

Back Papers.

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

Further Papers.

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

From R. Siddique, Esq., Superintendent, Government Press, M A D R A S.
To The Secretary to Government, Education and Public Health Dept., Fort St. George, M A D R A S.

[illegible]

Sir,

Sub: Madras Stationery Manual, Volume III -
Revision of - Common Forms - Proposals.

I have the honour to bring to the notice of Government that some of the forms in the common forms group Schedule 'A' (enclosed) were suspended during war as a measure of war economy by the Paper Economy Officer in the year 1943. I request that the Government may be pleased to inform me whether any of these forms require revival now, so that they may be included in the Manual now under revision, cancelling the remarks "SUSPENDED FOR WAR". Such of those items that may be considered unnecessary by the Government for retention in the standard list may kindly be intimated to me for deletion from the list.

✓ The items already deleted from the standard list from time to time under orders of Government as well as under the instructions of Paper Economy Officer appointed by Government during 1943 will be omitted in the revised manual.

The forms C.F. 106a, 109, 117A, 119A, 119B, 154, 229 and 268A are printed on the models of the Code forms M.T.C. 6, 66, 89, 5, 20, 14, 88 and M.F.C. 10 respectively; and the forms C.F. 481 to 486 are printed on the lines specified in M.F.C. 19. As it is proposed to include these forms under Code forms for supply to all offices, I consider that these forms also may kindly be ordered for deletion.

In

3

- 2 -

4 In this connection I wish to state for the information of Government that all the items excluding those deleted in this group as well as in other groups will be re-numbered consecutively in the Manual under revision. To ensure correct identity of the forms old serial numbers also will be printed in the Manual, if approved by Government and orders issued to this effect.

R. L. D. D. D.
10-2-50
Superintendent.

BDG.
Enc: 1.

20/2/50

ENCLOSURE.

Schedule 'A'.

List of forms suspended as a war economy:--

C.F. 16, 16A, 17, 17A, 21, 22, 24, 28, 43, 52, 53
56, 89, 90, 92, 95, 112, 115, 126, 152, 183,
185, 191, 262, 269, 283, 288, 299, 356, 367,
368, 370, 371, 377, 400, 456, 457, 458, 459,
460, 461, 501 and 502.

--:oxoOoxo:--

Telephonic Message

EPH/C

5

From

To

The Asst. Secretary to Govt.
Edm + P.H. Dept

One Impdt.
Govt. Press.

Srl: Madras Stationery Manual -
Volume III - Revision - Common Forms - Proposals.

Ref: Your letter no. 98/80. D 9.2.50.

Please specify the details of
which the forms referred to in
mentioned in the enclosure to your letter cited
were ordered to be suspended during war as
a measure of paper economy.
(By order)

28/2/50.
20.2.50

C.No. 11338 C/100.

pl up.

Issued
CW
22/2.

LIST OF COMMON FORMS SUSPENDED AS WAR ECONOMY.

Serial No.	Description of form.
C.F. 16.	Drafts-Half margin -- ruled (big).
16A.	- do - - do - (small).
17.	- do - - do - (big).
17A.	- do - - do - (small).
21.	Slip for circulation of journals, periodicals.
22.	List of spare copies despatched and circulated to members.
24.	Slips -- "URGENT" -- deepred.
28.	Slips -- "CONFIDENTIAL" -do-
43.	Requisition for copy of communication.
52.	Letter forwarding summons for service.
53.	Letter reporting service on non-service of summons.
56.	Memorandum forwarding vouchers or other documents.
89.	List of out-standing records.
90.	List of papers issued from the record and not returned.
92.	Requisition for records (in counterfoil).
95.	Reminder for returns.
112.	Invoice for goods supplied to Government Departments.
115.	Memo. for receiving payment of bills.
126.	Letter intimating amount passed on travelling allowance bill.
152.	Detailed estimate (small).
183.	Catalogue of books in the library.
185.	Indent for books etc. published outside India.
191.	Statement of Gazetted holidays.
262.	Certificate of immovable property.
269.	Register of unserviceable articles.
283.	Requisition for repairs to bicycles and tricycles.
288.	Register of orders for execution in the manufactory department.
299.	Carbon book.
356.	Letters to the Agent for Government Consignments, Madras returning countersigned duplicate packing account of English Stores.
367.	Annual return No.8.
368.	- do - 9a.
370.	- do - 10.
371.	- do - 11.
377.	Railway concession certificate for schools and colleges.
400.	Certificate of truth of copies of entries sent to the Registrar-General.
456.	Notice prohibiting spitting -- English - Tamil.
457.	- do - - do - English - Telugu.
458.	- do - - do - English - Malayalam.
459.	- do - - do - English - Kannada.
460.	- do - - do - English - Oriya.
461.	Return of inventories.
501.	Blue Jacket for call book cases.
502.	"EXPRESS" letter form to be printed in red ink.

