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suppl.

Scott. II-27-37,004-12-11-45.

F. J. P. H. (1946.) Department.

M/S. SERIES.

G.O. No. 1001. Edu.

Dated

18-5-46.

[Despatch Abstract.]

Forms — C. F. 140 — (Receipt
Book) — Revision of — Sanctioned.

Back Papers.

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

Further Papers.

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

C.F. 32.

From (Name) A.G. Anderson Esq.,
Designation Superintendent,
Station Government Press,
Madras.

Received Registered.....
To

The Deputy Secretary to Government,
Education and Public Health Deptt.,
Fort St. George, Madras.

Enclosures:

No. FOCF.363-46 dated 27th March 1946

17346 - Sir,

Ref: Chief Conservator of Forests No.9505/45-C3 dated
5-3-46.

Sub: Forms - C.F.140 - Receipt book - size - revision of

The size of C.F.140 has been reduced to the present size
with reference to Education and Public Health Department
Memorandum No.10940 B.B/43-2 Ean., dated 5-6-43. But now the
Chief Conservator of Forests, Madras in whose department
this form is mostly used suggests in his reference cited above
that the printing of the form may be revised as under:-

1. The present size will be increased from 3½" X 3½"
to 4" X 6" exclusive of the margin required for binding.

2. The form will be printed with headings in smaller
print confined to 4" X 1½" and the balance left for entering
"details", the column for "amount" being 1½" wide.

3. The

3. The printing will be confined to only one side.

4. The binding will be done at the top instead of at the left side of the form as posting and signing the form would be considerably facilitated.

He states the size of the book is very small being $3\frac{1}{2}$ " X $3\frac{1}{2}$ " out of which the binding takes off $\frac{1}{2}$ " at the margin and it would be difficult to write clearly as the writing space for "description of article" is only $2\frac{1}{2}$ " X $2\frac{1}{2}$ ". But as 4" X 6", the size proposed by is not a standard division of D.F. size, the form may be printed and supplied in 1/16 D.F. ($4\frac{1}{4}$ " X $6\frac{3}{4}$ " size. The other suggestions of the Chief Conservator of Forests, Madras may be accepted and sanction accorded.

C. J. Anderson
Superintendent.

27/13.

The Chief
Conservator of
Forests, Madras

A

Issued
as
yafus

16

21/11
1/11/16

3/T.M. (M) E. H. B. R.
From the Deputy Secretary, E. H. B. R.
To The S. G. P.

Subject: - Favour C. F. 140-Receipt book size -
Revision of

Please send a copy of Govt
Memo no 10940 B. B. / 43-2 Dtd. 5.6.43
and C. F. 140 referred to in your
letter no F. O. C. F. 363-46 d 27.3.46.

C. F.
1.6.46.

J. H.
14/11

M. V. C.

P. C. 6590.

H.T. 6

From the 1st of 1891 to the 1st of 1892

Subject: - known C.F. 110 - Receipt book. 218

Revised 11/1/11

Please send a copy of your

~~Handwritten scribbles~~

and 67-140 referred to in above

[illegible]

✓ 22.2.17

10. 10. 10.

22/11/20

From

A. G. Anderson Esq.,
Superintendent

Superintendent,

Government Press, Madras.

$$\rightarrow V \rightarrow V \rightarrow V \rightarrow V \rightarrow V$$

Sir,

P. 3 ante

Ref: Your telephonic message dated 1-4-46.

19913

pp. 78

and

A copy in each of Government Memo.No.10940BB/43-2 Edn., dated 5-6-43 and C.F.140 is sent herewith as desired in your telephonic message cited above.

11 APR 1946

Enar.

P 9/4


Superintendent.

6

6181

C.F. 140.
DEPARTMENT.

OFFICE OF THE
STATION

Dated _____ 194 .

CASH SALE.

To

[P.T.O.]

C.F. 149.

Description of article.

Amount.

1204

Signature _____

Discussion

G.F. 140.

Description of article.

Amount.

RS

14

2

Signature _____

Designation

C.F. 140.
DEPARTMENT.

No. _____

OFFICE OF THE
STATION

Dated _____ 194 .

CASH SALE.

To _____

[P.T.O.]

Enclosure.

Government of Madras.
Education and Public Health Department.
MEMORANDUM No. 10940 B.B/43-2 Edn., dated the 5th June 1943.

Paper - Economy - Common forms - Instructions issued.

The following orders are passed in regard to economy in the use of common forms specified below:-

(1) C.F. 140 - Cash sale voucher - The reverse of the form is blank. Its size should be reduced to one half and the articles sold noted on the reverse also if necessary.

(2) C.F. 150 - Detailed Estimate and Abstract Estimate - The form is now of folio size. As even for a small work a full form of four pages has at present to be utilized, it is necessary to print a certain quantity of these forms in half folio size also so that estimates of this nature may be prepared in the smaller sized forms.

