Sec. II 37 - 104,000 - 4-11-49.

Education (1950) Department.

Ms SERIES. A

G.O. NO. 2897 Edn → p31 ef

Dated 25-10-52.

(20)

[Despatch Abstract.]

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

29838. 28 SEP 1950 EDUCATION

(2)

From
R. Siddique, Esq., Superintendent, Government Press, MADRAS.

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

x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x

No.51/S.O.   Dated: 25th September 1950.

Sir,

Sub: Books and Publications - Madras Stationery Manual, Volume III - Revision of - Special Staff - Extension of time - Requested.

(vide Appendix 'B') p5 (N) Ref: G.O. Ms. No.1387, Edn., dated 29th April 1950.

p5 (N)

I submit that the period of extension for 6 months from 2-5-1950 sanctioned in G.O. No.1387, Edn., dated 29-4-1950 for the special staff engaged on the revision of the Stationery Manual, Volume III, expires on 1-11-1950. The progress of work, done so far, is reported to Government for information.

2. Scrutiny of all the standardized forms, in all, about 11,200, has been completed and certain groups have also been finalized. As has already been explained by me on previous occasions, this stage of finalization is reached, on going through the several necessary preliminaries viz., preparation of the manuscript lists, verification of specimens, noting down of superfluous, deleted and suspended items with reference to relevant recorded files maintained by the Forms Control Section of this office, correspondence with Heads of Departments on the question of retention or removal of suspended and deleted items, restoration of pre-war sizes and weights of paper, elimination of superfluous forms and standardization of new forms, etc., examination of the replies of Heads of Departments and carrying out of all acceptable suggestions in the manuscript lists, and typing the final specimen (statement) copy for setting. Finalization of the following groups has since been completed:--

1. Judicial
2. Police
3. Registration
4. Education
5. Jail
6. Medical
7. D.P.H.
8. P.W.D. (except group VI)
9. Survey
10. Excise
11. Revenue (including Agriculture, Veterinary, A.V., Co-operative and I.C.F.)
12. Miscellaneous groups:--
    (a) Government Exams., (b) K.I.P.M.,
    (c) Chemical Examiner, (d) M.P.S.C.
    (e) Sericulture, (f) Garden, (g) C.I.B.,
    (h) C.P.L., (i) Government Museum
    (j) Director of Industries, (k) Cinchona
    (i) D.W.W.

p29 below

Of the above finalised groups item Nos.1 to 5 have already been put in type and the respective proofs were despatched on 1-9-1950 to the officers concerned for scrutiny and return (vide Appendix 'C') duly approved. The other items are under setting and proofs are expected to be ready early in batches for transmission to the respective officers.

3. In this connection, it may not be out of place to mention, that, during the period for which details of work are furnished, much time was taken in the finalization of the Revenue group which is the biggest and the most unwieldy of all the groups, affording, however, ample opportunities for a very profitable scrutiny and safe

elimination

elimination of unnecessary items. Several proposals regarding deletion, combination, revision, etc., of forms were made to the Board of Revenue, but replies were not easily forthcoming. On the issue of numerous reminders and D.O. references, the Board finally replied that such of my proposals as were agreeable to the majority of Collectors, might be carried out and disputable cases, referred to it for final decision. The ascertaining of majority opinion of the Collectors, which was to have been done by the Head of the Department, had to be undertaken by this office, not only in compliance with the Board's request to that effect, but also in the interest of speedy execution of work. Accordingly, a circular letter (Vide Appendix 'A') with a consolidated statement of proposals, was communicated to Collectors of 18 selected districts for remarks, followed by several reminders, to which only 11 Collectors sent their replies. The remarks of these Collectors were consolidated and the majority opinion ascertainable from among them, has been communicated to the Board for formal approval, which is still awaited. Meanwhile, the Revenue group has been finalized and issued for setting.

