Sectt. II-27—104,006—4-11-48.

2

Edn (1948) Department.

Class 5 / Super

Ms. SERIES.

G.O. NO. 3311

p 139

Dated 28-12-48

O. J. R. S.

pp 1159-1404

[Despatch Abstract.]

Books and Publications - Madras Stationery ~~and~~ Manual Volume III - Revision - Elimination of various forms and returns - Recommendations of the Retrenchment and Reorganisation Committee - Special Staff - Sanctioned.

Ms. 2356 Edn. 4.9.51

F1 2

F. 32.

.......................Department

From (Name) A. Lepper, Esquire,

Designation Superintendent,
Government Press,

Station Madras

Received.................. Registered..................

To

✓The Deputy Secretary to Government,
Education & Public Health Department,
Fort St. George, Madras.

Secretary to Government ... and Public Health Department 29 JUN 1946

Enclosures:

No. Mis./S-33 dated 27th June 1946.

Sir,

Subject.- Books and Publications - Madras Stationery Manual Volume III
List of Standardized forms - Revision of.

34698 (J)

Copy at A

I have the honour to state that the Finance Department in Memorandum No.20701 A. Exp.A.1 dated 15-4-1946 has taken up the question of the revisio of existing standardized forms such as T. & A., C.F. etc. forms in conformit with the new Codes. In this connection I may state that any piecemeal revision on a small scale of the existing list of forms will not have any desired effect but will on the other hand lead to complications in group numbers etc., as for instance, all the T. & A. and C.F. forms for treasury transactions etc. are standardized under Revenue group in the existing Stationery Manual. These forms have now to be grouped independently after deleting them from R.F. etc. Groups.

2. The present Manual was last printed in 1916 when the Forms Control was under the Superintendent of Stationery. Thus it is already 30 years old. It is out of date and almost obsolete. It is now more a volume of correctio under every item with scarcely any original entry and it rarely admits of easy deciphering. It therefore requires a complete revision after a thorough regrouping involving abnormal alterations in details, sizes and paper used. This could be done only in consultation with the several Departments concerned involving heavy correspondence work. Since 1916 several new offices have been created such as Commercial Taxes, Administration of Motor Vehicles Rules, Electricity Department etc. necessitating standardization of hundreds of new forms and they have all to be incorporated in the Manual with proper grouping indexes and serial numbers.

3. The bulk of the present Stationery Manual Volume III is nearly 700 pages and the total of individual items to be examined will be roughly 25,000. A thorough overhauling and systematization of the several forms prescribed under the different Groups is very essential for the following reasons:-

(1) To determine, without sacrificing the utility aspect, the siz paper to be used and the style of binding etc. to meet the present requi ments of the various offices

(2) To delete all unnecessary repetition in the list of similar in different groups or in the same group

(3) To restrict the printing of non-standardized form which ha gradually assumed a very big proportion in the supply of forms by res standardization and by emerging them with those in existence in the list where possible

(4) The office c of the list of standardized forms for each group now available in this offi is now in too bad a condition to serve as a safe guide in the preparation of Printing Order Dockets etc. An early revision is therefore imperatively necessary to safeguard waste and delay in the printing and supply of forms

(5) As a result of strict war economy, the sizes and quality of p were changed. In several cases even the utility aspect of these forms w lost. This will require a thorough re-examination.

P.T.O.

4. Under the above circumstances, the revision which is long pending has to be taken up without any further loss of time. This will incidentally also comply with the request of the Finance Department and the Accountant-General to revise the Code forms. The revision is absolutely essential to keep forms checking and distribution sections in an efficient working condition. This will avoid protracted correspondence to settle details on individual items and will save avoidable wastage in the printing and distribution of these forms.

5. I estimate that the following minimum temporary staff would be required for the purpose for a year. The anticipated economy consequential on the revision which could not now be worked out in the absence of any data, will however, it is expected, be sufficiently appreciable to justify the expenditure proposed apart from the administrative necessity for the revision. It is requested that Government may be pleased to accept my proposals and issue early orders to enable me to take up the work as early as possible.

Serial No.	Details of Establishment	Strength	Scale
1.	Special Officer	1	on a fixed pay of Rs.250/- a month
2.	Upper Division clerk 29	1	" Rs.70-5/2-85-7½/2-100 plus M.H.A
3.	Lower Division clerk 22+7	1	" Rs.30-3/2-45-2/2-55 plus P.A.
4.	Head Computor	1	" Rs.55-3/2-70
5.	Typist 22+7	1	" Rs.30-3/2-45-2/2-55 plus P.A.
6.	Attender 14+3+5	1	" Rs.19-2/2-25-1/2-30 " "

A. Lepper

Superintendent.

Copy communicated to the Secretary to Government, Finance Department, for information in continuation of this office letter No.Mis./S dated 21-5-1946.

Sd./ A. Lepper,

Superintendent.

Statement of Entire cost

	Av pay	DA	Total
1 Special Officer	250	44	2 14
1 UD clerk (80-110)	101	26	127
1 LD clerk (45-90)	67.5	24 7 HRA	98.5
1 Head Computor (90-150)	127	30	157
1 Typist (45-90)	67.5 10. os.sp.pay	24 7 HRA	108.5
1 Attender (24-35)	30.7	22 5	57.7
			842 6 5056.1

Same as 661-2 Sub

3 3 3 3 3

ASST. SECRETARY TO GOVERNMENT
JUN 1946
DEPARTMENT

From (Name) . Lepper, Esquire, ... Department

Designation Superintendent,
Government Press,

Station Madras

36219263

Received .... Registered ....

To

The Deputy Secretary to Government,
Education & Public Health Department,
Fort St. George, Madras.

Enclosures :

No. Mis./S-33 dated 27th June 1946.

ASST. SECRETARY TO GOVERNMENT
4 - JUL 1946
FINANCE DEPARTMENT

Sir,

Subject.- Books and Publications - Madras Stationery Manual Volume III List of Standardized forms - Revision of.

I have the honour to state that the Finance Department in Memorandum No.20701 A. Exp.A.1 dated 15-4-1946 has taken up the question of the revision of existing standardized forms such as T. & A., C.F. etc. forms in conformity with the new Codes. In this connection I may state that any piecemeal revision on a small scale of the existing list of forms will not have any desired effect but will on the other hand lead to complications in group numbers etc., as for instance, all the T. & A. and C.F. forms for treasury transactions etc. are standardized under Revenue group in the existing Stationery Manual. These forms have now to be grouped independently after deleting them from R.F. etc. Groups.

2. The present Manual was last printed in 1916 when the Forms Control was under the Superintendent of Stationery. Thus it is already 30 years old. It is out of date and almost obsolete. It is now more a volume of corrections under every item with scarcely any original entry and it rarely admits of easy deciphering. It therefore requires a complete revision after a thorough regrouping involving abnormal alterations in details, sizes and paper used. This could be done only in consultation with the several Departments concerned involving heavy correspondence work. Since 1916 several new offices have been created such as Commercial Taxes, Administration of Motor Vehicles Rules, Electricity Department etc. necessitating standardization of hundreds of new forms and they have all to be incorporated in the Manual with proper grouping indexes and serial numbers.

3. The bulk of the present Stationery Manual Volume III is nearly 700 pages and the total of individual items to be examined will be roughly 25,000. A thorough overhauling and systematization of the several forms prescribed under the different Groups is very essential for the following reasons:

(1) To determine, without sacrificing the utility aspect, the size, paper to be used and the style of binding etc. to meet the present requirements of the various offices

(2) To delete all unnecessary repetition in the list of similar forms in different groups or in the same group

(3) To restrict the printing of non-standardized form which has gradually assumed a very big proportion in the supply of forms by fresh standardization and by emerging them with those in existence in the list where possible

(4) The office copy of the list of standardized forms for each group now available in this office is now in too bad a condition to serve as a safe guide in the preparation of Printing Order Dockets etc. An early revision is therefore imperatively necessary to safeguard waste and delay in the printing and supply of forms

(5) As a result of strict war economy, the sizes and quality of paper were changed. In several cases even the utility aspect of these forms was lost. This will require a thorough re-examination.

P.T

4. Under the above circumstances, the revision which is long pending has to be taken up without any further loss of time. This will incidentally also comply with the request of the Finance Department and the Accountant-General to revise the Code forms. The revision is absolutely essential to keep forms checking and distribution sections in an efficient working condition. This will avoid protracted correspondence to settle details on individual items and will save avoidable wastage in the printing and distribution of these forms.

5. I estimate that the following minimum temporary staff would be required for the purpose for a year. The anticipated economy consequential on the revision which could not now be worked out in the absence of any data, will however, it is expected, be sufficiently appreciable to justify the expenditure proposed apart from the administrative necessity for the revision. It is requested that Government may be pleased to accept my proposals and issue early orders to enable me to take up the work as early as possible.

Serial No.	Details of Establishment	Strength	Scale
1.	Special Officer	1	on a fixed pay of Rs.250/- a month
2.	Upper Division clerk	1	" Rs.70-5/2-85-7½/2-100 plus M.H.A.
3.	Lower Division clerk	1	" Rs.30-3/2-45-2/2-55 plus P.A.
4.	Head Computor	1	" Rs.55-3/2-70
5.	Typist	1	" Rs.30-3/2-45-2/2-55 plus P.A.
6.	Attender	1	" Rs.19-2/2-25-1/2-30 " "

Sd./ A. Lepper,

Superintendent.

Copy communicated to the Secretary to Government, Finance Department, for information in continuation of this office letter No.Mis./S dated 21-5-1946.

A. Lepper

Superintendent.

~~Finance Exn~~

Fin (Exp. A)

The decision in the S.F. may be awaited.

DR
.1.46

5

O.W. Legal

Very urgent.

Memo No 4091 G/46-1 Dated 10-9-1946

Books & Publications - Madras Stationery Manual Vol III List of Standardized forms. Revising - Rep. from the S.G.P. No Mis/S-33 of 27.6.1946 to the Secy. to the Govt. Edn & P.H. Deptt.

A copy of the letter from the S.G.P. quoted above is forwarded to the Heads of Depts. under the P.W.D. They are requested to examine & state whether the forms with which they are concerned need any revision.

9/9/46

Endt Despd 12/9.

(Endts)

Appd
11/9

To,
The Heads of Depts. under the P.W.D.
Except Chairman, Tuticorin Port Trust
Regd
6-9.46

L.E

Pl. Issue with copies of the S.G.P.'s letter attached

9.12.46

167/9.12

Development Department (I)

Memo No 91527 J/46-1 dated 9.12.46.

Books and Publications – Madras Stationery Manual, Volume III – ~~List of~~ Standardized Forms. Revision of.

Ref: From the S.G.P., Lr No Mis. S. 33 d 27.6.46 to the Secretary to Govt., Edn & P.H. Depts.

A copy of the letter from the S.G.P. quoted above is forwarded to the Heads of Depts. under Development. They are requested to examine and state whether the forms with which they are concerned need any revision.

7.12.46.

To

The Heads of Depts under Devt. (with a copy [illegible])

13/12

R.D 4.1.47

Dev (J)

DM 91527 J/46-2 D 6-1-47

Sub: Books and Publications – Madras Stationery Volume III – Standardised forms – Revision of.

Ref: Govt memo no 91527 J/46-2 d 8-12-46.

The DA/DUS/DIAWC/P.T.C/Res/C Cf/Dir of cinchona/C of L/RTSC is requested to state when his reply to the memo cited may be expected.

3.1-47 4.1.47

6.1.47

P.l issue 6/1/47

P 7 al

done DA ✓
DUS ✓
DIAC ✓
PTC ✓
RTSC ✓
Res ✓
CCF ✓
Dir of cinchona
C of L ✓

NR 25-1-47

---

6 9

6

Companies Department.

3992

ASST. SECRETARY TO GOVERNMENT
15 JAN 1947
DEVELOPMENT DEPARTMENT

From: Sri Diwan Bahadur H.Krishnamurti,
Registrar of Joint Stock Companies, MADRAS.

To: The Deputy Secretary to Government,
Development Department,
FORT ST.GEORGE.

No.C.91/47, dated 11th January 1947.

Sir,

Sub: Books and Publications - Madras Stationery Manual, Volume III - Standardised forms - Revision of.

--

P 8 done

Ref: Memorandum No.91527-J/46-2, Devt., d/6-1-1947.

--

The Joint Stock Companies Department being a Central Government Department, the forms in Stationery Manual, Volume III, are not being used by this Department.

msd.11.1.47.

for Registrar.

7

E. 8503/46　　　　Office of the Commissioner of Labour,
Chepauk, Madras, dated 12-1-47.

From C.K. Vijayaraghavan Esq., I.C.S.,
Commissioner of Labour, Madras.

5245

To
The Secretary to Government, Development Department, Madras.

Sir,

Books and Publications-Madras Stationery Manual, Volume III-Standardized forms-Revision of.

Ref:-Govt. Memo No. 91527-J/46-1, Development, dated 9-12-46 and reminder Memo No. 91527-J/46-2, dated 5-1-47.

--

The Government Memo dated 9-12-46 has been communicated to the subordinate officers and Collectors of the Districts for remarks and their reports are awaited. A final report to Government will be submitted as soon as the reports of all the Collectors and subordinate officers are received.

For Commissioner of Labour.

P.S.15/1

15/1

5 8 8 13

L.Dis. No.8431- II/46-
~~Rec. No.~~

Civil Veterinary Department,
Triplicane, Madras, 16th Janry. 1947.

20 JAN 194
DEVELOPMENT DEPARTMENT

5639

From.- T.J. Hurley Esq, OBE, MRCVS, DVSM, I.V.S.,
Director of Veterinary Services, Madras.

To- The Additional Secretary to Government,
Development Department, Madras.

Sir,

Sub.- Books and Publications- Madras Stationery Manual, Volume III- Standardized forms- Revision of.

Ref.- Government Memorandum No.91527-J/46-1, Development, dated 9th December 1946.

I have the honour to state that no revision is necessary in respect of the forms with which this Department is concerned.

I have the honour to be, Sir,
Your most obedient servant,

T.J. Hurley 17/1

Director of Veterinary Services,
Madras.

T.s.s/17.1.47

17/1

5648

AGRICULTURAL DEPARTMENT

From
Rao Bahddur B. Viswanath,
C?I.E., D.Sc., F.R.I.C.,
Director of Agriculture,
Chepauk, Madras.

To
The Additional Secretary to
Government, Development Department,
Fort St. George, Madras.

. No. 9.3. 1528/46 dated 15.1.47.

Sir,

Sub: BOOKS AND PUBLICATIONS .- Madras Stationery Manual Vol III - Standardised forms - Revision.of.

Ref: Government Memorandum No. 91527 -J/46-2 dated 6th January 1947.

......

I have called for remarks, from Heads of offices on the subject and their reports are awaited. A reply to Government Memorandum No. 91527-J/46-1 dated 9.12.46 will be sent as soon as all the reports are received.

AI.16.1.47.
Prrp. 16/1

Your obedient servant,

For DIRECTOR OF AGRICULTURE.

17

10

Rc.No. 12675/47-R.

Office of the
Provincial Textile Commissioner.
Egmore, Madras. dated 16-1-47.

From

S. Venkateswaran Esq., C.I.E., I.C.S.,
Provincial Textile Commissioner.

To

The Secretary to Government of Madras,
Development Department,
Fort St. George,
Madras.

FIRST ASST. SECRETARY TO GOVERNMENT
6510
21 JAN 1947
DEVELOPMENT DEPARTMENT

Sir,

Sub: Books and Publications - Madras Stationary Vol. III - Standardised forms - revision of

Ref: Your Memo No.91527 J/46-2 dated 6-1-1947.

I request you to kindly send a copy of the Government Memo No. 91527/J/46-4 dated 9-12-1946 as it has not been received in this office.

20.1.47

For Provincial Textile Commissioner.

18.1.47

DOS (J)

To AS

Please see replies from R.D.S.e., C of L, D.V.S, D.A and P.T.C ~~letter~~ ~~memo dt 9-12-46~~ on pp 9-17 above. Further report may be awaited from the C of L and D.A and ~~also~~ replies from other Heads of depts ~~as also from the C of L and D.A as promised in their references~~ till 15-2-47. P.T.C requests that a copy of the Govt memo dt 9-12-46 ~~may~~ may be sent to him as it has not been received by him. A draft ~~for~~ memo to the P.T.C is submitted below for approval.

21-1-47 22.1.47

22.1.47

DOS (J) 19

27
23/1.

pl issue
21-1-47 22/1/47

~~Draft~~ OM 91527 J/46-3 dt 22-1-47

Sub: Books and Publications — Madras Stationery Manual — Vol III — Standardised forms — Revision of —

Ref: From the P.T.C Re no 12675/47-R dt 16-1-47.

p 17 c.f.

A copy of the Govt memo no 91527 J/46-1 dt 9-12-46 is enclosed. ~~The P.T.C is requested to expedite the reply called for therein~~.

p 7 c.f.

21-1-47 22.1.47

22.1.47

Despd with Encl 23-1

To the P.T.C
with a copy of
memo at p 7 cf.
21-1-47 NR 15-2-47

C.F. 32 (*a*).

7598

Co-operative Department

From (Name) N.S.Arunachalam Esq.,
O.B.E., I.C.S.,

Designation Registrar of Cooperative Societies,

Station Madras.

Received .... Registered ....

To

The Secretary to Government
Development Department,
Fort St. George,
Madras.

FIRST ASST. SECRETARY TO GOVERNMENT
23 JAN 1947
DEVELOPMENT DEPARTMENT

Enclosures:

No. RC.20348/46 E dated 20-1-1947.

Sir,

Sub:- Books and publications Madras Stationery Manual Volume III standardised forms Revision of

Ref:- Memorandum 91527 J/46-I dated 9-12-46 of Development Department

- - -

I submit copies of forms 18 and 19, special to the Cooperative Department which require revision. The necessary corrections have been made in the forms, enclosed. The corrections may be carried out by the Superintendent, Government Press, when next the forms are reprinted. No other forms require revision.

Arunachalam
22/1

For Registrar.

RS21-1 22/1/47.

2

Dev (I)

20 AS

please see letter from the A.C.S at P21 above. Reports from *other Heads of Depts may be awaited till 15-2-47.

26-1-47

27.1.47

28.1.47

* C.L; DA; P.T.C; D.I.G., Director of [illegible] and C.O.F.

23

R. F. XXII-K-35—49 Bks.2-12-42 (5)

FORM A·

and Liabilities for the month of 19 .

