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Government of Madras

HOME DEPARTMENT (EDUCATION)

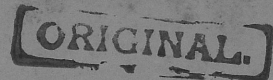
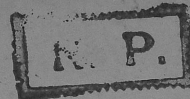
G.O. No. 673, 22nd May 1917

Pamphlet

Directing in modification of G.O. No. 919, Educational, dated the 14th October 1912, that the — containing an abstract of the rules relating to Public Service Examinations in the Madras Presidency to issued once in five years, addenda and corrigenda being issued in the intervening years.

N. P.

INDEXED



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READ—the following paper :—

G.O. No. 919, Educational, dated the 14th October 1912.

ABSTRACT.—Directing, with remarks, the publication of a pamphlet containing an abstract of the rules relating to the Public Service Examinations in the Madras Presidency.

Order—No. 673, Home (Education), dated 22nd May 1917.

In modification of G.O. No. 919, Educational, dated the 14th October 1912, the Government direct that the pamphlet containing an abstract of the rules relating to Public Service Examinations in the Madras Presidency, should in future be revised and republished once in five years, addenda and corrigenda to the same being issued every year. The Departments of the Secretariat are requested systematically to note all corrections and additions and to communicate them by the middle of April every year to the Home (Education) Department which will then arrange for the issue of the necessary addenda and corrigenda.

2. The Superintendent, Government Press, is requested to print the number of copies of the correction slips required for distribution in accordance with the list appended to G.O. No. 919, Educational, dated the 14th October 1912, and for stock at the press.

(True Extract)

R. RAMACHANDRA RAO,
Secretary to Government.

- To all Departments of the Secretariat (all sections).
- „ the Superintendent, Government Press.
 - „ the Director of Public Instruction.
 - „ the Commissioner for Government Examinations.
 - „ the Superintendent, Government Museum.
 - „ the „ „ Archaeological Survey.
 - „ the Assistant Archaeological Superintendent for Epigraphy.
 - „ the Officer in charge of the Department of Industries.
 - „ the Postmaster-General (with C.L.).

NOTES CONNECTED WITH G.O. No. 673, HOME (EDUCATION),
DATED THE 22ND MAY 1917.

[SUBJECT.—Pamphlet containing abstract of Rules relating to Public Service
Examinations.]

*Extracts from the Resolution of the Government of India, Department of Commerce
and Industry, No. 4692-41, dated the 19th June 1916.*

3. It would not be easy, nor is it necessary, to indicate with precision the various directions in which economy might be effected. The attention of the Departments of Government is, however, called to the following suggestions :—

(a) It is desirable that each department should forthwith examine the list of official publications, periodical reports and returns, issued under its orders, with a view to eliminating, or at least reducing, those which are not considered to be absolutely indispensable. It should further be considered whether publications, which are found to be essential and which are at present bound in stiff covers, should not be bound in paper covers instead.

FINANCIAL DEPARTMENT.

*Extract from the notes of the Assistant Secretary in the file about economy
in the use of stationery in Government offices.*

As regards paragraph 3 (a) of the Government of India's letter each department may be asked to scrutinise its list of publications and ask the officers subordinate to it to do so also. All officers and other local Governments to whom publications are supplied should be addressed by the departments and officers concerned and asked whether any reduction can be effected in the number of copies of individual publications sent to them. Departments may also be requested to see if any reduction can be made in the number of Government Orders printed, both with and without notes. Officers when passing drafts should scrutinise closely the despatch entries to see that the order is not being communicated to authorities not concerned with the subject matter of the case.

L. E. KERSHAW—13-1-17.

To all departments of the Secretariat. In my Secretariat experience of many years I have myself noticed many instances of unnecessary communication. Most gazetted officers are apt to leave the despatch entries "to the office", and the tendency of clerks (and too often superintendents also) is to communicate Government Orders indiscriminately.

L. DAVIDSON—13-1-17.

HOME (EDUCATION) DEPARTMENT.

So far as Education section is concerned the "Abstract of the rules relating to Public Service examinations in the Madras Presidency" is the only publication issued every year under G.O. No. 919, Educational, dated the 14th October 1912. Attention is solicited to the notes on pages 11 and 12 of the notes with the Government Order from which it will appear that while the Hon'ble Mr. V. Krishnaswami

Ayyar was in favour of revising and publishing the pamphlet once in three years, the Hon'ble Sir Murray Hammick and His Excellency (the *ex*-Governor) Sir Arthur Lawley were of the opinion that it should be brought up to date and issued every year.

With reference to the suggestion of the Government of India on page 1, it is for consideration whether the publication of the pamphlet may be discontinued for the present and whether it would not be sufficient to issue only corrigenda and addenda every year.

