) ..	$\frac{1}{2}$ do. 28 lb.	..	..	2,500	Do. No. 40.
64	Covering letters to officers permitting their subordinates to appear at risk.	$\frac{1}{2}$ do. 16 lb.	..	..	200	Do. No. 41.
65	Special instructions regarding contingent bills (general).	$\frac{1}{2}$ do. do.	..	..	1,000	<i>Vide</i> remarks against serial No. 4 <i>supra</i> .
66	Objection memorandum regarding contingent bills.	$\frac{1}{2}$ do. do.	..	..	500	Standard form No. 42.
67	Receipt register form (as in manuscript), general.	1 of Eng. F'cap ..	Ruled ..	..	600	<i>Vide</i> remarks against serial Nos. 1 to 3 above.
68	Despatch register form ..	1 of do. ..	Do. ..	..	600	
69	Covering letter to Superintendents.	$\frac{1}{2}$ D.F., 27" x 17", 16 lb.	..	..	100	Standard form No. 43.
70	List of Examiners	$\frac{1}{2}$ do. do.	..	..	100	<i>Vide</i> remarks against serial No. 46 <i>supra</i> .
71	Certificate form (Special Upper Primary).	$\frac{1}{2}$ blue laid, F'cap ..	..	..	10	These forms being required only for the issue of duplicate certificates, the officer has agreed to get sufficient number of copies printed once for all.
72	Certificate form (Middle School)	$\frac{1}{2}$ do. ..	..	..	25	
73	Certificate form (Higher examination for women)	$\frac{1}{2}$ do. ..	..	..	10	Standard form No. 44.
73a	Certificate form (Lower Secondary, four kinds).	$\frac{1}{2}$ do. ..	..	..	50	<i>Vide</i> remarks against Serial Nos. 71 and 72 <i>supra</i> .
73b	Certificate form (Hand-writing and Dictation test).	$\frac{1}{2}$ do. ..	..	..	25	
74	Certificate form (Elementary grade).	$\frac{1}{2}$ H.M., blue laid, 15 lb.	..	..	3,200	Standard form No. 45.
75	Certificate form (Intermediate grade).	$\frac{1}{2}$ do. do.	..	..	1,300	Do. No. 46.
76	Certificate form (Advanced grade).	$\frac{1}{2}$ do. do.	..	..	200	Do. No. 47.
77	Group certificate form ..	Not given ..	..	..	100	These being litho-copies taken at the Survey office are omitted from the list of standard forms.
78	Diploma form	Do. ..	..	..	25	
79	Endorsement form to Chairmen of Board or single subject examiners.	$\frac{1}{2}$ D.F., 27" x 17", 16 lb.	..	..	100	Standard form No. 48.
80	Letter offering chairmanship ..	$\frac{1}{2}$ do. do.	..	..	50	Do. No. 49.
81	Do. membership ..	$\frac{1}{2}$ do. do.	..	..	100	Do. No. 50.
82	Letter to Chairman to set question papers (giving names and grades of subjects in details).	$\frac{1}{2}$ do. do.	..	..	50	Do. No. 51.
83	Letter offering examinership (oral and practical examinations).	$\frac{1}{2}$ do. 28 lb.	..	..	50	Do. No. 52.
84	Slip to be pasted outside answer paper covers.	$\frac{1}{2}$ do. 16 lb.	..	..	3,000	Do. No. 53.
85	Memorandum to be placed within answer paper covers.	$\frac{1}{2}$ do. do.	..	..	3,000	Do. No. 54.
86	Letter to Chief Superintendents advising despatch of question paper parcels.	$\frac{1}{2}$ do. do.	..	..	100	Do. No. 55.
87	Examiner's work statement form.	$\frac{1}{2}$ do. do.	..	..	200	Do. No. 56.
88	Endorsement about duplicate certificate.	$\frac{1}{2}$ do. do.	..	..	100	<i>Vide</i> remarks against serial No. 50 above.

