

Education (1950) Department.

Ms. SERIES.

G.O. NO. 2494 Edn

Closed

Dated 6-9-1950.

[Despatch Abstract.]

Sub: Stationery department - Statistics showing the work for 1949-50 - 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 DEPARTMENT

G.O. No. 2494, 6th September 1950

Stationery department—Statistics showing the work for 1949-50—Recorded.

READ—the following paper :—

Letter from Sri T. S. Ramachandran, Bar.-at-law, I.C.S., Superintendent of Stationery, to the Secretary to Government, Education Department, dated Madras, the 7th August 1950, No. Pdl. 40/50.

[Stationery department—Statistics for 1949-50—Annual report of.]

I send herewith in duplicate the statistics showing the work of the Stationery department for the official year 1949-50.

STATEMENT No. I.—Statement showing the value of English articles obtained from India Office, London, during 1948-49 and 1950.

Description of articles.	1948-49. RS.	1949-50. RS.
Paper, drawing	6,881	18,263
Do. writing	10,453	10,02,480
Do. printing	9,07,366	Nil.
Do. other kinds	1,972	1,12,960
Do. news printing	Nil.	Nil.
Do. water-marked	3,213	..
Do. typewriting and duplicating	..	..
Envelopes	..	9,447
Drawing materials	..	62,237
Writing materials	..	..
Printing and duplicating materials	..	6,265
Binding materials	..	7,981
Tracing cloth	..	2,685
Miscellaneous articles	..	..
Total	9,29,885	12,23,318

STATEMENT No. II.—Value of country paper purchased from the Indian mills during 1948-49 and 1949-50.

Description of articles.	1948-49. RS.	1949-50. RS.
White printing and glazed buff	11,57,261	25,44,083
White cartridge	39,160	45,900
Brown cartridge	84,955	1,76,052
Blotting	33,783	30,378
Cream wove	475	38,659
Azure laid	30,800	95,817
Cream laid	48,200	1,73,324
Paper for typewriters and duplicators	6,163	55,299
Note paper	Nil.	Nil.
Paper, coloured	9,800	29,962
Ferro prussiate paper	..	1,146
Imitation art paper	..	15,700
Pulp board	..	79,407
Total	14,10,597	32,86,387

STATEMENT NO. III.—*Value of country-made miscellaneous articles purchased locally during 1948-49 and 1949-50.*

Description of articles.	1948-49, RS.	1949-50, RS.
Paper of other kinds	12,536	32,046
Envelopes	2,225	1,817
Typewriter and duplicator accessories ..	4,849	41,068
Writing materials	1,00,968	72,566
Printing and duplicating materials	9,669	10,469
Miscellaneous articles	2,59,209	3,12,651
Binding materials	17,365	
Drawing materials	21	2,497
Total ..	4,06,842	4,73,114

STATEMENT No. IV.—*Value of English articles purchased locally during 1948-49 and 1949-50.*

Description of articles.	1948-49.	1949-50.
	RS.	RS.
Paper, drawing, litho	13,110	5,925
Do. water-marked	..	..
Do. white cartridge	..	..
Do. writing	19,779	..
Do. printing	48,443	6,48,093
Do. other kinds	Nil.	74,309
Do. typewriting and duplicating	1,52,466	1,47,918
Envelopes	..	140
Drawing materials	25,774	28,446
Writing materials	78,834	8,042
Printing materials	..	26,094
Binding materials	..	..
Miscellaneous articles	12,866	33,587
Typewriters, duplicators and accessories	4,52,263	3,79,000
Total	8,03,535	13,51,554

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 1948-49 and 1949-50.

