

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

1912.

Enclosures

Spare copies

④

G.O. No. 476, 31st May 1912.

DESPATCHED

Public Service and Special Tests Notifications.

Accepting the opinion of the Inspector-General of Police in regard to the qualifications required for the Manager and clerks in the Finger Print Bureau and requesting the Commissioner for Government Examinations to submit a draft of the necessary alterations in the —.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

[E. & L.]
74
1,800-8-12-10.

PRESS SLIP.

ST. DEPARTMENT.

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

READ ALSO:-

C. No. 527, From the *2g of Police*, No. 382, dated 17-2-1912

" " 2270 *gud* " " *do* " 382, " 9-5-1912.

" " " " " " " " 191 .

ORDER.

No. 476, dated 31-5-1912.

Not for E.T.

PS

M
29/12

The Govt. accept the opinion of the *2g of Police* that ~~no~~ ^{no} special and technical tests are ~~not~~ required for clerks employed in the Finger Print Bureau. His proposal to prescribe the Account test, higher grade, the Criminal Judicial test, lower grade, and the Department test in Police Orders and Practice for the post of the manager of the Bureau is also approved.

2. The C. G. E. will be requested to submit a draft of the necessary alterations ^(to be carried out) in the Public Service and ~~the~~ special tests notification

Sample sent 19/12/12
To, the *2g of Police*
" *C.G.E.*
" *Judicial Dept.*

PP *CA*
18.5.12 *10/12*

31/5/12

LD 1

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

LOCAL AND MUNICIPAL DEPARTMENT.

Current No., dated 19

G.O., No. 476, dated 31-5-1912

Number of MS. pages sent { Correspondence including order or orders
(b¹) 6
Notes 8

Docket: Public Service ~~notified~~ & Special letter notified
Accepting the opinion of the P.C. of the Press that
no special order is required in respect to the
qualifications required for clerks in the
Public Service Bureau & Director's office, with
the P.C. to submit a draft of the necessary
alterations in the

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	...	20	13
Ooty Records	...	6	3
For filing with original	...	1	1
Total	...	27	17

FOR ISSUE.†

Signature copies.....

	Letter only.	Complete G.O.	Special issue copies of G.O.	Notes.
			No. Papers.	
India Office.....				
Govt. of India.....Dept.				
Revenue Department.....				
Public Works Department.....				
Educational Department.....				
.....Dept.				
.....Dept.				
.....Dept.				
.....Dept.				
Total				

Spare copies

The C. M. C.....				
The Collector of.....				
The P. D. B.....				
The Accountant-General.....				
The Director of Public Instruction.....				
The Surgeon-General.....				
The Sanitary Commissioner.....		2		
Do. Engineer.....				
Do. Board.....				
The President, Corporation of Madras.....				
The.....				
The.....				
The.....				
The.....				
Total		8		

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 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 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 initialed and dated.

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 <u>after usual interval.</u> 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.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

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

First copy sent to Press.

Returned for signature.

Despatched in Print.

READ AGAIN G.O., No. 191, DATED

CURRENT No.

ENCLOSURE TO C. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DISPATCH IN ORIGINAL.

N.B.—

A = Print in full.
B = Not to be printed.
F = Print abstract only.
Q = Print heading only.

NUMBER OF COPIES REQUIRED {
Order complete.
Letter only.
Order complete with Letter.