

# Government of Madras.

EDUCATIONAL DEPARTMENT.

---

*Recd.*

*Regd.*

} 1916.

*Enclosures*

*Spare copies*

---

G.O. No. 130, 9th February 1916

---

Imperial Institute, London

Recording Press Communiqué from the Government of India on the subject of the constitution of a separate Technical Information Bureau in connection with the —.

Government of Madras.

EDUCATIONAL DEPARTMENT.

*Recd.*

*Regd.*

} 1916.

*Enclosures*

*Spare copies*

---

G.O. No. 130, 9th February 1916

---

Imperial Institute, London

Recording Press Communiqué from the Government of India on the subject of the constitution of a separate Technical Information Bureau in connection with the —.

## GOVERNMENT OF MADRAS.

## EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from I. D. ELLIOTT, Esq., I.C.S., Offg. Under Secretary to the Government of India, Department of Commerce and Industry (Commerce and Trade).  
To—the Secretary to the Government of Madras, Revenue Department.  
Dated—Simla, the 26th January 1916.  
No.—355.

I am directed to forward the accompanying copy of a Press Communiqué, dated the 26th January 1916, on the subject of the constitution of a separate Technical Information Bureau in connection with the Imperial Institute, London.

## ENCLOSURE.

Press Communiqué from the Government of India, Department of Commerce and Industry, dated Simla, the 26th January 1916.

A separate Bureau has recently been constituted in connection with the Imperial Institute, London, for the purpose of collecting technical information, dealing with commercial enquiries which do not involve laboratory investigations, and preparing the results of such investigations for circulation to manufacturers, producers and merchants within the Empire, with a view to promoting the manufacture of Imperial products both in the United Kingdom and in His Majesty's overseas dominions. The functions of this Technical Information Bureau will be distinct from those of the Scientific and Technical Department of the Imperial Institute which will continue to be engaged on examination in the laboratory of new or little-known raw materials from all parts of the Empire.

No. 356.

A copy, with a copy of the enclosure, is forwarded to the Department of Revenue and Agriculture, for information, with reference to the endorsement from that department No. 26-140-2, dated the 8th January 1916.

Order—No. 130, Educational, dated 9th February 1916.

Recorded.

(True Extract.)

P. RAJAGOPALA ACHARIYAR,  
Secretary to Government.

To the Director of Industries,  
Revenue Department.

ORDINARY.

PRESS SLIP.

PREFERENCE.

Scott. II—38—3.14.

DEPARTMENT.

Current No. 426, dated ..... 191  
G.O. No. 130, dated 9/2/1916, 1916.

Number of MS. pages sent { (b) Correspondence.....  
(b<sup>1</sup>) Notes.....

Brief subject.....

| (c) Number of copies required when struck off (not including copies for volumes and editors' tables which are retained in the Press). | R. P. copies to supply requisitions for purchase by the public. | Complete correspondence and orders. | Notes. |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------|--------|
| For RECORD.                                                                                                                           |                                                                 |                                     |        |
| Madras Records .....                                                                                                                  | 4                                                               | 30                                  | 2      |
| Copy Records .....                                                                                                                    |                                                                 | 4                                   |        |
| For filing with original .....                                                                                                        |                                                                 | 1                                   |        |
| Total .....                                                                                                                           |                                                                 | 35                                  |        |

For ISSUE.†

| Letter only.                        | Complete G.O. | (b) Special issue copies of G.O. | Notes. |
|-------------------------------------|---------------|----------------------------------|--------|
| No.                                 | Papers.       |                                  |        |
| Signature copies.....               | 2             |                                  |        |
| India Office.....                   |               |                                  |        |
| Govt. of India..... Dept.           | 6             |                                  |        |
| Revenue Department.....             |               |                                  |        |
| Public Works Department.....        |               |                                  |        |
| Local and Municipal Department..... |               |                                  |        |
| Educational Department.....         |               |                                  |        |
| Public Dept.....                    |               |                                  |        |
| Judicial Dept.....                  |               |                                  |        |
| Political.....                      |               |                                  |        |
| Financial Dept.....                 |               |                                  |        |
| Marine Dept.....                    |               |                                  |        |
| Ecclesiastical Dept.....            |               |                                  |        |
| Total .....                         |               |                                  |        |

Spare copies

|             |    |  |  |
|-------------|----|--|--|
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| The.....    |    |  |  |
| Total ..... | 13 |  |  |

## 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<sup>1</sup>) 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).

EST. DEPARTMENT.

A

B

C

'Type may be released after usual interval.  
at once.

Type may be released after usual interval.

Referencer.  
Clerk.

Referencer.  
Clerk.

..Supdt.

., Supdt

*Sundt*

*Imperial Institute London Recording  
Press Communiqué from the Govt of India  
on the subject of the Constitution of a separate  
Technical information Bureau in connection  
with the \_\_\_\_\_*

TO BE FILLED IN BY THE PRESS.

| Diary.                                                                           |                  | Initials of Press official. |               |                      |
|----------------------------------------------------------------------------------|------------------|-----------------------------|---------------|----------------------|
| Received in Press on.....                                                        |                  | 15/2/16                     | 26            |                      |
| First proof furnished on.....                                                    |                  |                             |               |                      |
| Call for revised proof received on.....                                          |                  |                             |               |                      |
| Revised proof furnished on.....                                                  |                  |                             |               |                      |
| Corrected proof received for striking on.....                                    |                  |                             |               |                      |
| Final copies supplied on.....                                                    |                  | 17/2/16                     | 26            |                      |
| Account of copies.                                                               | Complete copies. | Notes.                      | Issue copies. | Special E.T. edition |
| Supplied to Secretariat for Record.....                                          | 35               |                             |               |                      |
| " " " Issue.....                                                                 | 15               |                             |               |                      |
| " " " 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 .....                                                                      | 66               |                             |               |                      |

## ORDER

No. 3024 dated 3-2-191

Recorder

$$\begin{array}{r} 8A \\ \hline 5/2/16 \cdot 93 \\ \hline 5/2/16 \end{array}$$

See 18 June column  
2nd  
as  
19/2/11

To The S. I.  
" Revenue Dept.