A. DIRECTION (REGISTRAR)

B. DEPUTY AND SUB-DEPUTY REGISTRARS.

gencies.			Grants-in-aid.								Total.		Remarks.
Rents—Voted. (15)	Service Postage and Telegrams —Voted. (16)	Other Contingencies —Voted. (17)	Recurring (18)	Non-recurring. (19)	(20)	(21)	(22)	(23)	(24)	(25)	—Non-voted. (26)	Voted. (27)	(28)
RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A.	RS. A.	RS. A.	RS. A.	RS.	RS. A.	RS. A.	RS. A.	

R. F. XXII-K-35—49 Bks.2-12-42 (5)

FORM A

14

gister of Expenditure and Liabilities for the month of 19 .

MINOR HEAD— B. Sub plce. (A. DIRECTION (REGISTRAR)
B. DEPUTY ~~AND SUB-DEPUTY~~ REGISTRARS. & Asst. Regr.)

Contingencies.						Grants-in-aid.			Post War Reconstruction.					Total.		
delete. ~~Rates and Taxes—Non-voted.~~ (12)	Electric Current and Telephone Charges—Voted. (12)	Books and Periodicals—Voted. (13)	Rents—Voted. (14)	Service Postage and Telegrams—Voted (15)	Other Contingencies—Voted. (16)	Recurring (18)	Non-recurring. (19)	Other grants. (20)	Pay of Officers (21)	Pay of Estt. (22)	D. A & War Allowance (23)	~~T.A~~ ~~O.C.A~~ O.T.A (24)	T.A ~~O.C.A.~~ (25)	—Non-voted. (26)	Voted. (27)	Remarks. (28)
RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	RS. A.	

ance &
ar Allowance.
11.

D. A to Menials
(17)

14

R.F. XXII-K-36—25 Bks.—22-9-31.

FORM B.

of Expenditure

Consolidated Register for the month of 193 .

MINOR HEAD—

C.—CO-OPERATIVE CREDIT.

A. DIRECTION (REGISTRAR).

B. DEPUTY AND SUB-DEPUTY REGISTRARS.

Contin			gencies.			Grants-in-aid.								Total.		
Taxes ted.	Electric Current and Telephone Charges—Voted. (13)	Books and Periodicals—Voted. (14)	Rents—Voted. (15)	Service Postage and Telegrams—Voted. (16)	Other Contingencies—Voted. (17)	Recurring. (18)	Non-recurring. (19)	(20)	(21)	(22)	(23)	(24)	(25)	Non-voted. (26)	Voted. (27)	Remarks. (28)
A. P.	RS. A. P.	RS. A. P.	RS A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A.	RS. A.	RS. A.	RS A.	RS. A.	RS. A.	RS. A.	RS. A.	

15

17 17 3

FIRST ASST. SECRETARY TO GOVERNMENT
DEVELOPMENT DEPARTMENT

FOREST DEPARTMENT, MADRAS.

Ref. No. 17605/46-C3 dated the 21st January 1947.

From W.G.Dyson,
~~J.A.Master~~ Esq., I.F.S.,
Chief Conservator of Forests,
Madras.

To
The Secretary to Government,
Development Department,
Egmore, Madras.

Dev 8168 J/47(a)
23-1-47

Sir,

Subject: Books and Publications - Madras Stationery Manual Volume III - standardised forms - revision of -

Reference:-Memo.No.91527 J/46-1 & 2 dated 9-12-46 and 8-1-47.

--

The matter is under correspondence with the subordinate officers and my report will be submitted soon after their replies are received.

Dev 21

for Chief Conservator of Forests.

DKS/21.1.47

AS
23/1/47

from the C.C.F and replies from C.G.L., D.A., P.T.C., D.Q.&O & Dir. of [illegible]
Further report may be awaited till 15-2-47

30.1.47 30.1.47

30.1.47

18

10505

L.Dis.12675/47.R.

Office of the
Provincial Textile Commissioner,
Egmore, Madras, 29--1--1947.

From
S. Venkateswaran Esq., C.I.E., I.C.S.,
Provincial Textile Commissioner.

To
The Secretary to the Government of Madras,
Development Department,
Fort St. George, Madras.

1 FEB 1947

Sir,

Sub: Books and Publications - Madras Stationery Manual Volume III - Standardised forms - Revision of -

p19 above

Ref: Your memo. No.91527.J.46.3 dated 22-1-1947.

As this is only a temporary department, I am to submit that no revision of the form is necessary as far as this department is concerned.

30.1.47

For Provl.Textile Commissioner.

VSK.30-1.

36

DCW. J

Memo 91527 J/47-4 d/20-2-47

Sub: Books and Publications — Madras Stationery Manual Vol III - Standardised forms - Revision of -

Ref: From the CCF C 17605/46-C3 d 21-1-47.

The CCF is requested to expedite the reply promised in his reference cited above

20-2-47.

To the CCF

Despd 21/2

P 81 cf

NR 6/3/47

37

AGRICULTURAL DEPARTMENT

DCW 21412 J/47
5/3/47

From
Rao Bahadur B. Viswanath,
C.I.E., D.Sc., F.R.I.C.,
Director of Agriculture,
Chepauk, Madras.

To
The Additional Secretary to Govt.,
Development Department,
Fort St. George, Madras.

DEVELOPMENT DEPARTMENT
5 MAR 1947

No. P.3. 1528/46 dated 2-3-47.

Sir,

Sub: Books and Publications - Madras Stationery Manual Vol III - standardised forms - Revision.

P 35 above

Ref: Government Memorandum No. 91527-J/47-4 Development Department dated 20-2-47.

.....

I have called for remarks from my heads of office in my endorsement No. P.3./1528/46 dated 23.12.46. Reports from few more officers are yet due and I am again reminding them to submit their replies, immediately. On receipt of their reports, I will consolidate and submit my reply to Government as early as possible.

Your obedient servant,

For DIRECTOR OF AGRICULTURE.

AI.3-3-47.

29

o.E.8503/47.

Office of the Commissioner of Labour,
Chepauk, Madras, dated 6.3.1947.

22817
8/3/47

2

From: C.K.Vijayaraghavan, Esq. I.C.S.
Commissioner of Labour, Madras.

To : The Secretary to Government, Development Department,
Madras.

21

Sir,

Sub: BOOKS AND PUBLICATIONS - Madras Stationery Manual Volume -III - Standardised forms - Revision of -
Ref: Government Memo No.91527-J/47-4, Development Department, Dated 20.2.1947.

Reports have not yet been received from some of the Collectors and other subordinate officers to whom a reminder was issued on 26.2.1947. A consolidated report will be submitted to the Government shortly.

dk/-

for COMMISSIONER OF LABOUR.

40

DCO (J)

20 AS

Please see interim replies from the DA and C of L on pp 37 and 39 above. Their final replies may be awaited till 25-3-47. Replies from CCF, D I & C and Dir of Cinchona are still due. ~~A~~ A draft reminder to them is submitted below for approval.

9/3/47 10.3.47

3|13.47

DSNO

14/3/47

K 11/3 94/14/3 14/3 22 22 DCO (J)

Issue

11/3/47

13/3/47

Memo 91527 J/46-5 Dt 11-3-47

Sub: Books and Publications – Masses Stationery Manual – Vol III – Standardised forms Revision of –

P 7 ~~[illegible]~~ cf Ref: Govt memo no 91527 J/46-1 dt 9-12-46, and reminders thereon dt 6-1-47, 22-1-47, and 20-2-47.

P 8 cf, P 19 cf, P 35 cf

The C.C.F / D I & C / Director of Cinchona is requested to expedite reply to the Govt memo cited.

3|13.47

Desp 14/3

To

The CCF 9/3/47 10.3.47.

D I & C

Dir of C

N R 28/3/47

23

43

5

CINCHONA DEPARTMENT. 23444

ADDITIONAL ASSISTANT SECRETARY TO GOVERNMENT
9 - MAR 1947
DEVELOPMENT DEPARTMENT

From

Swamy Esq., M.A., M.Sc., Tech., (Manchester).,
Director, Cinchona Department,
Ootacamund.

To

The Secretary to the Government of Madras,
Development Department, Fort St. George,
Madras.

Rc.No.3914-E/46, dated 6th March 1947.

Sir,

Py above

Sub:- BOOKS AND PUBLICATIONS - Madras Stationery Manual, Volume III - Standardised forms - Revision of.
Ref:- Government memorandum No.91527-J/46-1, dated 9th December 1946.

****

I have the honour to state that the matter is under examination and I expect to submit my reply in a week's time.

I have the honour to be,
Sir,
Your most obedient servant,

for Director,
CINCHONA DEPARTMENT. 7/3

n.v.7/3
7/3

*****

23

23450

ADDITIONAL ASSISTANT SECRETARY TO GOVERNMENT
10 MAR 1947
DEVELOPMENT DEPARTMENT

Ref. 17605/46

Egmore, Madras 8,
7th March 1947.

From

W. [illegible] Dyson, I.F.S.,
Chief Conservator of Forests,
Egmore, Madras 8.

To

The Secretary to Government,
Development Department.

Sir,

Subject:- Books and Publications - Madras Stationery Manual - Vol. III - Standardised forms - Revision of

----

Refce. Memorandum No. 91527- J/46 Dev., dated 9-12-1946 and 20-2-1947.

Reports from some officers are still awaited. My reply will be submitted soon after they are received.

8-3-47
For Chief Conservator of Forests.

7/3/47

7.3.47

Dev II

To AS

Please see interim replies from the Director of Cinchona and CCF at pp 41-43 above. Their final replies ~~together~~ those ~~with that~~ of the D A and C of I may be awaited till 25-3-47.

14/3/47

24

FORESTDEPARTMENT, MADRAS.
Ref No.17605/46 C3, d/22-3-47.

Deo 28423 25/3/47

From
W.G.Dyson Esquire, I.F.S.,
Chief Conservator of Forests,
Egmore, Madras.

To
The Secretary to Government,
Development Department,
Fort St. George, Madras.

SECRETARY TO GOVERNMENT
25 MAR 1947
DEVELOPMENT DEPARTMENT

Sir,

Subject: BOOKS AND PUBLICATIONS-Madras Stationery Manual Volume II-Standardised forms-revision of.

Reference: Government Memorandum No.91527 J/46-5, Development dated 11-3-1947.

Reply from the Conservator, Coimbatore Circle is still due. He is being reminded again. My report will be submitted soon after the receipt of his reply.

for Chief Conservator of Forests.

p.41 above

vs 24.3

~~46~~ 48

Dev. (J)

To AS

Please see the interim reply from the CCF at p 47 above. As final reply may be awaited till 20/4/47 D I & C
Replies from D.A, COFL, and Dir of cinchona, are still due. A draft memo reminder to them is submitted below for approval.

26/3/47 27.3.47

27/3/47

28/3

54/29/3 26

Dev (J)

Pl issue 27.3.47

28/3/47

~~Dis~~ Memo 91527 J/46-6 d/ 27-3-47

Sub: Books and Publications — Madras Stationery Manual Vol III — Standardised forms — Revision of.

Ref: Govt memo 91527 J/46-1 d/ 9-12-46 and reminders thereon d/ 6-1-47, 22-1-47, 20-2-47, 11-3-47.

The DA/ COFL/ Dir of Cinchona/ DI&C/ is requested to expedite reply to the memo cited.

27/3/47

P/Cf

pp 8, 19, 35, and 41

Appd

To the DA
COFL
Dir of Cinchona
DI&C

26/3/47 27.3.47

RR 20/4/47

28 32799 -(7) 53

AGRICULTURAL DEPARTMENT.

SECRETARY TO GOVERNMENT
9 [illegible] 1947
DEVELOPMENT DEPARTMENT

27

From:
Rao Bahadur B. Viswanath,
C.I.E., D.Sc., F.R.I.C.,
Director of Agriculture,
Chepauk. Madras.

✓To:
The Secretary to Government,
Developement Department,
Madras.

No. P3 - 1528/46 dated 4.4.47.

Sir,

Sub:- Books and Publications - Madras Stationary Manual Vol. III - Standardised forms - revision of.

Reference:- Government Memorandum No.91527 - J/46-6 Developement Department dated 23.3.1947 and my interium - reply No.P.3 - 1528/46 dated 2.3.47.

p49 above

p37 above

The reports called for from the Subordinate Officers have just been received in full and they are being consolidated. My final reply to Government will be submitted by the 15th. of this month.

Your obedient servant,

for DIRECTOR OF AGRICULTURE.

GA/ 8.4.47.

9/4

Devt. Dept. (J)

To A.S.

The interim replies from the D I & C and the D.A on pages 51 and 53 above are submitted for perusal. Their final replies may be awaited till 25.5.1947.

15-4-47.

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28 29

CINCHONA DEPARTMENT.

35882

ADDITIONAL ASSISTANT SECRETARY TO GOVERNMENT
18 APR 1947
DEVELOPMENT DEPARTMENT

From:

[illegible]SWAMY ESQ., M.A., M.Sc., Tech., Manchester,
Director, Cinchona Department, Ootacamund.

To

The Secretary to the Government of Madras,
Development Department, Fort St. George,
Madras.

Rc.No.3914-E/46 dated 15th April 1947.

Sir,

Sub: BOOKS AND PUBLICATIONS - Madras Stationery Manual, Volume III - Standardised forms - Revision.

P 7 above

Ref: Government memorandum No.91527-J/46-1, dated 9th December 1946.

--

I have the honour to offer my remarks as follows:

1. No inconvenience is felt by this office in the use of common forms and T & A group forms as at present supplied from the Government Press, except T & A 31 which may be printed on half foolscap size as in the prewar days.

2. Out of the Cinchona Plantation (C.Pl) forms, standardisation of which was approved in G.O. No.1484, Mis. Development, dated 21st August 1924, the following forms have become obsolete and therefore may be deleted from the standardized list:-

C Pl. No.4	A.B.C.D. Statement.
5	Memo for articles supplied to estate
6	Receipt book for articles supplied
8	Memo of house cooly allowance
12	White quinine labels (large)
13	White quinine labels (small)
15	Register of Government orders receive
16	Cash book
17	Register of settlement through valuation invoices
24	Railway credit note book
30	Summary of labour employed
31	Grand summary of charges for labour employed during.....

3. The following forms which are now commonly used in this department may be included in the list of standardized forms under "Cinchona Plantations":-

(1) Daily report of Government Quinine Factory.
(2) Muster roll distribution statement of Government Cinchona Plantations.
(3) Stores transport forms.
(4) Consignment notes for quinine products:-
  (a) Pink Quinine Sulphate.
  (b) Pink Quinine Sulphate tablets.
  (c) Quinine Bisulphate.
  (d) Quinine Bisulphate tablets.
  (e) Quinine Hydrochloride.
  (f) Quinine Hydrochloride tablets.

-2-

(g) Quinine Bi-hydrochloride.
(h) quinine Salicylate.
(i) quinine Hydrobromide.
(j) quinine Bi-hydrobromide.
(k) Cinchona Febrifuge
(l) Cinchona Febrifuge tablets.
(m) Totaquina.
(n) Totaquina tablets.

(5) Labels for Quinine products:-

(a) Pink Quinine Sulphate tablets.
(b) quinine hydrochloride.
(c) quinine hydrochloride tablets.
(d) quinine bi-hydrochloride.
(e) quinine Salicylate
(f) Quinine Hydrobromide
(g) Quinine Bi-hydrobromide.
(h) Cinchona Febrifuge tablets.
(i) Totaquina.
(j) Totaquina Tablets.

(6) Bill form
(7) Summary of issues from plantation stores.

4. In CPl.29 (summary of issues from Factory Stores) four more money columns under the head "chargeable to sundry accounts in general ledger" may be added.

I have the honour to be,
Sir,
Your most obedient servant,

k.a.16/4

FOR DIRECTOR,
CINCHONA DEPARTMENT.
16/4

16/4

--

Dev (I)

20 AS

Please see reply from the Director of Cinchona at pp 55-56 above. Further replies may be awaited from D.A., & /sc av copy till 25/5/47.

22/4/47 22-4-47.

Examine the replies 20 for recd

D.Dis. E. 8503/46 29 Office of the Commissioner of Labour,
Chepauk, Madras, dated 26-4-47.

51

From

Sri Rao Saheb C.G. Reddi,
Commissioner of Labour, Madras.

30

39240

To

The Secretary to Government,
Development Department, Madras.

ADDITIONAL ASSISTANT SECRETARY TO GOVERNMENT
28 APR 1947
DEVELOPMENT DEPARTMENT

Sir,

Books and Publications-Madras Stationery Manual Volume III-Standardised forms-Revision of.

P 7 above

Ref:- Govt. Memo No. 91527-J/46-1, dated 9-12-46.

--

The Collectors of the districts where special labour staff is working, the six Labour Officers and the Deputy Chief Inspector of Factories were consulted in the matter. The standardised forms in use in the Labour and Factories Departments do not require any modification.

For Commissioner of Labour.

P.S.26/4

Dev (J)

20 AS

Please see the interim reply from the Govt. ~~His final reply may be awaited and~~ Replies from D.A., D.I.E. may be awaited till 25.5.47 ~~and~~ In the mean while the file may be circulated among the sections concerned for checking and scrutiny. w.r.t. the orders of Asst. Secry at 'R' on page 56 ante.

25/5/47

b/ 3/5/47

3.5.47

4.5.47

30

31

Dev (J) 59

Memo 91527 J/46-10 D/ 30-5-47

Sub: Books and Publications — Madras Stationery Manual Vol III — Standardised forms Revision of —

Ref: Govt memo No 91527 J/46-1 D/ 9-12-46 and reminders thereon dated, 6-1-47, ~~and~~ 20-2-47, 11-3-47, 27-3-47 ~~etc~~.

The D.A./D.I.E. is requested to ~~expedite~~ reply to the Govt memo cited ~~without further delay~~ as the matter has been pending for a very long time.

b/ 30/5/47

30.5.47

By Jur
3/6/47

P7 cf
P8 cf
P36 cf
P44 cf ~~cf~~

20
The D.A.
D.I.E.

[illegible] 6/6

NR ~~15~~/6/47
(8)

60 D. Draft II

Dev II
D-5 47

Memo 91527 D/47 -

Sub: Books and publications -
Madras Stationery Manual
Vol III - Standardised
Forms - Revision of -
Ref: From the C of I [illegible]

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31 32 61

Industries & Commerce Department.

From
The Director of Industries
and Commerce,
Chepauk, Madras.

To
The Secretary to Government,
Development Department,
Madras.

FIRST ASST. SECY. DEVELOPMENT DEPARTMENT 11 JUN 1947

No.66F/47 dated 10th June 1947 54914

Sir,

Sub: Books & Publications - Madras Stationery Manual Vol III Standardised forms - Revision of.

Ref: Development Memo No.91527 dated 9-12-46 and reminder thereon dated 30-5-47.

P 7 above
P 59 above

The Assistant Industrial Engineers have been consulted in the matter and their replies are still awaited. My final reply will be sent to Government before the end of this month.