2. Heads of departments under Education (section) may be requested to scrutinize the list of publications issued by them and to consider whether any of the publications may be discontinued or whether any reduction can be effected in the number of copies distributed by them to the officers of this Government.

The Superintendent, Government Press, may be requested to furnish a complete list of the Educational publications distributed by him to other local Governments and administrations. On receipt of the list those Governments and administrations may be asked whether any reduction can be effected in the number of copies of individual publications now supplied to them.

3. As regards the question of reduction in the number of Government Orders printed, both with and without notes, referred to in the Financial note on page 1 ante, the Superintendents (Education section) will note the point carefully and take instructions from the Registrar or the Under Secretary in doubtful cases.

4. Two draft memoranda are submitted for approval with reference to paragraph 2 above. A draft order modifying G.O. No. 919, Educational, dated the 14th October 1912, will, if necessary, be put up after orders are passed on paragraph 1 above.

T.K.—8-2-17.

Drafts for approval. As regards the publication, "Abstract of rules relating to Public Service examinations in the Madras Presidency," it is submitted that the pamphlet covers 127 pages of printed matter. It is brought up to 31st March of each year and is generally printed finally about August. The printing of this pamphlet adds to the work of the press and the Secretariat considerably with only a doubtful advantage. It is only a collection of notifications and orders already published in the several departments. It may be published every *three or five* years, addenda and corrigenda being issued for the intervening years. Other departments may be consulted as to whether they agree to this course.

If approved, the drafts below may issue and the file sent on to other departments thereafter.

C. RAMANUJA ACHARIYAR—9-2-17.

P. R[AJAGOPALA ACHARIYAR]—10-2-17.

[Issued as Memoranda Nos. 165-1 and 165-2, dated the 10th February 1917.]

The memoranda have issued. The file may now be sent to the other departments of the Secretariat with reference to **K** above.

T.K.—13-2-17.

C.R.—14-2-17.

HOME (MISCELLANEOUS) DEPARTMENT.

This department may agree to the course proposed by Education that the pamphlet should be printed every *three or five* years, addenda and corrigenda being issued for the intervening years.

M.C.—15-2-17.

PDB R.—16-2-17.

HOME (JUDICIAL) DEPARTMENT.

Home (Judicial) may also agree to the course proposed and referred to in the previous page.

M.V.V.—16-2-17.

W.B.S.—16-2-17.

C.R.—16-2-17.

May be accepted in Miscellaneous and Judicial sections and the file passed on to the Chief Secretariat.

C. RAMANUJA ACHARIYAR—17-2-17.

E. A. HARVEY—19-2-17.

PUBLIC DEPARTMENT.

The departments of the Chief Secretariat agree to the pamphlet being published every three or four years, addenda and corrigenda being issued for the intervening years.

2. Submitted that the case may now be passed on to Local and Municipal Department.

T.M.R.—13-2-17.

S.D.S.—13-3-17.

L. E. KERSHAW—14-3-17.

LOCAL AND MUNICIPAL DEPARTMENT.

Submitted that this department may agree to the pamphlet being published every *three or five* years, addenda and corrigenda being issued when necessary. The file may be passed on to the Revenue Department.

P.R.R.—17-3-17.

K.V.V.—17-3-17.

C.S.—17-3-17.

V.S.—17-3-17.

N. CHENGAL RAO—17-3-17.

V. T. KRISHNAMA ACHARIYAR—19-3-17.

REVENUE DEPARTMENT.

It is submitted that this department may agree to the course suggested by the Home (Education) Department regarding the publication of the pamphlet. The file may be returned to that department.

A.S.—21-3-17.

C.R.—21-3-17.

D. N. STRATHIE—22-3-17.

HOME (EDUCATION) DEPARTMENT.

The Revenue Department has returned the file to this department instead of passing it on to Public Works Department. Submitted that it may now be sent u.o. to Public Works Department for remarks.

V.C.P.—3-4-17.

T.K.—3-4-17.

C.R.—5-4-17.

In modification of G.O. No. 919 Ed., dated the 14th Oct 1912, the Govt direct that the pamphlet containing an abstract of the rules relating to Public Service Examinations in the Madras Presidency, should in future be revised and republished once in five years, ~~and~~ addenda and corrigenda to the same be issued every year. The Departments of the Secretariat are requested systematically to note all corrections and additions ~~up to the 31st March in each year and~~ to communicate them by the middle of ^{every year} April to the Home (Education) Department which will then arrange for the issue.

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vep
14.5.17.

Ca
19.5.17

15.5.17

21. 8/5/17
All concerned by the Secretariat
copy in file of S. G. P. (withdrawing)
" D. P. I.
" C. G. E.
" S. G. H.
" S. A. S.
" A. A. S. for the supply.
" the Officer in charge of the Dept.
of Education
" Principal, Government College (C. L.)
(R. for E. T.)

