

Certain
information is
called for.
on 878

Government



of Madras closed

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 1371, 16th July 1946

Stationery—Supply of “flap with tape white and red”—Included in the list of articles supplied by the Superintendent of Stationery.

(11)

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 1371, 16th July 1946

Stationery—Supply of “flap with tape white and red”—Included in the list of articles supplied by the Superintendent of Stationery.

READ—the following papers:—

From Mr. S. R. Kaiwar, I.C.S., Deputy Commissioner of Civil Supplies, dated 15th April 1946.

From the Superintendent, Government Press, Endorsement, dated 29th May 1946.

From the Superintendent of Stationery, dated 18th June 1946, No. B-1602/46.

Order—No. 1371, Education, dated 16th July 1946.

It has been brought to the notice of this Government that flap file boards are not used in the Government of India Secretariat where papers have to be sent by Railway train or post to officers on tour but only flaps with tapes white or red are used, saving considerable weight and volume. They are also used for what are called ephemeral files. It has been suggested that the adoption of this kind of flaps in Madras will result in considerable economy of public expenditure. The Government, in consultation with the

Superintendent Government Press and Superintendent of Stationery, sanction the inclusion of “flap with tape white and red” to the list of articles authorized to be stocked and supplied by the Superintendent of Stationery—Appendix I of Stationery Manual Volume II, Part I.

2. All indenting officers are informed that the Superintendent of Stationery will have discretion to substitute these flaps up to 50 per cent of their demand for file boards if they do not include this item in their Indents.

(By order of His Excellency the Governor)

S. R. KAIWAR,
Deputy Secretary to Government.

To the Departments of Secretariat.
„ all heads of Departments.

To the Superintendent of Stationery.
„ Superintendent, Government Press.

26152

I attach for inspection by the Education & Public Health Department a sample ^{flap} used in the Government of India.

File-boards are not used when papers have to be sent by Railway train or Post to officers on tour, but only these flaps saving considerable weight and volume. They are also used for what are called 'ephemeral files'. The proper style file-boards are used only for ^{important} bulky files.

A | I would venture to suggest ^{that} the adoption of this sample flap ^{in Madras} which might result in considerable economy in public expenditure. If the suggestion is adopted, may I have the first consignment of 50 flaps for my use ^{official use?} ~~use~~?

S.R.K. Anwar
15.5.46

Deputy Commissioner of Civil Supplies,
Central Range.

To

The Secretary to Government,
(M.V. Subrahmanyam Esqr., I.C.S.),
Education & Public Health Department,
Fort St. George, Madras.

Encl:- 1 sample flap.

Education & Public Health Dept.

Endorsement No. 26152-13; Edu., dated, 25.5.46

Referred to the Superintendent, Government Press, ^{urgent} remarks. The Superintendent, Government Press, should forward his remarks to Government through the Superintendent of Stationery.

Ahima'hi Esqr.
Deputy Secretary to Government
24/5/46

To
The Superintendent,
Government Press,
Madras.
(with the sample flap)

24/5/46

STATIONERY OFFICE
-2-
5 JUN 1946
1603
MADRAS

Government Press.

GOVERNMENT PRESS
31 MAY 1946
MADRAS

Endt.No.Bdg/Mis.

I recommend the adoption of the flaps in Madras as suggested by the Deputy Commissioner of Civil Supplies, Central Range, Madras. I could make them if the Superintendent of Stationery were to place an indent for them.

DEPUTY SECRETARY
19 JUN 1946
32901
EDUCATION AND PUBLIC HEALTH DEPARTMENT

Madras,
29-5-'46.

Superintendent.

To
The Secretary to Govt.,
Edn. & P.H. Deptt.

Thro' the Superintendent of Stationery,
Madras Guindy.

Encl. one flap.

Endorsement No.B.3.1603/46 dated 18 June 1946.

Forwarded.

2/ Sanction of Government may kindly be accorded to include 'flap with tape white and red' to the list of articles authorised to be stocked and supplied by the Superintendent of Stationery - vide appendix I of Stationery Manual Vol.II part I.

3/ I have no objection to supply them to all indenting officers who may have to send papers by rail.

Stationery Office,
Guindy, Saidapet P.O.

for Superintendent.

