

E & P H (1949) Department.

Press SERIES.

G.O. NO. M/s 2873 Edu.

Dated 13. 9. 49.

Closed
✓

[Despatch Abstract.]

Sub :- Stationery Department - Statistics
showing the work for 1948-49 -
Recorded.

Back Papers.

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

Further Papers.

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

MISCELLANEOUS.



EDUCATION AND PUBLIC HEALTH DEPARTMENT

(Education)

G.O. No. 2873, 13th September 1949

Stationery Department—Statistics showing the work for 1948-49—Recorded.

READ—the following paper :—

From the Superintendent of Stationery to the Secretary to Government, Education and Public Health Department, Madras, dated the 17th August 1949, No. Pdl. 40/49.

[Stationery Department—Statistics for 1948-49—Annual report of.]

I send herewith in duplicate the statistics showing the work of the Stationery Department for the official year 1948-49.

STATEMENT No. I.—Statement showing the value of English articles obtained from the India Office, London, during 1947-48 and 1948-49.

Description of articles.	1947-48.		1948-49.	
	Rs.	Nil.	Rs.	Nil.
Paper, drawing	..	..	6,881	..
Do. writing	..	..	10,453	..
Do. printing	..	..	9,07,366	..
Do. other kinds	..	..	1,972	..
Do. news printing	..	..	Nil.	..
Do. water-marked	..	..	3,213	..
Do. typewriting and duplicating	..	..	Nil.	..
Envelopes	..	..	..	..
Drawing materials	..	..	..	..
Water materials	..	..	..	..
Printing and duplicating materials	..	..	..	..
Binding materials	..	..	..	..
Miscellaneous articles	..	..	..	..
Total ..	Nil.	..	9,29,885	..

STATEMENT No. II.—*Value of country papers purchased from the Indian mills during 1947-48 and 1948-49.*

Description of articles,	1947-48.	1948-49.
	RS.	RS.
White printing and glazed buff	7,39,559	11,57,261
White cartridge	21,430	39,160
Brown cartridge	34,681	84,955
Blotting	32,119	38,783
Cream wove	9,482	475
Azure laid	20,218	30,800
Cream laid	9,424	48,200
Papers for typewriters and duplicators	Nil.	6,163
Note paper	3,979	9,800
Coloured paper (M.G. pressings)		
Total ..	8,70,892	14,10,597

No. 2873, EDUCATION, 13TH SEPTEMBER 1949

STATEMENT No. III.—Value of country-made miscellaneous articles purchased locally during 1947-48 and 1948-49.

Description of articles.	1947-48. RS.	1948-49. RS.
Paper of other kinds	Nil.	12,536
Envelopes	49	2,225
Typewriter and duplicator accessories	10,106	4,849
Writing materials	30,006	1,00,968
Printing and duplicating materials	10,064	9,669
Miscellaneous articles	2,26,257	2,59,209
Binding materials	25,239	17,365
Drawing materials	719	21
Total ..	3,02,440	4,06,842

STATEMENT No. IV.—Value of English stores purchased locally during 1947-48 and 1948-49.

Description of articles.	1947-48. RS.	1948-49. RS.
Paper, drawing, litho	Nil.	13,110
Do. water-marked	"	"
Do. white cartridge	"	"
Do. writing	69,717	19,779
Do. printing	33,200	48,443
Do. other kinds	65,279	"
Do. typewriting and duplicating	75,892	1,52,466
Envelopes	1,789	"
Drawing materials including water colours	41,307	25,774
Writing materials	94,999	78,834
Printing materials	9,752	"
Binding materials	Nil.	"
Miscellaneous articles	6,534	12,866
Typewriters, duplicators and accessories	4,51,020	4,52,263
Total ..	8,49,489	8,03,535

STATEMENT No. V.—Statement showing the value of issues according to the different kinds of articles supplied by the Stationery Office in the two years 1947-48 and 1948-49.

