

Government of Madras

HOME DEPARTMENT (EDUCATION)

G.O. No. 812, 24th June 1918

Catalogue of Books

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

ORIGINAL

FURTHER PAPERS.

HOME DEPARTMENT (EDUCATION)

G.O. No. 812, 24th June 1918

Catalogue of Books

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

READ—the following paper:—

Letter—from M.R.Ry. Rao Bahadur A. G. 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— the 6th June 1918.

No.—R.C. 262.

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

2. The total number of publications received and registered during the quarter was 1,194. Of these 664 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 176.

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

Language.	Books.	Periodicals.	Totals.	Educational.
English	192	75	267	37
French	1	..	1	..
Tamil	221	51	272	14
Telugu	162	29	191	20
Malayalam	14	12	26	1
Kanarese	9	2	11	3
Konkani	1	2	3	..
Hindi	1	..	1	..
Uriya	1	1	2	..
Hindustani	2	2	4	1
Arabic	4	..	4	..
Sanskrit	58	..	58	..
Polyglot	..	2	2	..
Total ..	664	176	840	76

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

N.R.C. No. 4938, dated 12th June 1918

Submitted.

J. H. STONE,
Director of Public Instruction.

Order—No. 812, Home (Education), dated 24th June 1918.

Copies of the catalogue of books registered during the first 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.

Forwarding to the Secretary of State for India
and the Govt. of India copies of the _____ registered
during the ^{1st} quarter ending 31.3.18.

” ” ” ” ” 191

READ ALSO:—

C. No. 12603 From the D. P. I. W. R. No. 4938/18 dated 12-6-1918

191

" " " ""

191

ORDER.

P.S.

No. 812, dated ²⁴~~22~~ 6. 1918.

[In a precedent please see
for nos. 375-376 (now 37)] (I)

To, The D. P. I.

copies of the Catalogue of books registered during the first quarter of 1918 will be transmitted to the Secretary of State for India and to the Govt. of India.

ver
 19.6.18
 Letter
 19.6.18
 p.s.

813 2, 24. 6-18.

To,

The Secretary to the Govt of India
Dept. of Education.

Sir,

I am directed to transmit
two copies of The Catalogue of Books

Received
with \$50 +
ends ms
9.7.18

4
registered during the Press and
Registration of Books Act, 1867,
during the first 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 checked.

Annexure

[H.E. paras 2-4 of the letter
on pp 1-2 of. to be renumbered
into paras 1-3.]

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Seott. II-38-2-15,

Home (Edn.) DEPARTMENT.

Current No. 12608 dated 15-6-1918

G.O. No. 812-13 dated 24-6-1918

Number of MS. pages sent (b)
(b¹) Correspondence 4
(b¹) Notes

Brief subject Catalogue of Books

(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	10	
Ooty Records ...		4	
For filing with original ...		1	
Total ..		15	

FOR ISSUE.†

	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies.....	1	1			
India Office.....					
Govt. of India..... Dept.	30				
Revenue Department					
Public Works Department.....					
Local and Municipal Department.....					
Educational Department..... Dept.					
Public Dept.....					
Judicial Dept.....					
Political.....					
Financial Dept.....					
Marine Dept.....					
Ecclesiastical Dept.....					
Total					
The.....		4			
The.....		10			
The.....					
The.....					
The.....					
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The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
Total	31	15			

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 discre-
tion 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 Superin-
tendent 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 initialled and dated.

[P.T.O.]

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.

Referencer.
Clerk.

Referencer.
Clerk.

Referencer.
Clerk.

Supdt.

Supdt.

Supdt.

SPECIAL INSTRUCTIONS.

See?

26.6.19

Handwritten signature and initials

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 ...				