

Home (1917) Department.
(Education)

Ordinary SERIES.

G.O. No. 1415.

DATED 12-11-1917

INDEXED

[Despatch Abstract.]

FOOTER.

Ordering the deletion of ——— (Ed. B) 98, 99, 100 and 113 from the list of special forms standardized in G.O. No. 580, Educational, dated the 17th August 1911.

for 425 Fiel M.C.

27.6.17

Memo 3685-1 Fiel
168-16

for 614 Fiel M.C.

4-10-15

404 P

9.6.13

EN for 580 (P)
17.8.11

u 583 (P)
10.9.10

Home (Education) DEPARTMENT.

Received



191

Registered

191

Subject.

Requesting sanction of Government to delete form Educational B-100 from the standard list.

ENCLOSURES

No.

two forms

Spare copies

R. O. C.

No.

1090/F

Station Madras, Dated the 27th July 1917.

From (Name) S. W. G. L. MacIver, Esq., I. C. S.,

(Designation) Superintendent of Stationery.

To The Secretary to the Government of Madras,

Home (Education) Department.

Sir,

The two forms Educational B 100 and 101 (specimens enclosed) standardized in G. O. No. 580, Educational dated 17th August 1911 for the use of the subordinate officers of the Educational Department are identical except for the docket printed on the reverse of form No. 100.

2. With a view to effect economy in Stationery and printing charges, I suggested to the Director of Public Instruction that form No. 100 may be deleted from the standard list and that form No. 101 may be used by the Educational subordinates in addressing officers other than the Director of Public Instruction for which purpose a special form has been standardized. The printed docket on form No. 100

Form No. 95499 m/12/18

27.5.1917

does not appear to be absolutely necessary, for the correspondence, with officers other than the Director of Public Instruction.

3. The Director of Public Instruction, however, is not willing to delete the form and says that docketing of letters addressed to officers other than himself by his subordinates is necessary and that the form should continue in the list.

4. The Board of Revenue and certain other heads of departments have agreed to the abolition of docket forms, in many cases. I think that in this instance also the docket form may be abolished, without serious inconvenience and in the interests of economy. If Government approves of the proposal, I request sanction to delete item No. 100 from the standard list.

I have the honour to be,

Sir,

Your most obedient servant,

[Signature]

SUPERINTENDENT OF STATIONERY.

29
307

Ed. B-100

7-18

OFFICE OF THE INSPECTOR OF

No.

SCHOOLS,

CIRCLE,
DISTRICT,
RANGE,

STATION,

Dated

191

From

INSPECTOR

OF

SCHOOLS,

CIRCLE,
DISTRICT,
RANGE,

To

Sir,

I have the honour to be,

Sir,

Your most obedient Servant,

84

Department of Public Instruction.

OFFICE OF THE INSPECTOR OF SCHOOLS,

Circle.
District.
Range.

No. , dated 191 .

Despatched

Received

}

191 .

Enclosures.

Spare copies.

SUBJECT.

Ed. B-101

OFFICE OF THE

INSPECTOR

OF

No.

SCHOOLS,

CIRCLE,
DISTRICT,
RANGE,

STATION,

Dated

191 .

From

INSPECTOR

OF

SCHOOLS,

CIRCLE,
DISTRICT,
RANGE,

To

SIR.



Per 10/7

*13 Dpt. letters -
orig. stamped*



Per 10/7

NOTES.

Page 6

C. no 732-B

Howa Esy Dpt

Endorsement 732-B-1 7/7-17

Referred to the D.P.I.

for remarks.

as
4.8.17
Th.
6.8.17

as
7.8.17

*to the D.P.I. (with the current in
original to be returned with
reply)*

Home (Education) DEPARTMENT.

Received

191

Registered

191



Subject.

Returning the enclosures received with Government Endorsement No. 732 B-1, dated 7th August 1917, regarding the retention of the Form Educational B-100 in the list of standardised forms.

ENCLOSURES

No.

Spare copies

No. R 770/17

Station MADRAS, Dated the 22 AUGUST 1917.

