

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1913

Enclosures

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G.O. No. 588, 23rd June 1913.

Books.

Approving the arrangements proposed by the Director of Public Instruction to render the collection of— in the library attached to the Registrar of Books, accessible to students.

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*2 copies Papers*

*memo 105101/ES-14-6*  
*20.6.1913*

GOVERNMENT OF MADRAS.  
EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Letter—from the Hon'ble Sir ALFRED GIBBS BOURNE, D.Sc., F.R.S., K.C.I.E.,  
Director of Public Instruction.  
To—the Secretary to Government, Educational Department.  
Dated—Madras, the 12th April 1913.  
No.—Ref. on Cur. 2017.

With reference to G.O. Mis. No. 190, Educational, dated 28th February 1913, I have the honour to state that to render the collection of books in the library of the office of the Registrar of Books accessible to students all that seems really necessary is to make the Registrar's library a kind of store where readers in the Connemara, University and Oriental Manuscripts Libraries might consult books. My idea is that students who want to pursue their researches in the Registrar's library should bring some kind of authorization from one of the other libraries mentioned above, the point being that only people who are genuine students should be admitted to the Registrar's library. The matter is one to be considered in consultation with the authorities of the libraries mentioned above and I shall have the scheme worked out in detail later. The first thing to be done now is to arrange for the preparation of card catalogues. I am in a separate communication applying to Government through the Accountant-General for sanction to the employment of an additional temporary establishment for the purpose—vide my letter R.C. No. 1959, dated 12th April 1913.

II

Memorandum No. 1261-1, Educational, dated 2nd May 1913.

The detailed scheme for the purpose of rendering the collection of books in the library of the office of the Registrar of Books accessible to students, promised by the Director of Public Instruction, will be awaited.

L. DAVIDSON,  
Ag. Secretary to Government.

To the Director of Public Instruction.

III

Letter—from the Hon'ble Sir ALFRED GIBBS BOURNE, D.Sc., F.R.S., K.C.I.E.,  
Director of Public Instruction.  
To—the Secretary to Government, Educational Department.  
Dated—Madras, the 11th June 1913.  
No.—Ref. on Cur. 2017.

With reference to the Memorandum of Government No. 1261-1, Educational, dated 2nd May 1913, I have the honour to state that I have ascertained from the Heads of the Connemara and the University Libraries that they have no objection to supply the readers in these two libraries who may wish to pursue their researches in the Registrar's library, with an order to do so. Then the question arises as to who should sign such orders. I think it unnecessary for the heads of these two libraries and the Oriental Manuscripts Library to do this. It should suffice if the head clerk or the

assistant librarian in each of the libraries signed and kept a register of orders issued. The Librarian, Connemara Public Library, informs me that the Sub-Librarian of the library may be suitably empowered to sign such orders, while the Convener, University Library, thinks that a similar duty may be assigned to the assistant librarian of his library. As regards the Oriental Manuscripts Library, I think the librarian may be permitted to perform this function.

The orders issued could state *inter alia* that the books wanted were not in the library granting the order. I think little trouble will be involved if the Registrar's Office supplied counterfoil books which intending applicants could fill in themselves, nor do I suppose that applications of this nature will be very frequent.

Order—No. 588, Educational, dated 23rd June 1913.

The Government approve of the arrangements proposed by the Director of Public Instruction to render the collection of books in the library attached to the Registrar of Books accessible to students.

(True Extract.)

W. FRANCIS,  
Ag. Secretary to Government.

To the Director of Public Instruction.  
Editors' Table.



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

G.O., No. 226 dated 22.6.1903.

Number of MS. pages sent

(b) Correspondence including order or orders

(b) Notes

Docket. Books App. on the arrangements

Noted by the Director of Public Instruction,  
 for the collection of a list of the  
 the Registrar of both, and also the other.

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

## FOR RECORD.\*

Madras Records

Ooty Records

For filing with original

Total

FOR ISSUE.†

Letter only.

Complete  
G.O.Special issue copies  
of G.O.

Notes

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

The

The

Total

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

† Copies distributed on ..... (Deputy Registrar.)

\* 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 discre-  
tion in the matter.

(b) Each letter, memorandum, or order, or  
of orders, in the file of correspondence should  
be headed in succession with the Roman num-  
ber, I, II, etc., the number being written in  
of the 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 the paper has been headed in  
the correspondence. 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 Superin-  
tendent 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.

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

**B**  
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.

Clerk.

Clerk.

*So A. T. S. as indicated by A. T. S.*  
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.....                     | 1-7-13. <i>LB</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.....                 | 10-7-13. <i>LB</i>          |

| Account of copies.                      | Complete copies. | Notes. | Issue copies. |
|-----------------------------------------|------------------|--------|---------------|
| Supplied to Secretariat for Record..... | 48               |        |               |
| " " " Issue.....                        | 2                |        |               |
| For Volumes.....                        | 16               |        |               |
| For E. T.....                           |                  |        |               |
| Total ...                               | 71               |        |               |