

Ms. SERIES.

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G.O. NO. 3742 Edn

Dated

6 - 12 - 1949

[Despatch Abstract.]

Books and Publications - Madras State
Mammal - Volume III - Revision of - Specimen
- Continuance - Sanctioned.

Back Papers.

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

Further Papers.

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

R. Siddiqui,
Superintendent,
Government Press,
Madras.

22 NOV 1949

To

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

Sir,

Sub: BOOKS AND PUBLICATIONS - Madras Stationery
Manual, Volume III - Revision of -
Special Staff - Extension of.
Ref: G. O. Ms. No.3330, Education dated 31st October

91323

p. 3 (G)
p. 1394 (W)

I have the honour to state that in submitting my propose for the appointment of the Special Officer in this office letter No.94/Mis., dated 20-1-1949 with reference to para 4 of G. O. Ms No.3311, Education, dated 28th December 1948, I have stated that that on account of the very heavy volume of work to be done in respect of the revision of the Manual under reference a minimum period of 18 months will be necessary to complete the work and if possible can be finished earlier provided that the several Heads of Departments with whom I have to correspond on the subject promptly comply with information required by this office.

2. The bulk of Stationery Manual, Volume III is nearly 700 pages and the total of the individual items to be examined will be roughly ten thousand. The scrutiny of these items at an average rate of 600 items per month alone, comes to nearly eighteen months.

3. In scrutinizing the forms, the p 1948 of the Retrenchment and Re-organiza kept in view and circulars issued to all report to me the too many unnecessary returns without sacrificing the utility aspect of to remove such unnecessary returns and form preparation. Besides this the Special Officer has to examine each form to find out unnecessary repetition in the list of similar forms in different groups or in the same group. Unless this is done, suggestions for deletion of forms cannot be given, to the officers concerned. Though a circular was issued on 4-6-1949 to all Heads of Departments calling for their reports regarding superfluous forms and inviting attention to the report of the Retrenchment and Re-organization Committee, most of the officers have not responded till 17th October 1949 when a reminder had to be issued on the subject. For instance the Board of Revenue was addressed on several occasions as and when each group under Revenue forms was scrutinized forwarding my suggestions for deletion or combination of certain forms and no reply was received even in spite of reminders. I had to write a D.O. on 21st September 1949 to expedite replies stating that the special staff sanctioned could not proceed with the work for want of replies to several letters. A copy of my D.O. and reply received thereto is enclosed for the information of Government. Such kind of delays on the part of officers retard the progress of work in this Section.

4. While taking up each group of forms for scrutiny, the nature of work involved is described below for the information of Government.

(1) Specimen forms have to be collected for each from the section concerned.

to note the deleted form in the prepared list with authority for deletion or suspension.

(iv) To note the present reduced sizes of each form in the lists with authority for such reduction.

(v) To address the officers concerned for their opinion whether the pre-war sizes of forms are necessary and whether the forms suspended for the duration of war should be re-introduced.

(vi) To make up files for each group and keep them typed for composing.

(vii) To attend to correspondence relating to above and issue reminders, whenever necessary.

5. Upto 1st November 1949 about 4,300 items were scrutinized and the respective officers addressed forwarding my views either for deletion or for amalgamation of three or four forms into one form for their opinion. The following groups have been completed:-

- (i) Revenue forms upto group No.XXX.
- (ii) Educational forms.
- (iii) Police forms.
- (iv) T & A. forms.
- (v) Jail forms and
- (vi) P.W.D. forms upto group V.

6. If the officers require revival of the forms suspended for the duration of war with satisfactory explanations they have to be carried out in the lists kept prepared and given to composing section for setting in due course. I have also addressed Government in letter No.49/S.O., dated 5th October 1949 whether the reduced sizes and weights due to war or the original sizes should be printed in the Manual and the reply is awaited. However statements are being prepared with the existing and original weights of paper and sizes of forms subject to alteration as and when instruction are received from Government as well as from other Heads of Departments. To avoid delay the work is proceeded with on the lines indicated above. As soon as definite instructions are received they will have to be carried out in the statements before giving to composing section.

7. The volume of work yet to be done is given below:-

- (i) Revenue forms group XXXI to XL.
- (ii) P.W.D. forms group VI to XV.
- (iii) Survey forms.
- (iv) Special Acts and Commercial Taxes Act forms.
- (v) Separate revenue forms.
- (vi) Secretariat forms.
- (vii) Common forms and economy labels.
- (viii) Madras Legislature forms.
- (ix) Registration forms.
- (x) Medical forms.
- (xi) S.G.P. forms.
- (xii) D.P.H. forms.
- (xiii) Special forms for Government Examinations, S.S.L.C., Institute, Chemical Examiner, etc.
- (xiv) Forms relating to the Department of Women Welfare.
- (xv) Stock and Sale forms for Local Bodies and Municipalities, etc.

Apart from the above, T & A, Common and P.W.D. forms should be grouped to conform with the forms in the existing Codes viz., Treasury Code, Financial Code and Account Code to comply with the of the Finance Department and the Accountant-General, Madras. grouping work requires further instructions from the Accountant-General, Madras or Finance Department as the case may be.