From (Name) The Hon'ble Mr. J. H. Stone, M.A., F.R.H.S., C.I.B.,

(Designation) Director of Public Instruction, Madras.

To The Secretary to the Government of Madras,

Home (Education) Department.

Sir,

I have the honour to return herewith the enclosures received with Government Endorsement No. 732 B-1, dated 7th August 1917, and to state that the form Educational B-100 has been prescribed for the use of Sub Assistant and Assistant Inspectors and Inspectresses when addressing their superiors other than the Director and that such communications are also docketed. The form has been found to be very useful and may be retained.

I have the honour to be,

S i r,

Your most obedient servant,

J. H. Stone

C.R.

For Director of Public Instruction.

Madras, 3rd November 1917.

The Hon'ble M. Aziz-ud-din, Sahib Bahadur,
Khan Bahadur, I.S.O., C.I.E.,
Superintendent of Stationery,

The Secretary to Government,

Home, Educational Department

M a d r a s .

I have the honour to request the favour of early orders of Government on this office letter R. O. C. No. 1090/F dated 27th July 1917, regarding the deletion of form, Educational B-100 from the standard list.

I have the honour to be,

Sir,

Your most obedient servant,

for SUPERINTENDENT OF STATIONERY.

100
3 fl.c.

CN 732B Form The Supdt of Stationery R.O. CN 1090/7 dated 27. 7. 1917.

Subject Requesting sanction for the deletion of form Est. B-100 from the Standard list.

[Issued as Est No 732B-1 dated 7. 8. 17]

CN 870B Form The D.P. I. No. R.E. 470/17 dated 22. 8. 17.

In the Registrar

The Supdt of Stationery suggests that form Est. B-100 shown in the list of Standard forms on p 18 of Lys No 580 Est, dated 17. 8. 1911, may be deleted from the list as this form is identical with form No 101 except that the former has the doc printed on the reverse.

The D.P. I. says that the form has been found to be very useful and that it may be retained.

It is submitted that the form may be retained in view of the D.P. I.'s remarks that it has been prescribed for the use of the outposts and posts and is of considerable value.

A draft order is submitted for approval which may issue with the concurrence of the Financial Dept.

we need not question D.P.'s opinion in this
28. 8. 17
30. 8. 17

May I see sample copies of
the two forms? *mm*
31/8/17

Please see page 365 of c.f.

Ca
31-8-17

Why not delete form no 101?
[the one without the docket]
mm

Submitted that the omission of form 101 will
not result in economy. On the other hand, the
earlier form 100 will have to be supplied to the
officers who will otherwise be satisfied with
form 101. There is thus no advantage in its omission.

PR
1-9-17

Ca
1-9-17

For a reference
mm

3/8/17

Financial Dept

Has not the question of the
abandon of such dockets been
considered for this dept. These
dockets involve a deal of work.
If they are to continue we
must have the details views
of the D.P. 1.

PR
4-9-17



* identical with No. 100 except
for the docket which is what
adds to the cost.



Council no 732 B-2
3-9-17

CLERK NO.
6441
FINANCE

Recd 4-9-17.

For the As

(N)

Please see G.O. 425 ruled 27.6.17, where in Govt. directed that the abolition of special docket forms prescribed for certain depths, with a view to effect economy in stationery and printing charges.

2. In the present case, it is submitted, that as pointed out by the Insp^r of S. Library the Educational form N. 100 can, it appears, well be abolished, as there is another form N. 101 which is the same as the former except for the docket. By omitting the docket, there will not only be a saving in the printing charges, but also both the sides of the form can be utilized for writing or copying the letter. Unless very cogent reasons are advanced for the continuance of the form, the form shall, it is submitted, be abolished. There are other forms also with dockets in use in the Educational Dept. - viz for instance the forms 98, 102, 104, 107 & 113. The Home (202) Dept may therefore, it is submitted, be requested to ascertain from the S.O.S. Secy. whether the docket forms in use in his Dept cannot well be abolished and whether he has any special reasons for the retention of any of them.

I would beg of Home to.

6.9.17 Parliament kindly to reconsider
2.10.17 this case. We are endeavoring
to economize as far as possible
in printing and stationery charges

NOTES.

