

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 829, 23rd April 1947

Libraries—District boards, municipal councils and panchayats—Grants—1947-48—Distribution—Proposals called for.

(d)

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 829, 23rd April 1947

Libraries—District boards, municipal councils and panchayats—Grants—1947-48—Distribution—Proposals called for.

READ—the following papers :—

From the Director of Public Instruction, dated 27th September 1946, C. No. 7655-J-3/46.
From the Director of Public Instruction, dated 24th October 1946, Roc. No. 4918-J-3/46.

Order—No. 829, Education, dated 23rd April 1947.

A provision of Rs. 75,000 (Rs. 35,000 for libraries under district boards and municipal councils and Rs. 40,000 for libraries under panchayats) has been made in the annual estimate of expenditure for 1947-48 for grants to public libraries maintained by the district boards, municipal councils and panchayats. The amount will be distributed among district boards, municipal councils and panchayats for expenditure on the equipment of libraries (provision of books and book cases) under their direct control or under the control of private associations registered under the Societies Registration Act XXI of 1960. The distribution will be subject to the following conditions :—

(1) Before a library applies for aid, it should have worked at least for a year and should have been inspected and satisfactorily reported upon at least once by the Inspecting Officers of the Educational department. An exception to this condition will be made in the case of panchayat libraries ;

(2) the grant will be subject to a maximum of Rs. 200 for each library under district boards and municipal councils and Rs. 100 for each library under panchayats ;

(3) the district board, municipal council or the private association, as the case may be, should provide the building, furniture and staff required for the library and should, in addition, contribute from its own funds or subscriptions a sum not less than the amount of the Government grant ;

(4) the panchayat should provide the building, furniture and staff required for the library ;

(5) the library should be open to the public and should be located in a place accessible to all communities ;

(6) the indents for books to be purchased should receive the approval of the District Educational Officer concerned ; and

(7) a register of members and a register of books should be maintained and these records should be available for inspection when Inspecting Officers visit the library, which they may do at any time.

2. District boards, municipal councils and panchayats requiring grants for libraries under their control are requested to submit their applications through the District Educational Officer concerned furnishing the following particulars:—

- (i) The charges involved;
- (ii) the amounts spent out of the grant, if any, distributed in previous years;
- (iii) the amount of unspent balance of the above grants at their disposal; and
- (iv) (a) the amount they are prepared to spend from their own funds and (b) the amount of grant required from the Government.

Particulars in respect of item (iv) (a) need not be furnished in the case of applications from panchayats.

3. Private associations with public libraries in their charge should submit their applications direct to the

(By order of His Excellency the Governor)

M. V. SUBRAMANIAN,
Secretary to Government.

To the Director of Public Instruction.

" all Presidents of District Boards.

" the Executive Authorities of all Municipal Councils (through the Chairmen of Municipal Councils).

To the Commissioner, Corporation of Madras (through the Mayor).

" Inspector of Municipal Councils and Local Boards.

" Registrar of Co-operative Societies.

" Accountant-General (through Finance Department).

District Educational Officers concerned who will scrutinize them and forward such as are deserving of support to the Director of Public Instruction with particulars similar to those required in the case of libraries under the control of district boards and municipal councils. The District Educational Officers should see that the conditions of grant are fulfilled.

4. All applications should reach the District Educational Officers concerned before the 15th August 1947. The Inspector of Municipal Councils and Local Boards is requested to see that the panchayats submit their applications for the grant in time.

Applications received after the due date should not be entertained. The District Educational Officers should submit the applications received to the Director of Public Instruction with their recommendations before the 25th August 1947.

5. The Director is requested to tabulate the applications received and submit them to Government in a consolidated form with his recommendations before the 20th September 1947.



Education Department.

From

Dr. S. S. Srinivasan, A., D.Sc., I.E.S.,
Director of Public Instruction, Madras.

To

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

52423

C.No.7655-J-3/46 dated 27-9-1946.

Sir,

Sub: Libraries - Panchayat and non-Panchayat grant
- Provision for 1947-48 - Proposal submitted.

I have the honour to submit for the favourable consideration of Government, the following proposal for a provision of Rs.1 Lakh Part II of the Budget for 1947-48 towards grants to public libraries under Panchayat Boards, District Boards, Municipalities, Co-operative Stores and private Associations.