Statement A.—List of special forms in use in the office of the Secretary to the Commissioner for Government Examinations—*cont.*

Serial number.	Name and description of forms.	Size and description of paper as given in the Secretary's lists.	Whether ruled, numbered.	If bound, description of binding used.	Average annual consumption.	Remarks.
1	2	3	4	5	6	7
89	Objection memorandum to be returned requiring candidates to supply omission.	$\frac{1}{4}$ D.F., 27" $\times$ 17", 16 lb.	..	..	500	Standard form No. 57.
90	Oral and practical examinations mark sheet.	$\frac{1}{4}$ do. do.	Ruled.	..	1,000	Do. No. 58.
91	Application form for admission to the technical examinations.	$\frac{1}{4}$ do. do.	..	..	20,000	Do. No. 59.
92	Letter from heads of schools in Madras to the Bank of Madras.	$\frac{1}{4}$ do. 28 lb. (2 sheets).	..	..	200	Do. No. 60.
93	Receipt granted by the Bank of Madras for fees received from heads of schools.	$\frac{1}{4}$ do. do.	..	..	100	Do. No. 61.
94	Special rules for the examination in drawing.	$\frac{1}{4}$ do. 16 lb.	..	..	75	Do. No. 62.
95	Endorsement reply to candidates permitting them to come up for technical examinations.	$\frac{1}{4}$ do. do.	..	..	300	Do. No. 63.
96	Letter to heads of schools and others granting permission to their candidates to come up for technical examinations.	$\frac{1}{4}$ do. do.	..	..	100	Do. No. 64.
97	Memorandum to Chief Superintendents for the translation of question papers on the spot.	$\frac{1}{4}$ do. do.	D	..	25	<i>Vide</i> remarks against serial No. 4 above.
98	Letter asking the use of buildings for oral and practical examinations.	$\frac{1}{4}$ do. 28 lb.	..	..	75	Standard form No. 65.
99	Letter offering Chief Superintendentship.	$\frac{1}{4}$ do. 16 lb.	..	..	160	Do. No. 66.
100	Memorandum to Chief Superintendents for despatch of question papers in certain subjects to the Examiners concerned.	$\frac{1}{4}$ do. do.	..	..	40	Do. No. 67.
101	Special instructions to Chief Superintendents.	$\frac{1}{4}$ do. do.	..	..	100	Do. No. 68.
102	Instructions to Superintendents conducting oral examinations.	$\frac{1}{4}$ do. do.	..	..	100	Do. No. 69.
103	Memorandum containing general information about technical examinations.	$\frac{1}{4}$ do. do.	..	..	1,000	Do. No. 70.
104	Statement of particulars to Chairmen for preparing programme for oral and practical examinations.	$\frac{1}{4}$ do. do.	Ruled ..	..	50	Do. No. 71.
105	Scheme for the oral and practical examinations to be submitted by Chairmen and single subject examiners.	$\frac{1}{4}$ do. do.	Do. ..	..	300	Do. No. 72.
106	Nominal list form	1 do. do.	Do. ..	..	300	Do. No. 73.
107	Pass list form	1 do. do.	Do. ..	..	100	Do. No. 74.
108	Slip (confidential) to be pasted on big covers containing drawing, etc., question papers.	$\frac{1}{4}$ do. do.	..	..	600	Do. No. 75.
109	Instructions for the guidance of Examiners conducting the oral and practical examinations (for April only).	$\frac{1}{4}$ do. 28 lb. (2 sheets).	..	..	100	<i>Vide</i> remarks against serial No. 46 <i>supra</i> .
110	Special instructions to Superintendents for the examinations in Book-keeping, etc. (for April only).	$\frac{1}{4}$ do. do. (3 sheets).	..	..	150	
111	Information for Superintendents and others regarding cabinet-making, etc.	$\frac{1}{4}$ do. 16 lb.	..	..	50	Standard form No. 76.
112	Instructions to Superintendents in cabinet-making, etc.	$\frac{1}{4}$ do. do.	..	..	50	Do. No. 77.