4. The groups that are pending to be finalized are:--

(1) Common forms.
(2) T & A Code forms.
(3) Forest forms.
(4) School Leaving Certificate forms.
(5) Fisheries forms.
(6) P.W.D. forms (group VI only).
(7) Secretariat forms.
(8) Stationery department forms.
(9) S.G.P. forms.
(10) Special Acts forms.
(11) Stock and saleable forms.
(12) Pension forms.
(13) Economy labels and covers.

Group No.(1) [C.F.], was referred to Government in the Education Department for instructions whether certain suspended items required revival or removal. In G.O.No.Ms.2467, Edn., dated 2-9-1950, Government have issued the necessary instructions, which are being carried out. The total number of items in that group is 585. Group No.(2) [T & A Code forms] was referred to the Accountant-General, Madras on 15-12-1949 on the question of separation and re-classification of forms under the existing Codes and his reply has been communicated in his letter No.T.M.15/50-51/1181, dated 5-9-1950. The compilation of the list of such Code forms (about 750 in number) will take some time as further clarification from Accountant-General is found necessary therefor, and on completion, the list will have to be submitted to Government in the Finance department through the Accountant-General for formal approval as per instructions contained in Government Finance Department Memo.No.20701 A-Exp.A.1, dated 15-4-1946 (copy enclosed for ready reference). Group No.(3) [Forest forms] has been referred to the Chief Conservator of Forests, Madras on 29-6-1950 to justify the inclusion of certain deleted items therein, and his reply is awaited. Group No.(4) [School leaving Certificate forms] has been referred to the Secretary to the Commissioner for Government Examinations to examine the need for the retention of certain items not printed for a long time and his reply has since been received and is being attended to. Group No.(5) [Fisheries forms] has been referred to the Director of Fisheries, Madras to consider the utility aspect of certain forms and his reply has not yet been received. Group No.(6) [P.W.D.(group VI only)] consists of certain code forms, which are to be separated and re-classified and the instructions of the Accountant-General referred to above, hold good in this case also. Finalization of the remaining groups [(7) to (13)] has been commenced and is the current work of the Special Staff.

5. Under para. 90 of the Printing Manual, Part I, 1938,

certain

certain officers mentioned therein, could get forms required by them printed as non-standardized, which, of late, have assumed a very big proportion in supply. To restrict the printing of such forms, as also to bring indents therefor within the purview of proper scrutiny and check by the Press, as provided under para. 83 of the Printing Manual, it was considered desirable to take up the question of standardizing them. Accordingly, all such forms, printed during the last three years, were listed from the work-book maintained by the Composing Department. Forms relating to the departments and offices noted below have, so far been examined:--

(1) High Court.
(2) Education.
(3) Chief Engineer P.W.D. (General).
(4) Chief Engineer, P.W.D. (Electricity).
(5) Public Service Commission.
(6) Rural Welfare.
(7) Labour.
(8) Police.
(9) Government Exams.
(10) Government Transport.
(11) Chief Engineer for Irrigation.

In all the above cases remarks have been called for from the officers concerned and items (1) to (7) have been finally disposed of, while the rest are pending disposal for want of the required information from the officers.

6. Non-standardized forms relating to the Agricultural, Veterinary, Co-operative, Public Health, Government Home Secretariat, etc., Departments and the King Institute, Guindy, still remain to be examined and, time permitting, will be taken up, when the work, on hand, of finalization of all the standardized groups, is over.