G.O. No. 673, 22nd May 1917

Pamphlet

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- .. the Superintendent, Government Museum.
- .. the .. Archaeological Survey.
- .. the Assistant Archaeological Superintendent for Epigraphy.
- .. the Officer in charge of the Department of Industries.
- .. the Postmaster-General (with C.L.).

NOTES CONNECTED WITH G.O. No. 673, HOME (EDUCATION),
DATED THE 22ND MAY 1917.

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P. R. [AJAGOPALA ACHARIYAR]—10-2-17.

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673 2
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C. RAMANUJA ACHARIYAR—17-2-17.
E. A. HARVEY—19-2-17. *Public Department*

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7/
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D. N. STRATHIE—22-3-17.

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V/
C.P.—3-4-17.
T.K.—3-4-17.

C.R.—5-4-17.

PUBLIC WORKS DEPARTMENT.

Submitted that this department may agree to the course suggested by the Home (Education) Department in their note on page 2 ante. The file may be returned to that department.

W.G.M.—23-4-17.

A.M.—19-4-17.
A.S.N.R.—19-4-17.
T.S.E.—21-4-17.

W. G. MOLESWORTH—23-4-17.

HOME (EDUCATION) DEPARTMENT.

From the Assistant Archaeological Superintendent for Epigraphy, D. No. 83, dated 15th February 1917.

From the Superintendent, Archaeological Survey, No. 102, dated the 17th February 1917.

From the Officer in charge of the Department of Industries, G.O. No. 2,
dated 3rd April 1917.

From the Superintendent, Government Museum, No. 209,
dated the 6th April 1917.

Reply to Official Memorandum No. 165-1, dated 10th February 1917, is still
due from the Director of Public Instruction. Submitted that the file may await its
receipt.

V.C.P.—26-4-17.

T.K.—26-4-17.

C. RAMANUJA ACHARIYAR—29-4-17.

All the departments of the Secretariat agree to the proposal to publish the
pamphlet "Abstract of rules relating to Public Service examinations in the Madras
Presidency" once in three or five years, addenda and corrigenda being issued during
the intervening years. A draft order modifying G.O. No. 919, Educational, dated
the 14th October 1912, is submitted for approval.

2. Other Governments and administrations will be addressed regarding the
reduction in the supply of official publications, on receipt of the Director of Public
Instruction's reply to the memorandum on page 2, ~~and on file~~.

3. The departments of the Secretariat are being separately reminded ~~not~~ to
furnish information regarding additions to and alterations in the rules so that the
necessary correction slips may be issued this year.

V.C.P.—14-5-17.

T.K.—15-5-17.

C.R.—19-5-17.

Draft for approval. A period of five years for republication appears ample in a
publication of this nature.

R. RAMACHANDRA RAO—19-5-17.

P[RENTLAND]—21-5-17.

Issue.

R.R.—22-5-17.

[G.O. No. 673, Home (Education), dated 22nd May 1917.]

dated 10th 10th Feb 1917
of 17/2

amanu Acharyar

V. R. Acharyar

X

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Seott. II-38-2-15.

Current No. 165, dated 16.1.1917.

G.O. No. 673, dated 22.5.1917.

Number of MS. pages sent {
 (b) Correspondence... 8
 (b¹) Notes... 9

Brief subject: Pamphlet containing extract of letter regarding 5

(c) Number of copies required when struck off (not including copies for volumes 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.*			
Madras Records ...	4	20	10
Ooty Records ...		4	4
For filing with original		7	1
Total ..		25	15

FOR ISSUE.†

	Letter only.	(b) Special issue copies of G.O.		Notes.
		No.	Papers.	
Signature copies.....	20			
India Office.....				
Govt. of India..... Dept.				
Revenue Department.....	6		1	
Public Works Department.....	6		1	
Local and Municipal Department.....	6		1	
Educational Department.....				
..... Dept.				
Public Dept.....	1			
Judicial Dept.....	1			
Political.....	1			
Financial Dept.....	1			
Marine Dept.....	1			
Ecclesiastical Dept.....	1			
.....	1			
Total ..	6		1	
.....	6			
Total ..	11			
The.....	6			
The.....	2			
The.....	2			
The.....	2			
The.....	2			
The.....	6			
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
Total ..	100			

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.

(b¹) 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 initialed and dated.

TO PRESS, MADRAS OOTY.

A

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

B

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

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.
~~at once~~

Type may be released after usual interval.

Reference.
24.5.17. Clerk.

Reference.
Clerk.

Reference.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	

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