

Educational (1904) Department.

ORDINARY MS.

G.O., No. 548

DATED 6. 9. 04

INDEXED.

[Despatch Abstract.]

Rubber Stamp.

Survey with remarks the supply of
a rubber stamp to the office of
the S. S. I.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

*11-8-04
 a number of papers
 sent out under the
 Public Stamp*

[$\frac{G}{1}$]
 G. 100-6-2-05.

Special
 DEPARTMENT.

CURRENT FILE.

CONTENTS.

From	Number.	Date.	Pages.
1657. Director of Pub. Instruction	6860	10 th August	1-2
Encl of the Supdt. of Schs.	—	11-8-04	2

PAPERS PUT UP WITH CURRENT No. _____

Papers of the department to which the current belongs.

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

Papers of other departments.

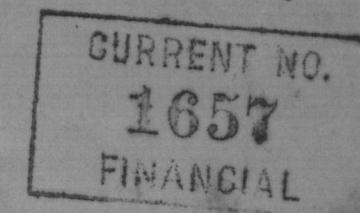
Department.	Number.	Date.	Original (=O) or spare copy (=S. C.).	Initials with date of (1) Referencer of the Chief Secretariat department acknowledging return of the paper concerned or (2) Despatcher to denote the return of the papers to departments outside the Chief Secretariat.

1500-16-11-00.

Edul *Civil 1557-3* Financial (190⁴) Department.

(Through the Superintendent of Stationery)

CURRENT No.

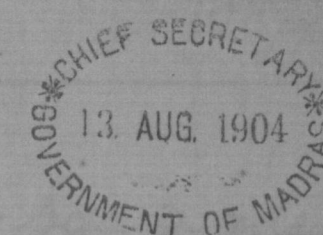


From

[Name] The Hon'ble Mr. A.G. Bourne, D.Sc., F.R.S.,

[Designation] Director of Public Instruction,

[Station] Madras.



Cur. No. *6860* of 1904

Dated *10* August 190⁴.

Enclosures _____

Received _____ 190 .

Registered *13. 8.* 190⁴

SUBJECT.

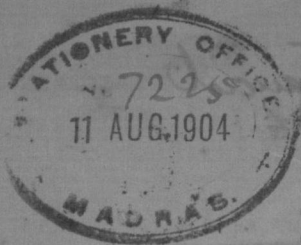
Requesting sanction of Government to the supply of a
rubber stamp to this office.

BACK PAPERS.

397 ml sc
16603
673 ml sc
25897

764 ml
10907

FURTHER PAPERS.



To

The Chief Secretary to Government,
Financial Department.

(Through the Superintendent of Stationery)

Sir,

When received by the Exmr...	
" " Copy ready	
" " Examd.	
" " Numbered.	
" " Received by Despr....	

I have the honour to request that sanction of Government may be obtained to the supply to this office of a rubber stamp as per design given in the margin. The use of this stamp will enable me very much to check the work done in the copying branch.

I have the honour to be,

Sir,

Your most obedient servant,

S. S. Sathianathan
Director of Public Instruction.

Submitted

S. S. Sathianathan

Super of Stationery

18.8.04

[G. 3]
5,000-17-3-04.

Rubber Stamp for the Office
of the Director of Public Instruction

Financial DEPARTMENT.

C. No. 1657, From the Director of Pub. Instr., No. 6860, Dated 19.8.1904
Int. of the Supdt. gbg. - 21.8.04
Recd. 13.8.04

Do not the Director's
Office use dockets? If so it might be
printed in the docket. Put up one of our
dockets.

E.

C. M. S. 13/8/04.

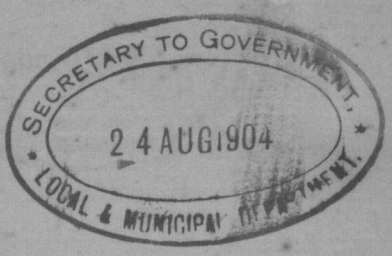
It has been ascertained that
the Director's office use some sort of docket,
but it has not been possible to ascertain of
what sort it is. The Director may perhaps
be asked whether the printing of the design
of the stamp in the docket might not be
done, instead of getting a rubber stamp for
the same.

