

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regt.

} 1911.

Enclosures

Spare copies

G.O. No. 817, 21st November 1911.

Government Training School, Rajahmundry

According sanction to the employment of two temporary assistants on Rs. 60 each per mensem in the — from 1st October 1911.

" " " " , "

191 .

C. No. 2511, From the 2799, No. 5695, dated 21st Sept 1911

33 33 33 33 33 33 191

191

No. 817, dated 21. 11. 1911.

10

$$\frac{y}{20 - x} = u$$

Scipio delgado
3072

Sp. with
h. + near. south
22 11/11

To the D.F.D.
" Financial Department
(with re-appropriation
Stats.)

Sanction is accorded to the employment of two temporary assistants on Robo each in the Government Training School, Rajahmundry with effect from 1st October 1911, for a period of one year or until the schemes for the establishment of model schools and the reorganization of training schools are brought into force, whichever is earlier.

C8 2 Under Gs. No 437 Financial
27-10-11 dated 31-5-11 August 1911, a proper
statement

1/2

1 1/2 2 3 4 5 6 7 8 9 10 11 12

Sanction is accorded to the employment of two temporary assistants to take in the Government Training School, Rajahmundry with effect from 1st October 1911. For a period of one year or until the Government for the Government of Madras and the Government of Training School are brought into force, whichever is earlier.

2/11/11

Tell the Government of Madras that the Government of Madras has sanctioned the employment of two temporary assistants to take in the Government Training School, Rajahmundry with effect from 1st October 1911. For a period of one year or until the Government for the Government of Madras and the Government of Training School are brought into force, whichever is earlier.

2/11/11
Statement is not necessary in this case.
3
1/11/11
18.11.11

ORDINARY.

PRESS SLIP.

PREFERENCE.

EDUCATIONAL
LEGISLATIVE DEPARTMENT.



Current No., dated 190 ..

G.O., No. 8.17., dated 21-11-1901.

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

Docket. *For Training School Rajah*
According to the
employment of the
above hands. On the 20th of the month
the 1st of the 1911

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
Coty Records	3	3
For filing with original	1	1
Total	34	19

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies of G.O. (d)		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					
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.....					
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 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 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 PRESS, MADRAS.
OOTY.

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.

.....*SAP*.....
8-11.....
.....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>24-11-11</i>	<i>SL</i>	
First proof furnished on.....	<i>5-12-11</i>	<i>SL</i>	
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	<i>19-12-11</i>	<i>SL</i>	
Final copies supplied on.....	<i>29-12-11</i>	<i>SL</i>	

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	<i>34</i>	<i>19</i>	
" " " Issue.....	<i>10</i>		
For Volumes.....	<i>16</i>		
For E. T.....			
Total ...			