---:oOo:---

10
Draft I

11 ①

Edm/E.

2/13
2/15
p. 14

Sub: Forms. Standardised forms. Deletion
of certain forms from the list of standardised forms.
Ref: From the S.G.P. No. 98 S.O. 89.2.50.

Memo. No. 11338 E/50-4Edm 8 19.5.50

p. 14

The S.G.P. has proposed that
the standardised forms which were suspended for the
duration of war as a measure of paper economy
may be deleted from the list of standardised forms
to be incorporated in the Stationery Manual under
revision. Such forms now proposed to be deleted
include C.F. 377 'Railway Concession certificate
for Schools and Colleges'. The D.P.I. is requested to
state whether this form may be deleted from the

13

list of standardised forms, or whether it is necessary
to ~~remove~~ the form ~~and include it~~ in the Stationery
Manual, under revision.

21/5/50
2/5/50

4.5.50

24/5
The D.P.I.

Draft II (Revised) ⑧
13 Edm/E.

Sub: Forms - Standardised forms -
Deletion of certain forms from the list of standardised forms.

2/1/50
p14

Ref: Form the S.G.P. No 98/S.O.B 9.2.50.

Memo. No. 11338 E/50-5 Edm 19.5.50

p14

supply The S.G.P. has proposed
that the standardised forms which were suspended
for the duration of the war as a measure of
paper economy may be deleted from the list of
standardised forms to be incorporated in the
Stationery Manual under revision. ~~Some~~ ^{The} forms
~~which~~ ^{which} are proposed to be deleted include C.F. 5.
'Letter forwarding summons for service' and C.F. 5.
'Letter reporting service or non service of summons'.
2 The Deputy Registrar and Vacations
officer, High Court, Madras, is requested to state
whether these two forms may be deleted from the

p94

2. ✓ ~~Julius~~ 2/15
The Deputy Registrar
& Vacation Office
High Court, Madras

X-X
No.S.O.-98/50 Dated: 16th May 1950.
Sir.

Sub: Madras Stationery Manual, Volume III -
Revision of - Common Forms & Proposals.
Ref: This office letters No.S.O.-98/50 dated
9-2-1950, 24-2-1950 and reminder
thereon dated 14-3-1950.

Kind attention is invited to the references cited and I request that the Government may be pleased to issue orders at an early date, as the revision work of the above manual has now reached a final stage and the statements of forms under other groups are being finalised for printing.

BDG. *16150*

SUPERINTENDENT.

Edm/E.

Sub: Madras Stationery Manual - Volume III -
Revision - Common Forms - Proposals for omission of certain
Forms

Ref: Form the S.G.P. No. 80/98/50 & 16.5.50.

Memo. No. 12162 E/50-1 Edm & 29.5.50.

The matter is under the
Consideration of Govt.

26/5/50.

26/5

27.5.50.

To the Subdt. Govt. Secy
Mint.

Roc. 306-H/49



Office of the
Director of Public Instruction,
Madras, Dt. 17-6-50.

From
The Director of Public Instruction,
MADRAS.

To
The Secretary to Government,
Education Department,
Fort St. George,
MADRAS.

Sir,

Sub: Forms - Standardised Forms - Inclusion of
C.F.377 in the Stationery Manual under
revision.

Ref: Government Memorandum No. 11338-E/50-4 Edn.,
dated 19th May 1950.

pp 11-12 of

I have the honour to state that C.F. 377 -- Railway
Concession Certificate for Schools and Colleges -- is
necessary and the same may therefore be retained in the
Stationery Manual under revision.

Yours faithfully,

K. Sankaranarayanan

For DIRECTOR OF PUBLIC INSTRUCTION

Edm/E.

PRK/19-6.

The reply from the Deputy Registrar
High Court to the memo. on pp. 13-14 of may
be awaited till 3.7.50.

21/6/50.

21/6

23/6/50

18
R.O.C.No.4949/50-D8.

From

Sri A.V.Vaidyanatha Aiyar, B.A.,
Assistant Registrar, Appellate Side,
High Court of Judicature, Madras.



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

Dated 11th July 1950.

Sub: Forms - Standardised forms - Deletion of certain
forms from the list of standardised forms.

Ref: 1. Your Memo No.11338 E/50-5 Edn. dated 19.5.50.
2. Your reminder dated 4.7.50.

The Subordinate Courts have been called upon to offer
their remarks on the above proposal and a reply will be sent
to you as soon as their replies have been received.

devisatorquah
12.7.50
ASSISTANT REGISTRAR,
Appellate Side.

Edm/E.

Final reply may be
awaited till 1-8-50.

SV
SKR

13/7/50
1473

18700

26
R.O.C.No.4949/50 D-8.

From

Sri A.V.Vaidyanatha Ayyar, B.A.,
Assistant Registrar, Appellate Side,
High Court, Madras.