2. The Government have been sanctioning year after year provision for payment of grants to public libraries under the above managements ~~as~~ in consideration of their accessibility, proper maintenance of registers, contributions by managements and such other conditions. The provision made for this purpose during the past three years was as follows --

1944--45	Rs.55,000/-	(6)
1945-46	Rs.75,000/-	(4)
1946--47	Rs.1,00,000/-	

The maximum grant allowed to a Panchayat and a non-Panchayat library for the year 1946-47 was Rs.100/- and Rs.200/- respectively as against Rs.300/- and Rs.400/- respectively in the previous years. The requirement for the current year i.e. 1946-47 has worked out to Rs.88,700, as shown below --

	No. of applications received.	No. of libraries admitted for grant.	Grant required
Panchayat libraries.	684	603	53,185
Non-Panchayat Libraries.	272	237	35,515
Total.	956	840	88,700

p.t.o.

P. 5 d. 7.
of S.O. No.
2015-Edn.
21/10/46 (N)

.. 22 ..

Sapconate
fill

6

2879

Sioux

W. H. H. (C₂)

is reg'd. in this ^{current} ~~file~~ ^{copy} of G. O. No. 770. Edm., S., 9-4-46, is which
2/10/46. The return of that file may be awaited.

3/10/16.
3.10.16

~~Y~~

E. & P. H.
 C₂
 3/5
 T. H.
 (4)
 Imp. Secy
 19/10/46.
 From Secy to Govt.
 E. & P. H. Dept.
 The D. P. I.
 Library grants - Provision
 for 1947-48 - Director's letter No.
 C. No. 7655 J3/46, dated, 27-9-'46.
 In the letter cited, the
 D. P. I. has proposed a provision
 of Rs. 1,00,000/- in Part II of the B. E.
 for 1947-48 of grants for public
 libraries. In his letter No. R. E.
 4918 J3/46, dated, 30-9-'46, the
 Director

4.9.57

6

2

4

Director has separately suggested that a provision of Rs. 1, 30,200/- may be made in the next year's budget for the opening of central libraries in the pirkas selected for intensive rural reconstruction work. It is observed that there are ^{high} ~~some~~ ^{some} ~~some~~ ^{some} libraries in these pirkas which are already receiving grants out of the annual allotments provided by Govt. These libraries will hereafter presumably participate in the opening of central libraries. Please state the approximate number of libraries already getting grants in the 25 pirkas and what reduction may be made in account

→ The possible kind here are Central libraries in the pirkas for which provision has been suggested under the library scheme - General scheme as well as the Pirkas scheme. The absolute necessary kind of support is also provided. Pl. ∴ make the no. of libraries in the selected pirkas - if possible

(46)

account of these libraries in the provision of one lakh proposed. A ^{Rs.} ~~very~~ ^{very} urgent reply is requested.
C.A.
18.10.56

P.C. to go.

As well as in the General scheme would also make other arrangements in the form of a scheme. The work made for this account and if so, the work is done in the library scheme. The necessary reply is requested for the above.
19.10.56

6/8
is advised that to transfer
of the library to the
Director of Public Instruction.

From

Dr. S.R.U. Savor, M.A., D.Sc., I.F.S.,
Director of Public Instruction

To

The Secretary to Government,
Education & P.H. Department.

Rec. No. 4918 J3/46 dated



Sir,

Sub: Library grant - Provision 1947-48 - Possibility for reduction of expenditure in the Budget for 1947-48.

PP. 3-5 ante

Ref: Telephone Message dated 19-10-1946 from Govt. Edn. & P.H. Deptt.

A list showing the names of the existing libraries in the General scheme that may be considered to overlap Firka scheme Libraries is enclosed herewith. It may be observed that the amount to be spent on the general scheme in those Firkas is only Rs. 1,300 and as this amount is comparatively small no reduction is suggested in the estimates submitted.

[Signature]

for Director of Public Instruction,
Copy to the Secretary to Government, Finance Department, Madras.

k.h.25-10.

[Signature]
25/10

4

(A)

Firka Scheme.

