

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O., etc., Nos. 348, 349, 6th June 1911.

Books and Publications.

Communicating to the Superintendent, Government Press, for compliance, letter from the Government of Eastern Bengal and Assam requesting to be supplied in future with 16 copies of the report on public instruction in the Madras Presidency, instead of eight.

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Nos. 348, 349, EDUCATIONAL, 6TH JUNE 1911.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O., Nos. 350, 351, Educational, dated 18th May 1906.

ABSTRACT.—Communicating to the Superintendent, Government Press, letter from the Government of Eastern Bengal and Assam requesting to be supplied with eight copies of the last quinquennial report on education and the same number of copies of any similar reports issued in future.

II

Letter—from the Hon'ble Mr. N. D. BEATSON BELL, C.I.E., I.C.S., Officiating Chief Secretary to the Government of Eastern Bengal and Assam, Education department, Education branch.

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

Dated—Shillong, the 22nd May 1911.

No.—668-75 E.

I am directed to invite a reference to this Government letter No. 4557-63 C., dated the 8th May 1906, regarding the supply to this Government of eight copies of the annual education report of your province. The Director of Public Instruction has now asked to be supplied with eight copies more for distribution. I am accordingly to request that, with the permission of His Excellency the Governor, this Government may be favoured with 16 copies of the report regularly instead of eight. As these 16 copies of the report are required for the Education department of this province, I am to request that orders may be issued for their despatch direct to the Director of Public Instruction of this province instead of to this office.

I am, however, to add that the copies intended for this Government may, as hitherto, be sent to this office.

Order—No. 348, Educational, dated 6th June 1911.

Communicated to the Superintendent, Government Press, for compliance.

(True Extract.)

L. DAVIDSON,
Aq. Secretary to Government.

To the Superintendent, Government Press.

Endorsement—No. 349, Educational, dated 6th June 1911.

Copy forwarded for the information of the Government of Eastern Bengal and Assam, Education department, Education branch.

L. DAVIDSON,
Ag. Secretary to Government.

READ AGAIN G.O., No. 350 - 57 *24*, dated 18 — 5 — 190*4*

” ” ” ” ” 191

READ ALSO:—

C. No. 1243, From the Foot of Eastern Bengal No. 668-75E, dated 22-5-1911.
Assam.

" " " " , " , " 191

191

ORDER

Ps

No. 368, dated 6. 6. 191

Communicated to the S. G. P., for compliance.

2-6-4

2.6.

Enth. no. 369 of 6-6-11

Copy forwarded for the information
of the Govt. of Eastern Bengal and Assam,
Education department, Education branch.

PP
2.6.1

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
DEPARTMENT.Current No., dated 19 ..
G.O., No. 348-49 dated 6-6- 19//.Number of MS. pages sent { Correspondence including order or orders
(b¹)
Notes.....

Docket.....

Books and publications.Communication to the Right Hon. the
Press for compliance with the
provisions of the Public Instruction
Act, 1904, regarding the
report on public instruction in the
provinces.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.....Madras Records 33
Ooty Records
For filing with original provision.....Total ... 34

FOR ISSUING.

	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.....					
The Comr. for Govt. Examinations.....					
The Superintendent, Govt. Museum.....					
The Surgeon-General.....					
The Accountant-General.....					
The Collector of.....					
The P. D. B.....					
The <u>Superintendent of Press</u>					
The.....					
The.....					
The.....					
The.....					
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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 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, 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.)

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.

Type may be released after usual interval.
at once.

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.

.....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.....	9-6-11. <i>LP</i>
First proof furnished on.....	15-6-11. <i>LP</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	19-6-11. <i>LP</i>
Final copies supplied on.....	24-6-11. <i>LP</i>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	24.		
" " " Issue.....	6.		
For Volumes.....	16.		
For E.T.....			
Total ...	46.		