-3-

9. In addition to this, non-standardized forms numbering about 1,000 items relating to Electricity, Motor Transport, Commercial Taxes, Firka Development, Prohibition, and other Heads of Departments require scrutiny and standardization wherever necessary.

10. Re-grouping of T & A, Common and P.W.D. forms will be taken up shortly. Specimens of non-standardized forms are being collected and merging them with the existing standardized form can be taken up only after completing the scrutiny of the standardized forms.

11. Under the above circumstances, I request that Government may be pleased to sanction the full period of extension applied for in my letter No.51/S.O., dated 8th October 1949 (i.e.,) 6 months from 2nd November 1949.

RGM/18-11.

Superintendent.

Sub: Madras Stationery Manual,
Revision of.

Several letters have been addressed to the Board of Revenue, in connection with the Revision of Stationery Manual, Volume III and none of these letters have been acknowledged, nor the action taken on them reported to me so far. As the Special Staff sanctioned for the purpose finds it very difficult to proceed with the work in the absence of replies to several letters, I request you kindly to look into the matter personally and arrange to send replies as expeditiously as possible. In this connection I request you to instruct your staff to acknowledge the receipt of this office letters then and there.

Copy of D.O. letter No.P.1543/49-2, dated 13-10-1949 from P. M. Jayarajan, Esq., I.C.S., Secretary, Board of Revenue, Chepauk, Madras to R. Siddique, Esq., Superintendent Government Press, Madras.

Sub: BOOKS AND PUBLICATIONS - Madras Stationery
Manual Volume III - Revision.
Ref: Your D.O.No.47/S.O., dated 21-9-1949.

I am to inform you that the connected file in this office was mishandled in an attempt to trace the G.Os. sanctioning the employment of additional staff in 1943 for the revision of revenue forms. I have since called for the file and issued instructions to all Collectors in the matter. The Collectors have been requested to forward their remarks to you direct on all the questions raised by you. Copies of the instructions issued to Collectors are being forwarded to you for your information. I presume you will consolidate the Collectors' views and make your final proposals after taking their views into consideration.

2. Collectors have been requested to treat the matter as very urgent and send their suggestions to you at a very early date.

3. Regarding the forms sent by you with your letters Collectors of selected districts are being requested to offer their remarks to you direct. In regard to the further batches of forms I am to request you to consult the Collectors of selected districts direct to save delay.

4. I am to suggest that your final proposals may be sent to the Board for its remarks and if those proposals show whether they differ from any of the Collectors' views the Board can take a quick decision and advise whether your proposals are acceptable to it or not.

unmarked

C.No. 913234/4

62/6/12

Stationary Mynna

Special Staff Continuance - Sanctioned

Read: G.O. 3330 Edm & 31.10.49.

Order J Ms. No. 3742 Edm & 6.12.49

In ^{partial} modification of G.O. No. 3330 Edm & 31.10.49, the Govt. sanction the continuance of ~~the~~ in the Govt. Press of the Special Staff sanctioned in G.O. No. 3311 Edm & 28.12.48 for a period of six months from 2.11.49.

20
The Supt. Insp. Gen.
A. G. Hm/Fin.
Jk.
28.11.49
28.11.49

28.11.49
29/11/49

Note: Please see the letter from the S.G.P. in the

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p2cf
C.F. The details of work yet to be done are enumerated in para 7. of on p. 2 of. In view of the fact that 4,300 forms ^{have been} ~~are~~ scrutinised upto 1.11.49 (for a period of six months) and about 6,000 forms remain to be examined the employment of the Spl. Staff for a ~~period~~ further period of six months from 2.11.49, seems justified and may be approved. Subject to orders the draft above is sent Finance may see for remarks if any.

28.11.49
29/11/49 Finance

ASST. SECRETARY TO
EDUCATION AND PUBLIC HEALTH
2-DEC-1949
94307
28.11.49

CPHDP. 913234/49
29.11.49.

ASSTANT SECRETARY TO GOVERNMENT
FINANCE DEPARTMENT
30 NOV 1949
80914

FIN. U.O.
80914/512.1
1.12.49

In the circumstances explained by the S.G.P. on p.p. 1-3 C.F., the draft order above may be accepted.

28.11.49
29/11/49

11/12/49

May come
2/1/49

28.11.49
29/11/49

A photograph of a torn, lined notebook page. The page is white with horizontal blue lines. At the top, there is a piece of tape with the word "Volume" and the number "111" written on it. The page is heavily damaged, with large sections missing, particularly on the right side and bottom. There are several handwritten notes in pencil or light ink. In the top left, "P. 13.4" is written. In the top right, "3245" is written. In the middle right, there is a small diagram or sketch with the text "1/2 of 1/2" and "1/2 of 1/2" written next to it. At the bottom, there is a large, faint, handwritten note that appears to be a list or a set of instructions, but it is mostly illegible due to fading and damage. The right side of the notebook is covered by a dark, textured material, likely the cover or a piece of tape. The overall image is in black and white, with some color artifacts from the scanning process.