

Education (1950) Department

Ms. SERIES.

G.O. NO. 2399

Dated

28-8-50

101-5 and 9-10 - A

9

[Despatch Abstract.]

Forms - Large size economy labels -
and common covers & group Nos 2, 4 + 6 -
Deletion from the Stationery Manual Volume 1
Proposal of the S.G.P. Approved

Back Papers.

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

Further Papers.

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

C.No. 20989 E/50.

Sub: Forms. Large size economy labels and common covers 8 group Nos. 2, 4 and 6 - Deletion from the Stationery Manual Volume I - 11. 11. 50 - Approved

From R. Siddique, Esq., Superintendent, Government Press, MADRAS. To The Secretary to Government, Education Department, Fort St. George, MADRAS. No.S.O.272/50 Dated: 20-7-1950

Sir, Sub: Revision of Madras Stationery Manual, Volume III - Suspended items - Revival or deletion of. Ref: This office circular letter No.S.O.171/50, dated 12-6-1950 to all Heads of Department

I submit that at the time of finalising various lists of forms in the above manual, it is observed that the supply of large size economy labels was suspended as a measure of war economy in G.O.No.Ms.1208, Edn., dated 14-8-1944 of Education and Public Health Department. Similarly the supply of common covers 8 group Nos.2, 4 and 6 was also suspended for the duration of war in Government Memo.No.12081 B/43-4, Edn., dated 19-7-1943 of Education and Public Health Department. In view of the fact that no request by any of the consuming officers has been made so far for the supply of these labels and covers or for their revival (presumably no need for them), I request that the Government may be pleased to issue orders at an early date to delete these items from the standard list.

BDG. 1/11/50 SUPERINTENDENT.

each) of the common covers 8 group items are 11/11/50 - P. 800 -

22741

160 1950

Endorsement No. 20989 E/50-1 Edn 8 2.8.50.

Edn/E.

Referred to the Superintendent

for early remarks.

N. W. Minicane

Assistant Secretary to Govt
Education Dept.

Re-transmitted

I agree with

the Supr. Governor

Pres. The items referred to may be
omitted from the Stationery Manual

Collected 8/11

387

B.D.G.

C. No. 20989 E/50.

Sub: Forms. Large size economy covers
and Common Covers 8 group Nos. 2, 4 and 6.
Deletion from the Stationery Manual Volume
Proposal of the S.G.P. - Approved.

p10 (H)

MS pwr up

2/6 p14
p2 CF

Ref: G.O. Ms. No. 1208 Edn 8 14.8.44
Memo. 12081 B/43-4 Edn 8 19.7.44
From the S.G.P. No. S.O. 272/50 8 20.7.50
From the Supdt. of Stationery N. Dis 8 3.8.

Memo

= E/50-1

The SGP is requested to furnish samples of the Common
Covers 8 Group of the S.G.P. that the large size economy
(Nos 2, 4 & 6) + labels and Common Covers 8 group Nos 2, 4 &
a copy of Memo No. 20989/Edn. 10.8.50.

The Govt. approve the proposal

whose supply was suspended as a measure
of economy for the duration of war, may be
deleted from the Stationery Manual Vol. III
under revision.

2/11/50

The Supdt. Govt. Secy

No Supdt. of Stationery

8/8

Note: In the circumstances stated
by the S.G.P. on p.1 CF., the draft order above
is submitted for approval. The proposal of the
S.G.P. has been agreed to by the Supdt. of Stationery

Please get samples (one of
each) of the Common
Covers 8 Group from the
Memo. 12081 B/43-4
8.8.50 -

Y To
Y The Secretary to Government,
Y Education Department,
Y Fort St. George,
Y M A D R A S.

[illegible]

Sub: Revision of Madras Stationery Manual,
Volume III - Common Covers - Samples
furnishing of.

Ref: Government Memo. No.20989 E/50-1, Edn.,
dated 10-8-1950.

I submit herewith samples of the Common covers
8 group Nos. 2, 4 and 6, and a copy of the Memorandum
No. 12081-B/43-4 Edn., dated 19-7-1943 as desired in
Government Memo. cited.

