

Education and Public Health

(1946) Department.

Ms. SERIES. 879.9.146

GO MS 1730 cum

G.O. No. 1868 Edn.

Dated the 28th Sept. 1946.

Notes. Copies of T and A and Common Forms.

Indents for the year 1947. Delay in submission by the Director of Industries & Commerce.

[Despatch Abstract.]

T and A and Common Forms - Indents - Delay in submission - Instructions issued.

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.

Industries and Commerce Department

From (Name) The Director of Industries

Designation tries and Commerce

Station Chepauk, Madras.

Received

Registered

The Secretary to Government,

Development Department,

Madras.

Enclosures:

No. No. 246/F/46.

dated

Jul.

1946

Sir,

Sub: T & A & Common Forms indents for the year 1947- Submission of.

This office T & A form indent along with the indent of my subordinate officers was sent to the Superintendent, Government Press on 5-7-46 for compliance. But the Superintendent Government Press has returned it stating that Government sanction has to be obtained with reference to Rule 79 of Printing Manual. The officers mentioned below have submitted their indent for T & A forms too late without the result that my indent along with the consolidated distribution statement could not be sent earlier, to the Superintendent, Government Press. In the circumstances I request that Government may be pleased to instruct the Superintendent, Government Press to comply with the indent at an early date.

1. Assistant Industrial Engineer, Coimbatore.
2. Leather Research Chemist, Institute of Leather Technology.
3. Superintendent, Govt. Hand Made Paper Mill, Bugga.
4. " " Bezwa'a.
5. " " Gazullapalli.

2. The Superintendent, Government Press in his letter No. F.O.C.F. 132/46 dated 16-7-46 has stated that Government sanction has to be obtained for the supply of common form also. I request necessary sanction may kindly be accorded for the supply of common forms also.

M. V. Jagannathan Rao
For Director of Industries and Commerce.

J.S/24-

Endt No 41812-12 ^{Sum.} ^{ETD-14(21)} ³⁻⁸⁻⁴⁶

Referred to the Superintendent Government
Press for remarks

(By Order)

S. R. K. Aiyar
3. 8. 46

Deputy Secretary to Govt.

1402
31746

21700

To
The Superintendent Government
Press with C.O. in order to
be used with only
and one more indent.

Government Press.

Endt. No. T.O. T & A 156/46.

The consolidated indent of the Director of Industries and
Commerce, Madras for T & A forms for 1947 due here on 15th March 1946,
was not received here till 25th June 1946 in spite of this office
reminders No. T.O. T & A/45 dated 10-4-1946 and 29-4-1946 nor was any
reply received from the Director. So the Director was informed in
this office letter No. T.O. T & A 156/46 dated 25-6-1946 that his
requirements have been treated as nil and that his indent if
received thereafter would not be complied with except with
Government sanction with reference to Rule 79 of Printing Manual.
His consolidated indent received on 8-7-1946 was returned to him
on 10-7-1946 in accordance with the above letter. If the delay was
due to the late receipt of the indents from his subordinates he should
have sent the indents of those officers who had submitted their indents
in time. Late receipt of indents cause much dislocation and congestion
of work in the Press and even leads to supplemental printing which

involves

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involves extra expenditure to Government. The Director's indent for
C.F. for 1947 also due here on 15th April 1946 was not received till
16-7-1946, hence this office letter No. T.O. C.F. 132/46 dated 16-7-1946
requesting him to obtain Government sanction for the same. Arrangements
have already been made for the printing of T & A forms for 1947 for other
officers. If the Director's indents have to be now complied with all
items already under print will have to be reprinted.

Government Press,
Madras, 20-8-1946.

Superintendent.

To

The Dy. Secretary to Govt.,
Edn. & P.H.

Submitted for reference to

Encl. 'A' above
1402
26-8-46

4

(15/11/46)
2 unsupervised school children

encls 'A'
100/1
20-2-46

103
9/9

715 / 10/11 / (x)

E & P.H. Dent. (F1).

Forms - Supply of T & A and Common Forms - Indents for the year 1947 - Delay in submission by the Director of Industries and Commerce; Madras - Orders passed.

Tyler
Jm
10/11/46

C.No.41812. From the Director of Industries and Commerce, Madras, No.2467/46 dated 24-7-1946.

C.No.48502. From the S.G.P. Endt. No.F.D. T & A.156/46 dated 20-8-1946.

ORDER:- 1730 Edu 8/ 9-9-46
Ms.

The Government condone, as a special case, the delay of the Director of Industries and Commerce in the submission of indents for T & A and Common Forms, 1947. The S.G.P. is requested to comply with the indent in question. ~~Liberate orders will issue in regard to the submission of indents as furnished under Rule 79 of the Printing Manual.~~

with encls attached

To the S.G.P. (with encls.)
To the Director of Industries & Commerce, Madras.

JD
6946

SM
7946

(PTO)

P/P 301

(4)

Supply of T & A & Commerce forms intake for the year 1947. Delay in the delivery of orders passed.

110-4812 In the Director of Industries and Commerce, G.O. No. 2467/46 of 24.7.46. 110-48502 In the S.R.P. Dept. No. 9.2. T & A 156/46 of 20.2.46.