Statement A.—List of special forms in use in the office of the Secretary to the Commissioner for Government Examinations—*cont.*

Serial number.	Name and description of forms.	Size and description of paper as given in the Secretary's list.	Whether ruled, numbered.	If bound, description of binding used.	Average annual consumption.	Remarks.
1	2	3	4	5	6	7
113	Instructions to Examiners in surveying and levelling field works.	$\frac{1}{4}$ D.F., 27" $\times$ 17", 16 lb.	..	..	50	Standard form No. 78.
114	Instructions to Superintendents for tailoring.	$\frac{1}{4}$ do. do.	..	..	30	Do. No. 79.
115	Drawing or special paper statement (April).	$\frac{1}{4}$ do. do.	..	..	75	Do. No. 80.
116	Drawing or special paper statement (November).	$\frac{1}{4}$ do. 28 lb.	..	..	75	Do. No. 81.
117	List of Examiners with their addresses (April).	$\frac{1}{4}$ do. 16 lb. (2 sheets).	..	..	100	<i>Vide</i> remarks against serial No. 46 <i>supra</i> .
118	List of Examiners with their addresses (November).	$\frac{1}{4}$ do. do.	..	..	100	
119	Memorandum to the Treasury Officer to receive examination fees.	Not given. ..	..	Marble bound.	1,000	Standard form No. 82.

STATEMENT B.—LIST of the forms to be printed and supplied hereafter specially for use in the office of the Secretary to the Commissioner for Government Examinations.

Serial number.	Name and description of forms.	Size and description of paper proposed to be used in printing the forms.	Whether ruled, numbered.	If bound, description of binding to be used.	Average annual consumption.	Remarks.
1	2	3	4	5	6	7
1	Endorsement form	$\frac{1}{4}$ Pg. D.F., 16 lb. ..	..	..	5,000	
2	Letter form	$\frac{1}{4}$ do. 28 lb. ..	..	..	2,000	
3	Endorsement (Medical entrance examination).	Post-card	..	..	200	
4	Endorsement (general information).	Do.	..	..	500	
5	Objection memorandum form.	$\frac{1}{4}$ Pg. D.F., 16 lb. ..	..	..	3,000	
6	Statement of particulars regarding Superintendents who are not Government servants.	$\frac{1}{4}$ do.	..	..	300	
7	General instructions to Superintendents.	$\frac{1}{4}$ do.	..	..	1,500	
8	Report form	$\frac{1}{4}$ do.	..	..	1,500	
9	Contingent bill form	$\frac{1}{4}$ do.	..	..	2,500	
10	Covering letter to Superintendents with contingent bill.	$\frac{1}{4}$ do.	..	..	2,000	
11	Slip to be pasted on answer paper covers.	$\frac{1}{4}$ do.	..	..	10,000	
12	Covering letter to Collectors with certificates.	$\frac{1}{4}$ do.	..	..	500	
13	Letter to the Director of Public Instruction for issue of certificates under article 72 of the Civil Service Regulations.	$\frac{1}{4}$ do.	..	..	200	
13(a)	Rules for Examiners	$\frac{1}{4}$ do.	..	..	1,000	
14	Covering letter with stipend bills.	$\frac{1}{4}$ do.	..	..	500	
15	Instruction for cashing stipend bills.	$\frac{1}{4}$ do.	..	..	2,000	
16	Demi-official letter form ..	1 crown vellum ..	..	..	3,000	
17	Coaly receipt form	$\frac{1}{4}$ Pg. D.F., 16 lb. ..	..	..	3,000	
18	Letter to Examiners offering examinee ship.	$\frac{1}{4}$ do.	..	..	250	
19	Application form	$\frac{1}{4}$ do.	..	..	10,000	
20	Treasury receipt form	$\frac{1}{4}$ do.	..	..	50,000	

Statement B.—List of the forms to be printed and supplied hereafter specially for use in the office of the Secretary to the Commissioner for Government examinations—*cont.*