District.	Central Library Selected. Name of Firka.	From the name given state whether there is already a Public Lib- rary.	Amount.
1.	2.	3.	4. Rs.
Vizagapatam <i>South</i>	Pandurthi.	No.	
Vizagapatam North.	Gara.	No.	
Godavari East.	Rajahmundry.	Sri Goutami Library.	200
Godavari West.	Dendalur (Ellore Tk)	Panchayat Library, Dendalur.	100
Kistna.	Bezwada.	No.	
Guntur.	Ongole.	Saraswathi Library, Ongole.	100
Nellore.	Kanupur (Nellore Tk)	No	
Kurnool	Kurnool.	Anjumane Municipal Library, Kurnool.	150
Bellary.	Alur.	Panchayat Library, Alur.	100
Anantapur.	Hindupur.	Municipal Library, Hindupur.	150
Cuddapah.	Proddatur.	No.	
Madras.	-	-	
Chingleput.	Tiruvallur.	No.	
Chittoor.	Nagari (Tiruttani Tk)	No.	
North Arcot.	Kalasapakkam.	Panchayat Library, Kalasapakkam.	100
South Arcot.	Kadambuliur (Cuddalore Taluk)	No.	
Tanjore.	Saliyamangalam (Papanasam Taluk)	No.	
Trichinopoly.	Musiri.	No.	
Madura.	Tirumangalam.	No.	
Ramnad.	Malli (Srivilliputur Tk)	No.	
Tinnevelly East.	--	--	
Tinnevelly West.	Sernadevi (Ambasanudram Tk)	Panchayat Library Sernadevi.	100
Coimbatore & the Nilgiris.	Palladam (Palladam Taluk)	Panchayat Library, Palladam.	100
Salem.	Virapandy. (Salem Taluk)	No.	
North Malabar.	Tellicherry. --	Municipal Library, Tellicherry.	200
South Malabar.	--	--	
South Kanara.	Kumbla (Kasargod Taluk)	No.	

Total. 10 Libraries.

Rs. 1300

25/7

For Director of Public Instruction.

(i) @ M 57473/46
(ii) 4773/46

2/14

Subject

Libraries—District boards, municipal councils and panchayats—Grants—1946-47—Distribution—Proposals called for.

READ—the following paper :—

From the Director of Public Instruction, dated 15th September 1946, C. No. 1491-J/45.

.. 4773/46. (ii)

27K

7655-J-3/46

24.th October 1946 Rec no. 4915 J3/46

~~Order—No. 770, Education, dated 9th April 1946.~~

A provision of Rs. ~~40,000~~ (Rs. 35,000 for libraries under district boards and municipal councils and Rs. ~~40,000~~ for libraries under panchayats) has been made in the annual estimate of expenditure for 1947-48 for grants to public libraries maintained by the district boards, municipal councils and panchayats. The amount will be distributed among district boards, municipal councils and panchayats for expenditure on the equipment of libraries (provision of books and book cases) under their direct control or under the control of private associations registered under the Societies Registration Act XXI of 1860. The distribution will be subject to the following conditions :—

(1) Before a library applies for aid, it should have worked at least for a year and should have been inspected and satisfactorily reported upon at least once by the Inspecting Officers of the Educational department. An exception to this condition will be made in the case of panchayat libraries ;

(2) the grant will be subject to a maximum of Rs. 200 for each library under district boards and municipal councils and Rs. 100 for each library under panchayats :

(3) the district board, municipal council or the private association, as the case may be, should provide the building, furniture and staff required for the library and should, in addition, contribute from its own funds or subscriptions a sum not less than the amount of the Government grant :

(4) the panchayat should provide the building, furniture and staff required for the library;

(5) the library should be open to the public and should be located in a place accessible to all communities ;

(6) the indentments for books to be purchased should receive the approval of the District Educational Officer concerned; and

No. 57473. From the D. P. I., C. No. 7655-J-3/46, 2, 27-9-46.

Part II Scheme for 1947-48 - Grants for Libraries.