Description of articles.	1948-49.	1949-50.	Increase. RS.	Decrease. RS.
	RS.	RS.		
Paper, drawing	14,791	36,493	21,702	..
Do. writing	3,58,186			..
Do. printing	17,85,047	34,60,388	13,17,155	..
Do. coloured	8,549			..
Do. litho	22,179	1,18,330	3,666	..
Do. water-marked	36,879		96,151	..
Do. blotting	22,534	37,987	1,108	..
Do. white cartridge	22,030	32,921	10,387	..
Do. brown and mounting	1,30,319	15,381	..	6,649
Do. carbonic, typographic and other kinds	1,82,912	1,82,912	52,693	..
Blank books	1,43,724	11,98,347	10,54,623	..
Drawing materials	28,198	26,601		1,597
Cloth, tracing	8,182	4,934		3,248
Do. waxed	12,997	36,796	23,799	..
Do. binding	1,151	2,198	1,047	..
	21,806	6,527		15,279

Description of articles.	1948-49.	1949-50.	Increase.	Decrease.
	RS.	RS.	RS.	RS.
Ink bottles and stands	2,363	4,389	2,026	..
Ink powder and fluid	43,142	53,983	10,841	..
Ink, printing	27,205	46,531	19,326	..
Straw boards	89,656	1,14,281	24,625	..
Penknives	..	4,277	4,277	..
Erasers	2,079	4,049	1,970	..
Pencils	26,710	37,718	11,008	..
Pen, quills	3,337	3,928	541	..
Pens, steel	45,355	81,375	36,020	..
Rubber	478	..	..	478
Slates	459	1,003	544	..
Sponges	532	340	..	492
Scissors	217	1,322	1,105	..
Sealing wax	8,552	31,186	22,634	..
Tape, twine and thread	99,843	1,00,998	1,655	..
Typewriter and accessories	3,98,184	4,35,446	42,262	..
Rulers	477	1,522	1,045	..
Needles and pins	12,138	40,841	28,703	..
Envelopes	2,889	7,393	4,944	..
Other articles	53,204	30,838	..	22,766
Paper weights	1,637	..	..	1,637
Total	34,29,379	61,73,390	27,95,757	51,746

STATEMENT A.—Statement showing the value of stores (English and Indian) in stock and purchased by the Stationery office during 1949-50.

	Stores purchased in England.	Foreign articles purchased in India.	Indian-made articles purchased in India.	Total foreign articles.	Total foreign and Indian
(1)	(2)	(3)	(4)	(5)	(6)
	RS.	RS.	RS.	RS.	RS.
Opening balance	1,30,677	2,00,631	5,21,305	5,95,098	11,16,401
<i>Receipts.</i>					
Stores purchased in England	12,22,318				
Foreign articles purchased in India		18,51,554	25,78,872		
Indian-made articles purchased in India				87,59,501	68,93,373
Other receipts (a)				2,14,225	2,14,223
Total, Receipts	12,22,318	18,51,554	25,78,872	30,73,727	65,47,596
Grand total	13,52,995	17,42,185	30,95,180	45,68,814	76,68,907
<i>Issues.</i>					
Central	18,05,200	15,93,378	28,98,578	72	72
Provincial and Local (including Local Funds)				32,74,812	61,73,390
Other issues including adjustments and write-off (b)				0,025	9,025
Total, issues	18,05,200	15,93,378	28,98,578	32,89,900	61,82,487
Closing balance	47,795	1,48,807	1,96,002	12,84,908	14,81,510

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

NOTE.—(1) The statement has been prepared as per orders issued in G.O. No. 885, Education, dated 31st May 1941. The closing balance on 31st March 1950 has been valued either at issue rates fixed for 1940-50 (cost of acquisition) or the contract rates for 1950-51 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) In all possible cases, Indian-made articles are alone purchased at favourable rates consistent with the quality.

Back Papers.

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No. 2494, EDUCATION, 6TH SEPTEMBER 1950

STATEMENT B.—Statement showing by departmental issues of stationery articles during 1948-49 and 1949-50.