To
The Secretary to Government,
Education and Public Health Department,
Madras.

SAS/17.6.

Home order.
+ available
to all Depts.

SM
19.6.46

Industries Deptt.
PTO

53
2-14

Please see the D.S. order on p. 21 ante. Draft submitted. A.P.H. issue the pi may be sent to the Secy of Sectt.

36941 Epic
26ub
Mansoor. Pub & Fin should see before issue.
SRK
27.6.46

ASST. SECRETARY TO GOVERNMENT
1 JUL 1946
FINANCE DEPARTMENT

U.O. 26152 F-2/46
27-6-46

Public
Finance

Chief Sectt.

The draft order put up by E. & P.H.

Dept. may be referred and the file passed on to Finance.

ASST. SECRETARY TO GOVT.
1861
CHIEF SECRETARIES

Chief Sectt.
29/6/46.
1861
UO-1861/46-1
3-sub.

29/6/46
30.6.46

US
1/7/46
A.C.S.
Addl CS
27/6/46
Fin

#6

H

Finance (Exp)

Please see the notes from page 1 above
The draft order may be accepted and
the file returned to E&P.H.

(It is stated that the proposal might
result in considerable economy in exp~~re~~

at A on freight)

7/9.7.46

ESPH

Am. 36941/2/46
9.7.46

Edn I.P.H.

Home as a printed G.O.

SREK

10.7.46

[Issued as G.O. 1371, Edn 16.7.46]



1371/4/46

1371/4/46

1371/4/46

Shahing

16/8/46
56
G.E. 14-71

Supply of "plep" white and red. Included in the list of articles supplied by the Supt of Shahing.

11/11/46

2615-2 From Mr. S.R. Kanoo Jcs Dy.

Comr of Civil Supplies 15-4-46

From Mr. S.G.P. Enr 25.5.46

From Mr. Supt & Shy No B/1602/46 & 1864

1371 Edn dated 16.7.46.

H.S.B.

It has been brought to the notice of this Govt. that flat pile boards are not used in the Govt. of India Secretariat when papers have to be sent by Railway train for post to officers and their but



2/8
 only flaps with tapes white or red are used,
 saving considerable weight & volume. They
 are also used for what are called
 ephemeral files. It has been suggested
 that the adoption of this ^{kind} sort of flaps
 in Munros will result in considerable
 economy of public expenditure. In view of the
 Govt. in consultation with the S & P & Supt
 of Shy, sanction the inclusion of "flap-
 with tape white or red" to the list of
 articles & authorized to be stocked &
 supplied by the Supt of Shy - App-
 of Shy Manual Vol II - Part I
~~2. All indenting officers who may be~~
~~sent papers by rail may obtain the necessary~~
~~supply from the Supt of Shy.~~
~~should in future, indent for~~ (PTO)

done
 27/6

John D. Ellis
 Supt
 of Shy
 S. G. P.

JD
 27/6/46

16/8/46
 936
 2. All indenting officers are
 informed that the Supt. of Shy
 will have discretion to supply substitute
 these flaps up to 50% of their
 demand for file boards if they do
 not include this item in their
 annual indents.

SRK
 27.6.46.

3m

Handwritten notes in Tamil script on lined paper. The text is mostly illegible due to blurriness and handwriting. Some visible words include "முதலில்", "பின்னர்", "மேலும்", "கீழ்க்கண்ட", "படிப்படியாக", "செய்து", "வருமாறு", "பொது", "பாதுகாப்பு", "செய்து", "வருமாறு", "பொது", "பாதுகாப்பு".

26.7.46

161

56

As Prop. for approval.

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 1371, 16th July 1946

Stationery—Supply of "flap with tape white and red"—Included in the list of articles supplied by the Superintendent of Stationery.

READ—the following papers:—

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From the Superintendent, Government Press, Endorsement, dated 29th May 1946.

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It has been brought to the notice of this Government that flap file boards are not used in the Government of India Secretariat papers to be sent by Railway train or post to officers on tour but only flaps with tapes white or red are used, saving considerable weight and volume. They are also used for what are called ephemeral files. It has been suggested that the adoption of this kind of flaps in Madras will result in considerable economy of public expenditure. The Government, in consultation with the Superintendent Government Press and Superintendent of Stationery, sanction the inclusion of "flap with tape white and red" to the list of articles authorized to be stocked and supplied by the Superintendent of Stationery—Appendix I of Stationery Manual Volume II, Part I.