N. [illegible] 6/6
for Director of Industries & Commerce.

S.B/10-6-

10/6.

102

32 33 63

DO 57270 P(3)

18/64)

AGRICULTURAL DEPARTMENT

From
M.S. SIVARAMAN ESQ, I.C.S.,
Director of Agriculture,
Chepauk, MADRAS.

To
The Additional Secretary to Government,
Development Department,
Fort St. George, Madras.

FIRST ASST. SECRETARY TO GOVERNMENT
18 JUN
DEVELOPMENT DEPARTMENT

No P.3. 1528/46 dated 1[illegible]

Sir,

Sub: Books and Publications - Madras Stationery Manual Volume III - Standardised forms - revision of.

P 59 [illegible]

Ref: Development Department Memorandum No 91527 J/47-6 dated 30-5-47

The reports called for from the subordinate officers have been received and they are being consolidated and scrutinised. A reply will be submitted to Government by the end of this month.

AI 16/6

SP 17.6.

C.K. MENON
for DIRECTOR OF AGRICULTURE.

True copy / Forwarded/By order

17.6.[illegible]

Personal Assistant to the
Director of Agriculture.

Serial No.	Number of the form.	Name of the forms.	Suggestions offered.
1.	T & A.1.	T and A forms Chalan.	The size of the form may be increased to 8" x 6" good spacing may be given in column II for noting particulars of remittance.
2.	T and A 3 and 3 E	Voucher for miscellaneous payments-Duplicate.	The size may be increased to 8" x 6". The following may be inserted at the top of the form viz "payable at the Treasury" and at the bottom " please pay to". Enough spacing may be given for noting the head of accounts.
3.	T and A. 11.	Establishment pay bill full sheet payable at the treasury.	The Printing of the form in foolscap size is desirable. The following certificate for payment of cost of living allowance to staff may be added "Certified that in respect of persons for whom claim is made in this bill for special compensatory cost of living allowance, I have satisfied myself that they are eligible to draw the allowance at the rates claimed with reference to G.O.No. Ms. 517 Finance dated 27/4/45". Between columns 6 and 7 another column may be opened for cost for living allowance The abstract columns at the left hand corner at the bottom of the form may be revised as the T & A 11 old form.
4.	T and A 15.	Travelling allowance bill of establishment.	In the 11th column for the words "one kind of daily allowance subject to a minimum of annas 4" the following may be substituted viz "Half D.A. subject to a minimum of 10 annas".
5.	T and A 15 b & C.	Inner sheet for T.A. bill forms.	This does not suit the T & A 15 form. These forms may be ruled to suit the T and A 15 form.
6.	T and A 24(a) Abstract bill for contingent charges.	Abstract bill for contingent charges.	Enough spacing may be given for noting head of account. In the table under sub-heads of appropriation the following items may be included after experimental cultivation viz "5 Public exhibitions and fairs 6 free supply of seeds and manures to the poor and deserving ryots. 8. Other miscellaneous charges and at the bottom" "Payable at the treasury" may be inserted.

34

Serial No.	Number of the form.	Name of the forms.	Suggestions offered
7.	T and A 24 (b)	Detailed bill of contingent charges.	In the table after "Experimental cultifation" the following items also may be noted viz " 5 public exhibitions and fairs. 6 Free supply of seeds and manures to poor and deserving ryots. 8. Other miscellaneous charges. The following certificate may also be added as item 4 in the certificates "Certified that the rates of pay allowed to menials are not in excess of the market rates and are within the maximum rates prescribed by Government".
8.	T & A 31.	Detailed contingent bill.	More space may be allotted for head of service and description of sub-vouchers, as the present space allowed is found to be too inadequate.
9.	T & A 31(A)	Detailed contingent bill.	The forms may be printed in foolscap size so as to give full details regarding particulars of item of contingent expenditure.
10.	T and A 31(f)	Bills for works expenditure	The forms may be supplied in full sheets. The following particulars may also be added. (i) Received contents. (2) Certified that the wages paid to the coolies did not exceed the local market rates. (3) Certified that the coolies for whom wages have been drawn in this bill were actually entertained in Government services during the month.
11.	T & A 32 (N)	Special bill for contingent charges for service postage stamps.	More space may be left against denominations of stamps to be indented. Some space may be left at the bottom for writing endorsement.
12.	T & A 35	Completion report exceeding Rs. 500/-	This may be printed on a full sheet to have more space for writing details.
13.	T & A 44 (a)	Common form of contingent charges.	Size may be increased to facilitate correct entries without over lappings. A minimum of twelve columns is necessary to allot a column for each.

Serial No.	Number of the form	Name of the form.	Suggestions offered
13.	T & A 44(a) Contd.	Common form of Contingent charges.	detailed sub head under 40 c.A. stations. At present the horizontal rulings in the fly sheets do not tally with the rulings in the main sheets. To avoid this only the vertical rulings may be done and the horizontal rulings may be left blank.
14.	T & A 46.	Refund voucher General.	The following certificate also may be added at the end of the certificate "Certified that the refund claimed is in accordance with the rules".
		COMMON FORMS	
1.	C.F. 32	Draft form(all sizes)	The supply may be renewed.
2.	C.F. 61	Despatch Register	The space allotted to the column 3 i.e. particulars of papers sent with No. and date is too small. More space may be devoted to this column. The lines may be printed horizontally on better quality paper.
3.	C.F.70	Disposal Docket wrapper.	This form printed at present is not full i.e. foolscap cover paper on one side and a small flap of 2 inches wide on the reverse. As this flap does not cover the recorded papers stitched in the docket there by causing disturbance to the papers inside it is desirable that the form is printed in foolscap size to cover both the sides of the file as was in force previously.
4.	C.F. 119	Cash book	Better quality of paper may be used if possible instead of war printing paper.
5.	C.F. 176	Credit notes for conveyance	Enough spacing may be given in the table for noting clearly the entries.

Serial No.	Number of the form	Name of the form	Suggestions offered.
6.	C.F.245	Travelling allowance acquittance roll.	This can be deleted as it is more economical and convenient if an acknowledgement is obtained on the office copy of the T.A. bill.
7.	C.F.342	Indent for stationery articles.	The following certificates may be added in the remarks columns against the name of the articles noted below: 1). Against "Blank books" Certified that the blank books indented will not be utilised for purposes for which printed forms exist 2). Against "Ribbons for typewriters" Certified that the ribbons previously supplied have been used to the fullest extent possible by reversing them again on the machine. 3). The following certificate may be added at the end "I certify that the following articles included in this indent are required for replacement of those that were supplied in the year noted against each and I have personally ascertained that they were worn out by fair usage. Name of the articles. 1. . . . . 2. . . . . 3. . . . . 4. . . . . 5. . . . . 6. . . . .
8.	C.F.473	G.P.F. Advance form	The size of the form may be increased to quarter size.

Seetharama Servai

for DIRECTOR OF AGRICULTURE

True copy/Forwarded/By Order.

Seetharam

PERSONAL ASSISTANT.

1.8.47

1.8.47

MS. 31/7.

3637 73478

INDUSTRIES & COMMERCE DEPARTMENT.

From
The Director of Industries and Commerce, Madras.

To
The Secretary to Government, Development Department, Madras.

No.66F/47 dated 31-7-1947.

Sir,

Sub: Books and publications—Madras Stationery Manual vol. III standardised forms—revision of—

ref: Govt. Memo No.91627 J/47-11 Development dated 12-7-1947

Remind

Some of the Departmental officers who have been consulted in the matter have not yet submitted their reply. They have been reminded to expedite the submission of their replies. My final reply to Government will be sent within a fortnight.

2-8-47

for Director of Industries and Commerce.

Raman/2-8.

2/8.

Dev (J)

20

AS

Pl see replies from the DA and DISC at pp 65-71 above. ~~Replies~~ In view of the interim reply from the DISC his final reply may be awaited till 25/8/47 ~~and~~ meanwhile these will be circulated among the sections concerned for verification and checking ing the information ~~to~~ furnished by the other heads of Depts

verifying

21/8/47

16.8.47

21/8/47

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38 73

38

Ref: No.66-F/47

Office of the Director of Industries
and Commerce, Chepauk, Madras.
Dated 25th August, 1947.

82044

FIRST ASST. SECRETARY TO GOVERNMENT
29 AUG 1947
DEVELOPMENT DEPARTMENT

From
The Director of Industries
and Commerce,
Chepauk, Madras.

To
The Secretary to Government,
Development Department,
Madras.

Sir,

Sub: Books & Publications - Madras Stationary Manual Vol.III - Standardised forms - Revision of.
Ref: Your Memo No. 91527-J/46-11 Dev. Dated 12-7-47 and this office letter No.66 f/47 dated 31-7-47

Reminder sent vide p 71 above

My final reply to Government will be sent within a fortnight as my consultation with certain departmental officers is not yet complete.

27/8

S. R. Srinivasan.
For Director of Industries & Commerce.

26.8.

74

DW 71

20

AS

Please see reply from the DISE at p 73 above. His final reply may be awaited till 20.10-47. W.r.t. order on p 72 above, the file was circulated among sections. 7/9/47

8/9/47 9/9.47

(Z) balance

DW 71

75

38
5/11

39

V.E. Please issue 4/11/47

Memo 9/527 J/46-13 D/4 11 47

Sub: Books and Publications — Madras Stationery Manual Vol III — Standardised forms — Revision of —

P 73 cf Ref: From the DISE Ref no 66-F/47 D 28/8/47.

The DISE is requested to state whether a reply has since been received from the departmental officers, and if so to expedite the same. This may be treated as specially urgent. ~~as this has been pending from long time~~

6/11

To the DISE

NR 25.11.47

4.11.47 3.11.47 4.11.47

X°

F1

40 C2

REVENUE DEPARTMENT

Subject

BOOKS AND PUBLICATIONS - Madras Stationery Manual Volume III - Proposal for revision.

ASST. SECRETARY TO GOVERNMENT, EDUCATION AND PUBLIC HEALTH DEPT.
3 NOV 1947
86851

- -

Ref.No.P.2760/46-5.

Station:-Madras.
Dated 30th October 1947.

From

T.M.S. Mani Esq., O.B.E., I.C.S.,
Secretary, Board of Revenue, Madras.
..
S. Ranganathan Esq., O.B.E., I.C.S.,
Commissioner of Land Revenue & Commercial Taxes.
--

Read:- Government, Revenue Department, Memo.No.4426-C/47-1, dated 9-10-46. 46 - Not put up
Board's Ref.No.P.2760/46-1, dated 30-10-46 - Not put up
--

REFERENCE:

The Board requests to be informed of the orders passed on its reference cited above.

for Secretary.

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

PVV.31.10.

78

Dev/J. Secy

Draft Issd to Comm 915 27 - 9/47-13
4-11-47

Recorded 4-11-47.

E&P.H
F1 79

A) 41

C. 58 51(47)

Sub. Books and Publication - Madras Stationery Manual Vol III - Proposal for revision.

Ref: From the Board of Rev. Ref. No. P.2760/46-5 d. 30.10.47

Endt. No. 34698-F1/46-9 Edu. D. 17-11-47.

The Board is informed that the matter referred above is still under consideration.

17/11/47

17/11

Them sent to Dev

To.
The Board of Rev.
(L.R).

2/20/11

15.11.47

15.11.47

Note: The main file on the subject mentioned above is pending with Dev., having been sent to them with this Dept's u.o. No. 34698-F1/47-7

P.T.O.

2 H.923

80

Edu. D. 9.9.47. The draft overleaf is for approval. After issue the file may be sent to Rev. for noting the present stage of the file.

15/11/47

15/11.47.

DM 17/11/47 Dev (cir)

Dpmo after some [illegible]

114857 E.M.P. H. vo. No. ② 34698-F1/47-10 21-11-47

To A.S. (This dept note at p. 2 above)

~~Please see the reminder from the Board of Revenue (P. 77 C.f.) and D.O. of E & P.H above. (PP 79 & 80 cf)~~

Replies have not yet been received from D.I.C and C.C.F. They may be reminded to expedite their reply ~~and may be awaited till 10.12.47.~~ ~~subject to note~~ A draft reminder is put up for approval.

29/11/47

29.11.47

This has been pending for long [illegible] we chase [illegible]

X2

(61)

42

Memo. 91527-J-46-14 dt 5-12-47

Sub: Books and Publications. Madras Stationery Manual Vol III Standardised Forms – Revision of.

Ref: Govt. Memo No 91527-J-46-1 dt 9.12.46 — P. 70 c.f.

From D.I & C Ref No 66 /47 dt 25.8.47 — P. 73 c.f.

From C.C.F. Ref No. 17605/46 C.B dt 23.3.47 — P. 47 c.f.

The D.I & C / C.C.F is requested to state not later than 10.12.47 when his reply to the Govt. memo cited ~~above~~ may be expected.

To
The D. I & C.
The C. C.F.

10.12.47

Rem 20/12

29/11/47

29/11/47

76 9/12

8/12

A3

43

FIRST ASST. SECRETARY TO GOVERNMENT
16 DEC 1947

DEVELOPMENT DEPARTMENT
14 DEC 1947

Forest Department, Madras.
Reference No. 17605/46C3 dated 13-12-1947

Dw 124144 34/
14/1/48

From
J.A.Master Esq., I.F.S.,
Chief Conservator of Forests,
Madras.

To
The ~~Chief~~ Joint Secretary to Govt.,
Development Department.

Sir,

Subject: BOOKS AND PUBLICATIONS- Madras Stationery Manual Volume III - Standardized form - Revision of.

Reference: Government Memo No.91527 J/46-14 dated 5-12-1947

The reports from the subordinate officers have been received and they are under scrutiny. My reply will be submitted early.

13.12

for Chief Conservator of Forests.

oav.13.12

R 13.12.47

84

20/12

Dew [illegible]

AS

Further reply from C.C.F. and DISC may be awaited till 2-1-1948.

19/12/47

This has been pending for a long time. It must definitely be closed before the end of Jan 48. [illegible] [illegible] replies [illegible] [illegible]

19/12

M.

85

23308

Copy of letter from the Superintendent, Government Press, Madras Madras, to the Deputy Secretary to Government, Education and Public Health Department, Fort St.George, Madras. No.Ms.S.33, dated 27th June, 1946.

Sub: Books and Publications - Madras Stationery Manual Volume III - List of Standardized forms - Revision of.

I have the honour to state that the Finance Department in Memorandum No.20701 A. Exp-A.1 dated 15-4-46 has taken up the question of the revision of existing standardized forms such as T.&.A., C.F.etc., forms in conformity with the new codes. In this connection I may state that any piecemeal revision on a small scale of the existing list of forms will not have any desired effect but will on the other hand lead to complications in group members etc as for instance, all the T.&.A. and C.Fl forms for treasury transactions etc., are standardized under Revenue group in the existing stationery manual. These forms have now to be grouped independently after deleting them from R.F. etc. groups.

The present Manual was last printed in 1916 when the forms control was under the Superintendent of Stationery. Thus it is already 30 years old. It is out of date and almost obsolete. It is now more a volume of corrections under every item with scarcely any original entry and it rarely admits of easy deciphering. It therefore requires a complete revision after a thorough regrouping involving abnormal alterations in details, sizes and paper used. This could be done only in consultation with the several departments concerned involving heavy correspondence work. Since 1916 several new offices have been created such as Commercial taxes, Administration of Motor Vehicles Rules, Electricity Department etc. necessitating standardization of hundreds of new forms and they have all to be incorporated in the Manual with proper grouping & indexes and serial numbers.

3. The bulk of the present Stationery Manual Volume III is nearly 700 pages and the total of individual items to be examined will be roughly 25,000. ~~Axxkaxx~~ A thorough overhauling and systematization of the several forms prescribed under the different groups is very essential for the following reasons:

(1) To determine, without sacrificing the utility aspect the size of paper to be used and the style of binding etc., to meet the present requirements of the various offices.

(2) To delete all unnecessary repetition in the list of similar forms in different groups or in the same group.

(3) To restrict the printing of non-standardized form which has gradually assumed a very high proportion in the supply of forms by fresh standardization and by merging them with those in existence in the list where possible.

(4) The office copy of the list of standardized forms for each group now available in this office is now in too bad a condition to serve as a safe guide in the preparation of printing order dockets etc. An early revision is therefore imperatively necessary to safeguard waste and delay in the printing and supply of forms.

(5) As a result of the strict war economy, the sizes and quality of pages were changed. In several cases even the utility aspect of these forms was lost. This will require a thorough re-examination.

~~(6)~~

4 Under the above circumstances, the revision which is long pending has to be taken up without any further loss of time. This will incidentally also comply with the request of the Finance Department and the Accountant General to revise the code forms. The revision is absolutely essential to keep forms checking and distribution sections in an efficient working condition. This will avoid protracted correspondence to settle details on individual items and will save avoidable wastage in the printing and distribution of these forms.

5. I estimate that the following minimum temporary staff would be required for the purpose for a year. The anticipated economy consequential on the revision which could not now be worked out in the absence of any data will

10/

however it is expected be sufficiently appreciable to justify the expenditure proposed apart from the administrative necessity for the revision. It is ~~xxxxxxx~~ requested that Government may be pleased to accept my proposals and issue early orders to enable me to take up the work as early as possible.

Srl.No.	Details of establishment	strength	Scale.
1.	Special officer.	1	on a fixed pay of Rs.250/ p.m.
2.	Upper division clerk	1	70-5/2-85-7½/2-100 plus M.H.A.
3.	L.D.Clerk	1	30-3/2-45/2/2-55 plus P.A.
4.	Head computor	1	55-3/2-70
5.	Typist	1	30-3/2-45-2/2-55 plus P.A.
6	Attender	1	19-2/2-25-1/2-30 plus P.A.

Sd. A. Lepper.

True Copy

Forwarded-By Order.

Superintendent.

16.2.46

Devl (J) Dept

Memo No 91257 J/46-1 dt 9.12.46.

Sub: Books and Publications - Madras Stationery Manual - Volume III Standardized Forms - Revision of

Ref: From the S.G.P. Lr No Mis S.33 dt 27.6.46 to the Secy to Govt, E&P.H Dept.

A copy of the letter from the S.G.P quoted above is forwarded to the Heads of Depts under Devl. They are requested to examine and state whether the forms with which they are concerned need any revision

S.G.A
~~K.G.H~~
AS
8.12.46.

To
Heads of Depts under Devl.

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45 X 6P1 [illegible] CT/ 87 3

90191 J
20.8.48

FOREST DEPARTMENT, MADRAS.
Refce.No.17605/46-C3 dated 17-8-1948.

From
M.Kesavan Unni Nayar Esq., I.F.S.,
Chief Conservator of Forests,
Egmore, Madras (8).