Departments.	1948-49. RS.	1949-50. RS.
<i>Central.</i>		
Paymaster, Carnatic Stipends	..	72
Elections	..	..
<i>Provincial.</i>		
Land Revenue	12,648	50,484
Excise and Prohibition	20,648	26,039
Stamps	322	..
Forest	22,368	28,086
Registration	29,299	45,961
Road Traffic (M.V.T.)	9,273	10,176
General Administration	4,19,661	7,23,102
Jails and Convicts Settlements	11,971	11,523
Administration of Justice (Judicial)	62,439	1,07,985
Police	1,71,469	1,91,868
Scientific	10,618	12,386
Education	1,03,323	1,42,687
Medical	33,872	40,054
Public Health	18,439	23,846
Agriculture	69,529	72,900
Veterinary	13,434	16,155
Co-operative	46,942	55,767
Industries	38,619	44,095
Miscellaneous	94,958	75,008
Civil Works	91,404	1,55,901
Stationery and Printing (Press)	15,06,551	23,61,472
Stationery and Printing (Office)	3,639	3,387
Commercial Taxes	73,608	52,473
Motor Spirit and Tyre Rationing	1,576	231
Food Rationing	1,38,392	27,936
District and Provincial War Committees	..	..
A.R.P. Civil Defence	..	..
National War Front	745	..
Provincial Transport Controller	319	2,238
Civil Supplies	22,192	35,166
Post-war Reconstruction	..	..
Highways	40,024	77,588
District Soldiers', Sailors' and Airmen's Board	1,207	4,900
Elections	1,12,947	1,33,235
Total	31,82,538	45,32,519
Local Fund Sales	2,47,157	6,89,249
Printing Electoral Rolls	Nil	9,52,306
Grand total	34,29,695	61,74,074

Remarks.

The main reason for increase during 1949-50 is due to the compliance of all pending indents of the previous year and also the supply of stationery on the due dates to all the departments for this year. Further, Europe paper D.F. 20 lb. was supplied to departments for want of Indian mill-made paper during the early parts of the year.

Land Revenue.—The reason for the increase is due to large supply of printing paper and litho D.R. 80 lb. which was not available in previous year.

Excise and Prohibition.—Increase is due to expansion of the department.

Forest.—Increase is due to large number of typewriters issued.

Registration.—The increase is due to the supply of Europe paper for want of mill-made paper, issue of stencil paper, supply of English paper which were not supplied in previous year for want of stock and supply of larger number of typewriters.

General Administration.—Compliance of delayed indents of 1948-49 during 1949-50 and also supply of Europe paper and larger supply of typewriters.

Jails.—The decrease is due to the supply of less number of typewriters when compared to the last year.

Judicial.—Increase is due to the supply of larger number of typewriters and Europe paper.

Police.—Increase is due to the supply of Europe paper for want of Indian mill-made paper.

No. 2494, EDUCATION, 6TH SEPTEMBER 1950

Scientific.—Increase is due to the larger number of typewriters.
Education.—Increase is due to the larger supply of stationery including litho D.R. paper.
Medical.—Increase is mainly due to supply of Europe paper.
Agriculture.—Increase is due to issue of larger number of typewriters and duplicators.
Public Health.—Increase is due to the supply of Europe paper and more number of typewriters.
Veterinary.—Increase is due to the supply of Europe paper and more number of typewriters.
Co-operative.—Increase is due to the supply of Europe paper and more number of typewriters.
Industries.—Increase is due to the larger supply of stationery including Europe paper.
Miscellaneous.—There is no issue of Catchet Cramphones seals this year, which amounts for the decrease.
Civil Works.—Increase is due to compliance of previous year indents this year.
Press.—Increase is due to larger supply of paper and boards.
Rationing.—Deficit is due to reduced supply of white Duplex boards for printing ration cards in the mufassal.
Civil Supplies.—Increase is due to the supply of Europe paper.
Commercial Taxes.—Decrease is due to lesser supply of paper when compared with last year.
Highways.—Increase is due to the supply of Europe paper and increased supply of stencil papers.

Order—No. 2494, Education, dated 6th September 1950.

Recorded.

