

1912

1912
EDUCATION

(ORIGINALS)
G.O. (Ms.) No.

307-400

4

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

1912.

Enclosures

Spare copies

G.O. No. 302, 5th April 1912.

Indian Educational Service.

Communicating to the Director of Public Instruction letter from the Government of India forwarding a copy of the correspondence with the Secretary of State regarding the form of agreement for the — and forwarding to the Government of India twelve copies of the rules relating to the compulsory vernacular examinations to be passed by members of the — in this Presidency.

READ AGAIN G.O. No. 181 Edl, dated 15 - 3 - 1904.
 " " " " 550/1 Edl, " 16 - 9 - 1910.

READ ALSO:—

C. No. 909, From the Govt of I., No. 673, dated 19-3-1912.

" " , " " , ; 191 .

191 .

ORDER.
P. S.

No. 302, dated 5-4- 1912

Communicated to the D.P.I.
for information.

2. Twelve copies of the rules relating to the compulsory vernacular examinations to be passed by the members of the Indian Educl. Service will be forwarded to the Govt. of India -

To The D.P.O. (in print) of India - $\frac{f}{s-n} n$

27/12 $\frac{7B}{34.12} \frac{Ca}{4.12}$

no 303 d, 5-4-12

Letter to

The Secy to the Govt of I
Dept of Education

Sü, ~~Branche direktor~~

With reference to para. 2 of
~~acknowledging the receipt of your~~
letter no. 679, Education, dated ~~March~~
19th March 1912, ^{and} ~~and~~ to forward
~~in compliance with the request~~
~~contained in para. 2 thereof~~ twelve
copies of the rules in force in
this Presidency relating to the
Compulsory examination in the
Vernacular languages to be passed
by the ^{probationers in} ~~members of~~ the Indian
Educational Service.

7.7.12 CA
3.4.12 4.4.12

5-41-

amasure

(The first 12 rules
of the rules approved
in G.O. no 7388d
14-12-10

Current No., dated.....190 .

G.O., No. 30.2 } dated 5-7 4 1912.
30.3 }

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

Docket, Indian Educational Service

Communicating to the D. P. I.
Letter from the Govt. of India forwarding
a copy of the Carrel Foundation
with the Secretariat of State
regarding the form of a agreement for the

Number (c) of copies required when struck off (not including
copies for volumes and editors' table which are retained
in the Press).

and forwarding to the Govt. of India
twelve copies of the rules relating to the
to the compulsory vernacular
FOR RECORD
Madras Records 20
Ooty Records 3
For filing with original 1

Total 34 19

Examinations to be
passed by members
of the — in this Presid

Signature copies.....

India Office.....
Govt. of India.....
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. D. B.....
The.....
The.....
The.....
The.....
The.....
The.....
The.....

Total ...

* Copies distributed on.....*(Press Clerk.)

† Copies distributed on.....*(Despatcher.)

* To be initialed and dated.

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.

(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.

A

Please send proof in triplicate. The papers have been carefully edited.

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.

SK
10/4/12

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.

The portion marked in pencil on pages 8 and 9 of G.O. No. 7385L of 14th Decr 1910 should be printed as annexure to the letter to the Govt of India in the copies that are required for record. Besides this please send 16 copies of the annexure separately for despatch to the Govt of India.

TO BE FILLED IN BY THE PRESS.

SK
10/4/12

Diary.

Initials of Press official.

Received in Press on..... 10/4/12 SK
First proof furnished on..... 12/4/12 SK
Call for revised proof received on.....
Revised proof furnished on.....
Corrected proof received for striking on..... 24/4/12 SK
Final copies supplied on..... 1/5/12 SK

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34		
" " " Issue.....	5		
For Volumes.....	16		
For E. T.....			
Total ...	57		