(3) C.F. 155 - Application for Remittance Transfer Receipt - C.F. 156 - Covering letter sending R.T.R. and Cheques - Remittance Transfer Receipts have now been replaced by Bank Drafts. The forms of application for Bank Drafts are now supplied to the Treasury Officers by the Reserve Bank (Currency Officer). These two forms will be abolished.

(4) C.F. 177 - Memorandum showing the payments for which vouchers have been retained, and those for which vouchers have been sent, etc. - The form will be reduced to half its present size, the headings closely printed vertically.

(5) C.F. 178 - Memorandum of discrepancies between the Departmental and Treasury accounts. - The size of the form should be reduced by a third both lengthwise and breadthwise, the space left for column (6) - Explanation - being reduced.

(6) C.F. 183 - Catalogue of books in the Library - The supply of these forms will be suspended for the duration of the war. Libraries should only use manuscript forms prepared on one side used paper.

(7) C.F. 185 - Indent for Books, Newspapers and periodicals published out of India required for - during 194. The supply of this form will be suspended for the duration of the war, manuscript forms of smaller size being used by offices which continue to indent for such publications.

(8) C.F. 190 - Register of arrears of wages due to work - people in the during 194. The form should be printed on both sides, its size being reduced to half.

(9) C.F. 191 - Statement of holidays during the month of The supply of this form will be suspended for the duration of the war. If it is necessary to submit a statement of holidays, manuscript forms should be prepared on one side used paper, one page being utilized for a full year.

(10) C.F. 194 - Form of application for leave other than ~~obsolete~~ item casual leave -

This form is no longer in use. It will be deleted.

(11) C.F. 192 - Register of clerks attending office on closed holidays.

The Board has already suggested that this register may be deleted and has directed the Collectors that in its stead a single register of 10 pages or so should be prepared in manuscript and used for one or two. In preparing these manuscript registers the column headings should be written, and the register used vertically.

(12) C.F. 199 - Register of Casual leave -

The supply of this register will be abolished. Offices should in future maintain a small register in manuscript, the size of which will vary according to the number of employees for each office. A page in this register will be allotted for two or three employees, entries being made therein as and when casual leave is granted.

(13) C.F. 200 - Register of leave with addresses of officers while absent on leave (other than casual leave).

The existing registers should be used, a page being allotted for entries in respect of three or more officers as and when they avail themselves

themselves of leave. Where the existing register has been exhausted, a small manuscript register should be opened and maintained as in the case of the register of casual leave.

V.V. Subrahmanyam,

Dy. Secretary to Government.

To The Superintendent, Government Press.
Copy to the Paper Economy Officer.

(Forwarded/By Order).

Sd/ X X
Superintendent.

2/9/46

20/9/46
C
20/9/46

From

T.H. (20)

F.P.H. (20)

To

The Deputy Secretary to Govt.

the S. G. P. Dept.

65/16-4-46

Forms d.f. 140 - Receipt.

book - Size - Revision of.

A on 4.1 ante

Please send a copy of letter No. 9505/45-43, dated, 5-3-'46 referred to in your letter No. 7047. 363-46, dated, 27-3-'46.

P. C. to go.

PP-1-2 ante

12/4/46

12/4/46

12.4.46

12/

H.T.

29 APR 1946

22952

L.S.

Enclosure.

Copy of letter No. 9505/45 C.3 dated 5-3-1946 from the Chief Conservator of Forests, Madras to the Superintendent, Government Press, Madras.

Sub:- Forms - C.F.140 - Receipt Book - size - Revision.

P.P. 14-15 infra I enclose a copy of letter from the St. Forest Officer, Vellore West, dated the 24th August 1945. All the Conservators who were consulted agree with the views expressed by the District Forest Officer and recommend that the size of the form should be increased to 4" x 6" exclusive of binding and that the printing on the reverse side be dispensed with.

P.17 of the Book not put up request that the printing of the form may be revised as under:-

P.T.O.

From
A. Lepper Esq.,
Superintendent,
Government Press, Madras.

To
The Deputy Secretary to Government,
Education & P.H. Department,
Fort St. George, Madras.

No.F.O.C.F./363-46.

Dated 23-4-1946.

Sir,

Ref:- Your telephonic message dated 15-4-1946. P.11 ante

29 APR 1946

A copy of letter No.9505/45 C 3 dated 5-3-1946 from the Chief Conservator, of Forests is sent herewith.

22952

L.S.

27/4.

[Signature]
for Superintendent.

Enclosure.

Copy of letter No.9505/45 C.3 dated 5-3-1946 from the Chief Conservator of Forests, Madras to the Superintendent, Government Press, Madras.

Sub:- Forms - C.F.140 - Receipt Book - size - Revision.

P.P. 14-15 infra

I enclose a copy of letter from the St. Forest Officer, Vellore West, dated the 24th August 1945. All the Conservators who were consulted agree with the views expressed by the District Forest Officer and recommend that the size of the form should be increased to 4" x 6" exclusive of binding and that the printing on the reverse side be dispensed with.

P.17 of the Book not put up

2. With reference to paragraph 63 of the Printing Manual, I request that the printing of the form may be revised as under:-

P.T.O.