(By order of His Excellency the Governor)

S. A. IYENGAR,
Secretary to Government.

To the Superintendent of Stationery.
 „ the Superintendent, Government Press.
 „ the Accountant-General.
 „ all Departments of Secretariat.
 „ the Secretary, Madras Legislature.
 „ the Board of Revenue.
 „ Director of Industries and Commerce.
 Copy to Public Works Department (Information and Publicity).

STATEMENT NO I.

Statement showing the value of English articles obtained from India Office, LONDON during 1948-49 and 1950.

Description of articles.	1948-49 RS	1949-50. RS
Paper Drawing.	6,881	18,263
Paper Writing.	10,453	10,02,480
Paper Printing	9,07,366	Nil
Paper other kinds.	1,972	1,12,960
Paper news printing.	Nil	Nil
Paper water marked	3,213	..
Paper Typewriting and Duplicating	..	..
Envelopes.	..	..
Drawing materials	..	9,447
Writing materials	..	62,237
Printing and duplicating materials	..	..
Binding materials	..	6,265
Tracing cloth	..	7,981
Miscellaneous articles	..	2,685
	9,29,885	12,22,318

nrj.7.8.

for SUPERINTENDENT OF STATIONERY.

STATEMENT NO. II.

Value of country paper purchased from the Indian Mills during 1948-49 and 1949-50.

Description of articles.	1948-49 RS.	1949-50 RS.
White printing and glazed buff	11,57,261	25,44,083
White cartridge	39,160	45,900
Brown Cartridge	84,955	1,76,652
Blotting	33,783	30,378
Creamwove.	475	38,659
Azure laid.	30,800	95,817
Cream laid.	48,200	1,73,324
Paper for typewriters and duplicators	6,163	55,299
Note paper	Nil	Nil
Paper coloured	9,800	29,962
Ferro prussiate paper.	..	1,146
Imitation art paper	..	15,760
Pulp Board.	..	79,407
Total Rs.	14,10,597	32,86,387

for Superintendent of Stationery.

nrj.7.8.

STATEMENT NO. III

Value of country made miscellaneous articles purchased locally during 1948-49 and 1949-50.

Description of articles.	1948-49. RS.	1949-50. RS.
Paper of other kinds.	12,536	32,046
Envelopes.	2,225	1,817
Typewriter and Duplicator accessories.	4,849	41,068
Writing materials	1,00,968	72,566
Printing and Duplicating materials.	9,669	10,469
Miscellaneous articles	2,59,209	3,12,651
Binding materials	17,365	2,497
Drawing materials	21	
	-----	-----
	4,06,842	4,73,114
	-----	-----

for Superintendent of Stationery.

nrj.7.8.

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STATEMENT NO IV.

Value of English articles purchased locally during 1948-49 and 1949-50.

Description of articles.	1948-49. RS.	1949-50. RS.
Paper Drawing Litho	13,110	5,925
Paper watermarked	..	..
Paper white cartridge	..	..
Paper writing.	19,779	..
Paper Printing	48,443	6,48,093
Paper other kinds	Nil	74,309
Paper Typewriting and duplicating	1,52,466	1,47,918
Envelopes	..	140
Drawing materials	25,774	28,446
Writing materials	78,834	8,042
Printing materials.	..	26,094
Binding material	..	..
Miscellaneous articles	12,866	33,587
Typewriter, Duplicators and accessories.	4,52,263	3,79,000
	8,03,535	13,51,554

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Asst. 7/8/50

for Superintendent of Stationery.

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STATEMENT "A"

Statement showing the value of stores, English and Indian, in stock purchased by the Stationery Office during 1949-50