The size of covers Nos.2, 4 and 6 of C.C.8 group is the same as that of Nos.2, 4 and 6 of C.C.9 group respectively, without the word "CONFIDENTIAL" printed thereon.

Encl. 4.

BDG.

SUPERINTENDENT.

GOVERNMENT OF MADRAS.
Education and Public Health Department.
Memorandum No.12081 B/43-4, Edn., dated 19th July 1943.

FORMS--Common forms C.F.351, 352 etc.--Economy in the use of--Instructions issued.

The following instructions are issued in regard to economy in the use of the Common Forms specified below:--

C.F.351 Skeleton form of distribution statement (outer sheet)
C.F.352 " " " (inner sheet)

C.F. 352 is similar to C.F.351 and it can with advantage be used in the place of C.F.351 which should be deleted from the standard list.

C.F.24 Urgent slip | The printing of these slips should be
C.F.28 Confidential |
suspended for the duration of the War.

COVERS:--

There is no need to have covers in various sizes during the present emergency. It is sufficient if cover of the following sizes are retained in use for the duration of the war.

16" x 11 $\frac{1}{2}$ "
16 $\frac{1}{2}$ " x 6"
10" x 4 $\frac{1}{2}$ "
7" x 3 $\frac{1}{8}$ "

V.V. Subrahmaniam,
DEPUTY SECRETARY TO GOVERNMENT.

To
The Superintendent, Government Press.

Forwarded/By order.

(Sd.) x x x
SUPERINTENDENT.

C.No. 20989 E/50.

Sub: Forms. Large size economy label and common ~~forms~~ covers 8 group Nos 2, 4 & 6 Deletion from Stationery Manual Volume III - Proposal of the S.C.P. - Approved.

Ref: G.O. Ms. No. 1208 Edm dated 14.8.43
Memo. 12081 B/43-4 Edm dated 19.7.43
From the S.C.P. No. S.O. 272/50 d 20.7.50
From the Report of Stationery Nos. 8 & 3.8.50

Order / Ms. No. 2399 Edm. dated 28/8/50.

The Govt. approve the proposal of the S.C.P. and Common ~~forms~~ the large size economy labels whose supply was ~~revised~~ 8 group Nos 2, 4 & 6 economy for the duration of war ~~measure of~~ deletion from the Stationery Manual Volume III ~~under revision~~

Note: Samples of common covers groups Nos 2, 4 and 6 ~~and~~ obtained from the S.C.P. are put up at (R). It is stated that ~~the sizes of these~~ the same as that those of Nos 2, 4 & 6 of common forms group 8 without the word "Confidential" printed thereon. A copy of memo. 12081 B/43-4 Edm d 19.7.43 has also been furnished by the S.C.P. and is on p. 7 cf.

There seems no objection to approve the proposal of the S.C.P. for deleting the above items from the Stationery Manual Volume III under revision. Subject to order.

10/28/8

pp 1-2 cf

the stand and list of forms in the

23.8.50

The Supdt. Govt. Secy. ~~and~~
The Supdt. of Stationery

2.8/50

(R)

p 7 cf

Memorandum No. 12081 B/43-4, dated 19.7.43, for the Government of India, Ministry of Education and Public Health Department.

Memorandum No. 12081 B/43-4, dated 19.7.43, for the Government of India, Ministry of Education and Public Health Department.

The following instructions are issued in regard to economy in the use of the common forms specified below:--

O. 1251 skeleton form of distribution statement (outer sheet)
O. 1252 " " " " (inner sheet)

O. 1252 is similar to O. 1251 and it can with advantage be used in the place of O. 1251 which should be deleted from the standard list.

O. 1251 urgent slip
O. 1252 Confidential
The printing of these slips should be suspended for the duration of the war.

COVERS:--

There is no need to have covers in various sizes during the present emergency. It is sufficient if cover of the following sizes are retained in use for the duration of the war.

10" x 11"
10" x 9"
10" x 8"
7" x 8"

V.V. Subramaniam,
DEPUTY SECRETARY TO GOVERNMENT.

To The Superintendent, Government Press.
Forwarded by order.

(Sd/-)
SUPERINTENDENT.

above is submitted for approval.

26.850

26.850

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