Description of articles.	1947-48. RS.	1948-49. RS.	Increase. RS.	Decrease. RS.
Paper, drawing	3,345	14,791	11,446	"
Do. writing	2,08,841	3,58,186	1,49,345	"
Do. printing	13,94,905	17,85,047	3,90,142	"
Do. coloured	8,774	8,549	"	225
Do. litho	15,061	22,179	7,118	"
Do. water-marked	3,386	36,879	33,493	"
Do. blotting	20,888	22,534	1,696	"
Do. white cartridge	11,549	22,030	10,481	"
Do. brown and mounting	81,213	1,30,319	49,106	"
Do. carbonic, papyrographic and other kinds	93,605	1,43,724	50,119	"
Blank books	22,275	28,198	5,923	"
Drawing materials	3,392	8,182	4,790	"
Cloth, tracing	14,998	12,997	"	2,001
Do. waxed	1,642	1,151	"	491
Do. binding	35,146	21,806	"	13,240
Do. long nainsook	"	"	"	"

No. 2873, EDUCATION, 13TH SEPTEMBER 1949

Description of articles.	1947-48. RS.	1948-49. RS.	Increase. RS.	Decrease. RS.
Ink bottles and stands	4,771	2,363	"	2,408
Ink powder and fluid	19,518	43,142	23,624	"
Ink, printing	11,807	27,205	15,398	"
Paste, mill and straw boards	79,565	89,656	10,091	"
Penknives	9	"	"	9
Erasers	"	2,079	2,079	"
Pencils	23,668	26,710	3,042	"
Pen, quills	2,516	3,387	871	"
Pens, steel	48,234	45,355	"	2,879
Rubber	1,301	478	"	823
Slates	545	459	"	86
Sponges	1,752	832	"	920
Scissors	205	217	12	"
Sealing wax	8,717	8,552	"	165
Tape, twine and thread	73,418	99,343	25,925	"
Ribbons for typewriter	15,521	18,573	3,052	"
Rulers	301	477	176	"
Paper cutters	"	1,637	659	"
Paper weights	5,426	12,138	6,712	"
Needles and pins	2,114	2,389	275	"
Envelopes	4,84,848	3,74,611	"	1,10,237
Typewriter and accessories	74,226	53,204	"	21,022
Other articles	"	"	"	"
Total ..	27,78,410	34,29,379	8,05,575	1,54,606
Add value of adjustments	4,102	3,161	"	941
Grand total ..	27,82,512	34,32,540	8,05,575	1,55,547

STATEMENT A.—Statement showing the value of stores (English and Indian) in stock and purchased by the Stationery Office during 1948-49.

(1)	Stores purchased in England. (2)	Foreign articles purchased in India. (3)	Total foreign articles. (4)	Indian-made articles purchased in India. (5)	Total foreign and Indian. (6)
	RS.	RS.	RS.	RS.	RS.
Opening balance	46,035	72,047	1,18,082	5,80,168	6,98,250
Receipts.					
Stores purchased in England	9,29,885	"	17,33,420	"	"
Foreign articles purchased in India	"	8,03,535	18,17,703	18,17,703	35,51,123
Indian-made articles purchased in India	"	1,18,263	1,18,263	1,81,702	2,99,965
Other receipts (a)	"	"	"	"	"
Total, Receipts ..	9,29,885	9,21,798	18,51,683	19,99,405	38,51,088
Grand total ..	9,75,920	9,93,845	19,69,765	25,79,573	45,49,338
Issues.					
Central Provincial and Local (including Local Funds)	Nil.	Nil.	Nil.	Nil.	Nil.
Other issues including adjustments and write-off (b)	8,45,243	6,03,214	14,48,457	19,84,083	34,32,540
Total, Issues ..	8,45,243	6,03,214	14,48,457	19,84,083	34,32,540
Closing balance ..	1,30,677	3,90,631	5,21,308	5,95,038	11,16,401

(a) Other receipts include (1) value of manufactured articles, (2) excess in stock-taking and (3) variation.
(b) Includes deficiency in stock-taking.

NOTE.—(1) The Statement A has been prepared as per orders issued in G.O. No. 835, Education, dated 31st May 1941. The closing balance on 31st March 1949 has been valued either at the issue rates fixed for 1948-49 (cost of acquisition) or the contract rates for 1949-50 whichever has been less as ordered in G.O. No. 1208, Education, dated 14th May 1948.
(2) Purchase of jail-made articles is obligatory on the part of the consuming departments. The restrictions regarding prices and quality are not applied in the case of such articles.
(3) As no imported article was offered at a lower rate than an article manufactured in India, the question of granting preference to the latter did not arise.
(4) In other cases where Indian-made articles were purchased, the rates happened to be the lowest and the quality also compared favourably with foreign articles.

STATEMENT B.—Statement showing by departments the issues of stationery articles during 1947-48 and 1948-49.