	Stores purchased in England	Foreign articles purchased in India.	Total foreign articles.	Indian made articles purchased in India.	Total foreign and Indian
Opening balance:	1,30,677	3,90,631	5,21,308	5,95,093	11,16,401
<u>RECEIPTS:</u>					
Stores purchased in England.	12,22,318				
Foreign articles purchased in India.		13,51,554	25,73,872		
Indian made articles purchased in India				37,59,501	63,33,373
Other receipts (a)				2,14,223	2,14,223
Total receipts	12,22,318	13,51,554	25,73,872	39,73,724	65,47,596
Grand Total	13,52,995	17,42,185	30,95,180	45,68,817	76,63,997
<u>Issues:</u>					
Central				72	72
Provincial and Local (including Local Funds)	13,05,200	15,93,378	28,98,578	32,74,812	61,73,390
Other issues including adjustments and write off (b)				9,025	9,025
Total issues	13,05,200	15,93,378	28,98,578	32,83,909	61,82,487
Closing balance	47,795	1,48,807	1,96,602	12,84,908	14,81,510

(a) Other receipts include (i) value of manufactured articles (ii) excess in stock taking and (iii) variation.

(b) Includes deficiency in stock taking.

NOTE: 1. The statement has been prepared as per orders issued in G.O. 835 Edn. dated 31-5-41. The closing balance on 31-3-50 has been valued either at issue rates fixed for 1949-50 (cost of acquisition) or the contract rates for 1950-51 which ever has been less, as ordered in G.O. 1208, Education dated 14-5-48.

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. In all possible cases, Indian made articles are alone purchased at favourable rates consistent with the quality.

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STATEMENT "B"

Statement showing the departmental issues of stationery articles during 1948-49 - 1949-50.

Departments	1948-49	1949-50
CENTRAL		
Paymaster, Carnatic Stipends Elections	-	72
PROVINCIAL:		
Land Revenue	12,648	50,484
Excise & Prohibition	20,648	26,039
Stamps	322	-
Forest	22,368	28,086
Registration	29,299	45,951
Road Traffic (M.V.T.)	9,273	10,176
General Administration	4,19,661	7,23,102
Jails & Convicts settlements	11,971	11,523
Administration of Justice (Judicial)	62,439	1,07,985
Police	1,71,469	1,91,868
Scientific	10,618	12,286
Education	1,03,323	1,42,687
Medical	33,872	40,054
Public Health	18,439	23,846
Agriculture	69,529	72,900
Veterinary	13,434	16,155
Cooperative	46,942	55,767
Industries	38,619	44,095
Miscellaneous	94,958	75,008
Civil Works	91,404	1,55,901
Stationery & Printing - Press	15,06,551	23,61,472
- do - office	3,639	3,367
Commercial Taxes	73,508	52,473
Motor Spirit and tyre rationing	1,576	231
Food rationing	1,38,392	27,936
Dist. and Provincial War Committee	-	-
A.R.P. Civil Defence	-	-
National War Front	745	-
Provincial Transport Controller	319	2,238
Civil supplies	22,192	35,166
Post War Reconstruction	-	-
Highways	40,024	77,588
Dist. Soldiers' Sailors' and Airmen's Board	1,207	4,900
Elections	1,12,947	1,33,235
Total	31,82,538	45,32,519
Local Fund Sales	2,47,157	6,89,249
Printing Electoral Rolls	nil	9,52,306
	34,29,695	61,74,074

REMARKS:

The main reason for increase during 1949-50 is due to the compliance of all pending indents of the previous year and also the supply of stationery on the due dates to all the departments for this year. Further, Europe paper D.F. 20 Lbs. was supplied to departments for want of Indian mill made paper during the early parts of the year.

1. LAND REVENUE: The reason for the increase is due to large supply of printing paper and litho D.R. 80 Ls which was not available in previous year