14
(1) The present size be increased from $3\frac{1}{2}$ " x $3\frac{1}{2}$ " to 4" x 6" exclusive of the margin required for binding.

(ii) the form will be printed with heading in smaller print confined to 4" x $1\frac{1}{2}$ " and the balance left for entering "details", the column for "amount" being $1\frac{1}{2}$ inches wide;

(iii) The printing will be confined to only one side; and

(iv) the binding will be done at the top instead of at the left side of the form as posting and signing the form would be considerably facilitated.

A specimen form in manuscript is sent herewith. *Not recd.*

Copy of Vellore West District Forest Officer's reference No. 2006/45 A, dated 24-8-45.

Sub:- Forms C.F.140 receipt book size.

I invite your kind attention to the size of C.F.140 receipt books now being supplied. The size is very small being 4 inches by 3 inches. Out of this the binding takes off $\frac{1}{2}$ an inch leaving only $3\frac{1}{2}$ inches. As the books are bound by stitching in the margin and as they are thick even to sign clearly is difficult. Further to write legibly is also not possible as the writing space for "description of articles" is only about $2\frac{1}{2}$ inches, by $1\frac{1}{2}$ inches.

2. This receipt form while it may be suitable for petty cash sales, is unfit for general use in the Forest Department as receipts have to be written carefully and legibly.

3. While the pre-war size of the form was undoubtedly wasteful the present size has gone to the other extreme. In the prewar size the space for writing details was 4 inches by $3\frac{1}{2}$ inches or an area of 13 square inches.

10 15
whereas in the present form it is only $2\frac{1}{2}$ x $1\frac{1}{2}$ or $3\frac{3}{4}$ square inches, i.e., about 25% of the old space.

4. As this is an important record, I request the present size at least for the Forest Department may be increased. There was an intermediate form supplied for some time which was of 4 inches by 6 inches. That may be made the standard size for the Forest Department.

2/14

E. P. H. (J.).

31/06/5
C. No. 173467/46.

Form — C. J. 140 — (Receipt Book)
Revision of — Sanctioned.

PP. 1-2 C. J.

Ref: from the S. G. P., No. JOCJ. 363-46,
dated, 27-3-'46.

Order No. 6001 Edn. D., 18/5/46
N/s

PP. 13-14 C. J.

Sanction is accorded to the
printing and issue of the C. J. 140 —
(Receipt Book) as proposed by the C. C. of
Forests in his letter No. 9505/45-C3.,
dated, 5-3-'46, with the modification
recommended by the S. G. P. in his
letter read above.

To copy
of 5/5/46
The S. G. P. ✓
C. C. of Forests
(Third Dept.)

15/5/46.
15/5/46

B. H. re

E.H.P.H.
F₁

pp. 1-2 d.f.

(12)

d. No. 17346 F, from the S. G. P., No. 300 F. 363-46, 2, 27-3-46

Microfilm form d. f. 140. (Receipt Book) -

Revision of.

The S. G. P. in his letter read above recommends to Govt. the proposal of the C. C. of Forests for the ^{revision} printing of the C. F. 140. (Receipt Book) as pointed out at 'x' on pages 1-2 d. f. for the reasons explained at pages 13-15 d. f. While approving all the suggestions made by the C. C. of Forests for the revision of the form, the S. G. P. points out that the size of the form proposed by the C. C. of Forests is not a standard ^{one} size of one and size

1346-131
1-2-118

00850

'A' on p. 2 d.f.

1346-131
1-2-118

9.8.2 d.f.

(sent with)

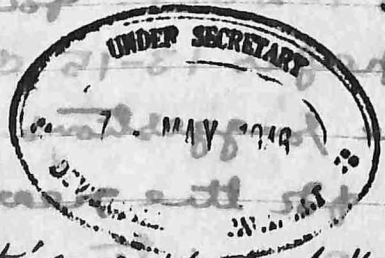
File

size and that the form may be printed in 1/16 D. S. (4 1/4" x 6 3/4") size. The proposal of the C. C. of forests with the modification recommended by the S. G. P. may perhaps be accepted. Devt. and Fin. may see the file for remarks.

may be accepted
X G.S.W.



Devt. / Finance



The proposal of E.P.H. at 'X' above may, perhaps, be accepted in this Dept. and the file passed on to

Dev. P.H. E.P.H. No. 17346-131-4-5-'46.

27860

Dev. W.O. 29511/66-1 dated 10.5.46

Finance
Accepted
G.S.W.

Annex 27860 to P.C. 1 10/5/46

E.P.H. (F.).

Please see the note of the Devt. and the Finance Depts. on page 2 ante. They agree with the proposal at 'X' at page 2 ante of this Dept. note. A draft order is submitted for approval.

15/5/46
J.B.
15526

G.S.W.

18.11.11

Please see the note of the letter
sent to the agent on 11th Nov. The
agent to 'X' to look up the other agents
of this office. At least there is
a letter to be obtained.

W. J. G.

12.11.11

The proposal of
the 11th Nov. is
perhaps the