The D. P. I. suggests that a provision of Rs. 1,00,000/- may be made in the next year's budget for the payment of grants to public libraries (Rs. 45,000/- for public libraries under St. Bds., M.B. Bds. & private associations and Rs. 55,000/- for Panchayat libraries) as was done in the current year. The ^{provision} ~~grants~~ ^{made} ~~hitherto~~ ^{sanctioned} for public libraries were as follows:

Year	Libraries under local bodies & private associations.	Libraries under Panchayats
Rs.	Rs.	Rs.
1944-45.	25,000/-	30,000/-
1945-46.	30,000/-	45,000/-
1946-47.	45,000/-	55,000/-

The proposal of the D. P. I. will have to be considered as a Part II Scheme for 1947-48. For the reasons mentioned by the D. P. I., his proposal may be supported in this Dept. and the file sent to Fin. W.O. for remarks.

In connection with a scheme for opening central libraries by Govt. in the firkas which have been selected for intensive rural reconstruction work, ~~to~~ is under consideration separately and the D. P. I. has been asked to submit detailed proposals. These proposals have not been received yet; but the Director has suggested that a provision of Rs. 1,30,200 may be

- (7) a register of members and a register of books should be maintained and these records should be available for inspection when Inspecting Officers visit the library, which they may do at any time.
2. District boards, municipal councils and panchayats requiring grants for libraries under their control are requested to submit their applications through the District Educational Officer concerned furnishing the following particulars:
 - (i) The charges involved;
 - (ii) the amounts spent out of the grant, if any, distributed in previous years;
 - (iii) the amount of unspent balance of the above grants at their disposal; and
 - (iv) (a) the amount they are prepared to spend from their own funds and (b) the amount of grant required from the Government.
3. Private associations with public libraries in their charge should submit their applications direct to the

District Educational Officers concerned who will scrutinize them and forward such as are deserving of support to the Director of Public Instruction with particulars similar to those required in the case of libraries under the control of district boards and municipal councils. The District Educational Officers should see that the conditions of grant are fulfilled.

4. All applications should reach the District Educational Officers concerned before the ~~10th~~ ^{15th} July 1947. The Inspector of Municipal Councils and Local Boards is requested to see that the panchayats submit their applications for the grant in time.

Applications received after the due date should not be entertained. The District Educational Officers should submit the applications received to the Director of Public Instruction with their recommendations before the 29th ~~Aug~~ ^{Sept} 1947.

5. The Director is requested to tabulate the applications received and submit them to Government in a consolidated form with his recommendations before the 20th September 1947.

To the Director of Public Instruction.
" all Presidents of District Boards.
" the Executives of all Municipal Councils (through the Chairmen of Municipal Councils).

To the Commissioner, Corporation of Madras (through the Mayor).
" Inspector of Municipal Councils and Local Boards.
" Registrar of Co-operative Societies.
" Accountant-General (through Finance Department).

made in the next year's budget for the Central libraries. The provision of Rs. 100000 referred to at B on p. 1 is in addition to this amount.
3 This file may be sent to Finance.

Ca
12.10.46

Though his provision made for his annual grant to his libraries in 1946-47 he increased to Rs. one lakh, it should be noted that his museum in Grant is possible he can have a library as well.
— vide 'A' on p. 1 C.F.

The provision made this year may perhaps be repeated for his next year also. As it may be possible he needs his grants for his libraries within a year or in his previous with his while.
The provision for Central libraries is a different matter details for which are still in shape. This need not appear his grant in his museum provision.

12.10.46
B
B

Please file to his file and check him together, as some of his files are shown here where go-bridges libraries

Rs. 100000

Please see the t. m. to the

the D.P.I. at pages 3-5 and the Director's reply at pages 7-9 C.F. The amount to be spent on the general scheme on libraries located in the districts chosen for reconstruction work is only Rs. 1,300/- (for ten libraries) and as this amount is comparatively small the Director does not suggest any reduction in the provision of Rs. 1 lakh proposed. For orders whether his proposal may be accepted. The file may be sent to Finance. The file may be sent to Finance.

17.11

B
28.10.46

Ca
26.10.46

Ca
26.10.46
B
28.10.46

Finance (B.E.V)

F. & P. H. W. O. No.
31661-4-C2

28-10-46

57473-1-C2

28-10-46

88363 REV.

Part II Scheme for 1947-8

The E. & P. H. department recommend the proposal of the D.P.I. for a provision of Rs. 1 lakh towards the grant to public libraries under Panchayat Boards, District Boards, Municipalities, Co-operative Societies and private associations.

