

1912

EDUCATION

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

701 - 800

201--13

8

Government of Madras.

EDUCATIONAL DEPARTMENT

Recd.

Rega.

} 1912.

Enclosures

Spare copies

G.O. No. 701, 1st August 1912.

Public Service and Special Tests Notifications

Approving certain amendments to the — consequent on the delegation of certain powers of exemption to inspectors and inspectresses of schools and principals of colleges.

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I

II

No. 701, dated 8. 1912

Dr 1/8

E.T. order only

The proposal of the C. G. E.
in para. 2 of his letter is approved.
2. The following notification will
be published in the Fort St George
Gazette: —

Notification

In ^(Article 4) the Public Service Notification published on pages 323 to 336 of Part I of the Fort Saint George Gazette, dated 21st May 1912, ~~under "Powers of Exemption"~~ ~~Article 1~~, between clause (8) and the ~~Not~~ ^(shall be added) ~~insert~~ the following ^(shall be added) as clause (9):—

"(9) Inspectors and Inspectresses of Schools and heads of Colleges may sanction the employment of unpassed candidates in acting and ~~sub-prote~~ vacancies and in temporary posts in their offices and in the offices and institutions under their control

(a) When the vacancy does not exceed three months in duration

(b) When the sanctioned pay of the appointment is not more than Rs 30 per mensem

Provided that bona fide efforts have been made without success to obtain passed candidates

(2) ~~alter~~ The figure (8) in the first line of the ~~note~~ ^(shall be altered) into (9); and ~~the~~ ^(shall be removed) ~~re-number~~ existing clause (9) as clause (10).

to Article 4

In Article 5 ~~add~~ ^(shall be added) the following as clause (10) —

"(10) Inspectors and Inspectresses of

Schools and heads of Colleges may sanction the exemption of unqualified candidates for employment in acting and substitute vacancies and in temporary posts in their offices and in the offices and institutions under their control, provided that the period of such exemption shall not exceed three months when the sanctioned pay of the appointment shall not exceed Rs. 30 per mensem and that bona fide efforts have been made without success to obtain qualified candidates.

Current No., dated 190
G.O., No. 797, dated 1-8-1902
Number of MS. pages sent { Correspondence including order or orders (b) 5
Notes (b¹) nil

Docket. Public Service & Special tests notification
to the effect that the Government have approved certain amendments to the rules consequent on the delegation of certain powers of exemption to the Inspectors of Schools & Principals of Colleges.

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
Ooty Records ... 6
For filing with original ... 1
Total ... 27

FOR ISSUE.†
Letter only. Complete G.O. Special issue copies of G.O. No. Papers. Notes.

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Govt. of India.....Dept.
Revenue Department.....
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Dept.
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Dept.

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The Accountant-General.....
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Do. Board.....
The President, Corporation of Madras.....
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The...
Total ... 9.

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To be initialled and dated. 31/8/12

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.

Send proof in triplicate. The
rs have been carefully edited.

Return off and send number of copies as indicated.

Type may be released after usual interval
at once.

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.

Supdt.

Supdt.

PRaminin Clerk.

78 28-12 Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

No note

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	6.8.12 Lb
First proof furnished on.....	12.8.12 Lb
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	23.8.12 Lb
Final copies supplied on.....	30.8.12 Lb

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	27		
" " " Issue.....	76		
For Volumes.....	78		
For E. T.....			
Total ...	130		