The Director of Industries and Commerce brings to the notice of Government that the Superintendent Government Press, has refused to comply with his T & A ^{form} ~~document~~ along with the intake of his Lahan multi officer as it was received on 15.6.46 while it was due on 15.3.46.

2. Under Rule 79 of the Printing Manual, that if
indents are not received on due dates it
shall be left to the S.G.P. to pass by the
requirements of officers while consolidating
the indents for supply and that the S.G.P. shall
leave to the letter of fact the case of abnormal
delays in the submission of indents in the case
of any indenting officers. The S.G.P. says that
arrangements have already been made for
printing of T & A forms for 1947 for the
other officers and if the Director's indents
have to be completed with all items already
under print will have to be reprinted.

3. In the circumstances, stated by the Director of
Industries and Commerce on page 106, it is for
order whether his request for the compliance
of the indent of the T & A & Common forms by

p 22 of Book no
106.

not made up.

p 36 2

by the S.G.P. may be ordered. The Director of
Industries and Commerce may, however, be
informed, that strict punctuality should
be maintained in the indents in the future.
Dept need not see as they have supported
the request.

1003
27.8.46

J
29 sub

all right as a special case.
But warn all Depts
Hd of Depts about the
importance of sending indents
in time in future.

SRK
28.8.46

A draft order is submitted for approval.

1003
27.8.46

J
29 sub

Para 2 should be a separate
order. Pl. redraft

SRK
29.8.46

4

Permitted draft order and submitted for
approval as per order of D.S. on page 3 and

KAB
99/28

5/9/46

A draft order is submitted for approval as
per order of D.S. on page 3 and

KAB
26/9/46

As recd

SM
27/9/46

M
26/9/46

E & P.H. Dept. (F1).

56
2/9
Recd

C.A.B
Pl. come in
Romeo
27/9

Order No. Ms. 1868 dated 28-9-1946.

Sub:- T. & A and Common Forms - Indents - Delay in submission - Instruc-
tions issued.

An instance has come to the notice of Government in which there was
unusual delay on the part of a Head of Department in sending the consoli-
dated indent for T & A and Common Forms for the year 1947 to the Supdt.,
Govt. Press, leading to considerable dislocation of work in the Press.

2. Government would like to draw the attention of the Heads of Depart-
ments to Rule 79 of the Printing Manual and impress upon them the necessity
of adhering to the programme of dates. As soon as these indents are
received ^{in the Press} it is the duty of the Supdt., Government Press, to consolidate
these indents and undertake the printing work. If there is delay in the
receipt of the indents the work of consolidation is delayed with consequent
delay in printing and supply of Forms. If the Superintendent ignores the
requirements of the Heads of Departments who have not sent in their indents
by the prescribed date and proceeds to print in accordance with the demands
already received by him, then, the Heads of Depts. concerned will have

p.t.o.

2. The Press is now working at a very high pressure and it is of the utmost importance that every Head of the Department should co-operate with the ~~press~~ Superintendent, Govt. Press, in getting through the work with the minimum amount of dislocation and delay and particularly avoid duplication of the kind that would result if the programme under Rule 79 is not adhered to.

S.R.K.
27. 9. 46

To ✓
✓ The Supdt., Govt. Press.
✓ The Departments of the
Secretariat.
✓ All Heads of Departments.

55.0.2

GOVERNMENT OF MADRAS.

Abstract.

T and A and Common Forms - Indents - Delay in submission - Instructions issued.

[illegible]

G.O.No.Ms.1868 Edn. Dated 28th September 1946.

ORDER:

An instance has come to the notice of Government in which there was unusual delay on the part of a Head of Department in sending the consolidated indent for T and A and Common Forms for the year 1947 to the Superintendent, Government Press, leading to dislocation of work in the Press.

2. Government would like to draw the attention of the Heads of Departments to Rule 79 of the Printing Manual and impress upon them the necessity of adhering to the programme of dates. As soon as these indents are received in the Press it is the duty of the Superintendent to consolidate these indents and undertake the printing work. If there is delay in the receipt of the indents the work of consolidation is delayed with consequent delay in printing and supply of Forms. If the Superintendent ignores the requirements of the Heads of Departments who have not sent in their indents by the prescribed date and proceeds to print in accordance with the demands already received by him, then, the Heads of Departments concerned will have to go without the forms of Government will have to issue an order for re-printing the Forms, leading to unnecessary

H.E.O.

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duplication of work and dislocation in the Press.

3. The Press is now working at a very high pressure and it is of the utmost importance that every Head of the Department should co-operate with the Superintendent, Government Press, in getting through the work with the minimum amount of dislocation and delay and particularly avoid duplication of the kind that would result if the programme under Rule 79 is not adhered to.

(By Order of His Excellency the Governor).

S.R. Kaiwar,
Deputy Secretary to Government.

To
The Superintendent, Government Press.
The Departments of the Secretariat.
All Heads of Departments.

Forwarded/By Order.

S. R. Kaiwar
Superintendent.

PL/28.9.