To
The Secretary to Government,
Development Department,
Fort St.George, Madras.

J1

Sir,

10 AUG 1948

SUBJECT:-Books and Publications - Madras Stationery Manual Volume III - standardised forms - revision of -
Reference:-Government Memo.No.91527 J/46-1 Development dated 9-12-46.

p2 above

ASSISTANT SECRETARY TO GOVT. DEVELOPMENT DEPARTMENT
20 AUG 1948

I invite a reference to the letter from the Superintendent, Government Press No.Mis.5-33 dated 27-6-1946 referred to in the memo. cited. As the question of the revision of existing standardised forms such as T & A, C.F. etc.has been taken up by the Government in the Finance Department, the only forms with which the Forest Department is concerned and which need revision, are those included under groups R.F.XII A & B and R.F.XXII E & F printed at pages 41 to 64 and 115 to 126 of the stationery Manual.

pp1-2A above

2. As a measure of economy in paper consumption during the war years, the Government in G.O.185 Education and Public Health, dated 4-2-43, issued instructions to all Heads of Departments to examine carefully the multifarious forms and registers in use in all the departments and reduce the consumption by abolishing certain forms not in use or not considered necessary or reduce their sizes etc. In that connection the question of the revision of the forms included under groups R.F.XII and R.F.XXII was examined in detail and necessary instructions were issued to Superintendent, Government Press, without sacrificing the utility aspect, as to the size and the stype of binding etc. to meet the requirements of the District Forest Officers, Conservators and other forest officers. The use of certain forms was also ordered to be deferred for the duration of the war and also certain forms have been newly standardised for grants of lands in the Reserved Forests under Crown Grants Act.

pp 5-31 below

3. A list of forms considered necessary for use in the department under groups R.F.XII and R.F.XXII which should be incorporated in the Stationery Manual, Volume III, now under revision, is submitted.

for Chief Conservator of Forests.

Enc:-List of forms.
DKS/17.8.
18.8

88

Dev Dept

Please see pages 1 - 3 above.

The C.C.F. has submitted a list of forms, with ~~necessary~~ relevant details, considered necessary for his dept. ~~The~~ - please see pp 5 - 31 below.

This may now be sent to Edn & P.H. v.o.

(The replies of other heads of depts have already been sent ~~that~~ to that dept.)

1/9/48

ASST. SECRETARY TO GOVERNMENT
3 SEP 1948
EDUCATION AND PUBLIC HEALTH DEPT.

Edn P.H.

Dept No. 28568 (C) 48-8
2.9.48

E. & P.H.
F1

65492

The main file on this subject has been sent to Finance (S.F.C) Dept with this Dept's u.o. no. 34698 F1/46-14 dated 11.5.48 and the matter is ~~referred~~ before to the S.F.C. This may be added to the file, when received.

9.9.48.

9.9.48

S.No. (1)	Name and description of forms. (2)	Authority under which prescribed. (3)	Period for which prescribed yearly Quarterly etc. (4)	Office for which prescribed. (5)	Size and description of paper. (6)	REMARKS. (7)
	R.F. XII FOREST.					
	A. PRESCRIBED IN THE FOREST CODE.					
1.	Register showing recoveries of rent.	Madras Forest Department Code 1945 Edition Section 12.	Triennial	Conservators, District Forests Officers and Range Officers.	Book 50/of 50 pages.	
3.	Register ~~or~~ of annual yield in materials.	-Do- Sections ~~34&67~~. 34&47	Annual.	-Do-	Book of 100 pages.	
4.	Control Book.	-Do- Section 44.	Triennial	-Do-	Book of 200 sheets and loose sheets.	
5.	Record of works.	-Do- Section 44.	Triennial	-do-	-Do-	
6.	Register of gross yield of timber by Government Agency.	-Do- Sections 45 and 49	Annual.	-Do-	Book of 100 pages.	
7.	Register of receipts of timber etc. in depots.	-Do- Sections 34, 45,49, and 50.	Annual.	-Do-	-Do-	
8.	Register of disposals of timber etc in depots.	-Do- Sections 45 and 49.	Annual.	-Do-	-Do-	
9.A	Receipts and issues of timber etc in depots.	-Do- Sections 45,49 51, 52, 53, 59, and 149.	Annual.	-Do-	Book of 100 pages and loose sheets.	
9.B	-Do- (inside sheet)		Do	-Do-		
10.A	Sales of timber etc cut & collected by Government Agency.	-Do- Sections 51, 52 53, 56, 59, 134, and 149.	Annual.	-Do-	Book of 100 pages and loose sheets.	
11.	Statement of dryage	-Do- Sections 60 & 72.	Annual	-Do-	B The present size .	Ruled.
12.A	Revenue from timber etc removed by consumers of Purchases.	-Do- Sections, 34,45 57,58,59,134 &139	Annual	-Do-	Book of 100 pages & loose sheets.	

S.No.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly quarterly etc.	Office for which prescribed.	Size and description of paper.	REMARKS.
	R.F. XII A. Continued.					
13.A	Outstandings on account of Revenue.	Madras Forest Department Code 1945 Edition. Sections 58, 59 and 149.	Annual	Conservators, District Forests Officers and Range Officers.	Book of 100 Pages and loose sheets.	
14.	Part I Register showing the grants of leases in reserved. forests and reserved lands.	- Do- Section 58.	Annual	Conservators, District Forests Officers, and Rangers.	Book of 100 pages.	
15.A	Progressive statement of Revenue.	-Do- Section 120.	Triennial.	Conservators, District Forests Officers, and Rangers.	Loose forms.	
15.G	Progressive statement of Expenditure conservancy and work. 8 b. Conservancy and works.	-Do- Section 150.	Triennial.	-Do-	-Do-	
15.H	-Do- 8 C. Establishments.	-Do- Section ~~159~~ 150.	Triennial.	-Do-	-Do-	
16.	Application for funds.	-Do- Section 153.	Annual.	Conservators, District Forests Officers and Rangers.	Present size.	
17.A	Register of free grants of timber and other forest produce.	-Do- Sections 45 and 60	Annual	-Do-,	~~132~~ 1/2 P.G. D.F. 28.	
20.	Register of receipts and disposals of stores, tools and plant.	-Do- Section 61	Annual.	Conservators and Range Officers.	Book of 200 pages.	
20.A	Register of livestock.	-Do- Section 64	Triennial.	District Forests Officers and Rangers.	Book of 50 forms.	
21.	Register of stores, tools and plant issued to or returned by the Range Officer.	-Do- Section 61	Annual.	-Do-	Book of 100 pages.	
22.	Return of elephants for the quarter ending.	-Do- Section 64	~~Annual.~~ Triennial.	Conservators, District Forests Officers and Rangers.	1/2 P.G.D.F. 28	

S.No.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly quarterly etc.	Office for which prescribed.	Size and description of paper.	REMARKS.
	R.F.III.A. Continued					
26.	Register of sanction	Madras Forests Department Code 1945 Edition. Section 127.	Triennial	Conservators, District Forests Officers and Range Officers.	Book of 100 pages.	
27.A	Intimation of sanction	-Do- Section 127.	Annual	-Do-	Book of 100 pages.	
28.A	Works Register (without certificate)	-Do- Section 151 and Article 270, Madras Account Code Volume III.	Annual	-Do-	Book of 100 openings and loose sheets.	
28. B	Works Register (losse sheets with headings lengthwise & certificate)	-Do- -do-	Annual	-Do-	The present size.	
28.C	Works Register(loose sheets with headings breadthwise and certificate).	-Do- -do-	Annual	-Do-	-do-	
32	Commission payment voucher	-Do- Section 136 of the Madras Forests Department Code 1945 Edition.	Triennial	-Do-	1/8 P.G.D.F. 16	Diglott
33.	Conseledated work vouhher (in folio size)	Article 282-297 of the Madras Account Code Volume III.	Annual.	-Do-	The present size.	
36.B	Register of cheques drawn (Special)	-Do-	Triennial	-Do-	Book of 50 pages.	
38.	Classified abstract of cash accounts.	-Do-	Annual.	- Do-	Booklet.	
39.	Statement of expenditure on sanctioned works.	Section 151 of the Madras Forests Department Code 1945 Edition and Article 256 of Madras Account Code Volume III.	Annual.	-Do-	The present size.	
40.	Register of Revenue expenditure in Forest Unit.	Section ~~105~~ 150 of the Forest Department Code. 1945 Edition.	Triennial	-Do-	Book of 25 sets.	

S.No.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly quarterly etc.	Office for which prescribed.	Size and description of paper.	REMARKS.
R. F. XII A. Continued						
41.A	Register of Financial Results	Madras Forest Department Code 1945 Edition Section 159.	Annual.	Conservators, District Forest Officers and Rangers.	1/2 P.G.D.F. 24.	Ruled
41.B	Financial Results .	-Do- Sections 105 and 159.	Annual.	-do-	-Do-	Book of 50 pages; loose sheets bound leather back and corners.
44.A	Objection statement to Timber account.	-Do- Appendix 8	Triennial	-do-	Present size.	
46.	Register of Forest offences maintained in District Forest Office.	-Do- Section 89.	Annual.	District Forests Officers.	Book of 200 pages.	
47.	-Do- Range. subdivision.	-do-	-do-	Range officers.	-do-	
49.	Receipt for siezed property released.	-Do- Appendix 11 and Section 89.	Triennial	Conservators, District Forest Officers and Rangers.	Present size.	
51.	Report of transfer of charge of the District (special).	-Do- Section 98.	Annual.	-do-	1/4 P.G.D.F. 24.	
52.	Report of transfer of charge of beats.	-Do-, Section 102	Triennial	-do-	Present size.	
53.	Report of transfer of charge of timber and fuel depot range.	-Do- Section 102	-do-	-do-	Present size.	Diglott.
54.	Area of reserved forests and reserved ~~kabas,~~ lands.	-Do- Section 105.	-do-	-do-	-do-	Ruled.
55.	Progress made in forest settlements.	-Do- -do-	-do-	-do-	1/2 P.G.D.F. 24.	Ruled.
56.	Record of demarcation and maintenance of ~~i~~ bounderies.	-do- -do-	-do-	-do-	-do-	Ruled.

S.No.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly quarterly etc.	Office for which Prescribed.	Size and description of paper.	REMARKS.
	R.F. XII A. Continued					
58.	Progress made in working plans.	Madras Forest Department Code 1945 Edition Section 105.	Triennial	Conservators, District Forest Officers and Rangers.	1/2 P.G.D.F. 24.	Ruled.
59.	Communications and buildings.	-Do- Section 105.	-do-	-do-	~~-do-~~ 1/2 D.F. 24.	-do-
60.	Return of breaches of Forest Rules.	-do- Sections 89 and 105.	-do-	-do-	-do-	-do-
61.	Area of forest tracts protected from fire.	-do- Section 105	-do-	-do-	-do-	-do-
62.	Area closed and open to grazing.	-do- -do-	-do-	-do-	-do-	-do-
63.	Return of grazing in state forests	-do- -do-	-do-	-do-	1/2 D.F. 16.	
64.A	Progress in afforestation and regeneration under working plans schemes during the year.	-do- Section 105.	Annual	-do-	Present size.	50
64. B	Plantations not under the working plan during the year.	-do- -do-	-do-	-do-	-do-	
65.	Outturn (in thousands of cubic feet solid.) of timber and fuel etc.	-do- -do-	Triennial	-do-	-do-	Ruled.
66.	Outturn of minor forest produce during.	-do- -do-	-do-	-do-	1/2 D.F. 24.	-do-
67.	Account of timber and other produce in depots sold locally or otherwise disposed of.	-do- -do-	-do-	-do-	Present size.	-do-
68.	Statement showing the value of timber and other produce at sale depots.	-do- -do-	-do-	-do-	-do-	-do-

S. No.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly quarterly etc.	Office for which prescribed.	Size and description of paper.	R E M A R K S.
	Q. E. XII A. Continued					
69.	Summery of Revenue and expenditure of different divisions.	Madras Forest Department Code 1945 Edition. Section 105.	Triennial	Accountant General and Conservators.	1/2 D.F. 24	Ruled.
72.	Outstandings and liabilities on account of contractors and disbursers.	-do-	-do-	-do-	-do-	-do-
73.	Revenue received and outstandings on account of Revenue.	-do-	~~xdox~~ Annual.	Conservators, District Forest Officers and Rangers.	Present size.	
74.	Statement of livestock.	-do-	Triennial	-do-	1/2 D.F. 24	Ruled.
75.	Statement showing the abstract of value of stores tools & plant.	-do- Section 61 and 105.	Annual	-do-	1/2 P.G.D.F. 24	
77.	Annual statement of tours by the District Forest Officer,	-do- Section 109	Triennial	-do-	Present size.	
78.	Register of lands acquired by the Forest Department.	-do- Footnote(3) in Appendix 14 ~~xx xhx~~	Annual	-do-	1/2 P.G.D.F. 24.	
79.	Control ~~contract~~ & Journal	-do- Section 44 ~~xx xhx~~	Annual	-do-	Book of 50 ruled sheets.	
81.	Petty contract.	-do- Section 131	Triennial	-do-	Present size.	
85.	Forest offence A.	-do- Section 89 and Appendix 11.	Annual.	Range officers and Tahsildars.	-do-	
87.	-do- E.	-do-	Annual.	-do-	-do-	
90.	Register showing the receipts and distribution of forest maps.	-do- Section 36 and Appendix 6.	Triennial	Conservators, District Forest Officers and Rangers.	Book of 100 pages.	

S.No.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly quarterly etc.	Office for which prescribed.	Size and prescription of paper.	REMARKS.
R.F. XII A. Continued						
93.	Extraction and conversion form.	Chief Conservator's Proceedings Mis.292 dated 16-10-42.	Annual.	District Forest Officer and Rangers.	Loose sheets	
94.	Forest guard's diary book.	Board Proceedings 37 dated 26-2-12.	-do-	Conservators, District Forest Officer and Rangers.	Book of 65 copies.	
95.	Forest guard's report book.	Board Proceedings No.s. 63 dated 9-1-12 and 37. dated 26-2-12.	-do-	-do-	Book of 100 copies in duplicate.	
96.	Forest guard's pocket note book.	-Do- G.O.513 dated 17-8-1912.	-do-	Forest Officers	Book of 200 pages.	
97.	Receipt for siezues in forest offence cases and report about the same to the magistrates.	Madras Forest Department Code 1945 Edition section 89 and Appendix 11.	-do-	District Forest Officers and Rangers.	Book of 20 forms.	
98.	Field book.	Chief Conservator's Proceedings Mis. 292 dated 16-10-42.	-do-	-do-	Book of 100 forms.	
102.	questions for the inspection of Range offices.	Madras Forest Department Code 1945 Edition Section 154.	-do-	Conservators, District Forest Officer and Rangers.	1/4 P.G.D.F. 24.	
103.	question for the inspection of depots.	-do- Section 155.	-do-	-do-	1/2 P.G.D.F.24.	
107.	Stock Register in Form A.	Chief Conservator's Proceedings Mis.292 dated 16-10-42.	-do-	District Forest Officers and Rangers.	Book of 100 forms.	
108.	-do- -do- Form B.	-do-	-do-	-do-	-do-	
111.	Permit in Form I	-do-	-do-	Permit issuing officers.	Loose sheets.	

S.No.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly quarterly etc.	Office for which prescribed.	Size and description of paper.	REMARKS.
	Q.F. XII A. Continued.					
112.	Simplified questionnaire	Chief Conservator's Proceedings Mis.292 dated 16-10-42.	Annual.	Conservators, District Forest Officers.	Loose sheets.	
113.	Permit in Form II.	-do-	-do-	Permit granting Officers.	-do-	
114.	C.Form Register.	-do-	-do-	-do-	Book of 100 forms.	
116.	Account of receipts, issues and balances of materials.	Article 269 Madras Account Code Volume III.	-do-	Conservators, District Forest Officers, and Rangers.	Loose forms.	
118.	Register of buildings of the - - - - - - - - - - - - District.	Madras Forest Department Code 1945 Edition. Section 62.	Triennial.	-do-	Book of 50 copies.	
120.	Cash book for District Forest Offices.	Article 256 of the Madras Account Code Volume III.	Annual.	District Forest Officers.	Book of 100 forms or 200 openings.	
122.	First and final bill.	Article 209 of the Madras Account Code Volume III.	Annual.	Conservators, District Forest Officers, and Rangers.	Present Size.	
123.	Running account bill.	-do-	~~xxlmx~~ Triennial.	-do-	-do-	
125.	Bills for supplies. - - - - -	-do-	-do-	-do-	Loose sheets.	
127.	Register of roads.	Madras Forest Department Code 1945 Edition. Section 63.	-do-	-do-	Book of 50 copies.	
128.	Register of wells, tanks etc.	-do-	-do-	-do-	Book of 50 copies.	
129.	Form of agreement for the protection of Government's sandalwood trees on private lands in the District (Triplicate)	Chief Conservator's Proceedings Mis.123 dated ~~22~~ 20-2-35/ 4-3-35.	Annual	-do-	Sets of three forms each(original,duplicates and triplicate)	

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54 105 ~~21~~

S.No.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly quarterly etc.	Office for which prescribed.	Size and/ description of paper.	REMARKS.
	R.F. XII A: Continued					
130.	Form for sale of private sadelwood trees to Government (Triplicate)	Chief Conservator's Proceedings Misx.123 dated 20-2-35/4-3-35.	Annual.	Conservators, District Forest Officers and Rangers.	Sets of three forms each (original, duplicate, and triplicate)	
131.	Letter to the post master to release security deposit.	G.O.861 Development dated 9-5-41 and Chief Conservator's Reference 1154/39,C3. dated 18-8-41.	-do-	District Forest Officers and Rangers.	Present size.	
~~312~~ 132.	Memo confirming sales of lease.		-do-	District Forest Officers and Rangers and Conservators.	-do-	
133.	Letter to postmaster for adjustment of security deposit in savings bank account.		-do-	District Forest Officers and Rangers.	-do-	
134.	Memo to subs Treasury Officer for Adjustment of savings bank security deposit.		-do-	-do-	-do-	
135.	Memo forwarding copies of agreement.		-do-	Conservators, District Forest Officers and Rangers.	-do-	
136.	Quarterly coupe inspection Notes.	G.O.861 Development dated 9-5-41. ~~xx~~	-do-	District Forest Officers and Rangers.	-do-	
137.	Works Register.	Madras Forest Department Code 1945 Edition Section 151.	-do-	Conservators District Forest Officers and Rangers.	Book of 100 forms.	
138.	Memo intimating the registration of property mark.	Section 35 of Madras Forest Act ~~Ex~~ V of 1882.	-do-	-do-	Present size.	
139.						