2. All indenting officers are informed that the Superintendent of Stationery will have discretion to substitute these flaps up to 50 per cent of their demand for file boards if they do not include this item in their Indents.

(By order of His Excellency the Governor)

S. R. KAIWAR,
Deputy Secretary to Government.

To the Departments of Secretariat,
and all Heads of Departments.

To the Superintendent of Stationery,
Superintendent, Government Press.

(with copy.)

PRESS SLIP.

ORDINARY.

URGENT (a).

SPECIAL (a).

GOVERNMENT DEPARTMENT.

Current No. 26152 dated 3-5-5-1946.
G.O. No. 1371, dated 16-7-1946.

Number of MS. pages sent { (b) Correspondence.....
(c) Notes.....

Brief subject Stationery - Supply of flap with tape white and red included in the list of articles supplied by the Superintendent of Stationery

(a) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press). (1)
(b) Press copies to supply on requisitions for purchase by the public. (2)
(c) Complete correspondence and orders. (3)
(d) Notes. (4)

FOR RECORD.*			
Madras Records ...	...	4	...
Ooty Records ...	...	...	...
For filing with original ...	...	...	...
Total ...	...	...	...

FOR ISSUE.†				
	Letter only.	Complete G.O.	(b) Special issue copies of G.O.	
			No.	Papers.
Signature copies.....				
India Office.....				
Govt. of India.....Dept.				
Revenue Department.....				
Public Works Department.....				
Local Administration Department...				
Education and Public Health Dept.				
Public Dept.....				
Home Dept.....				
Dev. Dept.....				
Finance Dept.....				
Legal Dept.....				
Sectt. of the Madras Legislature.....				

Spare copies.			
The Dept. of Secretariat	69		
The All India ...	11		
The ...	3		
The ...	3		
The ...	14		
The ...			
The ...			
The ...			
The ...			
The ...			
The ...			
The ...			
The ...			
Total ...	100		

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.

Copies distributed on 27/8/46 (Press clerk).
† Copies distributed on 27/8/46 (Press Despatcher).
† To be initialed and dated.

TO PRESS, MADRAS, COTY.

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.

Type may be released after usual interval at once.

KAS Clerk.
10-7-46.
15

Supt.
15/7

Clerk.

Supt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	20-7-46. [Signature]
First proof furnished on.....	26-7-46 [Signature]
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	3-8-46. [Signature]
Final copies supplied on.....	8-8-46 [Signature]

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

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(By order of His Excellency the Governor)

S. R. KAIWAR,
Deputy Secretary to Government.

To the Departments of Secretariat,
all heads of Departments.

To the Superintendent of Stationery,
Superintendent, Government Press.

5-SEP

INSTRUCTIONS FOR THE
SECRETARIAT.

stachyos - Sample of flap with tape white
and red included in the list of article
Brief subject: Stachyos - the Imperial Court of
Stachyos.

FOR RECORD.*			
Madras Records	...	4	
Ooty Records	...		
For filing with original	...		
Total	...		

	Letter only	Complete G.O.	Special issue copies of G.O.		Notes.
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Govt. of India..... Dept.					
Revenue Department.....					
Public Works Department.....					
Local Administration Department.....					
Education and Public Health Dept.					
Public Dept.....					
Home Dept.....					
Dev. Dept.....					
Finance Dept.....					
Legal Dept.....					
Sectt. of the Madras Legislature.....					

[illegible]

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‡ To be initialled and dated.

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Type may be released after usual interval at once.

.....Clerk.

.....Clerk.

.....Clerk.

.....Supt.

.....Supt.

.....Supt.

SPECIAL INSTRUCTIONS.

clean
Please print and supply 100 copies of
the 2.0 unit ~~relates to a matter of general~~
~~interest.~~

SRK a/c
3-9-46
deputy Secretary to Govt.

1000
2-9-46
25-4

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	<i>5-9-46</i> <i>kon</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.....	<i>12-9-46</i> <i>SSS</i>