

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1915.

Enclosures

Spare copies

G.O. No. 1061, 25th September 1915.

Catalogue of Books.

Transmitting to the Secretary of State for India and to the Government of India, copies of the — registered during the second quarter of 1915.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

No. 1062.

From

THE HON'BLE MR. C. G. TODHUNTER, I.C.S.,

Acting Secretary to the Government of Madras,
Educational Department,

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,

DEPARTMENT OF EDUCATION.

Dated Ootacamund, the 25th September 1915.

SIR,

I am directed to transmit three copies of the catalogue of books registered under the Press and Registration of Books Act, 1867, during the second quarter of 1915, containing the particulars specified in section 18.

2. An extract from the report of Registrar of Books is annexed.

I have the honour to be,

Sir,

Your most obedient servant,

C. G. TODHUNTER,
Acting Secretary to Government.

ANNEXURE.

The publications received and registered during the quarter are 879 in all; of these 497 are classed as "books" and 382 as "periodicals"; all the issues of a periodical which fell within the scope of this quarterly catalogue having been grouped together under one entry, in accordance with the endorsement of the Government of India, Department of Education (Books), No. 202, dated Simla, 2nd June 1915, the number of periodicals will be seen to be 147.

2. The classification of the collection in accordance with the languages is shown below :—

	Books.	Periodicals.	Total.
English	82	62	144
Latin	4	..	4
Portuguese	1	..	1
Tamil	200	40	240
Telugu	127	27	154
Malayalam	8	9	17
Kanarese	13	1	14
Konkani	..	1	1
Uriya	8	1	9
Saurashtra	1	..	1
Hindustani	3	2	5
Arabic	2	..	2
Sanskrit	48	3	51
Polyglot	..	1	1
Total ...	497	147	644

3. A little more than 13 per cent. of the total number registered consists of works designed for educational purposes.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

No. 1157.

From

THE HON'BLE MR. C. G. TODHUNTER, I.C.S.,

Acting Secretary to the Government of Madras,

Educational Department,

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,

DEPARTMENT OF EDUCATION.

Dated Fort St. George, the 23rd October 1915.

SIR,

I am directed to transmit three copies of the catalogue of books registered under the Press and Registration of Books Act, 1867, during the second quarter of 1915, containing the particulars specified in section 18.

2. An extract from the report of Registrar of Books is annexed.

I have the honour to be,

Sir,

Your most obedient servant,

C. G. TODHUNTER,

Acting Secretary to Government.

Government of Madras.

EDUCATIONAL DEPARTMENT.

ANNEXURE.

The publications received and registered during the quarter are 579 in all; of these 497 are classed as "books" and 382 as "periodicals"; all the issues of a periodical which fell within the scope of this quarterly catalogue having been grouped together under one entry, in accordance with the endorsement of the Government of India, Department of Education (Books), No. 202, dated Simla, 2nd June 1915, the number of periodicals will be seen to be 147.

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Containing the particulars specified
in Section 18.

2. An extract from the report of
the Registrar of Books is annexed
Shave etc.

20/9/15
The
20-9-15

20-9-15

[annexure]

1915, will be transmitted to the
Secretary of State for India and
Ceylon.

PTO.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Sheet. II—33—2-15.

Current No. 3206 dated 16.9. 1918.

G.O. No. 1061-62 dated 25-9- 1918.

Number of MS. pages sent ^(b) Correspondence 6
^(b') Notes.....

Brief subject vide sheet attached

(c) Number of copies required when struck off (not including copies for columns and editors' table which are retained in the Press).	E. T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
FOR RECORD.*			
Maifras Records	4	25	
Ooty Records		7	
For filing with original			
Total		30	

For Issue.†

Signature copies.....	Letter only.	Complete G.O.	Special issue copies of G.O.		Notes.
			No.	Papers.	
India Office.....	2				
Govt. of India.....	35				
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
Educational Department.....					
Public Dept.....					
Judicial Dept.....					
Political.....					
Financial Dept.....					
Marine Dept.....					
Ecclesiastical Dept.....					
Total					

The <u>D. I. L.</u>	6			
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The.....				
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The.....				
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The.....				
The.....				
Total				

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.

(b') For rules regarding printing of notes, see rule 315 of the office Manual.

(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, 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 (Press Despatcher).

To be initialled and dated.

P.T.O.

TO PRESS, MADRAS OOTY.

A

Please send proof in duplicate. The papers have been carefully edited.

Referencer.
Clerk.

Supdt.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

Type may be released after usual interval at once.

Referencer.
Clerk.

Supdt.

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.

Referencer.
Clerk.

Supdt.

SPECIAL INSTRUCTIONS.

Catalogue of Books: Transmitting to the Secretary of State for India and to the Govt of India, copies of the - Registered during the second quarter of 1915.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	28/9/15 - L.B.
First proof furnished on.....	29/9/15 - L.B.
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	30/9/15 - L.B.
Final copies supplied on.....	30/9/15 - L.B.

Account of copies.	Complete copies.	Notes.	Issue copies.	Special E.T. edition
Supplied to Secretariat for Record.....	30			
" " " Issue.....	20			
" " " for Extra E.T. copies to supply requisitions for sale to the public.				4
For Volumes.....	16			
For supply to newspapers and institutions admitted to the privileges of the E.T.				
Total ...	126			