S.No.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly quarterly etc.	Office for which prescribed.	Size and prescription of paper.	REMARKS.
R.F. XII A. Continued.						
139.	Form for sales by tender.	Chief Conservator's Proceedings Mis.32 dated 29-1-43.	Anual.	Conservators, District Forest Officers and Rangers.	Present size.	
140.	Memo of approval of the nomination of Agents or Contractors.		-do-	-do-	-do-	
141.	Memo for reservation of Forest Rest House.		-do-	-do-	-do-	
142.	Letter to postmaster regarding opening of savings bank account.		-do-	District Forest Officers and Rangers.	-do-	
143. A	Muster Roll.--F.A. XI.	Chief Conservator's Ref.4043-44 C3. dated 17-7-45.	-do-	Conservators, District Forest Officers and Rangers.	Book of 50 forms.	
143. B	-do-	Article 268 of Madras Account Code Volume III.	-do-	-do-	Book of 20 forms.	
	Statistics of wild animals shot.	Madras Forest Department Code 1945 Edition. section 105.	-do-	-do-	?	This is a new form and has to be standardised.

R.F. XII B. PERMIT.

1.	Permit granted for removal of forest produce (Triplicate C) (Yellow)	Section 35 of the Madras Forest Act ~~Xm~~ V of 1882.	Triennial.	Permit granting Officers.	Book of 100 forms.	Vernaculars.
1.	-do- -do- (Green)	-do-	-do-	-do-	Book of 100 forms.	-do-
4.	Pass for the export transfer of timber sandalwood redwood from Government lands depots.	-do-	Annual.	-do-	Book of 100 forms Black and red.	-do-

S.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly quarterly etc.	Office for which prescribed.	Size and description of paper.	REMARKS.
	Q. F XII B. Permit - Continued					
5.	Pass for the import/export/transfer of the timber/sandalwood/redwood ~~xxxxxxxxxxxxxxxxxxxxxxxxx~~ from private lands or from foreign territory.	Under section 35 or the Madras forest Act V or 1882.	Annual	Permit granting Officers.	Book of 100 forms.	Vernaculars.
6.	Way pass (triplicate)	-do-	Triennial	-do-	-do-	Diglott
6.A	Register of property marks.	G.O.Mis.327 Development dated 10-2-40.	Annual.	District Forest Officers.	Register of 100 forms.	
9.	Grazing permits-Bulls and cows.	Madras Forest Act V of 1882.	Triennial.	Permit granting Officers.	Book of 100 permits.	Vernaculars.
10.	-Do- Buffaloes.	-do-	-do-	-do-	-do-	-do-
11.	-Do- Sheep.	-do-	-do-	-do-	-do-	-do-
15.	Head load chits issued by coupe contractors.	-do-	-do-	-do-	Book of 100 forms.	-do-
16.	Penning licence.	-do-	-do-	-do-	-do-	Diglott.
18.	P.3 Daily Register of permits checked and recovered.	-do-	Annual.	~~Ex~~ Permit checking and recovering Officers.	-do-	
19.	P.4. Register of timber etc detained.	-do-	-do-	-do-	-do-	District Forest Officer, Godavari Lower only.
29.	Invoice and permits to accompany timber and other forest produce.	-do-	-do-	Permit issuing Officers(District Forest Officers, Wyanaad, Nilambur and South Kanara only.	Book of 150 forms.	

S.No.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly quarterly etc.	Office for which prescribed.	Size and description of paper.	REMARKS.
		R.F. XXII E.				
10.	District Forest Officers Diary.	Madras Forest Department Code 1945 Edition. Section 35.	Triennial.	Conservators, and District Forests Officers.	Loose sheets.	
12.	Range officers diary.	-do-	Annual.	District Forest Officers, Range Officers and Conservators.	Loose forms only.	
14.	Invoice to accompany timber or other produce.	Madras Forest Act V of 1882.	Triennial.	District Forest Officers, and Range Officers.	Book of 100 sets of original duplicate, and Counterfoils.	
18.	Fire occurence Report	~~xx~~R. Board Proceedings Mis.57 (Forest) dated 16-1-1909 and G.O.343 Finance dated 19-6-16.	Annual.	-do-	Present size.	
19.	Abstract of forest cases pending.	-do-	Triennial.	Conservators, and District Forest, Officers, and Range Officers.	1/4 Badami D.F.~~Km~~. 16.	
22.A	Register of receipts and expenditure.	Board's Proceedings Mis 69 (Forest) dated 27-1-16.	-do-	Conservators, and District Forest Officers.	~~Pxxx~~ Book of 48 pages(containing 4 sets of 12 forms each)	
23.	Grazing Revenue Statement.	Chief Conservator's Proceedings.Press 45 dated 19-2-25 and G.O.861 Development dated 9-5-41.	Annual	-do-	1/4 P.G.D.F. 24.	
24.	Statement of expenditure under A1.	Board's Proceedings Mis.69(Forest) dated 27-1-16.	-do-	-do-	Present size.	

S. No.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly quarterly etc.	Office for which prescribed.	Size and description of paper.	REMARKS.
	Q.F. XXII E Continued					
25.	Auction sale list.	Board's Proceedings Mis.69(Forest) dated 27-1-16.	Annual.	District Forest Officers, and Range officers.	Present size.	
26.	Rest house book.	-Do- Madras Forest Department Code 1945 Edition. Appendix 2 .	-do-	-do-	Book of one quire bungalow rules.	
27.	Rainfall statement.	Board's Proceedings 57 Forest dated 16-1-1909.	Triennial.	-do-	Book of 50 copies and loose forms.	
28.	Differential rain guage register and return.	Board Proceedings 119 Forest, dated 23-6-1908 and 57 Forest, dated 16-1-1909.	Annual.	-do-	Loose forms only.	
29.	Coupe completion report.	Board's Proceedings 57 Forest dated 16-1-1909.	-do-	-do-	Present size,	
33.	Distribution Register of Range stores.	Board's Proceedings Mis.961 dated 28-6-1911	-do-	All Forests Range Officers.	Book of 100 pages and loose sheets.	
33. A	Register showing the distribution of clothing and uniforms to Range establishments.	Appendix 12 of the Madras Forest Department ~~1945~~ Code 1945 Edition.	Triennial.	District Forest Officers, and Conservators.	Book of 50 openings.	Vernaculars.
34.	Vernacular notice forms to parties.	Board's Proceedings Forest Mis.No.1450 dated 15-10-1911.	-do-	District Forest Officers, and Rangers.	Present size.	
35.	Inspection note of permit issuing stations.	.-do-	-do-	-do-	-do-	
36.	Inspection note of permit recovering stations.	-do-	-do-	-do-	-do-	

No.	Name and description of forms.	Authority under which prescribed.	Period for which prescribed yearly. quarterly etc.	Office for which prescribed.	Size and description of paper.	REMARKS.
	R. F. XXII E Continued					
38.	Invoice form for forest produce in triplicate.	Board's Proceedings Forest No.63, dated 19-1-1912.	Triennial.	District Forest Officers and Range Officers.	Book of 100 forms.	
41.	Arrear charge statement.	-do-	-do-	-do-	Present size.	
42.	Order to village munsif to sell or release property concerned in forest ~~Officers.~~ Offences	Board's Proceedings (Forest) Mis.464, dated 20-3-1912.	-do-	District Forest Officers and Rangers.	Present size.	Vernacular
45.	Register shewing the receipts and issues of permits.	Board's Proceedings (Forest) Mis.318 dated 10-5-1915. Board's Proceedings (Forest) Mis.409, dated 23-6-1915.	Annual.	District Forest Officers, and Range Officers.	Loose sheets only.	
63.	Form of grant under crown Grants Act.	G.O.No.Mis.1235 Development dated 25-6-43 and G.O.Mis.4325 Development dated 9-10-44.	-do-	Conservators, and Forest Officers.	Present size.	
	R.F. XXIII F.					
9.	Forest offence combined C & G Forms.	Appendix 11 of the Madras Forest Department Code 1945 Edition.	Triennial.	District Forest Officers and Range Officers.	Loose sheets only.	

for Chief Conservator of Forests.

PKR.18-8-48.
18/8

18.8.48

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NOTE FOR THE STANDING FINANCE COMMITTEE.

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Books and Publications - Madras Stationery Manual Volume III - List of Standardized Forms - Revision of.

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Major head of account.	Summary of cost Minor Head of account	Ultimate cost Recurring	 Non-Recurring	Cost in the year of introduction Recurring	 Non Recurring.
56 Stationery and Printing	d.Govt. Prezs- Pay of establishment	Rs.10,100	-	Rs.5000 (For 6 months)	—

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pp1-2 NF

The Madras Stationery Volume III printed last in 1916, is out of date and almost obsolete. After the revision of the Madras Treasury Code, Madras Judicial Code and Madras Accounts Code in 1941, it was considered necessary to revise the list of standardised forms in the Madras Stationery Manual Volume III for uniformity in the series of numbers in the "Standardised List", and to facilitate the easy preparation of indents. The S.G.P. was addressed to revise the list of standardised forms and submit the list for approval to Government. In view of the imperative need for economy in paper during the war period, the proposal of the revision of the standard forms was held in abeyance. In 1946, after the cessation of hostilities, the S.G.P. was again asked to take up the revision of the Stationery Manual Vol. III and he has submitted his proposals.

He has stated that the bulk of the Present Sty. Manual Vol.III is nearly 700 pages, containing 25000 individual items. Since 1916 several new depts. have come into existence. The volume requires a thorough revision of amending and altering the forms wherever

p.t.o.

necessary and deleting ~~the~~ obsolete ones and including ~~the~~ new ones since brought into vogue.. The depts. concerned with the forms were consulted and some of them agree that the forms should be revised. In the interest of administration a revision of Madras Stationery Manual Volume III is considered essential.

To cary out the revision thoroughly ~~it appears that~~ the S.G.P. requires a special staff specified by him for one year. It is proposed to sanction the employment of the following staff for a period of six months only in the first instance.

One Spl. Officer on a fixed pay of Rs. 250
One U.D.Clerk on Rs. 80-110
One L.D. Clerk on Rs. 45-90
One Head Computor on Rs. 90-150
One Typist on Rs. 45-90 plus typewriting special pay
One Attender on Rs. 24.35.

Finance Deptt. also agree to the proposal.

'A' ap 7 nf

The extra cost involved in the proposal is shown in the following statement.-

Statement of Extra cost.

Post	Average Pay	D.A.	Total
1 Spl. Officer on Rs 250	250	44	294
1 U.D.Clerk(80-110)	101	26	127
1 L.D.Clerk(45-90)	67.5	24.~~7~~ +7	98.5
1 Head Computor(90-150)	127	30	157
1 Typist (45-90)	67.5 10 (spl. pay)	24 7	108.5
1 Attender (24-35)	30.7	22 5	57.7 ✓
			842. 7 x 6 months
			--5056.2 or 5100 roundly.

'X' ap 2 cf

As the extra recurring cost on the staff proposed exceeds Rs. 5000 a year the proposal is referred to the S.F.C.

H.M.(Edn.) and H.M.(Fin.) have agreed to the proposal being placed before the Standing Finance Committee.

The budget provision under the major head of account is Rs. 56,04,000

P.t.o.

(b) Actual expenditure to the end of April 1948, under the major head of account : Not Known.

(c) Estimate of extra expenditure on the present scheme in the current year : Rs. 5060/-

(d) Savings in the budget provisions for other items included in the major head of account: Not possible to estimate at present.

(e) Total commitment in the year under the major head of account of new schemes (not provided for in the budget) sanctioned since the beginning of financial year up to the end of the month of April 1948 (preceeding month): Not known

(f) Total commitment in the year under all major heads ~~in the year under all major head~~ (in the Revenue section or the capital section as the case may be) on account of new schemes (not provided for in the budget) sanctioned since the beginning of the financial year upto the end of the month of April 1948(proceeding month): Not Known.

The additional expenditure will have to be met by re-appropriation from savings, if any, under other heads and by additional grant if this is not found sufficient.

4/5/48

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3/5/48

61 62 121 E & P.H. Depts
7.

U.O. Note No. 34698 F1/46-16 dated 27.10.48

Agenda for the next meeting of the Cabinet.

Public (Spl) may be requested to include the following ~~subjects for~~ proposal which has been approved by the S.F.C., in the agenda for the next meeting of the Cabinet:.

Books and Publications – Madras Stationery Manual Vol III – List of Standardized forms – Revision of –

LD
Ce 28/10/48

To Public (Spl),
ar
26/10/48

101
27/10/48

122

EDUCATION & P.H. DEPT.(F1)

123

NOTE FOR THE CABINET.

Books and Publications - Madras Stationery Manual Vol.III List of Standardized Forms - Revision of.

62

63

The Madras Stationery Vol.III printed last in 1916, is out of date and almost obsolete. After the revision of the Madras Treasury Code, Madras Judicial Code and Madras Accounts Code in 1941, its was considered necessary to revise the list of standardised forms in the Madras Stationery Manual, Vol.III, for uniformity in the series of numbers in the "Standardised List" and to facilitate the easy preparation of indents. The Supdt. Govt. Press was addressed to revise the list of standardised forms and submit the list for approval to Govt. In view of the imperative need for economy in paper during the war period, the proposal of the revision of the standard forms was held in abeyance. In 1946, after the cessation of hostilities, the S.G.P. was again asked to take up the revision of the Stationery Manual, Vol.III and he has submitted his proposals.

X' on p.156

pp. 1-216

He has stated that the bulk of the present Stationery Manual Vol.III is nearly 700 pages, containing 25,000 individual items. Since 1916 several new depts. have come into existence. The volume requires a thorough revision of amending and altering the forms wherever necessary and deleting obsolete ones and including new ones since brought into vogue. The departments concerned with the forms were consulted and some of them agree that the forms should be revised. In the interest of admn. a revision of Madras Stationery Manual Vol.III is considered essential.

C' on p.159

The carry out the revision thoroughly the S.G.P. requires a special staff specified by him for one year. It is proposed to sanction the employment of the follg. staff a period of six months only in the first instance.

M on p.17 nf

One Special Officer on a fixed pay of Rs.250
One Upper Division clerk on Rs.80--110
One Lower Division clerk on Rs.45--90
One Head Computor on Rs.90-150
One Typist on Rs.45--90 plus typg. spl.pay.

124

2

One Attender on Rs.24-35.

~~Finance Dept. also agree to the proposal.~~ ~~[illegible]~~

The Extra cost involved in the proposal is shown in the follg. statement:-

Statement of Extra cost.

Post.	Ave.pay.	D.A.	Total.
1.Special Officer on Rs.250	250		
1 U.D. Clerk (80-110)	101	44	294
1 L.D. Clerk (45-90)	67.5	26	127
1 Head Computor (90-150)	127	24+7	98.5
1 Typist (45-90)	67.5	30	157
	10 Pay.	24	108.5
1 Attender (24-35)	30.7	7	
		22	57.7
		5	-------
			842.7 x 6 Months.
			--5056.2 or 5100 roundly.

X p.2 c.f.

Finance agree to the proposal. ~~[illegible]~~

As ~~T~~the reucrring cost exceeds Rs.5000 p.a., the proposal was ~~therefore~~ referred to the Standing Fin.Committee and the Committee approved the proposal.

p.19 n.f.

The matter is now placed before the Cabinet ~~for~~ ~~the approval~~ the point for orders whether the proposal ~~[illegible]~~ for the employment of addl. staff mentioned above for the revision of the list of standardised forms may be approved.

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7.10.48

AV
7.10.48

DSM
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DM
29/11/48

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MEETING OF THE COUNCIL OF MINISTERS HELD AT FORT ST. GEORGE ON THURSDAY, THE 25TH NOVEMBER 1948.

****

The Hon'ble the Premier presided

PRESENT

1. The Hon'ble Dr. T.S.S. Rajan
2. The Hon'ble Sri M. Bhaktavatsalam
3. The Hon'ble Sri B. Gopala Reddi
4. The Hon'ble Sri H. Sitarama Reddi
5. The Hon'ble Sri K. Chandramouli
6. The Hon'ble Sri T.S. Avinashilingam
7. The Hon'ble Sri K. Madhava Menon
8. The Hon'ble Sri Kala Venkata Rao
9. The Hon'ble Sri A.B. Shetty
10. The Hon'ble Sri V. Kurmayya
11. The Hon'ble Dr. S. Gurubatham.

Agenda

Cases for ratification by the Cabinet of the decision of the Standing Finance Committee.

18.

(a) Madras Stationery Manual, Vol III - List of Standardized forms - Revision of.

......

ORDER

Approved.

O.P.RAMASWAMY REDDY.

ExPH.

MINUTES OF THE MEETING OF THE RETRENCHMENT AND REORGANIZATION COMMITTEE HELD ON 2nd July 1948.

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Present:

Sri T.A.Ramalingam Chettiar, M.C.A., Chairman,
Sri T.K.Duraiswami Ayyar,
Sri L.Venkatakrishna Ayyar,
Sri K.P.Krishnan Nayar,
Sri R.Suryanarayana Rao, M.L.C.,
Sri M.Bapineedu, M.L.A.,
C.O.Coorey Esq., M.B.E., I.C.S., Secretary,
Sri C.S.Krishnaswami Ayyangar, Asst.Secretary.

Minutes of the meeting held on 30-6-48 read and and confirmed.

Government Press: There is a wide complaint that there are too many returns prescribed and forms printed. Much of the time of Officers is taken in preparing these returns and sending them by the prescribed time or later. The Committee's attentio has also been drawn to the delay in sending these returns and th correspondence entailed thereby. Delay is also caused by offic waiting for these returns. The Sub Committee which visited the Government Press has observed that a very large number of forms is being printed with reference to almost every department. There is a lot of waste of paper and printing when these forms are printed in large numbers and as will be the case, many of them will be wasted. The Committee therefore recommends that the Departments may be asked to examine the necessity for the several returns prescribed and to minimise them as much as possible. Th Government may also consider the need for so many forms, whether some of them cannot be eliminated and others revised so as to effect economy.

Jails: The strength in the jails has been increasing and the cost of maintenance of the prisoners and the cost of the staff has also been increasing very much. The question of utilizing the convict labour to the best advantage possible ought to be seriously considered. Even now, Western countries are trying to make the Jails more or less self supporting. It has been said that in the Penitentiary at Madras, as much as about Rs.50,000/- is being spent on the purchase of vegetables which ordinarily should be grown in the Jail itself with convict labou The difficulty in the Penitentiary seems to be want of land for cultivation. The Penitentiary is located in a very busy part of the town and on very valuable land. There is no room for expansion on any ~~s~~aide. It is also said that the drainage fro the Penitentiary contaminates the Cooum and affects the health o the people in the vicinity. It will be a very economical proposition if the Penitentiary is removed to some place outside the Municipal limits where suitable buildings can be found or constructed with plenty of water and the present site utilised for more important purposes.

