

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 261, 20th March 1912.

Special grant.

Approving the proposal of the Director of Public Instruction for distribution in 1912-13 of
the — of two lakhs to secondary schools for their equipment.

C. No. 683, From the S. S. S., No. 1735, dated 4.3.1912

No. 261, dated 20. 3. 1912

P.S.

not for E.T.

M
18. m 12

The Govt approve the proposals of the D.P.C. for the distribution of the special grant of two lakhs to secondary schools for equipment for next year.

Re
15.3.12

$\frac{15}{15} \cdot 312$

To the S.P.O

21/3/12

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL DEPARTMENT.

Current No., dated 190 ..
G.O., No. 261, dated 20. 3. 1912.

Number of MS. pages sent { Correspondence including order or orders
(b)
(b¹)
Notes.....

Docket

*Special grant - Approving
the proposal of the D.O. for
the distribution of the - 10
two lakh Rs. to secondary
schools in secondary
for next year.*

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.....					
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.....					
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.

(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 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

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.....	23/2/12 <i>MAN</i>
First proof furnished on.....	20/2/12 <i>MAN</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	4/4/12 <i>MAN</i>
Final copies supplied on.....	15/7/12 <i>MAN</i>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34		
" " " Issue.....	5		
For Volumes.....	16		
For E. T.....			
Total ...	55		