Serial number.	Name and description of forms.	Size and description of paper proposed to be used in printing the forms.	Whether ruled, numbered	If bound, description of binding to be used.	Average annual consumption.	Remarks.
1	2	3	4	5	6	7
21	Letter to Collectors regarding appointment of Civilians as Chief Superintendents.	$\frac{1}{2}$ Pg. D.F., 16 lb. ..	..	..	150	
22	Letter to Collectors regarding appointment of Chief and Assistant Superintendents.	$\frac{1}{2}$ do. ..	..	..	200	
23	Letter to Superintendents approving of their nomination.	$\frac{1}{2}$ do. ..	..	..	150	
24	Letter to Assistant Superintendents approving of their nomination.	$\frac{1}{2}$ do. ..	..	..	400	
25	Official memorandum giving names of Assistant Superintendents.	$\frac{1}{2}$ do. ..	..	..	100	
26	Letter to Examiners regarding the date of submission of results.	$\frac{1}{2}$ do. ..	..	..	250	
27	Official memorandum permitting candidates to appear at risk.	$\frac{1}{2}$ do. ..	..	..	500	
28	Statement showing names of Superintendents.	$\frac{1}{2}$ do. 21 lb. ..	..	..	50	
29	Special instructions to Superintendents.	$\frac{1}{2}$ do. 16 lb. ..	..	..	250	
30	Absentee statement	$\frac{1}{2}$ do. ..	Ruled ..	..	3,000	
31	Endorsement regarding duplicate certificates.	Post-card. ..	..	..	600	
32	Memorandum to accompany answer papers.	$\frac{1}{2}$ Pg. D.F., 16 lb. ..	..	..	10,000	
33	Slip to be pinned to answer papers.	$\frac{1}{16}$ do. ..	..	..	40,000	
34	Statement showing work done.	$\frac{1}{2}$ do. ..	Ruled. ..	..	150	
35	Letter of advice form	$\frac{1}{2}$ do. ..	..	..	250	
36	Memorandum showing the number of question paper packets sent (confidential).	$\frac{1}{2}$ do. ..	..	..	100	
37	Confidential memorandum showing the subjects of special tests.	$\frac{1}{2}$ do. ..	..	..	50	
38	Pass list form	1 Pg. Demy, 25 lb. ..	Ruled ..	..	150	
39	Nominal list form	1 Pg. D.F., 16 lb. ..	Do. ..	..	300	
40	Certificate form (special test) ..	$\frac{1}{2}$ do. 24 lb. ..	..	..	2,500	
41	Covering letter to officers permitting their subordinates to appear at risk.	$\frac{1}{2}$ do. 16 lb. ..	..	..	200	
42	Objection memorandum regarding contingent bills.	$\frac{1}{2}$ do. do. ..	..	..	500	
43	Covering letter to Superintendents.	$\frac{1}{2}$ do. do. ..	..	..	100	
44	Certificate form (Higher examination for women).	$\frac{1}{2}$ F'cap, C.W., 14 lb. ..	..	..	10	
45	Certificate form (Elementary grade).	$\frac{1}{2}$ do. do. ..	..	..	3,200	
46	Certificate form (Intermediate grade).	$\frac{1}{2}$ do. do. ..	..	..	1,300	
47	Certificate form (Advanced grade).	$\frac{1}{2}$ do. do. ..	..	..	200	
48	Endorsement form to Chairmen of Board or single subject examiners.	$\frac{1}{2}$ Pg. D.F., 16 lb. ..	..	..	100	
49	Letter offering chairmanship ..	$\frac{1}{2}$ do. do. ..	..	..	50	
50	Do. membership.	$\frac{1}{2}$ do. do. ..	..	..	100	
51	Letter to Chairmen to set question papers (giving names and grades of subjects in details).	$\frac{1}{2}$ do. do. ..	..	..	50	
52	Letter offering examinership (oral and practical examinations).	$\frac{1}{2}$ do. do. ..	..	..	50	
53	Slip to be pasted outside answer paper covers.	$\frac{1}{16}$ do. do. ..	..	..	3,000	
54	Memorandum to be placed within answer paper covers.	$\frac{1}{2}$ do. do. ..	..	..	3,000	

To be printed and supplied once in three years.