2. The following statement shows the provision made in the past towards grants to public libraries:-

Year	Amount Rs.
1941-2	Nil
1942-3	35,000
1943-4	55,000
1944-5	55,000
1945-6	75,000
1946-7	1,00,000
1947-8	1,00,000 (Part II Demand)

3. It will be seen from the above, that from 1942-3 onwards, provision for grants to public libraries was made in all years varying from Rs. 35,000 in 1942-3 to Rs. 1,00,000 in 1946-7. In view of the fact that grants for public libraries are made year after year, the expenditure may be deemed to be more or less similar to that relating to Part I schemes and not of the same kind as Pt. II schemes that are entirely new schemes. In that view it does not seem necessary to apply the criteria laid down for Part II schemes strictly in this case.

For
17/11

Dir

Asst/Ca BE V

A draft part II scheme note is submitted.
It may be sent to Fin. Dept. for acceptance.

6/12/46
6/12/46
7.12

hr
7.12.46
7/12/46
Finance

Finance (BEV)

Previous Finance notes on p. 3-4 above and
the orders in circulation on p. 5 above may
be perused. The draft note may be accepted
and the case returned to E.P.H.

7.12.46

7.12.46

30 Copies of the note were sent to
Fin. with this department's note on w.o. No.
57473-3C2., dated, 13-12-46.

13/12/46

E.P.H.W.O. No.
57473-2C2.
7.12.46.



7i no 66651 BEV-1
7/12/46

Handwritten notes at the bottom of the page, including a signature and some illegible text.

PTO

EDUCATION AND PUBLIC HEALTH DEPARTMENT.
PART II SCHEME FOR 1947-48.

[SUBJECT.—Grants for public libraries.]

Summary.

Head of account. (1)	Item of expenditure. (2)	Non-recurring.	
		Ultimate cost. (3) RS.	Cost in 1947-48. (4) RS.
37. r. Education—General—Miscellaneous			
—A. General—			
6. Grants to local bodies and private associations for public libraries.	Grants to local bodies and private associations for public libraries.	35,000	35,000
7. Grants to panchayats for public libraries.	Grants for panchayat libraries.	40,000	40,000

The Government distribute grants for the equipment of public libraries whenever funds are available. The maximum grants admissible are Rs. 400 for each library under district boards and municipal councils and Rs. 300 for each library under panchayats. The amounts provided for these grants from 1944-45 have been as follows:—

Year.	Libraries under local bodies and private associations. RS.	Libraries under panchayat boards. RS.
1944-45	25,000	30,000
1945-46	30,000	45,000
1946-47	45,000	55,000

of for approval. Pl. furnish necessary
certificates when returning the approved Rs. 1-5-47.
16/8/47.

Government of Madras

EDUCATION AND PUBLIC HEALTH DEPARTMENT
(Education)

G.O. No. 829, 23rd April 1947

Libraries—District boards, municipal councils and panchayats—Grants—1947-48—Distribution—Proposals called for.

READ—the following papers :—

- From the Director of Public Instruction, dated 27th September 1946, C. No. 7655-J-3/46.
- From the Director of Public Instruction, dated 24th October 1946, Roc. No. 4918-J-3/46.

Order—No. 829, Education, dated 23rd April 1947.

A provision of Rs. 75,000 (Rs. 35,000 for libraries under district boards and municipal councils and Rs. 40,000 for libraries under panchayats) has been made in the annual estimate of expenditure for 1947-48 for grants to public libraries maintained by the district boards, municipal councils and panchayats. The amount will be distributed among district boards, municipal councils and panchayats for expenditure on the equipment of libraries (provision of books and book cases) under their direct control or under the control of private associations registered under the Societies Registration Act XXI of 1860. The distribution will be subject to the following conditions :—

(1) Before a library applies for aid, it should have worked at least for a year and should have been inspected and satisfactorily reported upon at least once by the Inspecting Officers of the Educational department. An exception to this condition will be made in the case of panchayat libraries ;

(2) the grant will be subject to a maximum of Rs. 200 for each library under district boards and municipal councils and Rs. 100 for each library under panchayats ;

(3) the district board, municipal council or the private association, as the case may be, should provide the building, furniture and staff required for the library and should, in addition, contribute from its own funds or subscriptions a sum not less than the amount of the Government grant ;

(4) the panchayat should provide the building, furniture and staff required for the library ;

(5) the library should be open to the public and should be located in a place accessible to all communities ;

(6) the indents for books to be purchased should receive the approval of the District Educational Officer concerned ; and

23/4/47 (initials) C.B.