To
The Secretary to Government,
Education Department, Madras.

12
Dated 2nd August 1950.

Sir,

Sub: Forms - standardised forms - deletion of C.F.
52 and C.F.53 from the list of standardised forms

pp1314 CF
Ref: Memo No.11338 E/50-5 Edn. dated 19-5-1950.

The Hon'ble Judges consider that the abovementioned forms
should be retained in the list of standardised forms.

A. V. Vaidyanatha
2-8-50
Assistant Registrar, App. Side.

PR/
mmu

[Faint, mostly illegible handwritten notes on the left page, possibly bleed-through from the reverse side.]

Edm/E

40
7/5

p. 1-2 CF
p. 17 CF
p. 21 CF

Sub: Forms- ~~Standardised~~ Standardised forms
deletion of certain forms from the list of Standardised forms - orders passed.

Ref: From the S.G.P. No. 98 S.O. & 9-2-50
From the D.P.I. No. Roc 306 H/49 & 17-6-50
From the (Asst. Registrar) High Court Roc
No. 4949/50 D.8 & 2.8.50.

Order / Ms. No 2467 Edm. dated 2-9-1950

The S.G.P. is informed that the forms mentioned below may be revived as Standardised Forms and included in the Stationery Manual Volume III now under revision:- ~~All the other forms mentioned~~

M on p. 1 ante
p. 21 CF
p. 17 CF

- (1) C.F. 21. Slip for circulation of Journals and Periodicals
- (2) C.F. 183 catalogue of books in the library.
- (3) C.F. 52 Letter forwarding summons for service
- (4) CF 53 Letter Reporting Service or non service of summons
- (5) CF 377 Railway Concession certificate for

Schools and Colleges

All the other forms mentioned in the schedule to the letter cited may be deleted from the list of Standardised forms.

2. The common forms mentioned in para 1 of the letter cited, now printed on the models of the code forms may be included under the code forms and deleted from the list of common forms.

3. The Govt. approve the proposal of the S.G.P. that the old serial numbers of the Standardised forms may be printed along with the numbers now assigned to these forms consequent on the deletion of the ~~certain~~ ^{certain} forms from the list of Standardised forms.

Wk
7-8-50

p. 3 CF
para 3 p. 1 CF

para 4 p. 2 CF

The Suptt. Govt Press
Copy to Secy Lib
Copy to D.P.I.
Copy to Registrar
Copy to High Court
Copy to Finance
R. 87C

4/8/50
5-8-50

Edm / 4

place

Ref: From the S.G.P. No. 98 S.O. 8 A. 2. 50

The S.G.P. enquires whether the standardised forms which were suspended for the duration of war as a measure of paper economy may be deleted from the list of standardised forms to be incorporated in the Stationery Manual now under revision. A list of such forms is furnished on p. 9, cf. As the need for paper economy still continues and as no great inconvenience seems to have been felt for want of these forms, they may perhaps be deleted from the list of standardised forms. As the common forms referred to in para 3 on p. 1 cf have all been paper printed on the models of code forms they may also be omitted from the list C.F. group.

Public and Finance may see for remarks if any.

VR
7-3-80

Don
7/31/50 Public
Jenkinson

Sect. Library

The Library is concerned with C.F. 21 - Slip for circulation of journals and periodicals and C.F. 183 - Catalogue of books in the Library. These forms are quite essential and they may be retained and included in the Stationery Manual under revision.

The file may be passed on to Mr. I for further action in regard to certain other items of forms.

11.3.50

Edm 10 11338 E/501
7.3.50



Vida p. 9CF

5.00 - 2.00
6.74/50
11.85

Two OPI

C. No. 124

2/

CCB

Please see the note of Edm. at top on p. 1. ante. Common forms suspended as least economy are listed on p. 9 of the Librarian's letter. ~~His remarks. The forms may be deleted.~~ The remarks of C.F. 1 and C.R.B. may also be called for as some of them relate to the above sections of this Dept.

This department is not concerned with any of the forms in question

15/3/50
18/7/50
This section is concerned with C.F. 16, 16A, 17, 17A, 95, and 262, on p. 9 of. There seems to be no objection to deleting them from the list of Standardised forms.

20.3.50
This section is concerned with C.F. Nos. 89 to 92, on p. 9 of. There is no objection to delete them from the list so far as this section is concerned.

6/4/50 6.4.50
6.4.50
A.S.I. 1/2 10.4.50

The proposal of Education on page 1 above may be agreed to in Finance subject to the remarks of ~~the~~ on page 1 above

14/4/50
15.4.50
18 APR 1950
7556
EDUCATION

1.9.4
C.N. 1066
20190
through (for)

C.N. 1137B
18/3/50

Through C.R.B.
Public (C.R.B.) Dept.