E.

Under Memo. No. 2134 Finl., dated
16.6.03, applications for rubber
stamps can be disposed of by the administra-
tive department and need not come to
this dept. unless in a particular case the opinion
of this department is required for special
reasons.

It is therefore submitted that with the remarks given above the paper may be transferred to the Educational department

Ph
15/8/04
C.S.



The paper may be returned to Ed. with the foregoing remarks. Checks such as the Director contemplates are much better incorporated in printed forms, where practicable - please see our Disposal Docket flagged E.

C.S.
16.8.04

Yes. Better to print to docket. Fine. u. o. 3650 24.8.04

M
24.8.04

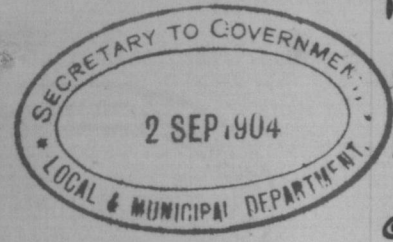
Ed. u. o. 2332 of 24/8/04

25/8

Educational department

It is submitted that the Financial department has made the above suggestion without understanding fully the position of affairs in the Director's office. Dockets can be used in that office ~~as well~~ as in the Secretariat only when disposal numbers are given, that is to say, when a file is finally disposed of. The vast majority of letters issuing from the Director's office are ^{however} in the shape of references ~~and~~

* Ref: on Encl 20 & 20.



and disposal dockets are not necessary for them, nor can they be conveniently used, since all papers received & issued in connection with a subject are added on to the file until the subject is finally disposed of. The adoption of the suggestion made by the Financial department will leave these papers unprovided for - and after all the cost of the stamp cannot exceed Rs 10. In these circumstances it is for consideration whether the Director's request should not be sanctioned.

See 4 Ph
25/8/04

The supply of the stamps may be sanctioned

25/8/04

25/8

14/8/04

FINANCIAL DEPARTMENT.

C.S.

~~It is suggested that the~~ The References must be written ^{either} on forms or on blank paper. The stamp might be printed on the form if used or on paper to be used for ~~for~~ ^{for} reference first sheets of references -

C.S.
31.8.04

I don't think there would be any real obstacle to printing - but we need look to the stamp - if the Director wants one. Printing might be supplied to him, in sanctioning the stamp -

M
1/9/04

Fine. u. o. 3790 2.9.04

Ed. u. o.

Ed. u. o. 2332 of 24/8/04

A draft is submitted below for approval.

Rec
2/9/14 PH 2/9/14

104

$$\left[\frac{E.}{12} \right]$$

1,200-7-10-03.

EDUCATIONAL DEPARTMENT.

6

READ AGAIN G.O., No. _____, dated _____, 190_____

READ ALSO:—

C. No. 1557, From the *J. P. J.*, No. 6660, dated 10 - 9 - 1904.

ORDER No. 548, dated 6-9-1904

Miss

desp
06/9/4

The supply of the rubber stamp of the description given in the Director's letter read above is sanctioned.

2. It is however suggested that a better arrangement would be to print the design of the stamp ~~maybe printed on~~ on the forms used for ~~drafting~~ writing

per ~~office drafts on~~ in

2/9/12 current use

PH 1459.4 AS/ 1202

20. The D.P.I ✓
- Supdt. of Stationery ✓
(para. 1 only) } Debs
9/9/4

When given for copying _____
 When copied _____
 When examined _____ } 190
 When signed _____

READ AGAIN G.O., No. _____, DATED
 190 .

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILLED UP, BEING MEANT FOR DESPATCH
 IN ORIGINAL.

N.B.—

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

*The copy of the order
 stamp of the Secretary for
 the Secretary to the
 is enclosed.
 It is however, suggested
 a better arrangement would be to print
 the stamp in a separate*