In all jails, the work that is given to the convicts is of a rudimentary character and not much machinery or improved implements are provided. By providing improved tools, power and simple machinery, it will be possible to utilise convict labour to better advantage and earn most of the expenditure incurred on the Jails. The industries that may be introduced in the several jails may be investigated and steps taken without delay to bring production in the Jails to up-to-date lines.

p.t.o.

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It is also suggested that the prisoners in the Rajahmu Jail may well be asked to work in the Andhra Paper Mill and eve in other Jails, paper-making may be introduced as an Industry.

Certified Schools: There are now a number of Certified Schools to which children are sent. The actual number of children convicted does not seem to be large. It is necessary therefore to treat these more as orphanages than as Certified Schools but at present, the atmosphere and the conduct of the institutions spell more of a prison. The Committee considers that it will be more economical to have only two institutions, one for the Tamil Districts and the other for the Andhra Districts, located in suitable places, and to concentrate all the children in these two institutions. It will be possible to provide for their education and training in occupational arts. Promising boys may be given facilities for higher education and technical training. It is said that there is a Psychologist appointed as an Adviser to the Government. He has to visit a number of such institutions and he seems to be not in touch with the institutions. But at the same time, he is interfering in the internal management of them. He is also said to be a very highly paid Officer. The necessity for such a highly paid Officer may be considered. Probably less costly men who show keen interest in child psychology and who are properly equipped may be appointed to these institutions as Heads or as Assistants.

The Deputy Jailors and Warders are not given any traini in psychology and criminology, it will be an advantage if they are given some training. In this connection, it is also suggested that Sub Inspectors of Police may also be given some instruction in psychology. It may be arranged, if possible, to have the Jailors and Sub Inspectors of Police trained to-gether for their respective work.

Asst.Inspector General of Jails: [illegible] of the increa work and the necessity for developing [illegible] and other activities in the Jails and for introd [illegible] orms that may be found necessary, a responsible Office of [illegible] grade of the Asst Inspector General is necessary but [illegible] that he is not do much work and he is not vested with [illegible] nsibility. He should be given some responsible w [illegible] lised for development schemes.

Panchayats: The Committe is [illegible] he view that the village Panchayat should be the [illegible] sis [illegible] all democratic Govern ment and it should begin from [illegible] ge. Democracy means that people are enabled to [illegible] fter their own affairs in the several spheres into which [illegible] administration may be divided. It is common ground through [illegible] untry that administration should begin from the vill [illegible] it is necessary that village panchayats should [illegible] uted with powers to deal with all matters concerni [illegible] village and should be placed in possession of ample reso [illegible] arry out their responsibiliti The administration shou [illegible] d on adult suffrage and carrie out by peoples' repres [illegible] assisted by such technical Officers as may be ap [illegible] the Government. The Village will be the unit of [illegible] tive and economic activities. For this purpose, the C [illegible] has made recommendations with reference to Rural [illegible] uction and Cottage Industries. Agri culture being the [illegible] cupation of the villagers, the econom activities will h [illegible] set around it and the set-up should be such as to dr [illegible] village, the advantages that may be possible in the [illegible] ural and industrial fields. The Agri- cultural Demons [illegible] he Veterinary Officer, the Industrial

(Contd.)

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E ~~and P.H Dept~~
71

21/11/8

Govt Press - Printing of too many returns and forms - Recommendation of the Retrenchment and Reorganisation at its meeting held on 2.7.48

Memo No 50572 F1/48-4 Edn dated 10.8.48

In Memo No 50572 F1/48-1 Edn dated 10.7.48, a copy of the minutes of the meeting of the Retrenchment and Reorganisation Committee held on 2.7.48 was communicated to the S.G.P for remarks. In his letter No 40/Reis/47 dated 26-7-48, he has not ~~respond to the above recommenda~~ sent his remarks on the recommendation of the ~~above~~ Committee ~~respond to the~~. He is requested to submit his remarks in the matter at an early date.

p5 c.f. m.f. of letter

p13 c.f. m.f.

To
The S.G.P
12/8/48

5/130

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5/131

Extract from the Report of the Sub Committee of the Retrenchment and Reorganization Committee on 'GOVERNMENT PRESS'.

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Then again the Sub Committee was told that there are about 10,000 kinds of standardised forms. During the visit of the Committee, most of the printing machines were engaged in printing standard forms. With the creation of new Departments or opening of new offices the kinds of standardised forms tend to increase. Whether all the standardised forms are necessary, whether some of them cannot be dispensed with altogether while some may simplified either reducing the columns or combining two or three forms into one form are matters which need detailed examination. The Sub Committee thinks such an examination is urgently called for to reduce consumption of paper and cost of printing. The Sub Committee suggests a senior administrative officer may be deputed to go into the question of standardised forms with a view to effect economy. Then there are forms specially framed for the use of each Department. It should be possible to effect economy here also. The heads of Departments may be asked to re-examine the necessity for the existing forms and suggest modifications. The Special Officer suggested may review their recommendations. The Sub Committee strongly feels there is great scope for economy in regard to forms.

xxx xxx xxx

67 68 8 7 133

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

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

ASST. SECRETARY TO GOVERNMENT
EDUCATION AND PUBLIC HEALTH DEPT.
24 AUG 1948

No. C-183/mis/Ret. Dated 23-8-1948.

Sir,

Sub:- Government Press - Printing of too many returns and forms - Recommendation of the Retrenchment and Reorganization Committee at its meeting held on 2-7-1948.

p3

62987

Ref:- Govt. Memorandum No.50572.F1/48-4 Edn. dated 10th August 1948.

With reference to the above I have to state the recommendation of the Retrenchment and Reorganization Committee at its meeting held on 2nd July is one of a general nature which only indirectly concern Press in the matter of printing forms to enable officers of all departments, not only of the Government Press, to furnish prescribed returns.

A lot of routine work is involved in the administration of the Press which is required by audit and for the preparation of the Press administration report and cannot be avoided. The returns furnished by the Press are mainly those required by the provisions of the Factory Act and Payment of Wages Act.

It is for all departments to examine the necessity for the several returns prescribed and to minimise them as much as possible.

P.T.O.

134 ~~8~~

This point was not discussed at the meeting of the Committee held on 30th June 1948. when I was present.

L.S. 9/23/8

Superintendent.

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E and P.H. Dept
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18/10

Govt Press :- Printing of too many ~~returns~~ returns and forms - Recommendation of the Retrenchment and Reorganisation Committee.

p. 7 cf from the S.G.P. No C-183/Ris/Rt dated 23.8.48

Memo No 50934A/F1/48-2 16.10.48

file sent to Finance

The attention of the S.G.P is invited to the proposals subd with his letter No ~~RIS~~ 5.33, dated 27-7-46, for the revision of the list of Standardized forms (Madras Stationery Manual Vol III). ~~These proposed~~ The proposal to sanction the following staff for the ~~above~~ pt revision is under consideration:

1 Special Officer on Rs 250 pm
1 U.D. Clerk (Rs 80-110)
1 L.D Clerk (Rs 45-90)
1 ~~Gr~~ Head computer on Rs 90-150

~~X~~ 136

1. Typist (on Rs 45-90 plus typewriting special pay)
1 Attender on Rs 24-35

The ~~[illegible]~~ S.G.P. is requested to report whether the revision will cover the matter in the recommendation of the R.R. Committee in question and if so, whether the work contemplated by the ~~R.R.~~ Committee can be attended to, by the ~~staff proposed above. within a~~ ~~[illegible] of period if necessary~~ Special Officer proposed above in consultation with the ~~heads~~ attached Offices ~~[illegible]~~ Heads of Depts, (with an extension of time, if necessary) ~~[illegible]~~. A very early reply should be sent.

AV
25/9/48

[illegible]
27/9/48

To ~~[illegible]~~ S.G.P.

69

F1 ~~70~~ ~~137~~

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

To
The Secretary to Government,
Education & Public Health Dept.,
Fort St. George, Madras.

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No. C.183/mis Dated 17th November 1948.

ASST. SECRETARY TO GOVERNMENT
18 NOV 1948

85836

Sir,

Sub: Government Press - Printing of too many returns and forms - Recommendations of the Retrenchment and Re-organization Committee.

Ref: Government Memorandum No.50934 A/F1/48-2 Edn., dated 16-10-1948.

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pp 9-10

With reference to the above, I have to state that the recommendations of the Retrenchment and Re-organization Committee in regard to economy of forms in use in several offices considered as superflous can be attended to along with the revision of the list of standardized forms (Stationery Manual, Volume III) proposed in my letter No.C-183/Mis. dated 23-8-1946.

5-33   23-8-46

pages 1-2 of cfb kept file.

2. The establishment proposed therein may be sanctioned for one year in the first instance to commence the work, but with the modification of the pay of the post of the Special Officer (Non-Gazetted post) to be fixed at Rs 200/- per mensem to which post my Head Clerk on Rs 140-5-190/150 who is now officiating as Office Manager on Rs 190-10-240/190 having experience in Forms work will be appointed. The permanent Office Manager cannot be spared now as I have already proposed him to the post of Special Officer for Stock-taking on his relief from the post of the Personal Assistant now officiating.

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D

A. Lepper

Superintendent.

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70 71 139

Edn. & P.H. (Fl).

G.O. Ms. No. 3311 Edn. dated 28-12-48.

Sub:- Books and Publications - Madras Stationery Manual, Volume III - List of standardized forms - Revision of - Elimination of various forms and returns - Recommendations of the Retrenchment & Reorganization Committee - Special staff - Sanctioned.

Read:- From the S.G.P., Mis./5-33, dated 27-6-1946.
-do- , No. C-183/Mis/Ret, dated 23-8-48.
-do- , No. C-183/Mis., dated 17-11-48.

The S.G.P. has proposed that the Madras Stationery Manual, Volume III may be completely revised and brought up-to-date in consultation with the various heads of Departments and Departments of the Secretariat and has recommended the employment of additional staff for the purpose. The Retrenchment & Reorganisation Committee, in its proceedings dated 2-7-48, has referred to the too large number of returns and forms prescribed by Government and recommended that the necessity for the various forms and returns should be examined and their number minimized as much as possible, eliminating some of them and revising others so as to effect economy. The S.G.P. has stated that the work relating to both the revision of the Stationery Volume and the elimination and revision of the forms and returns may be attended to by the staff already proposed by him for the revision of the Stationery Manual.

2. Sanction is accorded to the employment, in the office of the S.G.P., of the following staff for a perio of six months from the date of appointment, or till the need for them ceases, whichever is earlier, for the work referred to in paragraph 1:-

(i) One Special Officer on a fixed pay of Rs.250/- per mensem.
(ii) One Upper Division clerk on Rs.80-110.
(iii) One Lower Division clerk on Rs.45-90.
(iv) One Head Computor on Rs. 90-150.
(v) One Typist on Rs.45-90 plus typewriting special pay, and
(vi) One Attender on Rs. 24-35.

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p.t.o.

140.

3. The S.G.P. is informed that the work of the revision of the Madras Stationery Manual, Volume III, and of the elimination and revision of returns and forms should be done by the Special Officer in consultation with all Heads of Departments and the Departments of the Secretariat concerned. The work should be completed as expeditiously as possible.

4. The S.G.P. is requested to submit proposals for the appointment of the Special Officer, at an early date.

To

The S.G.P.

" A.G.(thro' Finance)

Copy to all Heads of ~~Dept~~ Departments.

Copy to all Departments of the Secretariat.

(20 spare copies).

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71 72 Note File

Cur. 34698 From the S.G.P. Mr/s 3-3-46

Madras Stationery Manual — Vol III — Proposal for revision.

It appears from the present letter that the proposal to revise Vol III of the Sty. Manual arose from a file in Fin. The Finance deptt may be requested to put up their file on the subject & offer their remarks on the present proposal of the S.G.P.

SKK.
4.7.46

37233 Expt

ASST. SECRETARY TO GOVERNMENT
5 JUL 1946
FINANCE DEPARTMENT

JP
4.7.46

Est Pro 34698. 171 Cou
4.7.46

The file referred to is linked below. Finance (Exp.A).

In connection with the issue of the 3 revised Financial Codes in 1941 viz. the Madras Treasury Code, the Madras Financial Code and the Madras Account Code, it was observed that the codes included three different series of Forms such as M.T.C. 1,2,3 , M.F.C 1,2,3 etc, while many of the forms included in the codes had another series of numbers in the standardised list for the purpose of preparation of indents e.g. T & A ~~series~~ C.F., etc. The then Secretary decided that, as there was no meaning in having forms of T. & A series after the old Treasury and Account Code was superseded, the ~~standardised forms~~ serial numbers in the new codes viz. M.T.C 1,2,3, M.F.C. 1,23 etc. should be adopted in the list of standardised forms for the purpose of preparation of indents also instead of the numbers in the T & A, C.F. etc. series. The S.G.P. was accordingly requested to take action to revise the list of standardised forms and submit the list for the approval of the Govt. A list of forms included in the revised codes together with standardised number in the old

T & A and C.F. series indicated against them was forwarded to the S. G.P. Subsequently in view of the imperative need for ~~thx~~ economy in the use of paper it was decided that the question of revision of the standardised forms might be held over ~~durixgx~~ for the duration of the war and taken up eventually when normal conditions were restored. ~~xTxxxxxxx~~

2. On the cessation of the war, the S.G. P was requested in Memo.No.20701 Exp.A dated 15-4-46 to take up the revision of the list of standardised forms included in the revised codes. In that connection, the S.G.P has stated that it is necessary to take up the revision of the Stationery Manual Vol.III for the reasons stated in para 2 on page 1 C.F. Besides the forms included in the T.and A and C.F. series, the Stationery Manual contains other series of forms such as Revenue forms, Survey forms, Police forms, Jail forms, Judicial forms etc. So far as this Department is concerned, the S.G.P. has to remove from the T & A, C.F etc. series of ~~revise only the numbers given in the standardised list in respect of~~ the forms included in the 3 Financial Codes referred to in para 1 above and give new series of numbers such as M.T.C. 1, 2, 3, M.F.C. 1, 2, 3 etc and no special staff may be ~~seems~~ necessary for that purpose alone. As regards the revision of other forms contained in the Stationery Manual, the E.P.H.Dept. will have to consult the other Departments of the Secretariat, and see whether it is necessary to take up the revision of the entire manual and whether any additional staff will be required to the extent asked for by the S.G.P.

X

3. E.P.H may be requested to let this Dept. see the case before final orders are issued.

10.7.46.

11.7.46.

E.P.H.

F1

10.7.46

Fin. U.O 37233

11.7.46.

X with reference to Fin. note at X above, Home, P.W.D, Revenue, L.A & Dev. may be requested to offer their remarks in the first instance.

SRK

16.7.46.

Home/P.W.D/Rev/L.A/Dev.

5.7.46

E.P.H. U.O. 34698-27/Ex

16.7.46

HOME DEPARTMENT
17 JUL 46

12 JUL 1946
37776

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72 73

Home (G) Dept.

The notes of pp 1 to 2 ante may be perused. Please see the letter from the S.G.P. on pp 1-2 c.f. and the notes of E.P.H. and Fin. depts. on pp 1-2 ante. In the circumstances explained in paras 2 and 4 of the S.G.P.'s letter on pp 1-2 c.f. his proposal to revise the forms in Vol. III of the Madras Stationery Manual may be agreed to in this dept. ~~After orders are passed~~, the file may be passed on to P.W. Dept.

[Vide remarks of Sections at (u)]

26/7/46.

27.7.46.

29/7/46

Put up Vol III of the Manual

30.7.46

Submitted with the ~~by~~ Stationery Manual Vol. III. ~~it since put up.~~

30/7/46.

This dept is concerned with the following forms.

(1) Forms specified in items 5A - 47 on pp 412 - 414 of the book

(2) Forms under certain special Acts - pp 452 - 463.

(3) Forms under Indian Xian Marriage Act } - pp 471 - 473

(4) Judicial forms pp 503 - 517

(5) Jail forms pp 520 - 535

(6) Police forms pp 536 - 575

30.7.46.

Sections concerned have not examined whether ~~it is necessary~~ the above forms require any revision. Do it quickly

1/8/46

Circulated in Sections with ref to A S's order.

1/8/46

1/8/46

A section.

This Section is concerned with the forms on pages 536 - 575 of the Volume III of the Stationery Manual. They come ~~into~~ the following heads:-

(1) Forms used in the Office of the I.G. of Police - 32 Forms.

(2) Those used in the Offices of the Superintendents of Police and their subordinates — 471 Forms. H 537–558

(3) Forms common to items (1) and (2) above -- 39 " H 558–560

(4) Forms used in the Office of the Commr. of Police -- 183 " H 560–

(5) Those used in the Office of the D.I.G. of Police, Railways and C.I.D. - 33 " H 570–

(6) List of covers, labels and Wrappers supplied to the Police Dept. H 571–

(a) I.G's office. - 15

(b) Common to the Office of the I.G. of Police and their Subordinate Offices. - 24

(c) Office of the Commr. of Police, Madras - 7

(d) D.I.G. of Police, Rys. and C.I.D. - 5

2. In addition to these forms etc. mentioned above there are also forms and covers common to two or more Depts. -- Vide pages 474 - 502 of the Stationery Manual, Volume III put up. Many of these forms and covers may also be used in the Police Dept.

3. Sample forms of these numerous forms are not available and in their absence it is not possible to undertake a detailed scrutiny of these forms. It appears from page 536 of the Manual that these forms were prescribed in 1911 and 1913. The manual itself was published in the year 1913. Since the publication of the manual, the Totenham system has been introduced. According para 15 of the District Office Manual, many old registers were abolished and unauthorised registers should not be used. There is no information as to which of the registers and forms have been abolished, which have been modified or added to and which have been become ~~defont~~ defunct. Some of the forms might have become out-of-date. For instance, the Annual Report on Police Inspectors referred to on page 537 of the Volume may not be ~~same~~ the same form which is used at the present day. Some of the forms are printed in Oriya and they may not be necessary after the formation of the Orissa Province. Verbal alterations may be necessary here and there e.g. Expression "Lunatic Asylum" occuring on page 562 of the Manual should be replaced by "Mental Hospital". There are references to

p 6 of the manual

"Personal Assistant to the D.S.P., Railways and C.I.D." There is no Personal Assistant to this Officer. These and other mistakes or discrepancies may have to be rectified by the Special Officer proposed to be appointed, in consultation with the I.G. of Police. As stated by the S.G.P. the present Manual is 30 years old and out of date and almost obsolete. The S.G.P. says that the revision is absolutely necessary.

para 2 on p1CF

para 4 on p2CF

2/8/46.