Names of departments.	1947-48. RS.	1948-49. RS.
<i>Central.</i>		
Paymaster, Carnatic Stipends	Nil.	Nil.
Elections	"	"
<i>Provincial.</i>		
Land Revenue	6,055	12,850
Excise and Prohibition	31,597	20,648
Stamps	271	322
Forest	14,041	22,368
Registration	29,663	29,299
Road Traffic (M.V.T.)	10,011	9,273
General Administration	4,04,823	4,19,661
Jails and Convicts Settlements	9,496	11,971
Administration of Justice (Judicial)	59,791	62,439
Police	1,31,515	1,71,469
Scientific	19,526	10,618
Education	73,739	1,03,323
Medical	29,446	33,872
Public Health	19,352	18,439
Agriculture	60,855	69,529
Veterinary	10,679	13,434
Co-operative	23,861	46,942
Industries	53,015	38,619
Miscellaneous	55,752	94,958
Civil Works	94,995	91,401
Stationery and Printing (Press)	11,99,489	15,06,551
Stationery and Printing (Office)	6,213	3,639
Commercial Taxes	30,150	73,508
Motor Spirit and Tyre Rationing	433	1,576
Food Rationing	55,282	1,38,392
District and Provincial War Committee	Nil.	Nil.
A.R.P. Civil Defence	"	"
National War Front	570	745
Provincial Motor Transport Controller	1,171	319
Civil Supplies	15,659	22,192
Post-war Reconstruction	3,990	Nil.
Highways and Superintending Engineers (Communications)	53,571	40,024
Madras Provincial District Soldiers', Sailors' and Airmen's Board	4,906	1,207
Elections	Nil.	1,12,947
Total	25,09,917	31,82,538
Local Fund (Sales)	2,63,728	2,47,157
Grand total	27,78,645	34,29,695

Remarks.

During 1948-49 there was an increase of one anna per lb. in the price of Indian-made printing paper as compared with the prices of 1947-48. There was also a slight increase of prices of other articles of stationery.

Causes for large variations are given below:—

Land Revenue.—The increase is due to large supply of drawing papers and new typewriters.

Excise and Prohibition.—The increase during 1947-48 was due to the supply of large number of typewriters during this year than in the previous year.

Forest.—Increase is due to the large supply of papers and typewriters.

Police.—Increase is due to the large supply of papers.

Scientific.—Increase in 1947-48 was due to the supply of large number of typewriters.

Education.—Increase is due to the large supply of typewriters.

Agriculture.—Increase is due to the large supply of printing and drawing papers.

Veterinary.—The increase is due to the large supply of paper.

Co-operative.—Increase is due to the large supply of paper and typewriters.

Industries.—Increase in 1947-48 was due to large supply of typewriters and also map litho paper.

Miscellaneous.—Increase is due to the large supply of paper and other articles.

Press.—Increase is due to the increase in the price of papers and also the increased quantity of paper consumed.

Commercial Taxes.—Increase is due to the large supply of paper.

Food Rationing.—Increase is due to the introduction of rationing scheme.

Civil Supplies.—Increase is due to the introduction of rationing scheme.

Highways.—Decrease is due to the smaller number of typewriters supplied in 1948-49 than in previous year.

Order—No. 2873, Education, dated 13th September 1949.

Recorded.

(By order of His Excellency the Governor)

J. M. LOBO PRABHU,
Secretary to Government.

To the Superintendent of Stationery.
" the Superintendent, Government Press.
" the Accountant-General.
" all Departments of the Secretariat.
" the Secretary, Madras Legislature.

Forwarded to the

(By order)

Superintendent.

6

From: V.V. Subramaniam Esq., I.C.S. To
Superintendent of Stationery,
(Madras) at Guindy,
Madras.15.

No.Pd1.40/49.

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

Dated: 17/8/49.

Sir,

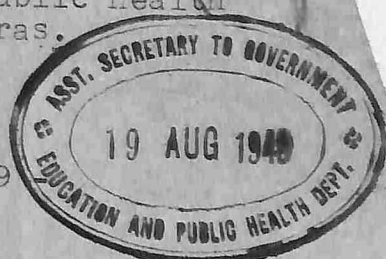
Stationery Department - Statistics for 1948-49
Annual report of -

I send herewith in duplicate the statistics showing the work of
the stationery department for the official year 1948-49.

63195

PK.16.8

for Superintendent of Stationery.



STATEMENT NO.1.

Statement showing the value of English articles obtained from the India Office, London during 1947-48 and 1948-49.

