

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

} 1913.

Enclosures

Regd.

Spare copies

G.O. No. 144, 17th February 1913.

Connemara Public Library

Approving the form of requisition for books belonging to the —.

Government of Madras.

EDUCATIONAL DEPARTMENT.

2

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O. No. 54, Educational, dated 20th January 1912.

ABSTRACT.—Prescribing certain rules to be observed in future in regard to the loan of books to the Secretariat departments from the Connemara Public Library.

II

Letter—from J. R. HENDERSON, Esq., M.B., C.M., F.L.S., Principal Librarian,
Connemara Public Library.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 17th December 1912.

No.—841-C.L.

I have the honour to refer to G.O. No. 54, Educational, dated the 20th January 1912, prescribing rules to be observed in regard to the loan of books to the Secretariat departments from the Connemara Public Library.

2. Rule (i) of the rules referred to lays down that books should be obtained from this library *by the Librarian of the Secretariat department concerned*. It would appear that it is the intention of Government that this rule should be strictly construed and that books should *not* be obtained by other officers of the Secretariat, as rule (ii) makes the Librarian responsible for the due return of the books to this library. In practice, however, it is observed that the requisitions received from the Secretariat do not show on their face that they are sent by the Librarian of the Secretariat department concerned. To obviate this difficulty, I have the honour to suggest that it appears desirable to prescribe a form of requisition for use and to submit the enclosed draft form for the consideration of Government.

ENCLOSURE.

DEPARTMENT.

Requisition for books from the Connemara Public Library.

(G.O. No. 54, Educational, dated 20th January 1912.)

Name of author and title of work or other description of work wanted.	Current or purpose for which required.

(Signature and designation
of gazetted officer.)

(Signature)

Librarian.

Department.

Date

Order—No. 144, Educational, dated 17th February 1913.

The Government approve the form of requisition for books belonging to the Connemara Public Library submitted by the Principal Librarian.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Principal Librarian, Connemara Public Library
„ all Departments of the Secretariat.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 144, EDUCATIONAL, DATED
17TH FEBRUARY 1913.

[SUBJECT.—*Form of requisition for books from the Connemara Library.*]

From the Principal Librarian, Connemara Library, No. 341/C.L., dated 17th December 1912.

Note—

Chief, Revenue and Public Works Secretariats may be asked to state whether they accept the form.

C. RAMANUJACHARI—9-1-13.

Yes, please.

C. S. ANANTARAMA AIYAR—11-1-13.

CHIEF SECRETARIAT.

The form proposed may be accepted.

S.V.—21-1-13.

K. P. ANANTAN—23-1-13.

C. REILLY—24-1-13.

To the Revenue Department

REVENUE DEPARTMENT.

To Under Secretary—

It is submitted that the form proposed may be accepted in this department and the file passed on to the Public Works Department.

K.R.A.—29-1-13.

N.C.—29-1-13.

L. J. P. JOLLY—30-1-13.

To the Public Works Department u.o.

PUBLIC WORKS DEPARTMENT.

Under Secretary—

It is submitted that the form proposed may be accepted and the file passed on to the Public Works Department (Irrigation) u.o.

M.V.S.—4-2-13.

M.R.—4-2-13.

W. G. MOLLESWORTH—6-2-13.

To the Public Works Department (Irrigation).

~~LOCAL AND MUNICIPAL~~ DEPARTMENT

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 substance with the Roman numeral I, II, etc., the number being written in red ink or blue check 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 encreased. 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.

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

Complete
corresponden
and orders.

Note

FOR RECORD.

Madras Records	...	...	...	...	50	10
Ooty Records	...	...	...	...	4	4
For filing with original	...	...	...	...	1	
			Total	...	25	20

FOR ISSUE.

Signature copies.

[illegible]

Dept. of the Sect. ✓

Total	100	100
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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	
Do. Engineer	
Do. Board	
The President, Corporation of Madras	
The Principal, D. B. College	
The	
The	
The	
The	
Total	to

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

† Copies distributed on.....10-3-13.....* (Despatcher.)

TO PRESS, MADRAS.
OOTY.

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 after usual interval.
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.....21-2-13.....	AB
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....23-2-13.....	RL

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	85		
" " " Issue.....	79		
For Volumes.....	76		
For E.T.....			
Total ...	130		