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with the quality

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2. EXCISE AND PROHIBITION: Increase is due to expansion of the department.
3. FOREST: Increase is due to large number of typewriters issued.
4. REGISTRATION. The increase is due to the supply of Europe paper for want of mill made paper, issue of stencil paper, supply of English paper which were not supplied in previous year for want of stock and supply of larger number of typewriters.
4. GENERAL ADMINISTRATION. Compliance of delayed indents of 1948-49 during 1949-50 and also supply of Europe paper and larger supply of typewriters.
5. Jails: The decrease is due to the supply of less number of typewriters when compared to the last year.
6. JUDICIAL: Increase is due to the supply of larger number of typewriters and Europe paper.
7. POLICE: Increase is due to the supply of Europe paper for want of Indian mill made paper.
8. SCIENTIFIC: Increase is due to the larger number of typewriters.
9. EDUCATION: Increase is due to the larger supply of stationery including litho D. R. paper.
10. MEDICAL: Increase is ~~mainly due to supply of Europe paper (11) A (inclusion)~~ mainly due to issue of larger number of typewriters and duplicators.
12. PUBLIC HEALTH: Increase is due to the supply of Europe paper and more number of typewriters.
13. VETERINARY. Increase is due to the supply of Europe paper and more number of typewriters.
14. COOPERATIVE: Increase is due to the supply of Europe paper and more number of typewriters.
15. INDUSTRIES: Increase is due to the larger supply of stationery including Europe paper
16. Miscellaneous: There is no issue of ~~xxxxxxx~~ Catchet Cramphones seals this year, which amounts for the decrease.
17. CIVIL WORKS: Increase is due to compliance of previous year indents this year.
18. PRESS: Increase is due to larger supply of paper and boards.
19. RATIONING: Deficit is due to reduced supply of white Duplex boards for printing ration cards, in the muffsail.
20. CIVIL SUPPLIES: Increase is due to the supply of Europe paper.
21. COMMERCIAL TAXES: Decrease is due to lesser supply of paper when compared with last year.
22. HIGHWAYS: Increase is due to the supply of Europe paper and increased supply of stencil papers.

DK:7

for SUBDT. OF STATIONERY.

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16/5

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26/10/50

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EDUCATION DEPARTMENT (E).

Sub :- Stationery Department - Statistics showing the work for 1949-50 - Recorded.

Read :- From the Superintendent of Stationery, No. Pdl. 40/50 Dated 7-8-1950,



ORDER/MS.NO. 2494 EDUCATION DATED 6.9.50

RECORDED.

To

The Supdt. of Stry.
The S.G.P.
The A.G.
All Deptts. of Sectt.
The Secretary, Madras Legislature.
Copy to P.W.D. (I&P.)
B. & R.
D. & S.

NOTE : Finance may see before circulation. The statistics showing the work of the Stationery Department for 1947-48 was recorded in G.O.No.2496 Education dated 1-10-1948. The report for 1948-49 was recorded in G.O.Ms.No. 2873 Education dated 13-9-49.

8/14/50
14/8/50

I find that this report is printed every year. After all only 11 copies are required for distribution. Is it essential to print the report? Please examine.

16/8/50



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to be printed
in 1950-51.

Edn VO. 23061E/50.1

21-8-50

18/8/50

Fur

18

Fin (Exp B)

The statistics showing the work of the Stationery Dept for the year 1949-50, as at 2-16-50 may be perused

27.8.50

20/8/50

Fin No. 73747 ER-1
30/8/50

EDUCATION DEPARTMENT (E).

The file relating to the statistics of Stationery Dept for 1949-50.

Please see the note of Finance above. The file may now be circulated to H.M. (E & L.) before issue of the draft order overleaf.



C.No. 23061 E/50



1.9.50
2/9/50
5.9.50

HM (E & L) 20/8/50

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Showing the work of 1948-49 - Records

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	The...	Dep. Secy. to Govt.	12	✓	
	The...	Secy. to Govt.	1	✓	
	The...	P. W. (S. & P.)	1	✓	
	The...	S. G.	19		
	The...				
	The...				
	The...				
	The...				
	The...				
	The...				
Total ...		50			

Copies distributed on..... (Press clerk).
† Copies distributed on..... (Press Despatcher).

† To be initialled and dated.

INSTRUCTIONS FOR THE SECRETARIAT.

(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.~~

Olerk.

Clerk.

Clerk.

8 - SEP 1950

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.

Asst Secretary to Govt
Education Department

TO BE FILLED IN BY THE PRESS

Diary.	Initials of Press official.
Received in Press on.....	
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	