Description of articles.	1947-48	1948-49
	Rs.	Rs.
Paper drawing	NIL	6,881
Paper writing	"	10,453
Paper Printing	"	9,07,366
Paper other kinds	"	1,972
Paper news printing	"	Nil
Paper watermarked	"	3,213
Paper typewriting and duplicating	"	Nil
Envelopes	"	"
Drawing materials	"	"
Water materials	"	"
Printing and duplicating materials	"	"
Binding materials	"	"
Miscellaneous articles	"	"
Total Rs.:	Nil	9,29,885

for SUPERINTENDENT OF STATIONERY.

PK.

82/1718

42

Recd

Yes

1

5 50

STATEMENT NO. II.

Value of country papers purchased from the Indian Mills during 1947-48 and 1948-49.

Description of articles	1947-48	1948-49
	Rs.	Rs.
White printing and glazed buff	7,39,559	11,57,261
White cartridge	21,430	39,160
Brown cartridge	34,681	84,955
Blotting	32,119	33,783
Cream wove	9,482	475
Azure laid	20,218	30,300
Cream laid	9,424	48,200
Papers for typewriters and duplicators	Nil	6,163
Note paper	-	-
Coloured paper (M.G. Pressings)	3,979	9,800
Total	Rs.: 8,70,892	14,10,597

PK.

9/12/48

for SUPERINTENDENT OF STATIONERY.

4

4

STATEMENT NO. III.

Value of country made miscellaneous articles purchased locally during 1947-48 and 1948-49.

Description of articles	1947-48	1948-49.
	Rs.	Rs.
Paper of other kinds	Nil	12,536
Envelopes	49	2,225
Typewriter and duplicator accessories	10,106	4,849
Writing materials	30,006	1,00,968
Printing and duplicating materials	10,064	9,669
Miscellaneous articles	2,26,257	2,59,209
Binding materials	25,239	17,365
Drawing materials	719	21
Total	Rs. 3,02,440	4,06,842

PK.

1718

for SUPERINTENDENT OF STATIONERY.

STATEMENT IV.

Value of English stores purchased locally during 1947-48
and 1948-49.

Description of articles	1947-48	1948-49
	Rs.	Rs.
Paper drawing Litho	NIL	13,110
Paper watermarked	"	-
Paper white cartridge	"	-
Paper writing	69,717	19,779
Paper printing	33,200	48,443
Paper other kinds	65,279	-
Paper typewriting and duplicating	75,892	1,52,466
Envelopes	1,789	-
Drawing materials including water colours	41,307	25,774
Writing materials	94,999	78,834
Printing materials	9,752	-
Binding materials	Nil	-
Miscellaneous articles	6,534	12,866
Typewriters, duplicators and accessories	4,51,020	4,52,263
Total	Rs.: 8,49,489	8,03,535

PK.

for SUPERINTENDENT OF STATIONERY.

B
17-8-49

6

STATEMENT V.

Statement showing the value of issues according to the different kinds of articles supplied by the Stationery office in the two years 1947-48 and 1948-49.

Description of articles	1947-48	1948-49	Increase	Decrease
	Rs.	Rs.	Rs.	Rs.
Paper drawing	3,345	14,791	11,446	
" writing	2,08,841	3,58,186	1,49,345	
" printing	13,94,905	17,85,047	3,90,142	
" coloured	8,774	8,549		225
" litho	15,061	22,179	7,118	
" watermarked	3,386	36,879	33,493	
" blotting	20,838	22,534	1,696	
" white cartridge	11,549	22,030	10,481	
" brown & mounting	81,213	1,30,319	49,106	
" carbonic, papyrographic & other kinds	93,605	1,43,724	50,119	
Blank books	22,275	28,198	5,923	
Drawing materials	3,392	8,182	4,790	
Cloth tracing	14,998	12,997		2,001
" waxed	1,642	1,151		491
" binding	35,146	21,806		13,240
" long nainsook				
Ink bottles & stands	4,771	2,363		2,408
Ink powder and fluid	19,518	43,142	23,624	
Ink printing	11,807	27,205	15,398	
Paste Mill & Straw boards	79,565	89,656	10,091	
Penknives	9			9
Erasers		2,079	2,079	
Pencils	23,668	26,710	3,042	
Pen quills	2,516	3,387	871	
Pens steel	48,234	45,355		2,879
Rubber	1,301	478		823
Slates	545	459		86
Sponges	1,752	832		920
Scissors	205	217	12	
Sealing wax	8,717	8,552		165
Tape, twine & thread	73,418	99,343	25,925	
Ribbons for typewriter	15,521	18,573	3,052	
Rulers	301	477	176	
Paper cutters				
" weights	978	1,637	659	
Needles and pins	5,426	12,138	6,712	
Envelopes	2,114	2,389	275	
Typewriter & Accessories	4,84,848	3,74,611		1,10,237
Other articles	74,226	53,204		21,022
Total Rs;	27,78,410	34,29,379	8,05,575	1,54,606
Add value of adjustments:	4,102	3,161	-	941
GRAND TOTAL:	27,82,512	34,32,540	8,05,575	1,55,547

