

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1911.

Enclosures

Spare copies

G.O. &c. Nos. 644, 645, 14th September 1911.

Books and publications.

Communicating to the Superintendent, Government Press, for favour of compliance letter from the Government of the Central Provinces requesting to be supplied with two additional copies of the annual report on the state and progress of education in this presidency.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT

READ—the following paper:—

Letter—from E. A. deBRETT, Esq., I.C.S., Chief Secretary to the Chief Commissioner, Central Provinces (Education Department).

To—the Secretary to the Government of Madras, Educational Department.
Dated—Nagpur, the 31st August 1911.

No.—1514/VI-32.

I am directed to request that, with the permission of His Excellency the Governor, you will be good enough to arrange for the supply to this administration of two more copies of the latest annual report on the state and progress of education of your province.

2. I am to ask that in future 11 instead of 9 copies of the report may kindly be supplied to this administration.

Order—No. 644, Educational, dated 14th September 1911.

Communicated to the Superintendent, Government Press, for compliance.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Superintendent, Government Press.
 „ Director of Public Instruction.

Endorsement—No. 645, Educational, dated 14th September 1911.

Copy forwarded to the Chief Secretary to the Chief Commissioner, Central Provinces, for information.

L. DAVIDSON,
Ag. Secretary to Government.

[$\frac{E. \& L.}{74}$]
1,500-8-12-10

Ed. DEPARTMENT.

READ AGAIN G.O., No. _____, dated _____, 191

191

READ ALSO:—

C. No. 2206, From the *Chief Commissioner,* No. 1574/VI-32 dated 31-8-1911
Central Province

191

ORDER

No. 544, dated 16.9.191

Communicated to the S. G. P, for

Compliance

PR
12.9.11

Ende. No 645-814-9. 11.

Copy forwarded to the Chief Secretary
to the Chief Commissioner, Central
Provinces, for information.

PR
13-9-11

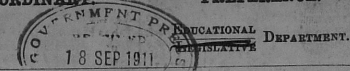
[L. & L.]
89
100-15-3-09.

PRESS SLIP.

ORDINARY

PREFERENCE.

URGENT (a).



Current No., dated 19 ..
G.O., No. 64445 dated 7-9-1911 ..

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

Docket... Books and publications

Communicating to the Press
for the purpose of the Press
requesting that the material supplied
in the above mentioned copies of the
annual copies for volumes and editors' table which are retained
in the Press.
Report on the state of progress of the
FOR RECORD: in this proceeding

Madras Records
Coty Records
For filing with original
Total ... 54

FOR ISSUE†

Signature copies.....

India Office.....
Govt. of India..... Dept.
Public Department.....
Judicial Department.....
Financial Department.....
Revenue Department.....
Public Works Department.....
Local and Municipal Department.....
Dept.

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.O. B.....
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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, 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. 1320, 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.)

* To be initialled and dated.

P.T.O.

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.

..... 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.....	18-11	St	
First proof furnished on.....	11-9-11	St	
Call for revised proof received on.....			
Revised proof furnished on.....		St	
Corrected proof received for striking on.....	28-9-11	St	
Final copies supplied on.....	11-10-11	St	
Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	24		
" " " Issue.....	10		
For Volumes.....	16		
For E.T.....			
Total ...	60		