ASII
ASII
Fin
C.S (OP II)
W.O. 1137B/50-1
11.4.50

11 APR 1950
26015
FINANCE DEPT
O.P.
C.B.
Pincode 26015/EP/191
50.

Edm/E

The notes of Public and Finance from p. 1 ante may be perused. With the exception of C.F. 21-Slip for circulation of journals and periodicals and C.F. 18 Catalogue of books in the library, all the other forms mentioned on p. 3 of. may perhaps be deleted from the list of Standardised forms. The proposal of the S.C.P. in paras. 3 & 4 of his letter on pp 1-2 of. may also be accepted.

2 Subject to orders, a draft order is subd. for approval.

M on p. 1 ante

26/4/50
29.4.50
52, 53 + 377
necessary
1.5.50

Edm/E
The Registrar, High Court and the D.P.I. may be consulted whether the forms mentioned above are necessary or whether they may be deleted from the list of Standardised forms. Two draft memos are subd. for approval.

60398
21/5/50
4.5.50 Home -

Home Dept.

Edm. W. 11338E/50-3
4.5.50
Home W.O. 60398
15.5.50
Draft II may be accepted subject to the remarks that it may be in memo form and the file may be returned to Education.

16 MAY 1950
11719
EDUCATION DEPARTMENT
17/5/50 Edm

(Note of Home on p.3 ante)

Edm/E.

Draft II has been modified as indicated by Home and put up for approval.

Drafts I & II may issue.

17/5/50
17/5/50
17/5/50

pp 11-12 CF (Issued as Memo. No. 11338 E/50-4 Edm & 19.5.50)

pp 13-14 CF (11338 E/50-5 Edm & 19.5.50)

p. 17 CF (Form the D.P.I. R.O.C 306 H/49 & 17.6.50)

p. 21 CF (Form the Asst. Registrar High Court R.O.C 4949/50 D-8 & 2.8.50)

With reference to Secretary's remarks at M on p.3 ante, the D.P.I. and the Registrar High Court, who were consulted have stated that the forms, C.F. 52, C.F. 53 and C.F. 377 are essential and that they may be retained in the Stationery Manual, Volume III under revision. With the exception of these forms and also forms CF 21 and CF 183 that are required by the Sett. Library all the other forms in the list on p.3 cf may be deleted from the list of standardised forms.

The proposals of the S.G.P. on pp 1-2 cf may also be accepted.

A draft order is submitted for approval.

lees

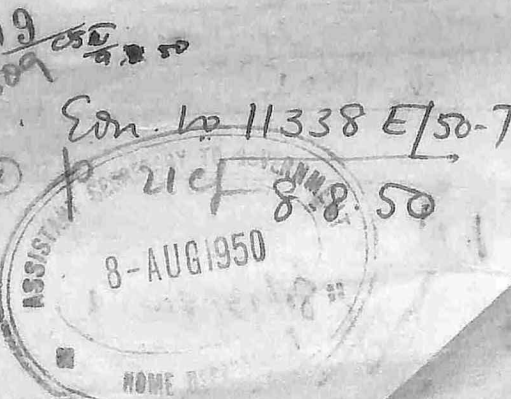
Home & Fin. may see again

7.8.50

Home / Finance

Home (Couns III) Dept

This file has been sent to this department with reference to the remarks of Hon. the Judges that C.F. Nos 52 and 53 relating to the letter forwarding Simons



for Service' and the 'Letter reporting Service or non Service of Simons' should be retained in the list of standardised forms. Education dept. have agreed with the High Court. This dept. may agree with the Education dept and the draft order be accepted.

The case may be passed on to Finance

Recd 16/8.

Thro Courts I

16/8-17.8.50

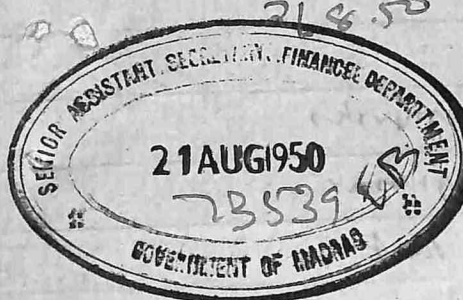
10.8.50 15.8.50

18.8.50

Fin

Fin (Exp B)

Home Memo 111509-0511 (Previous Finance note on p 2 above)



The note following may be pursued, and the draft order below accepted

21.8.50

30/8/50

Edm (E)

Fin U.O. 73539 EB-1



The draft order below may issue

31.8.50

1.9.50

A dark, textured book cover, possibly black or dark brown, with a lighter, textured spine. The cover shows signs of wear and tear, particularly along the edges and the spine. A small, white, rectangular label is affixed to the bottom right corner of the cover. The label contains some faint, illegible markings, possibly a date or a small number. The overall appearance is that of an old, well-used book.