

(N)
Education (1950) Department.

Ms SERIES.

(4)

closed
Super

G.O. NO. 1387 Edm

Dated

29.4-1950.

[Despatch Abstract.]

Books and Publications - Madras Stationery
Manual Volume III - Revision. Special Staff.
Continuance - furnished.

serially after deletion as stated at item 3.

5. Re-grouping of T & A, Common and P.W.D. forms under the existing Codes.

Some of the forms falling under the above three groups have been re-classified under the different Codes viz., The Madras Treasury Code, The Madras Account Code and the Madras Financial Code, etc., and the statements of the forms thus re-classified have been sent to the Accountant-General, Madras on 15-12-1949 for his scrutiny and further instructions. When the statements are received back, they should be separated from the existing groups and separate groups and serial numbers assigned to them.

6. The Secretary, Board of Revenue to whom several letters have been addressed by this office commencing from May 1949 communicating then and there, certain suggestions on the scrutiny of Revenue forms, has not sent his final reply for consolidation and compilation of the Revenue group. Copies of this office D.O. reminders sent to the officer on 10-1-1950, 9-2-1950 and 14-3-1950 and a reply received from him on 17-2-1950 are enclosed for the information of Government.

7. Instructions from Government Education Department, to my letter No.98/S.O., dated 9-2-1950 on the scrutiny of Common forms are awaited.

*under separate
consideration*

8. Instructions regarding the style of binding the forms into registers and for supply in loose have to be examined and noted in the statements.

9. Proofs of the Manual containing standardized forms when ready should be despatched to the concerned officers for their approval and return for final striking.

10. Final printed copies of the Manual should be arranged for distribution to several offices.

Under the above circumstances, I request that Government may be pleased to accord sanction for the continuance of the Special Staff for a further period of six months from 2nd May 1950 by which time I expect the Special Staff to complete the work provided the Secretary, Board of Revenue sends his final reply to the points raised in several of my letters on the subject and the Accountant-General, Madras returns the statements with his instructions regarding re-grouping of the existing T & A, etc., forms under the present Codes.

R. L. K. N. S.
11.4.50.

Superintendent.

BDG. *27/4/50*
Enc: 1 sheet.

ENCLOSURE.

I. Copy of D.O. letter No.F.2-79/S.O., dated 10-1-1950 from R. Siddique, Esq., Superintendent, Government Press, Madras to Janab K. Gulam Mohmed Saheb, Secretary, Board of Revenue, Madras.

Sub: Madras Stationery Manual, Volume III - Revision of.
Ref: My D.O. No.47/S.O., dated 21-9-1949 and your D.O. reply No.P.1543/49-2, dated 13-10-1949.

I am furnishing herewith a *list of this office letters addressed to the Secretary, Board of Revenue, from time to time as and when the forms under Revenue group were scrutinized by the special staff sanctioned for the purpose giving suggestions either for deletion of certain forms or amalgamation of two or more forms into one and I regret none of these letters have been replied to, so far, except my D.O. No.47/S.O., dated 21-9-49. As replies from almost all the Heads of Departments have been received I have to commence the printing of the Manual after carrying out the suggestions of various officers. Since the Revenue group has to be commenced first according to the serial order in the present Manual, I want the replies to all the references cited before 31-1-1950 so that your suggestions if any, may be carried out in the statements kept ready now, before they are finalised and given for printing. As Government are also very particular to complete the work as quickly as possible I request you to kindly give your personal attention to the matter and arrange to expedite the replies to all the references within the time specified above.

*LIST OF LETTERS ADDRESSED TO THE BOARD OF REVENUE.

Letters No.3/S.O., dated 10-5-1949 and reminders thereon dated 13-6-1949, 14-7-1949 and 25-8-1949.
No.5/S.O., dated 11-5-1949 and reminders thereon dated 30-5-1949, 29-6-1949, 25-7-1949 and 25-8-1949.
No.6/S.O., dated 17-5-1949 and reminder dated 25-8-49.
No.10/S.O., dated 20-5-1949 and No.13/S.O., dated 6-6-1949 and reminder dated 25-8-1949.
No.8/S.O., dated 21-5-1949 and reminder dated 25-8-1949.
No.11/S.O., dated 21-5-1949.
No.12/S.O., dated 27-5-1949.
No.15/S.O., dated 4-6-1949.
No.19/S.O., dated 7-6-1949.
No.22/S.O., dated 16-6-1949.
No.26/S.O., dated 25-6-1949 and reminder dated 25-8-1949.
No.33/S.O., dated 20-7-1949 and reminder dated 31-8-1949.
No.45/S.O., dated 25-8-1949.
No.58/S.O., dated 8-11-1949.
No.63/S.O., dated 30-11-1949.
No.65/S.O., dated 2-12-1949.
No.66/S.O., dated 7-12-1949.

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P.T.O.

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