Page 412

and would ask for the same
cooperation of Home Dept. in the
matter. The D.P.'s objections are
not stated and so we are not in
a position to appreciate ^{them} but I
feel sure that if it is possible he
will agree to reduce these checks
from to a minimum. Will
Home be so good as to recommend.
There is no objection to the file
going to Mr. Stone as.

File no 6441-1
8-9-17

Notes in 10-9-17



Home (Eon) Dept.

The file may be forwarded to the D.P.
for remarks of the points raised in
the Financial note above.

10-9-17

11-9-17

DP 2100

11/17/17

Lower no. 7328-3
12-9-17

H. A. Vally & Co. Ltd.

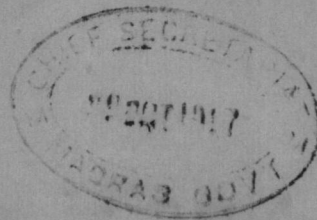
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h.d.

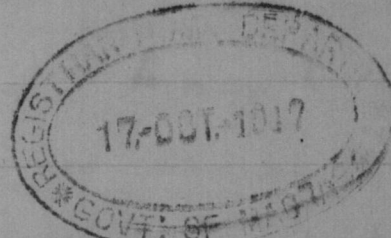


20-11-17

CURRENT NO. FINANCIAL

7963

Est. B. 98, 99, 100 + 113 may be
abolished. B. 102 + 107 have already been
cancelled, common form no 12. being used
for docking whenever necessary.
B. 104 (now C.F. no 305/21) was
transferred to the list of Standardised common
forms, in h.o. b.c. 211 dated 4-10-15. It
may also be abolished as the corresponding
form B. 105 (now C.F. no 305/22) without
docket can be used in all cases.



Home (Est.) Dept

For the Registrar

A revised draft with reference
to para 1 of the D.P.D.'s note above, is submitted
for approval. It may be sent to Financial
u.o. for acceptance.

2. With reference to para 2 of the ^{Director's} note above
it is submitted that orders have to issue in
Financial, since forms C.F. No 305/21, is on the list
of Standardised common forms.

The file may be sent to
Encl. for remarks with reference
to D.P.D.'s note above.

20/10/17

Financial Dept

For the As.

The draft order may, it is said, be accepted in the Dept and the case returned to Home (Edn) as. On receipt of the order, the question of abolishing C.F. No. 305 p. 21 may be considered - see para 2 of the draft.

Financial is much obliged.

[Signature]

[Signature]
3.11.17



Home (Edn) Dept

In the Registrar

In orders whether the draft may ^{now} be issued.

[Signature]
6.11.17

[Signature]
6.11.17

[Signature]
10/11/17

In 7963-1

5.11.17
FD

Com B

1387

Recd 6.11.17

VOP

Formis

Ordering the deletion of —
(Eol 3), 99, 99, 100 and 113 from the list
of special forms standardized in G. P. No.
580 Eol dated the 17th Aug. 1911.

READ AGAIN G.O. No. 880 201, dated 17 8 1911

” ” ” ” ” ” 191

READ ALSO:—

C. No. 732B, From the Sup of g Stationery, No. Roc 107, dated 27. 7 1917

33 33 Ensh 33 to the 5-7-2 33 7243-1 33 7 8 191 33

" " 87083 from the do Re-720/ 22- 8 191
1377B " Supd of Sts. Re-1090/17 3- 11- 17.

ORDER.

No. 1415, dated 12-11 1917

Mi

Forms Nos. (Edl. B)-98, 99, 100 and 113 will be deleted from the list of Special forms standardized in Ltr. No. 580 Edl., dated the 17th August 1911, as common to two or more offices in the Edl. Deptt.

The Suppt of Stationery (est) Free
 " D. P. J. 129792, 89870
 " Financial Dept. (est) with notes

2. Further orders will issue
in the Financial Dept regard
ing the abolition of C.F. No 305
p.21 from the list of standardised
common forms.

232017

CR
8.11.11

1271117

A — Copy in full.
B = Not to be copied.
P = Copy abstract only.
Q = Copy heading only.