

Home (1918) Department.
Education
Ordinary SERIES.

G.O. No. 294

DATED 2 3 18

INDEXED

[Despatch Abstract.]

F O R M S.

Requesting the Superintendent, Government Press,
to print and supply to the Officer in charge of the Department
of Industries certain forms for the use of the pencil factory.

PAPERS PUT UP WITH CURRENT No. _____

Papers of the department to which the current belongs.

Number.	Date.	Original (= O) or spare copy (= S.O.)	Remarks. (In this column such of the papers as have been removed for copying, printing, etc., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department.

Papers of other departments.

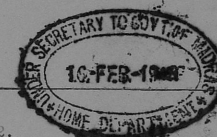
Department.	Number	Date.	Original (= O.) or spare copy (= S.O.)	Initials with date of (1) Referencer acknowledging returns of the paper concerned or (2) Despatcher to denote the return of the papers to the department concerned.

DEPARTMENT.

Received *Cur 242* 191 . Registered *7* 16 FEB 1911

Subject.

Government Pencil Factory.

Requesting permission to print forms at the
Government Press for the use of -----

ENCLOSURES.

No. 12

Spare copies

Rec. No. 2382.

Station M a d r a s ., Dated the 11th February 1911.From (Name) C.A. Innes Esq., I.C.S.(Designation) Director of Industries.

To The Secretary to the Government of Madras,

Home (Education) Department.

Sir, Thro. The Superintendent of Stationery.

I have the honour to report that in May last the following forms required for maintaining working accounts in the Government Experimental Pencil Factory were authorised by the Superintendent of Stationery, to be printed and supplied by the Government Press as a special case. The Superintendent then informed me that the early sanction of Government ought to be obtained for their standardisation in the case of future supplies. The forms originally received have been almost used up, and a fresh supply is required. As I ~~sent~~ ^{hope to} hand over the Pencil Factory to private enterprise in the near future I consider it unnecessary to standardise these forms. I therefore

request that the Superintendent Government Press may be permitted to print and supply the numbers noted against each form, which I think, will be sufficient for the present.

- (1) Form A. Invoice of Stores to Factory

Note book-- 6 books of 100 pages each.

- (2) Form B. Indent books -- 6 books of 100 pages each.

- (3) Form C. Engine Account -- 4 books of 20 pages each.

- (4) Form D. Monthly Factory Stock Statement -- 50 loose forms.

- (5) Form E. Machine Time Register. Each date must have 7 divisions with the respective names printed for all 31 days as shown for the 1st 3 days -- 12 books.

- (6) Form F. Wages abstract. Each date must have 8 divisions, the last one being allotted for engine -- 12 books.

- (7) Form G. Production Register-- 12 books.

- (8) Form I. Stores issued book-- 2 books of 50 pages each.

- (9) Form J. Stores received book - Do.

- (10) Form K. Storekeepers summary statement -- 50 loose forms.

- (11) Form L. Factory Stores issue note book-- 6 books of 100 pages each.

- (12) Form M. Order book-- one book of 100 pages.

Samples of these forms are enclosed.

I have the honour to be,

Sir,

Your most obedient servant,

Calvin

Director of Industries.

G.H.

Enclosures- 12.
Endorsement R.O.C.No.242/F

Stationery Office,
Madras, 14th February 1918.

Submitted and recommended.

Arpund...
for Supdt. of Stationery.

NOTES.

Financial Dept.

66 No. 4 of C. No. 1607
enclosure

From the D of Industries, No. 2382 d. 11-2-18
2nd of the Dept of Industries No 242/F d. 14-2-18
Home (2nd) Dept, No d. 20-2-18
Subject - Printing of Forms.

For the A.S.

Please see Rule 19 of the Printing Manual
printed as an annexure to G.O. No. 207 Pub-d. 26-2-17
according to which no work shall be printed at any
Govt. district or private press unless at least 50 copies
are actually required, not any form or register unless the
annual consumption is not less than 50 copies. In the
list of forms submitted by the Director of Industries
with his letter No. 2382 d. 11-2-18, item (3) - Form C
comes to only 80 pages of 40 ~~forms~~ ^{forms}, and item (5) - Form E
comes only to 12 books of 4 ~~books~~ ^{books} each of 48 ~~books~~ ^{books}. The
Administrative Dept. concerned as well as the Dept of
Education, however, recommend the printing of all the
forms shown in the list. As these forms are required
not for a special consumption but only till the factory
is handed over to private enterprise in the near
future, ^{it is ruled / here} ~~for this reason~~ sanction may not be
accorded to their printing as a special case.

The draft order may be amended

Final No. 1607-1
26-2-18

26-2-18
28/2/18

Submitted the draft order may now issue

Home (2nd) Dept

1137

” ” ” ” ” ” 191

C. No. 452, From the *Officer in Charge* No. 2382, dated 11-2-1918.

191

No. 296, dated 28.3.1918

~~1587~~
FINANCIAL

Reys: 21.2.18

GOVT. OF MADRAS
ASSISTANT SECRETARY
(22 FEB 1978)

2. The S. E. P. (with specimens for)
 .. Officer in Charge of the Dep't
 of Fisheries (S. E. P.)
 .. Sup't of Fisheries (S. E. P.)
 .. Free and Clear Dep't (S. E. P.)

The S. G. P. is requested
to print and supply to the Offices
in charge of the Dept. of Industries
~~for the use of the General~~
The forces specified in his letter
read above.

19.2.18

Th.

207.

Note For the circumstances referred
in the current letter, sanction may be
accorded to the printing of the forms
required for the factory. The draft may
issue with the concurrence of the Finance

$$\frac{QSP}{Q \cdot 2 \cdot 18} \quad \frac{JK}{20}$$

173/19

When given for copying

When copied

When examined

When signed

191

HEAD AGAIN G.O. No.
191

DATED

CURRENT No.

ENCLOSURES TO G. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL

RE-

A - Copy in full.

B - Not to be copied.

F - Copy abstract only.

Q - Copy heading only.

A A A A A A A