Statement B.—List of the forms to be printed and supplied hereafter specially for use in the office of the Secretary to the Commissioner for Government Examinations—*cont.*

Serial number.	Name and description of forms.	Size and description of paper proposed to be used in printing the forms.	Whether ruled, numbered.	If bound, description of binding to be used.	Average annual consumption.	Remarks.
1	2	3	4	5	6	7
55	Letter to Chief Superintendents advising despatch of question paper parcels.	$\frac{1}{2}$ Pg. D.F., 16 lb. ..	..	..	100	
56	Examiner's work statement form.	$\frac{1}{2}$ do. do. ..	..	..	200	
57	Objection memorandum to be returned requiring candidates to supply omissions.	$\frac{1}{2}$ do. do. ..	..	..	500	
58	Oral and practical examinations mark sheet.	$\frac{1}{2}$ do. do. ..	Ruled ..	..	1,000	
59	Application form for admission to the technical examinations.	$\frac{1}{2}$ do. do. ..	..	..	20,000	
60	Letter from heads of schools in Madras to the Bank of Madras.	$\frac{1}{2}$ do. 21 lb. ..	..	..	200	
61	Receipt granted by the Bank of Madras for fees received from heads of schools.	$\frac{1}{2}$ do. 16 lb. ..	..	..	100	
62	Special rules for the examination in drawing.	$\frac{1}{2}$ do. do. ..	..	..	75	
63	Endorsement reply to candidates permitting them to come up for technical examinations.	Post-card ..	..	..	300	
64	Letter to heads of schools and others granting permission to their candidates to come up for technical examinations.	Do. ..	..	..	100	
65	Letter asking the use of buildings for oral and practical examinations.	$\frac{1}{2}$ Pg. D.F., 16 lb. ..	..	..	75	
66	Letter offering Chief Superintendentship.	$\frac{1}{2}$ do. do. ..	..	..	100	
67	Memorandum to Chief Superintendents for despatch of question papers in certain subjects to the Examiners concerned.	$\frac{1}{2}$ do. do. ..	..	..	40	To be printed and supplied once in two years.
68	Special instructions to Chief Superintendents.	$\frac{1}{2}$ do. do. ..	..	..	100	
69	Instructions to Superintendents conducting oral examinations.	$\frac{1}{2}$ do. do. ..	..	..	100	
70	Memorandum containing general information about technical examinations.	$\frac{1}{2}$ do. do. ..	..	..	1,000	
71	Statement of particulars to Chairmen for preparing programme for oral and practical examinations.	$\frac{1}{2}$ do. do. ..	..	..	50	
72	Scheme for the oral and practical examinations to be submitted by Chairmen and single subject examiners.	$\frac{1}{2}$ do. do. ..	..	..	300	
73	Nominal list form	1 do. do. ..	..	..	300	
74	Pass list form	1 do. do. ..	..	..	100	
75	Slip (confidential) to be pasted on big covers containing drawing, etc., question papers.	$\frac{1}{2}$ do. do. ..	..	..	600	
76	Information for Superintendents and others regarding cabinet-making, etc.	$\frac{1}{2}$ do. do. ..	..	..	50	
77	Instructions to Superintendents in cabinet-making, etc.	$\frac{1}{2}$ do. do. ..	..	..	50	
78	Instructions to Examiners in surveying and levelling field works.	$\frac{1}{2}$ do. do. ..	..	..	50	
79	Instructions to Superintendents for tailoring.	$\frac{1}{2}$ do. do. ..	..	..	30	To be printed and supplied once in two years.
80	Drawing or special paper statement (April).	$\frac{1}{2}$ do. do. ..	..	..	75	
81	Drawing or special paper statement (November).	$\frac{1}{2}$ do. do. ..	..	..	75	
82	Memorandum to the Treasury Officer to receive examination fees.	$\frac{1}{2}$ do. do. ..	..	Marble bound	1,000	

Order—No. 538, Educational, dated 10th September 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 Secretary to the Commissioner for Government Examinations and which are special to the office, with the exception of those made in paragraphs 4 and 5 of his letter read above.