PK.

17.8.49

for SUPERINTENDENT OF STATIONERY.

STATEMENT A.

Statement showing the value of stores ENGLISH AND INDIAN in stock & purchased by the Stationery Office during
1948-49.

	Stores purchased in England	Foreign articles purchased in India	Total foreign articles	Indian made arti- cles purchased in India.	Total foreign & Indian
OPENING BALANCE	46,035	72,047	18,082	5,80,168	6,98,250
<u>RECEIPTS.</u>					
Stores purchased in England	9,29,885				
Foreign articles purchased in India		8,03,535	83,420		
Indian made articles in purchased in India.				18,17,703	35,51,123
Other receipts (a)		1,18,263	1,263	1,81,702	2,99,965
TOTAL RECEIPTS	9,29,885	9,21,798	18,683	19,99,405	38,51,088
GRAND TOTAL	9,75,920	9,93,845	19,765	25,79,573	45,49,338
<u>ISSUES</u>					
Central	Nil	Nil		Nil	Nil
Provincial and Local (including Local Funds)	8,45,243	6,03,214	14,457	19,84,083	34,32,540
Other Issues including adjustments and write off (b)				397	397
TOTAL ISSUES	8,45,243	6,03,214	14,457	19,84,480	34,32,937
CLOSING BALANCE	1,30,677	3,90,631	5,308	5,95,093	11,16,401

- (a) Other receipts include (1) value of manufactured articles (2) excess in stock-taking and ~~xxxxxx~~ (3) variation
- (b) Includes deficiency in stock-taking.

NOTE:

- The statement "A" has been prepared as per orders issued in G.O.835, Education dated 31-5-41. The closing balance on 31-3-49 has been valued either at the issue rates fixed for 1948-49 (cost of acquisition) or the contract rate for 1949-50 whichever has been less as ordered in G.O.No.1208, Education dated 14-5-41.
- Purchase of Jail-made articles is obligatory on the part of the consuming departments. The restrictions regarding prices and quality are not applied in the case of such articles.

3. As no imported article was offered at a lower rate than an article manufactured in India, the question of granting preference to the latter did not arise.

4. In other cases where Indian-made articles were purchased the rates happened to be the same as for foreign articles. ~~xxx~~

12

13

STATEMENT.B.
STATEMENT SHOWING BY DEPARTMENTS THE ISSUES OF STATIONERY
ARTICLES DURING 1947-48 and 1948-49.

NAMES OF DEPARTMENTS	1947-48	1948-49.
<u>Central</u>		
Paymaster , Carnatic Stipends	Rs. 'NIL'	Rs. 'NIL'
Elections	'NIL'	'NIL'
<u>Provincial</u>		
Land Revenue	6,055	12,850
Excise and Prohibition	31,597	20,648
Stamps	271	322
Forest	14,041	22,368
Registration	29,663	29,299
Road Traffic (M.V.T)	10,011	9,273
General Administration	4,04,823	4,19,661
Jails and Convicts settlements	9,496	11,971
Administration of Justice (Judicial)	59,791	62,439
Police	1,31,515	1,71,469
Scientific	19,526	10,618
Education	73,739	1,03,323
Medical	29,446	33,872
Public Health	19,352	18,439
Agriculture	60,855	69,529
Veterinary	10,679	13,434
Co-operative	23,861	46,942
Industries	53,015	38,619
Miscellaneous	55,752	94,958
Civil Works	94,995	91,404
Stationery and Printing Press	11,99,489	15,06,551
Stationery and Printing Office	6,213	3,639
Commercial Taxes	30,150	73,508
Motor Spirit and Tying Rationing	433	1,576
Food Rationing	55,282	1,38,392
District and Provincial War Committee	Nil	Nil
A.R.P. Civil defence	Nil	Nil
National War Front	570	745
Provincial Motor Transport Controller	1,171	319
Civil Supplies	15,659	22,192
Post-war Reconstruction	3,990	Nil
Highways and Superintending Engineers		
Communications	53,571	40,024
Madras Provincial District Soldiers'		
Sailors' and Airmens' Board	4,906	1,207
Elections	Nil	1,12,947
Total	25,09,917	31,82,538
Local Fund Sales	2,68,728	2,47,157
GRAND TOTAL	27,78,645	34,29,695

REMARKS.

