

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 1267, 23rd September 1918

Catalogue of Books

Forwarding to the Secretary of State for India and the Government of India copies of the
— registered during the second quarter of 1918

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READ—the following papers :—

I

Letter—from M.R.Ry. Rao Bahadur A. C. PRANATARTIHARA AYYAR Avargal,
B.A., I.S.O., Registrar of Books.
To—the Secretary to Government, Home (Education) Department (through the
Director of Public Instruction).
Dated—Madras, the 28th August 1918.
No.—R.O. 505.

I have the honour to submit the printed catalogue of books registered in this office during the second quarter of 1918 with the following report thereon.

2. The total number of publications received and registered during the quarter was 960. Of these 522 have been classed as 'books' and the remaining publications as 'periodicals'; but with all the issues of the same periodical grouped together under one entry as in the previous quarters, the actual number of distinct periodicals comes to 170.

3. The classification of books and of periodicals according to languages is shown below :—

Languages.	Books.	Periodicals.	Total.	Educational.
English	143	72	215	19
Portuguese	1	...	1	...
Tamil	184	53	237	25
Telugu	115	23	138	17
Malayalam	9	12	21	2
Kanarese	20	2	22	...
Konkani	1	2	3	...
Marathi	1	...	1	...
Uriya	1	3	4	...
Hindustani	7	2	9	1
Arabic	5	...	5	...
Sanskrit	35	...	35	...
Polyglot	...	1	1	...
	522	170	692	64

4. About 12 per cent of the total number of registered 'books' consisted of works designed for educational purposes.

II

Endorsement of the Director of Public Instruction, N.R.C. No. 7400,
dated 10th September 1918.

Submitted.

J. H. STONE,
Director of Public Instruction.

Order—No. 1267, Home (Education), dated 23rd September 1918.

Copies of the catalogue of books registered during the second quarter of 1918 will be transmitted to the Secretary of State for India and to the Government of India.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Director of Public Instruction.

GOVERNMENT OF MADRAS

HOME (EDUCATION) DEPARTMENT

No. 1268

From

THE HON'BLE DIWAN BAHADUR

R. RAMACHANDRA RAO AVARGAL,

Secretary to the Government of Madras,

Home (Education) Department,

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,

DEPARTMENT OF EDUCATION.

Dated Ootacamund, the 23rd September 1918.

SIR,

I am directed to transmit two copies of the catalogue of books registered under the Press and Registration of Books Act, 1867, during the second quarter of 1918 containing the particulars specified in section 18.

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

I have the honour to be,

Sir,

Your most obedient servant,

R. RAMACHANDRA RAO,

Secretary to Government.

I am directed to ~~transmit~~
transmit two copies of the

catalogue of books registered under the Press and Registration of Books Act, 1867, during the second quarter of 1918 containing the particulars specified in section 18.

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

17-9-18.

21-9-18

I have to...

Annexure: - [N. S. Parts 2 to 4 of the subsequent letterhead annexures of the report of the Registrar of Books as far as 1 to 3.]

ORDINARY.

PRESS SLIP.

PREFERENCE

URGENT (S)

Section II-38-1-16.

Home DEPARTMENT.

Education.

Current No dated
G.O. No. 2678, dated 23.9.1918.
Number of MS. pages sent { Correspondence 2+2
(b) Notes

Brief subject. Catalogue of Books

(a) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).	(b) E.T. copies to supply requisitions for purchase by the public.	Complete correspondence and orders.	Notes.
Madras Records	4	16	
Ooty Records		9	
For filing with original		1	
Total		25	

FOR ISSUE.

Signature copies.	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
India Office	2	1			
Govt. of India (S. S.) Dept.	30				
Revenue Department					
Public Works Department					
Local and Municipal Department					
Educational Department					
Public Dept.					
Judicial Dept.					
Political					
Financial Dept.					
Marine Dept.					
Ecclesiastical Dept.					
Total					

The	K-P J	4		
The				
The				
The	Extra	18	25	
The				
The				
The				
The				
The				
The				
The				
The				
The				
Total		50	30	

* Copies distributed on (Press Clerk).
† Copies distributed on (Press Despatcher).

INSTRUCTIONS FOR THE SECRETARIAT.

- 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.
- 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 & 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.
- For rules regarding printing of notes, see rule 315 of the office Manual.
- The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.
- 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.
- 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.

- 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.
- 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.
- Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.
- 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.
- 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.

TO PRESS, MADRAS OOTY.

A	B	C
Please send proof in duplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	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 at once.	Type may be released after usual interval.
Referencer. Clerk.	Referencer. Clerk.	Referencer. Clerk.
Supdt.	Supdt.	Supdt.

SPECIAL INSTRUCTIONS.

In the annexure to the Govt of India letter para 1 of the current letter should be omitted, the other parts being re-numbered as paras 1 to 3.

26.9.18

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	27/9/18
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	3/10

Account of copies.	Complete copies.	Notes.	Issued 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				