

Government of Madras.

EDUCATIONAL DEPARTMENT.

*Recd.*

*Regd.*

} 1911.

*Enclosures*

*Spare copies*

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G.O. No. 664, 21st September 1911.

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College of Engineering

Approving the proposals of the Director of Public Instruction to make certain alterations in the rules regarding the award of scholarships in the —.

✓  
Government of Madras.

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ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL  
LEGISLATIVE DEPARTMENT.

Current No. 2238, dated.....19  
 G.O., No. 664, dated 21<sup>st</sup> September 1911.

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

Docket. College of Engineering Approving  
the proposals of the S. P. S. to make  
certain alterations in the rules re:  
the Award of Scholarships in  
the

(e) 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  
 Ooty Records ... .. 3  
 For filing with original ... .. 7

Total ... 34

FOR ISSUE.†

Letter only  
 Complete  
 G.O. (d)  
 Special issue copies  
 of G.O.  
 No. Papers.

Notes

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 ...

Share copies  
 The Director of Public Instruction.....5  
 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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 Total ... 5

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. 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  
GOVT.

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.

*SAR*  
*23/11*  
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.....                     | <i>26.9.61</i> <i>LB</i>    |
| First proof furnished on.....                 | <i>2.10.61</i> <i>LB</i>    |
| Call for revised proof received on.....       |                             |
| Revised proof furnished on.....               |                             |
| Corrected proof received for striking on..... | <i>9.10.61</i> <i>LB</i>    |
| Final copies supplied on.....                 | <i>14.10.61</i> <i>LB</i>   |

  

| Account of copies.                      | Complete copies. | Notes. | Issue copies. |
|-----------------------------------------|------------------|--------|---------------|
| Supplied to Secretariat for Record..... | <i>36</i>        |        |               |
| " " " Issue.....                        | <i>5</i>         |        |               |
| For Volumes.....                        | <i>16</i>        |        |               |
| For E.T.....                            |                  |        |               |
| Total ..                                | <i>57</i>        |        |               |