Two other Sections — see p3 above

K. 3/8/46

J. 3.8.46

3/8/46 B

The forms mentioned in the index on pp 371 – 372 of the R.T. Code relating to the Motor Vehicle Acts and Rules may also be included in the manual which doesnt at present contain these forms. Any other forms that may be necessary for use in the Office of the C.R.T. Board and in the Regional Transport Offices may also be included in the manual in consultation with the Secy, C.R.T. Board.

5/8/46 5/8/46.

C. Section.

This section is concerned with the forms specified on pp 520 – 535 of Volume III of the Stationery Manual. They come under the following heads:-

pp 520 – 525 of the Book put up.

pp 525 – 535 of Book put up.

(1) Forms used in the office of the I.G. of Prisons – 70 forms

(2) Forms used in ~~the offices of~~ the Subordinate jails – 193 forms some of which were since cancelled

~~Some of the~~ old registers and forms might have become out of date. The Special officer proposed to be appointed, ~~ought to~~ may obtain the correct information about the register and forms in consultation with the I.G. of Prisons.

6, p 2 of

Some of the forms are used in respect of Port Blair convicts. These forms are not now necessary as the Govt of India have since abandoned the use of Andamans as a convict settlement.

5.8.46.

through C.1. & C.3.

5.8.46

6.8.46.

D' Section

The Judicial Forms and Covers will be found on pp 503 – 519 of Vol. III of the Stationery Manual. Some of the registers and forms might have become out of date. The Special Officer proposed to be appointed ~~may~~ will have to obtain the Correct information about the registers and forms by a reference to the High Court. The necessity for the revision of the forms may be accepted.

J.B.
7.8.46

R...
7.8.46

Two 'E' & 'F'
Recd 9.8.46
[illegible] 8.8.46.
U.S.O. 8/8/46
8/8/46
8/8/46.
9.8.46

G Section.

This section is concerned with forms under the following Acts and Manual, printed in the Stationery Manual - Vol III :

(1) Indian Arms Act - pp 452-457 of the Stationery Manual Vol III.
(2) Indian Explosives Act - pp 457-458 . - do -
(3) Indian Petroleum Act - pp 460-461 - do
(4) Indian Poisons Act - p. 461 - do -
(5) Indian Christian Marriage Act - pp 471-473 - do -
(6) Special Marriage Act. p. 473 do
(7) ~~Indian~~ Extradition Manual p. 462 do

Volume III of the Stationery Manual was printed in 1917. Since then, the acts referred to in items (1) to (4) have been revised and reissued so that all the forms & under the Extradition Manual would have undergone changes. The forms under the other two Acts may not require revision, but minor alterations may be necessary. In the absence of these forms it is not possible to examine in detail what changes are necessary. The Special Officer proposed to be appointed may go into these details.

Some forms [illegible] for the file have been called for from C.E.B. This [illegible] returned [illegible] 'F' after [illegible] ourselves [illegible]

[illegible]
10/8/46

G Section
Recd 10/8/46 - 12 noon
Passed on 10/8/46 1.15 PM

H section.

This section is concerned with S. No 13. under Govt. ch. S, VI - Public Deptt. on page 416 of the volume put up. This form is not now in use and has to be deleted.

[The copy of vol III of the Sty. Manual put up does not incorporate correction slips issued to it from time to time. It is difficult to say whether any remarks are called for in respect of forms mentioned in the correction slips].

[illegible]
10/8/46

H. Sec.
Recd. 13.8.46, 10.30 AM
Passed on " 11.10 "

Pln
13.8.46

M Sec
13/8/46

F Section..

This section is concerned with the following forms: ~~Recd~~

(1) Appeal against acquittal - Note sheet

(2) Appeal against acquittal - Endt. to the Government Pleader

(3) Appeal against acquittal - Proceedings directing an appeal

L Section
Recd. not concerned.
on 14/8 [illegible]
13/8/46. [illegible]
13.8.46

S. Nos 43 - 45 at p 414 of the book put up

9A 75 7

(4) Appeal against acquittal - Proceedings declining to appeal

(5) Appeal against acquittal - Proceedings communicating result of appeal to Dt. Magistrates.

S. Nos. 46 & 47 at p 415 of the book put up

(6) Petition from convicts for orders

(7) Release of convicts under 14 years' rule - for orders

(8) Proceedings rejecting petitions from convicts.

(9) Proceedings sanctioning the conditional release of a prisoner on medical grounds.

[illegible] 16-19 on pp. 412-413 of [illegible]

The first five forms have not been supplied for some time. Specimen forms of items (3) and (4), which alone are available, are placed below.

pp 6-7 ante

Ⓦ

Item (1) on p6 **above.** It is only in rare cases that a note is put up in cases of appeal against acquittal. It does not seem necessary to have this form printed.

Item (2) on p6 **above.** Usually, the endt. to the Public Prosecutor is written on the ~~last page of the~~ current file itself and the current file is sent in original to the P.P. or C.P. along with the relevant records. There ~~is~~ seems, Therefore, no need to continue this form.

Items (3) and (4) on pp6-7 **above.** The abstract of items (3) and (4) above require revision as shown below:

"Criminal appeal - Appeal against acquittal . . . . . "

Item (5) above. Item (5) may be discontinued as copies of the appellate judgments of the High Court are sent to the D.M. ~~concerned~~ also ~~[illegible]~~ by the High Court when it sends a copy to the Govt. ~~The special officer proposed may consider the facts pointed out above.~~

Items (6) to (9) above. These have not been printed for some time. They may be printed. In the case of form (7), however, it may be described as the form relating to "Release of prisoners under the Advisory Board Scheme - Note Sheet.", and Itxisxseenxfromxthe item (9) may be described as the form relating to "proceedings sanctioning the release of prisoners."

Through F3.
14/8/46
15

The Special Officer may consider the above when he goes into the question.
15.8.46

15/8/46

The notes from p 3 ante show that a revision of vol III of the Sty Manual is called for so far as forms relating to Home are concerned.
[illegible]
16.8.46

17.8.46
P.W.D.

Home no.
3126491461
12.8.46

M
4091

PWD

A.S.

Please see ~~f~~ pp 1-7 ante. the S.G.P's letter in the cf. & notes. It seems that more than one section is concerned in this Deptt. The Heads of Deptts under the P.W.D. may be consulted on the necessity of the revision of the Stationery Manual Vol. III so far as they are concerned. A draft endt. is submitted below for approval.

D
23/8/46.

KGS
23.8.46

It is sufficient if concerned sections are consulted with regard to the need for amending Stationery Manual. Vol III as is done in the foregoing notes. This may be done in a Routine note

24/8/46

There are [illegible] in the books like Dispatch from[?] Manual forms, Forms used in the [illegible] Stationery forms used in the Stationery [illegible] and so on.

D

Submitted.

Spoken to AS2. The Stationery Manual Vol. III with corrections is not available. However a copy of the Manual published in 1917 is put up. No correction slips are pasted in this volume. In the circumstances, it will not be possible for the sections to examine this obsolete volume. Hence it seems better to consult Heads of deptts. Draft subd. for approval.

Z

Y

9/9/46

KGS
6-9-46

Issued as Memo No. 4091 G/46-1 dt 16.9.46 to the Heads of Deptts under P.W.D.

p 5 of

Recently, Edn & P.H. have reminded for this file, and an u.o. reply was sent to that dept. A reference has been issued to the Heads of Deptts under the P.W.D. – see p 5 of and their replies are awaited. The file still remains to be seen by Revenue, L.A. & Devt. separately. As it will take time for us to receive the replies from the Heads of Deptts., the file may be sent to Revenue. When replies are received, they

---

must be forwarded to Edn & P.H.

Extract taken.
1.10.46

KGS
29.9.46

Take necessary extracts & pass on the file to Rev.

30/9/46

Rev

P.W.D. u.o
4091 G/46-2
1.10.46

ASSISTANT SECRETARY TO GOVERNMENT
1335 A
2 - OCT 1946
REVENUE DEPARTMENT

AS1
2.10.46

Rev. Dept.

Necessary extracts have been taken for action in this Dept. The file may be passed on to L.A. with ref. to E. & P.H. note on p. 2 ante

9/10/46

L.A.

8/10/46 for A.O.

Rev. u.o. 1335 A/46-1
9.10.46

LOCAL ADMINISTRATION DEPT.
32630
10 OCT 1946
SECRETARIAT, MADRAS

L.A (B)

This Dept is concerned with forms under ~~the~~ Acts printed in the Stationery Manual Vol III.

P 464 of the vol. (1) Dist. Municipalities Act (IV of 1884) pp. 464 of the Sty. Manual vol III

p. 465 of the vol. (2) Local Boards Act (V of 1884) pp. 465 do-

p. 465 of the vol. ~~and (3) Indian Councils Act. p. 465 – do-~~

~~also~~ Vol III ~~was~~ of the stationery manual was printed in 1917. Since then the acts referred to above ~~in items 1 to 3~~ have been repealed ~~revised and~~ ~~and~~ ~~reissued so that all the forms would have undergone changes.~~ Sample forms of these forms are not available and in their absence it is not possible to undertake a detailed scrutiny of them. Some of the forms have become out of date. For instance

p. 466 of the vol. the forms prescribed under item (2) above is an obsolete ~~of no use~~ as the Taluk boards have ~~long~~ been abolished long ago.

10-

As stated by the S.G.P the present Manual is 30 years old and out of date and almost obsolete. [The copy of the Sty Manual vol III put up does not incorporate any correction slips issued to it from time to time. It is difficult to say whether any remarks are called for in respect of forms mentioned in the correction slips] With these remarks the File may be passed on to Dev.

DB
14.x.46

This Dept. may agree ~~with Home~~ that a revn. of Vol III of the Sty. manual is necessary so far as forms relating to this Depts. are concerned.

~~Thro' JI~~

With the above remarks the file may be passed on to Devt.

15.x.

2/11/46 AS/ Devt

2.11.46

(Sty manual Vol III (not put up) removed in 2A 4/11)

4/11

DO 32630-IBLA
4-11-46

842847

Development Dept.

TO A.S.

This Dept. is concerned with the following forms;—

Revenue forms:

Agrl. Statistics	pp. 25-28 of Stationery manual, Vol.III
Cattle Mortality	33
~~Cattle Pounds~~	34
Forests - Code Forms.	41-58
Forests - permits	59-65
~~Minikss~~ Mines	pp. 100-102
Forms used by officers ~~by~~ in the Subordinate Forest Offices and Madras Forest College and Forms used by C.C.F.	pp. 115-125

A

DS/P1

CNo 842875/46.

Forms used ~~by~~ in the office of D.A.	pp. 126-137
-do- -do- Dy. D.A.	
-do- Principal, Agrl. College	pp. 137
-do- -do- D.V.S.	pp. 139-143
-do- R.C.S.	pp. 146-148
Forms specially for Forests & Vety. Depts. ~~D.V.S. & R.C.S.~~ forms specially used by D.V.S & R.C.S.	pp. 235-236, 295 & 296

Scientific & other Minor Depts. forms

Director of Fisheries	pp. 644-645
Director, Cinchona & Plantations	pp. 648-650
Inspector(Senior) of Steam Boilers	pp. 653
Director of Industries and Commerce.	pp. 654-656

A

Sections concerned may be requested to examine ~~'X' on p.2 and above and return the file to 'J' Section.~~ whether the above forms require any revision with reference to "X" on ~~page~~ 2 above

KSD
13.11.46

13/11/46

14/11/46

circulated to :-
A II & A may be consulted 15/11/46
B R.C.S. may be consulted 15/11/46
C C.C.F. may be consulted 15/11/46
D I
E The D.V.S may be consulted 14/11/46
F The D.I. & C may be consulted 14/11/46
J 14.11.46
K

X p 45 of 18.10.45 (not put up)

To A S

Please see the remarks of sections in the margin along-side. They suggest that the D.A., R.C.S., C.C.F., D.V.S., D.I and C and the Director of Cinchona may be consulted on the question of revision of the forms referred to above. Education and P.H. Department may be requested to consult the heads of Departments mentioned above with reference to instruction 62-A of the Secretariat Instructions. They will no doubt let this Dept. see this case again after replies from the heads of Depts are received.

18.11.46

19/11/46

20/11/46

AS 5/11

US

APM
21.11.46

Dev. O.O. 842875/46-1
21.11.46

712-47
21 NOV 1946

~~A draft memo is placed below for approval.~~

ES PH
31

Please see the remarks of Devt. above. The forms mentioned by them at 'A' on pages 10-11 above relate to several heads of depts under Development and this Dept is not in a position to know with what forms each of the

the heads of the dept. is concerned. Govt. may therefore be requested to consult the heads of departments and transfer the file to this Dept. after their replies are received.

KAB
2·11·46.

7·11·46

Dev 91527 J/46
28·11·46

Devl.
Dev. G.

G.O. Rm 346 98-4 7/Ea
27/11/46

A.S.

(Previous notes at pp 10–11 above)

Please see the E.&P.H dept notes from the bottom of ~~the~~ page 11 above. A draft memo to the Heads of depts. under Development is submitted for approval.

KSR
4·12·46
4·12·46.

Book No 145.

Submitted.

2. Spoken to A.S.I. No copy of Stationery Manual, Volume III is available either in office or with any of the officers of Development Department. A copy of the book is available in the Secretariat Library. The Librarian is not prepared to lend it out inspite of a special request made to him. The information already furnished in the previous note on pages 10–11 above had to be gathered from the book available in the Library by sitting in the Library Room itself. Several sections in this Department are concerned with the forms mentioned in the note on pages 10–11 above. When the case was previously circulated to sections they suggested that the Heads of Departments might be consulted. ~~Earlier~~ A.S. orally ordered that the forms should be examined in the ~~Dept~~. Sectt. itself. But sections ~~fin~~ feel that it is not possible for them to examine the forms without a copy of the Stationery Manual, Volume III, as the Sectt. Librarian refuses to spare the copy which is in the Library for reference and return. P.W.D also could not get an up-to-date copy of the Volume. They could not therefore examine in the Sectt itself the forms

Spoken
4·12·46.

(x) Please see the slip placed below

Book No 145

AI, B, C, DI, E, F, J, K

X at p 11 above

Book No 145

X Z at P 8 above

Y in P below

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with which they were concerned. That Department issued a reference to the Heads of Depts under them and passed on this file to other Depts. They propose to forward to E and P.H. the replies of the Heads of Depts. when received. For orders whether a similar procedure may be adopted in this Depr. also in the circumstances explained above. If so, a draft memo is submitted for approval on the analogy of the P.W. Depr. memo on p 5 c.f.

M on p 9 above.

7·12·46

I agree but the procedure is not satisfactory to me.
8/12

[Issued as Memo No. 91527 J/46-1 dt. 9.12.46]

p 7 C.F.

p 9 C.F. From the R.I.Sc. no 91/47 D 11-1-1947

p 13 C.F. From the D.V.S. no 8431-II/46 D 16-1-1947.

p 21 C.F. From the R.C.S. Rc 20348/46 E/47 D 21-1-47

p 33 C.F. From the P.I.C. L.Dis 12635/47 R D 28-1-47

pp 55–56 C.F. Director of Cinchona no 3914 F/46 D 15-1-47

pp 65–70 C.F. From the D.A. Dis P3.1528/46 D 28-1-47

p 89 C.F. From the D.I.&C. no 66 F/47 D 10-1-48.

Dev (J)

(PREVIOUS NOTES NEED NOT BE READ)

Book not available

The case relates to the revision of Standardised forms ~~to~~ contained in the Madras Stationary Manual vol.III. The forms with which this Department is concerned are indicated at 'A' pp.10-11 above. The heads of Departments concerned were consulted and they have offered their remarks.

'A' in pp 10–11 above

p 7 C F

pp 9–89 C.F

The Commissioner of Labour, the Director of Industries and Commerce and the Director of Veterinary Services suggest no revision of forms. This may be agreed to.

p 57 C.F.
p 89 C.F
p 13 C.F

The R.C.S. has suggested revision of forms 18 and 19 and adds that no other forms require revision. May be accepted.

p 21 C.F

The Director of Cinchona has offered his remarks ~~on~~ and suggests the deletion of certain forms from the standardised list and

pp 55–56 C.F.

also the inclusion of certain forms in the list of standardized forms under Cinchona Plantations. -vide pages 55-56 cf.

The D.A. has forwarded a statement showing the changes that are necessary in respect of certain forms. The suggestions will be found on p.67-70 cf. E. & P.H. may consider the above suggestions.

pp 67-70 c.f

(The C.C.F.'s remarks are awaited (See D.O. reminder on p 21 c.f, p 91 c.f) and if and when received may be forwarded to E. & P.H. separately) With these remarks the file may be returned to E.& P.H.

already too long held up

13.2.48

13.2.48

22/2/48

Thro' A I Not concerned. A II may see

B I 14/2/48

C I 14/2/48

D I 14.2.48

E 13/2/48

F 13/2/48

K 14/2/48

P II 14/2/48

D II 14.2.48

P I 14.2.48

P IV 14.2.48

A II 16/2/48

AS VI V III I / EPH

23.2.48

23/2/48

20/2/48

Education and P.H.Dept(F.1.)

This file relates to revision of Forms in the Madras Stationery Volume III.

Dev. U.O 91257 J/48-15 26.2.48.

In connection with the revision of the Madras Treasury Code, Madras Judicial Code and Madras Accounts Code in 1941, the Finance Department observed that the Codes included ~~them~~ different series of forms such as M.T.C. 12-3, M.F.C.1,273 etc. while many of the forms included in the Codes had another series of numbers in the Standardised list for the purpose of preparation of indents "Treasury Accounts", "Common forms" etc. It was therefore considered that there was no meaning in having forms of "T. & A." series after the old Treasury and Account code was superseded and that the serial numbers in the new codes viz., M.T.C. 1,2,3 and M.F.C. 123.etc. should be adopted in the list of standardised forms for the preparation of indents also instead of the "T. & A." "C.F." etc. series. The S.G.P. was accordingly requested to take action to revise the list of standardised forms and submit the list for approval of Government. Subsequently

ASST. SECRETARY TO GOVERNMENT
12 1948
14423
EDUCATION AND PUBLIC HEALTH DEPT.

pp 1-2 c.f

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in view of the imperative need for economy in paper during the war time, the question of revision of the standard forms was held over to be taken up when normal conditions returned. In 1946, after the cession of hostilities, the S.G.P. was again asked to take up the question of revision of the Stationery Manual Volume III, and the S.G.P. has submitted his proposals in his letter on pp 1-2 c.f.