During 1948-49 there was an increase of one anna per lb. in the price of Indian made Printing paper as compared with the prices of 1947-48. There was also a slight increase of prices of other articles of stationery.

Causes for large variations are given below:--

LAND REVENUE. The increase is due to large supply of drawing papers and new typewriters.

(P.T.O.)

EXCISE AND PROHIBITION: The increase during 1947-48 was due to the supply of large no. of typewriters during this year than in the
FOREST: Increase is due to the large supply of papers previous year and typewriters

POLICE: Increase is due to the large supply of papers.

SCIENTIFIC: Increase in 1947-48 was due to the supply of of large of typewriters.

EDUCATION: Increase is due to the large supply of typewriters.

Agriculture: Increase is due to the large supply of printing and drawing papers.

VETERINARY: The increase is due the large supply of paper.

CO-OPERATIVE: Increase is due to the large supply of paper and typewriter

INDUSTRIES: Increase in 1947-48 was due to large supply of typewriters and also map litho paper.

MISCELLANEOUS: Increase is due to the large supply of paper and other articles.

PRESS: Increase is due to the increase in the price of papers and also the increased quantity of paper consumed.

COMMERCIAL TAXES: Increase is due to the large supply of paper.

FOOD RATIONING: Increase is due to the introduction of rationing scheme.

CIVIL SUPPLIES: Increase is due to the introduction of rationing scheme.

HIGHWAYS: Decrease is due to the ^{smaller} no. of typewriters supplied in 1946-49. than in previous year

S.R.

FOR SUPERINTENDENT OF STATIONERY.

Sub: Stationery Department - Statistics
Showing the work for 1948-49 -
Recorded.

Read: From the Supdt of Strys Nos Pal. 40/49
dated -8-49

Order/Ms No 28.73 Education dated 13-7-49

To

The Supdt of Stry.

;; S.G.P

;; A.G.

All Depths in the Sect

The Secy. Madras Legat

Recorded.

Note. Finance may see before circulation. The Statistics showing the work of the Stationery Dept for 1946-47 was recorded in G.O Ms 2061 Education dated 25.9.47. The report for 1947-48 was recorded in G.O Ms 2496 Edn dated 1.10.48

E & P H U O N o 63193/68

22-8-49



may be perused and returned to E & P H

The file may be circulated to H & A (S & C)

14.11 (E & L)

23 26110909 P1EPI 700

(a) If a paper is marked to be printed urgently or as special the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item had been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(c) For rules regarding printing of notes, see the chapter on printing and proof correction in the Secretariat Office Manual.

(d) The number of copies and the details of distribution should be filled in by the Superintendent or clerk concerned.

(e) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. *The type of notes and of all confidential papers is distributed immediately after striking.*

(f) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked special of urgent unnecessarily, he should send the Press slip to the Assistant Secretary with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Assistant Secretary any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished: it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Ministers or Advisers should be printed in full when they occur on the right hand side, only the first time when they appear on the left side the initials alone being printed later.

TO PRESS, MADRAS.

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

B
Proof returned corrected. Please strike off and send number of copies as indicated.

C
As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated. Type may be released after usual interval.

Type may be released after usual interval.
~~at once.~~

83
13/11/49 Clerk.

83
13/11/49 Clerk.

..... Clerk.

5/12/49 Supt.

5/12/49 Supt.

..... Supt.

SPECIAL INSTRUCTIONS.

Certified that the number of Copies indented for is really necessary and has been fixed with due regard to the prevailing shortage of paper.

J. R. M. S. M.

Asst. Secretary to Govt.

Education & Public Health Dept.

5/12/49

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	<u>16-8-48</u> <u>AK</u>
First proof furnished on.....	<u>22/8/49</u> <u>AK</u>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	<u>7/11/49</u> <u>AK</u>
Final copies supplied on.....	