

sent for signature 2.5.45

MISCELLANEOUS.

Government of Madras



EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 619, 23rd April 1945

Stationery—Legislative Assembly—Electoral rolls—Preparation—Supply by the Superintendent of Stationery—
Sanctioned.

Put away

5

Go 1105 Edn d. 15.7.1941

MISCELLANEOUS.

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 619, 23rd April 1945

Stationery—Legislative Assembly—Electoral rolls—Preparation—Supply by the Superintendent of Stationery—
Sanctioned.

Order—No. 619, Education, dated 23rd April 1945.

The Government authorize the Collectors and the Commissioner, Corporation of Madras, to obtain stationery articles (including paper) required by them for use in connexion with the preparation of electoral rolls for the (Central) Legislative Assembly by indents, which should be consolidated as far as possible, on the Superintendent of

2

No. 619, EDUCATION, 23RD APRIL 1945

Stationery. The Executive Authorities of Municipalities should obtain their requirements from the Collectors concerned. The Collectors and the Commissioner, Corporation of Madras, will be responsible for the proper accounting of the stock obtained.

(By order of His Excellency the Governor)

C. O. COOREY,
Deputy Secretary to Government.

To the Superintendent of Stationery.
" the Executive Authorities of Municipalities, through the
Chairmen of Municipal Councils concerned.

To all Collectors.
" the Commissioner, Corporation of Madras (through the Mayor).
" the Public (Elections) Department.

Public (Elections) Department.

ELECTORAL ROLLS - Central Legislature - Legislative
Assembly - Preparation of fresh rolls - Ref. G.O.
No. 954, Public (Elections), dated 10/4/45.

15719

Please see the orders in G.O. No. 1105, Edn., dated 15/7/41 authorising the Collectors and the Commissioner, Corporation of Madras to obtain stationery articles (including paper) required by them for use in connection with the preparation of electoral rolls for the Central Legislative Assembly in 1941 by indent on the Superintendent of Stationery. A similar authorisation may be necessary in connection with the preparation of rolls this time also. E. & P.H. may be requested to issue the necessary orders.



Public (Elections)
16691/45-1
16.4.45

W

16/4/45
Jna
16.4.45

19/4/45

16/4/45
E & P.H.

The draft order overleaf is for approval

3

PRESS SLIP.

URGENT (a).

SPECIAL (a).

DEPARTMENT

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently or as special 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 had 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.

(c) For rules regarding printing of notes, see the chapter on printing and proof correction in the Secretariat Office Manual.

(d) The number of copies and the details of distribution should be filled in by the Superintendent or clerk concerned.

(e) 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.*

(f) 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 special of urgent unnecessarily, he should send the Press slip to the Assistant Secretary 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 Assistant Secretary any instance of incomplete or careless diting.

(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 Ministers or Advisers 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 be initialed and dated

TO PRESS, MADRAS, COTY.

A

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

No proof need be sent.

Krishna Rao
Clerk.

27/4/45

Supt.

B

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

Type may be released after usual interval at once.

Clerk.

Supt.

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.

Clerk.

Supt.

SPECIAL INSTRUCTIONS.

Certified that the number of copies indicated for the minimum with reference to G.O. No. 60 dated 12.1.43

28/4/45
Deputy Secretary to Govt
27/4/45

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on..... 1-5-45	<i>[Signature]</i>
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on..... 5-5-45	<i>[Signature]</i>