2. The S.G.P. has stated that the bulk of the present Stationery Manual volume III is nearly 700 pages. The volume which contains roughly about 25000 individual items was last printed in 1916 and is out of date and obsolete. The volume requires a thorough revision amending and altering the forms wherever necessary and deleting the obsolete forms and including the new ones since brought into vogue by several new departments. In the interest of administration and economy a ~~through~~ thorough revision of the Stationery Manual volume III appears quite essential vide S.G.P.'s letter on pp 1-2 c.f.

For the purposes of the revision of the Manual the S.G.P. requires sanction for the employment of the staff referred to at 'A' on page 2 c.f. for a period of one year.

The Stationery Manual contains series of forms such as Revenue forms, Survey forms, Police forms, Jail forms, Judicial forms etc., besides T. & A. and C.F. series.

The Finance Department have stated that so far as the forms relating to that department the forms included in the 3 Financial Codes should be ~~reserved~~ removed from the "T.& A. and C.F." etc., series and new series of numbers such as M.T.C. 123 M.T.C. 1, 2, 3 etc should be given and suggested that other departments may be consulted.

The Home department have indicated the numerous forms relating to their Department and are of the view that many forms may have to be amended, altered or deleted and many new forms included, and standardised and that the work of investigation may be left to be undertaken by the special officer proposed to be employed.

P.W.D. and Revenue have taken extracts of the file and presumably they are examining the question of revision of forms relating to their respective Departments.

L.A. Department agree that some of the forms relating to them need revision.

Development Department have obtain and forwarded reports from all the Heads of the Departments under them except the C.C.F. regarding the revision of forms relating to them and have stated that the report of the C.C.F. will be forwarded if and when received.

It appears quite necessary that the Stationery Manual Volume III should be revised thoroughly and that, in the interest of having it revised as early as possible, it seems necessary that special staff should be sanctioned. The S.G.P. has asked for the staff referred to at 'A' on page 2 c.f. for a period of one year. It appears sufficient if the staff is sanctioned for six months and, if need be, further sanction for 2 or 3 months may be granted. If the staff proposed by the S.G.P., on the scale proposed by him for the Special Officer and revised scales of pay and allowances for the other staff, is ~~to be~~ employed for a period of six months, the expenditure on that account will be Rs. 4804-0-0 as shown below:-

A

Staff.	Pay per mensem.	D.A.& H.A. per mensem	For 6 months.
(1) Special Officer.	Rs. 250	Rs.49-12-0	Rs.1798-8-0
(2) U.D. Clerk	Rs. 80	18 + 6 = 24	624-0-0
(3) L.D. Clerk	Rs. 45	18 + 4 +7= 29	444-0-0
(4) Head Computor	Rs. 150	26-4-0 + 8 = 34-4-0	1105-8-0
(5) Typist	Rs. 45	29	444-0-0
(6) Attender	Rs. 24	16 + 3+ 5 = 24	288-0-0
		Rs.	4804-0-0

18813 Ein
20 MAR 1948

The file may be sent to Finance u.o. for remarks.

17.3.48

19/3/48

S/Finance

E III

E&P.H. u.o. No
34698/F1/46-12
20/3/48

(Previous note of Finance on pp 1-2 above)

The file has now been remitted to this depts. with reference to the proposal to employ additional staff in the Govt. Press for work

A above

7179 80

Connected with the revision of Forms in the Madras Stationery Volume III – please see the note of E.P.H from the middle of p 14 above.

2. E.P.H propose to sanction the employment of the following staff for a period of six months:

One Special Officer on a fixed pay of Rs 250-0
One Upper Division clerk on Rs 80-110
One Lower Division clerk on Rs 45-90
One Head Computor on Rs 90-150
One Typist on Rs 45-90 plus typewriting spl pay of Rs 10 p.m.
One Attender on Rs 24-35.

p 16 above

A

Scale in G.O 757 Fin 6.2.47 as subsequently amended

of pencil working on p 2 CF

The extra cost involved in the proposal is 5060 roundly for 6 months. The additional staff proposed by E.P.H seems to be the minimum required for the purpose and may be agreed to in this deptt. The staff may be sanctioned for a period of six months or till the need for the staff ceases whichever is earlier; the Supdt., Govt Press may be asked to finish the work as expeditiously as possible.

3. Financial procedure: As the extra cost on staff exceeds Rs 5000 p.a., the proposal should be referred to the Standing Finance Committee and the Cabinet before issue of orders.

23.3.48 23.3.48

23.3.48

24/3/48 ~~A.S.~~ / D.S.

Thro Emp A.
23.3.48

Fin. u.o
18813 Ein
24/3/48

E-PA

26 MAR 1948

Please see the note of Finance above.

The file relates to the employment of temporary addl. staff as at 'A' above ~~for six months for two years~~ in the Govt Press for work connected with the revision of forms in the Madras Stationery Vol. III. The S.G.P says that the revision is a long pending work. ~~Heads of depts also say that revision~~ and requires the above staff for a period

22796

18

of one year. It is proposed to sanction the staff for six months and ask the S.G.P. to finish the work as expeditiously as possible. Finance agree to the proposal. The estimated (average) cost for 6 months is about Rs 5060.

As the proposal involves an expenditure of over Rs 5,000 a year, it should be referred to the Standing Finance Committee and the Cabinet before issuing orders. ~~It is for orders~~ | B

The file may be circulated for ~~cm~~ orders.

av — whether action may be taken as at 'B' above
30.3.48

31/3/48 S

1/4/48

H. (Edn.)
H. (Fin.)

1/4

TSA
3.4.48

15.4

A

A note for the Standing Finance Committee is sub. for appl. It may be sent to Finance for acceptance.

av
26.4.48

27/4/48

by 28/4/48

S/Finance

10 APR 1948

E.&P.H. U.O. No.
34698/46/F1-13
28/4/48

Finance (E III)

(Previous note of Finance on pp 16-17 above)
Please see the further note of E&PH on pp 17-18 above & the orders in circulation above. The draft note for S.F.C. may be accepted subject to slight alterations indicated in pencil & the case returned to E&PH.

30/4/48

Fin. U.O. 33223 E III
1-5-48

33223
30 APR 1948

1/5

Thro B.G.
Stay (6) in the note for S.F.C. verify
15/5

E-PH
F1

The ~~revised~~ draft note for S.F.C. slightly altered as by Fin is submitted for approval. ~~May be circulated to H.M. (Edn).~~ Copies may be sent to the members and the file sent to Finance.

by 7/5

5/5/48 S

6/5/48

av

32656/48

B. 80, 81, 19

E&P.H
F1

Copies of the note for the S.F.C. has been sent to all members. The file with 5 spare copies below, may now be sent to Fin. o.o.

8/5/48

av

10/5/48

34698/F1/46-14
11/5/48

36380
1 MAY 1948

Standing Finance Committee.

The Committee approved the proposal.

71

Fin 36381/SFC-1
1.10.48

16 OCT 1948

Secy AS

73238

OCT 1948

The draft note for the Cabinet below is ~~[illegible]~~ request ~~[illegible] for the next meeting of the Cabinet~~

av
7.10.48

E&P.H. U.O. No.
34698 F1/48-15
15.10.48

76676

16/x

1/x

25 OCT 1948

TSA
23.10.48

F1

Please see the orders on p 19 ante. The draft note may issue. The u.o. note to Public(Spl) is also for appl.

av
24/10/48

Copies of the note for the Cabinet have been despatched and five copies are kept below. The file may now be sent to Public (Special).

3.11.48
av
3/11/48

E.&P.H. U.O. No.
34698 Fi/46-17.
4.11.48

UNDER SECRETARY
5 - NOV 1948
PUBLIC DEPARTMENT

The Cabinet has approved the proposals in this file as set out in the note at pages 123-124 c.f. — vide the proceedings of the Cabinet at page 125 c.f.

2. Attention is, in this connection, invited to the note on pages 5-6 n.f. in the linked file below. Subject to orders in that file, a draft order is subd. below for approval. Finance may see before circulation.

8/12/48

DP(i)
10/12/48

Finance (F.II)

~~Please see previous~~

E&P.H. U.O. No. 34698 Fi/46
-18
10.12.48

Finance saw last on page 18 ante. The decision of the Cabinet on 125 c.f. may be perused. The draft order below may be accepted subject to the remarks in the L.F. below.

13.12.48

12.12.48

14/12

DS Cl Fin U.O. 1013/48-1
11-12-48

18 DEC 1948

106042

Fin U.O. 106042/F.III-1
14.12.48

91180

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81 | 82

E&P.H (Fi)

Please see the note of Finance at page 20 ante and at page 6 n.f. in the L.F. below. The further notes of this dept at page 7 n.f. in the L.F. may be perused. The draft order may issue.

May be circulated to H.M. (Edn) and H.M. (Fin) for orders.

CSR.
16/12/48
16/12/48

SECRETARY, EDN. AND P.H. DEPT.
17 DEC 1948
GOVERNMENT OF MADRAS

ISA
21.12.48

26.12

22

E.P.H(F)

Please see the note of Finance at page 20 ante and at page 6 of the K.F below. The previous note of the dept at page 7 of the K.F may be perused. The draft note may come May be circulated to H.M (Edn) and H.M (Fin) for orders.

OK
16/7/48

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82 83 23

E and P.H Deptt
71

Govt Press. Printing of returns and forms – Recommendation of the Retrenchment and Reorganisation at its meeting held on 2-7-48.

~~The returns~~ A copy of the minutes of the meeting of the Retrenchment and Reorganisation Committee held on 2-7-48 regarding printing of ~~returns~~ too many returns and forms at the Govt Press was sent to the S.G.P for remarks – vide memo no. 50572 71/48-1 Edn dated 10-7-48

p.5 cf ~~[illegible]~~ this linked separate file

The S.G.P has not offered any remarks on ~~[illegible]~~ the recommendation of the ~~above~~ Committee – vide his letter at p.13 cf in the linked file. He may be asked to do so now. The draft memo below is for approval.

AV
6-8-48

HM
7/8/48

p.3 cf. [Memo no. 50572/71-48-4 Edn dated 10-8-48

pp7-8 cf Cno 62987 from the S.G.P. No. C-183/Ris/Ret dated 23-8-48

The S.G.P states that as far as the forms relating to this deptt are concerned, they can not be avoided. As regards the forms of other depts, it is for the S.G.P that the depts concerned should examine the question.

m c r

The Sub-committee of the R.R. Committee who visited the Govt Press considers that the question of reducing consumption of paper and cost of printing involved in the ~~waste~~ use of forms should be examined

p s c r

24

urgently and suggested the appointment of a senior Administrative officer to go into the question. The main Committee in their recommendation has not referred to this suggestion but has stated that the depts be asked to examine the necessity for the several returns prescribed and to minimise them as much as possible.

p 5 (

'A' in p 1C 2

It is for orders whether the above recommendation of the R-R Committee may be approved and communicated to all depts for necessary action. This routine communication may not have the desired effect. If there is to be ~~[illegible]~~ a thorough examination of the question with a view to economy, it seems desirable to appoint a Special Officer as suggested by the Sub Committee for the purpose. The appointment may be for two months only, within which he may contact the HDs of depts and do the needful as expeditiously as possible. ~~[illegible]~~ In this connection it is sub[mitted] that a Special Officer (Paper Economy officer) was appointed ~~early~~ in 1943 with a view to effect utmost possible economy in the use of paper in Govt offices. As 'forms' constituted ~~[illegible]~~ a large ~~[illegible]~~ proportion of the total consumption of paper, the Govt ~~[illegible]~~ stressed ~~[illegible]~~ on the importance of reduction of consumption of paper thro' forms and sanctioned necessary addl staff in the offices which ~~[illegible]~~ use a large amount of paper thro' forms, for effecting economy.

p 1 C f

A

B p 5 cf

p 15 (x)

p 10 g (x)

83

84

25 3

The S.P. (The Paper economy officer) gave personal instructions to the staff in the matter. On the whole, 12514 forms, 574 periodicals and publications were scrutinized and 1998 forms abolished and 7484 forms and 199 periodicals and publications economised.

pp 1-3 g (J)

para 7 on p 3 g 'J'

During the Postwar period, various controls have been introduced and forms and returns connected with the controls have been prescribed. When these controls are abolished, there may be some reduction in the consumption of paper and cost of printing thro forms.

The S.G.P. ~~has also~~ submitted proposals for revision of Standardized forms (Madras Stationery Manual Vol III) ~~[illegible]~~ and proposed a thorough overhauling and systematization of several forms prescribed under the different groups. The Heads of depts were consulted and many of them have agreed that the forms should be revised and sent in lists of forms considered necessary for use in their depts. The S.G.P has asked ~~[illegible]~~ for the following ~~[illegible]~~ staff to do the work proposed by him:—

File [illegible] to Finance

One Special Officer on a fixed pay of Rs 250

One U D clerk

One L D clerk

~~One [illegible] composition (90-150)~~

One Typist

One attender.

It is proposed to sanction the above staff for six months in the first instance. The proposal has been referred to the Standing Finance Committee. Apparently the revision ~~[illegible]~~ proposed by the S.G.P is independent of the recommendation of the R&R Committee which aims at economy, as he ~~[illegible]~~ has not referred to this in reply on p 7 c.f: Further the recommendation ~~[illegible]~~ of the R.R Committee relates to administrative depts with which the S.G.P is not concerned while the

Vide note at (t)

The [illegible] defined [illegible] proposed (t) [illegible]

86

revision proposed by the SGP is purely a technical matter (regrouping, size of paper deletion of obsolete forms from the lists, etc.). It is therefore for considering whether the proposal at 'A' or 'B' on p. 2 ante may be approved. It seems necessary to give effect to the recommendation of the R.R. Committee before the revision proposed by the SGP is taken up.

Finance may see for remarks.

av
2.9.48

Gross figures in the margin ~~above~~ of pp 3-4 above.

A draft memo is sub. for approval.

av
25.9.48

Fin (Accts B)

The draft memo below may be perused and the case returned to E.P.H.

4/10.

4.x.48

5.x.48

E.S.

E-PH
F1

E.&P.H. U.O. No. 50934A/F1/48

28.9.

88467
28 SEP 1948
1-10-48

Thro E III

The draft ~~to~~ memo. below may now issue.

Fin. U.O. No. 8846

13.10.48

15.10.48

74501
7 OCT 1948

[Memo no. 50934/F1/48-2 E.&h dated 16.10.48] pp 8-10 c.f.

From the S.G.P. No. C. 183/Ris dated 17-11-48 – pp 11-12 c.f.

The SGP reports that the recommendations of the R.R. Committee in regard to economy of forms in use in several offices can be attended to by the special staff proposed for the revision

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EA

27

of the list of standardized forms. The S.G.P. says that the above staff may be sanctioned for ~~one year with the special officer on Rs 200 pm instead of on Rs 250 as originally proposed by him. In the~~

A | proposal to sanction the special staff with the S.O. on Rs 250 pm for six months has been ~~placed~~ approved by the S.F.C. ~~and is to be [illegible]~~. A decision taken may be awaited until 21-12-48.

av
22.11.48

23/11/48

The proposal referred to at 'A' above has since been approved by the Cabinet - vide page 125 c.f. of the top file.

E.No. 24628/46-F1.

2. The S.G.P. has agreed that the staff being sanctioned in the top file may attend also to the work relating to the reduction in the number of forms and returns used by the various offices. For this purpose he wants the staff to be sanctioned for a period of one year in the first instance. But in the top file, it has been decided to sanction the staff only for six months. This need not perhaps be altered now. If any extension beyond six months will be necessary, the question may be considered then. For orders.

'B' on p.11 c.f.

p. 123-124 c.f. of top file.

3. The S.G.P. has also proposed that the pay for the Special Officer may be fixed at Rs.200/- instead of at Rs.250/- as originally proposed. The reason for this change is stated to be that the permanent Manager of the office of the S.G.P. originally proposed for appointment as Special Officer will not be available for appointment, as he has since been proposed for appointment as Special Officer for stock-taking of Plant, etc. But in the connected file, it has been decided that this permanent Manager should not be

'C' at p.11 c.f.

p.2 c.f. of top file

'D' at p.11 c.f.

no. 76307/48/F1

P.T.O.

appointed as Special Officer for Stock-taking. (H.M. minuted that somebody else would be proposed by him and the file has been sent to him for suggesting the name of the person to be appointed). The reason given by the S.G.P. for revising the pay of the Special Officer does not, therefore, hold good. The pay of Rs.250/- originally proposed by him and already approved by the Cabinet may stand and the S.G.P. asked to send proposals for the appointment of the Special Officer. (In the circumstances, the S.G.P's proposal at 'A' on page 11 c.f. need not be considered now.) For orders.

'D' at page 11 c.f.

p. 2 c.f. of top file

pp. 123-125 c.f. ibid

4. Subject to orders, the draft order put up in the top file covers the proposals under consideration in this file also. Finance may see before circulation.

8/12/48

106042A

Dp. (C)
16/12/48

E&P.H.U.O. 50934 F1/48-
10.12.48

Finance (E III)

(Pre Finance note on p.4 above)

With reference to para 3 of E&P.H deptt note on pp 5-6 above, regarding the pay of the Special Officer for the revision of the list of Standardized forms, it may be pointed out ~~[illegible]~~ that - the arrangement suggested by the S.G.P. does not preclude the possibility of appointing ~~if the permanent office Manager cannot be spared, then~~ the Head clerk who is acting as Office Manager, ~~[illegible]~~ and who is stated to have experience in forms work ~~can be appointed~~ as the Special officer. In the circumstances there does not seem to be any justification for granting a higher pay viz Rs 250/- p.m. than that recommended by the S.G.P viz Rs 200/- p.m. This deptt may advise accordingly.

'A' on p 11 c.f.

-do-

p 11 c.f.

13/12/48

14/12

E-P4

FIN.U.O. 106042A/E III
14.12.48

Edu. & P.H. Deptt. (F1)

Please see the note of Finance at page 6 ante. It is stated that a pay of Rs. 250/- ~~for~~ the Special Officer has already been approved by the Cabinet and it is proposed to ~~mention~~ this pay in the orders to be issued, ~~[illegible]~~ and to invite proposals for the appointment of the Spl. Officer. If the S.G.P. proposes for the appt. only the Head Clerk, it may then be considered whether it will not be sufficient to give him only a pay of Rs. 200/-. If however the permanent Manager is proposed for appt, it will be necessary to give him a pay ~~[illegible]~~ of Rs. 250. The draft order already put up (in the top file) need not, therefore, be altered.

2. May be circulated for orders.

16/12/48

pages 123-125 c.f. in top file

x with draft in top file

approved text 'A' on p. 15 f

Date
17/12/48

Add these papers to c.f.
27/12/48

TSA
21-12-48

26.12