

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

1912.

Enclosures

Spare copies

G.O. No. 899, 9th October 1912.

DISPATCHED

Grant.

Withdrawing the teaching — of Rs. 54 assigned for the elementary school, Obalampalle,
Chittoor district, for 1911-12.

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G.O. No. 899, 9th October 1912.

Grant.

Withdrawing the teaching — of Rs. 54 assigned for the elementary school, Obalampalle, Chittoor district, for 1911-12.

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

G.O., No...899..., dated...9-10-1902.

Number of MS. pages sent { Correspondence including order or orders
(b) 3
Notes.....

Docket...Grant
Withdrawing the teaching grant of Rs. 1 assigned for the elementary school, Chittoor, for 1911-12

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.

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FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies (b) of G.O.		Notes.
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(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.

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(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.

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(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.

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OOTY.

A

B

C

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at once.

Type may be released after usual interval.

.....Clerk.

.....Clerk.

P. Ramani
.....Clerk.
16/10/12

.....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>16-10-12</i> <i>SB</i>
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	<i>28-10-12</i> <i>SB</i>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	<i>27</i>		
" " " Issue.....	<i>16</i>		
For Volumes.....			
For E. T.....			
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