(True Extract.)

L. M. WYNCH,
Secretary to Government.

To the Superintendent of Stationery.
" Commissioner for Government Examinations.
" Financial Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 538, EDUCATIONAL,
DATED 10TH SEPTEMBER 1910.

[SUBJECT.—*Standardization of forms in use in the office of the Secretary to the Commissioner for Government Examinations.*]

Previous paper.

G.O., No. 594, Public, dated 11th July 1910.

From the Superintendent of Stationery, dated 18th August 1910, No. 2619-Gl. of 1909.

With reference to paragraph 2 of Memorandum No. 2431-1, Financial, dated 5th November 1909, the Superintendent of Stationery submits proposals in regard to the standardization of special forms in use in the office of the Secretary to the Commissioner for Government Examinations.

2. Orders are required on two points:

(1) In paragraph 4 of his letter the Superintendent of Stationery proposes to treat form No. 12 in statement A as form common to the office of the Secretary to the Commissioner for Government Examinations and other offices. A perusal of the form will show that the only matter printed in it is the words "office of the Commissioner for Government Examinations, Madras," in two places. It is therefore not clear how this form can be treated as a common form.

(2) In paragraph 5 of his letter the Superintendent of Stationery proposes to omit the printed signature of the Secretary to the Commissioner for Government Examinations in the standard forms Nos. 15, 20, 29, 34, 62, 69, 70, 78 and 79. The Secretary to the Commissioner demurs to this proposal on the ground that the matter contained in these forms being of the nature of "standing instructions" they are used without the officer signing them. All these forms contain instructions to examiners and others, to whom they are sent along with letters addressed to them, forming enclosures to those letters. In these circumstances there appears to be no objection to the signature of the Secretary being printed in the forms in question. G.O., No. 594, Public, dated 11th July 1910, quoted by the Superintendent in support of his proposal applies, it will be seen, to the name of the officer being printed at the head of a form in addition to his official designation and not to the printing of the signature of an officer.

S.K.—3-9-10.

T. KANAKASUNDARAM PILLAI—5-9-10.

The proposals of the Superintendent of Stationery may, I submit, be approved, with the exception of those in paragraphs 4 and 5 of his letter, in which it seems that the saving in expense would involve a disproportionate amount of additional labour.

S. H. SLATER—6-9-10.

Approved.

L. M. WYNCH—7-9-10.

The draft order placed below is submitted for approval.

S.K.—9-9-10.

T. KANAKASUNDARAM PILLAI—9-9-10.

Issue.

S. H. SLATER—9-9-10.

[G.O., No. 538, Educational, dated 10th September 1910.]

8

" " " " , "

19

C. No. 1692, From the Supdt. of Stationery, No. 26798/109 dated 18. 8. 1910

" " " " , " " 19

No. 538, dated 10. 9. 1910

Thris
DS

Not for L.T.

The Govt approve the proposal of the Superintendent of Stations to reduce the number of forms which are now in use in the office of the Secretary to the Commissioner for Govt Examinations and which are special to the office, with the exception of those made in paras 4 and 5 of his letter read above.

best

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12/9/10

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 " Financial Dept

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ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No., dated 19 ..

G.O., No. 538, dated 10-9-1910.

(b)

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

Docket Standardization of the
Approving the Proposal of the
Supt. Nationality to be done by the
Secretary to the Commission for
Govt. Examin.

(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					
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 Supt. Stationery					
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The					
Total					

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

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

* To be initialed and dated.

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.

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 after usual interval.	Type may be released 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.....	14-9-10
First proof furnished on.....	22-9-10
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	28-9-10
Final copies supplied on.....	4-10-10

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34		
" " " Issue.....	14		
For Volumes.....	16		
For E.T.....			
Total ...	64		