

Government of Madras.

EDUCATIONAL DEPARTMENT.

Reca.

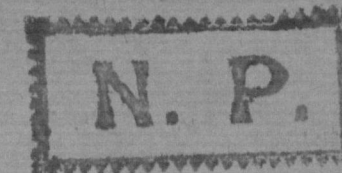
Regd.

} 1910.

Enclosures

Spare copies

G.O., No. 633, 8th November 1910.



University Library.

Requesting the Accountant-General to audit the accounts of the — along with the other accounts connected with the University of Madras.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Reca.

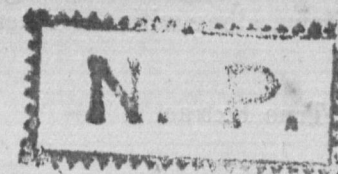
Regd.

1910.

Enclosures

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G.O., No. 633, 8th November 1910.



University Library.

Requesting the Accountant-General to audit the accounts of the — along with the other accounts connected with the University of Madras.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper:—

Letter—from F. DEWSBURY, Esq., B.A., LL.B., Registrar, University of Madras.

To—the Secretary to Government, Educational Department.

Dated—the 26th October 1910.

No.—2969.

The accounts of the University Library are kept separate in the office of the Chairman, University Library Committee at the Museum Buildings, Egmore, without being merged into the University Fee Fund accounts kept in the Registrar's office at the Senate House. The question of auditing the former accounts has been under the consideration of the University Library Committee and of the Syndicate; and I am directed to request that the Government will be pleased to instruct the Accountant-General to audit the accounts of the University Library annually at the time he audits the University accounts at the Registrar's office each year.

Order—No. 633, Educational, dated 8th November 1910.

The Accountant-General will be requested to arrange for the annual audit of the accounts of the University Library, along with the other accounts connected with the University of Madras.

(True Extract.)

A. BUTTERWORTH,
Ag. Secretary to Government.

To the Accountant-General.
" Director of Public Instruction.
" Registrar, Madras University.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 633, EDUCATIONAL,
DATED 8TH NOVEMBER 1910.

[SUBJECT.—*Regarding audit of the accounts of the University Library.*]

From the Registrar, University of Madras, dated 26th October 1910, No. 2969.

A draft order is submitted for approval.

C.S.—2-11-10.

The accounts of the University Library, though kept separate from the main accounts of the University, still form part of the accounts of the University and should have been audited along with the University accounts. The present proposal may, however, be approved. No fee is levied from the University for the audit of its accounts—*vide* G.O., No. 90, Financial, dated 11th February 1908.

K. RANGASWAMI AIYANGAR—3-11-10.

M. S. MASCARENHAS—3-11-10.

Honourable Member for approval of the draft.

A. BUTTERWORTH—4-11-10.

Approved.

M. H[AMMICK]—5-11-10.

Issue.

A. BUTTERWORTH—7-11-10.

[G.O., No. 633, Educational, dated 8th November 1910.]

4

READ AGAIN G.O., No., dated 19 ..

" " " " 19 ..

READ ALSO:-

C. No. 2097, From the Registrar, University No. 2969, dated 26 Oct 1910..
of Madras

" " " " 19 ..

" " " " 19 ..

ORDER.

No. 633, dated 8. 11. 1910.

PS
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M
5. 11. 19

27/11

The Accountant General
will be requested to arrange
for the annual audit of
the accounts of the University
Library, ^{along with} ~~at the time he~~
~~audits~~ ^{other} the accounts connected
with the University of Madras

CS
2. 11. 10
AD
3. 11. 10
MS
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To The Accountant General (a + o)
" D.P.D.
" Registrar, Madras University

Sesdign
28/11/10

28/11/10

ORDINARY.

PRESS SLIP.

PREFERENCE.

EDUCATIONAL
LEGISLATIVE DEPARTMENT.



URGENT (a).

Current No., dated 190

G.O., No. 633, dated 8-11-190

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

Docket. University Library. Requesting the
Accountant-General to report the accounts
of the along with the other accounts
connected with the University of Madras

Number (c) 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.	(b) Special issue copies of G.O.		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.....	10			
	The Comr. for Govt. Examinations.....				
	The Superintendent, Govt. Museum.....				
	The Surgeon-General.....				
	The Accountant-General.....	10			
	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 discre-
tion 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) 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 Superin-
tendent 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 PRESS, MADRAS.
OOTY.

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 at once.	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.....	14-11-10 Lb.
First proof furnished on.....	15-11-10 Lb.
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	21-11-10 Lb.
Final copies supplied on.....	26-11-10 Lb.

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	24	19	
" " " Issue.....	15		
For Volumes.....	16		
For E. T.....			
Total ...	60	19	