No. 829, EDUCATION, 23RD APRIL 1947

(7) a register of members and a register of books should be maintained and these records should be available for inspection when Inspecting Officers visit the library, which they may do at any time.

2. District boards, municipal councils and panchayats requiring grants for libraries under their control are requested to submit their applications through the District Educational Officer concerned furnishing the following particulars:—

- The charges involved;
- the amounts spent out of the grant, if any, distributed in previous years;
- the amount of unspent balance of the above grants at their disposal; and
- (a) the amount they are prepared to spend from their own funds and (b) the amount of grant required from the Government.

Particulars in respect of item (iv) (a) need not be furnished in the case of applications from panchayats.

3. Private associations with public libraries in their charge should submit their applications direct to the

(By order of His Excellency the Governor)

M. V. SUBRAMANIAN,
Secretary to Government.

To the Director of Public Instruction.

all Presidents of District Boards.

the Executive Authorities of all Municipal Councils (through the Chairmen of Municipal Councils).

To the Commissioner, Corporation of Madras (through the Mayor).

Inspector of Municipal Councils and Local Boards.

Registrar of Co-operative Societies.

Accountant-General (through Finance Department).

District Educational Officers concerned who will scrutinize them and forward such as are deserving of support to the Director of Public Instruction with particulars similar to those required in the case of libraries under the control of district boards and municipal councils. The District Educational Officers should see that the conditions of grant are fulfilled.

4. All applications should reach the District Educational Officers concerned before the 10th July 1947. The Inspector of Municipal Councils and Local Boards is requested to see that the panchayats submit their applications for the grant in time.

Applications received after the due date should not be entertained. The District Educational Officers should submit the applications received to the Director of Public Instruction with their recommendations before the 20th July 1947. 25th August 1947.

5. The Director is requested to tabulate the applications received and submit them to Government in a consolidated form with his recommendations before the 20th September 1947.

PRESS SLIP.

ORDINARY

Very URGENT (a).

E. & P. H.

DEPARTMENT.

SPECIAL (a).

Current No. 57473 dated 1947 194
G.O. No. 227 dated 28.4.47 194

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

Brief subject: Libraries - Dt. Boards, M.C. Councils and Panchayats - Grants 1947-48 - Distribution - Proposals called for.

(d) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press). (1) (2) (3) (4)

FOR RECORD.*
Madras Records ... 4
Ooty Records ... 3
For filing with original ... 1
Total ... 8

FOR ISSUE.†
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 D.P.I. 35
The Commr. Corporation of Madras 1
The P.D.O. 24
The Ex. Engineer in Charge of the Madras 82
The Registrar of Co-operative Societies 5
The Inspector of Municipal Councils and Local Boards 30
The A.G. 1
The B.A. 37
The ...
The ...
The ...
The ...
The ...
The ...
The ...
The ...
Total 230

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 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 9.6.47 (Press clerk).

† Copies distributed on (Press Despatcher).

TO PRESS, MADRAS, COTY.

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

B
Proof returned corrected. Please
strike off and send number of copies as
indicated.
Type may be released after usual interval.
at once.

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.

R. Chokkalan... Clerk.
23.4.47

R. Chokkalan... Clerk.
8.5.47

..... Clerk.

23.4.47 Supt.

20/5/47 Supt.

..... Supt.

SPECIAL INSTRUCTIONS.

Certified that the number of copies indicated is
absolutely necessary and has been fixed with due regard
to the prevailing shortage of paper.

[Signature]

Assistant Secretary to Govt.

RC
8.5.47 20/5/47

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on..... 23/4	hi
First proof furnished on..... 1-5-47	888
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on..... 2.8-5-47	888
Final copies supplied on..... 5-6-47	888