7. At the commencement, it was anticipated that the work might be completed within a period of 18 months, if the several departments, which I had to deal with, attended to prompt and early compliance with information required by this office, so that the progress as originally scheduled, could be worked up to and attained. But, unfortunately, owing to the belated receipt of replies to references issued to other offices and the colossal correspondence involved in obtaining such replies, my special staff has, all along, been working against time even to reach the present stage. Every endeavour will be made to finalize the remaining groups and transmit proofs thereof to the concerned officers, as early as possible. But then again, unless the proofs are returned approved early, adherence to any definite programme or fixing an exact date for completion of the work, would be impracticable. On the return of proofs, the remarks of officers will have to be examined and each of them, finally dealt with on its merits. The rough galley-proofs will then be made ready in book form for printing, but copies can be struck off only on intimation by the several departments of their requirements of the Manual as well as the standard lists of individual groups, which information has been called for in this office circular dated 1-8-1950. On receipt of replies, the claims will have to be scrutinized and consolidated, and the total number, furnished for printing, after obtaining the sanction of Government for publication of the Manual. If distribution of copies has also to be undertaken by the special staff, additional time for such extraneous work, may be necessary. The work to be done by the special staff, after the receipt of the galley-proofs is detailed below:--

(Vide Appendix 'B')

i. To compare the proofs in detail on receipt from the composing departments after converting the galley-proofs into forme-proofs.

2. To paginate the Manual.
3. To prepare index for the Manual after pagination.
4. To attend to correspondence, in connection with the despatch of proofs, etc.

8. In view of the huge volume of work that is yet to be done, I request that Government may be pleased to accord sanction for the continuance of the special staff for a further period of 3 months from 2nd November 1950, which I consider is the minimum time necessary for completion of the work. In this connection, I may add, for the information of Government, that Sri **A.D. Dhanapaul Chetty**, the Special Officer for the revision-work, is to retire from service on superannuation from 13th April 1951 and he wishes to avail himself of the leave at his credit, preparatory to retirement. As his services are indispensible at this stage, I am refusing the leave applied for, in the interests of public service, and recommend that it may be granted to him from the date of his retirement, as admissible under F.R. 86(a).

27.9.50.

SUPERINTENDENT.

BDG.
Enc: 1 Memo.
Appendices 'A' to 'B' and 'C'.

26.9.50

(vide Appendix 'B')

ENCLOSURE.

Copy of Finance Department Memo. No.20701A-Exp.A-1, dated 15-4-1946.

Sub: Financial Codes - Forms in the New Codes - Serial numbers for the purpose of preparation of indents - revision of.
Ref: Fin. Memo. No.19194 Codes-1, dated 28-6-1941.
Fin. U.O.Note No.14993 Accts.-1, dated 26-6-1942.

The attention of the Superintendent, Government Press is invited to the references cited and he is requested to state whether the revision of the existing lists of standardized forms such as T & A., C.F., etc., may be taken up now and if so, to submit the revised lists for the approval of the Government through the Accountant-General.

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6

Appendix A

No.S.0.79/50.

Office of the
Superintendent, Government Press,
Madras, 18th July 1950.

To

The Collectors of selected districts*.

Sir,

Sub: Stationery Manual, Volume III - Revision of - Suggestions made by this office - Remarks called for.
Ref: Board's references L.Dis.P.1543/49, dated 27-3-1950 and P.1890-50-2, dated 19-6-1950.

In its references cited, the Board of Revenue communicated the various proposals made by me, regarding deletion, combination, revision etc. of certain Revenue forms to Collectors of selected districts with instructions to offer their remarks, in each case, direct to me, within the time limit specified therein. From the belated replies received, it is observed that, while a few Collectors have elaborately dealt with all the points raised, some have passed vague remarks, certain others have no remarks to offer and the rest are merely silent. The Board's instructions are to carry out the suggestions of the majority of the Collectors on the several points raised by this office. Under the circumstances, this office is unable to find out the majority opinion from the aforesaid nature of replies from the Collectors and in the absence of which, the proposals will have to be either dropped or unilaterally carried out. As either course is considered inexpedient, a fresh attempt is being made to ascertain the views of all Collectors by communicating to them, herewith, a consolidated statement of all the suggestions hitherto made by this office in respect of revenue forms, for retransmission with their remarks duly entered against each item, as per instructions given below:--

All collectors, excepting those who have already expressed themselves either for or against the proposal as per entries in Cols. 5 or 6 of the statement appended, may enter their remarks in Col.7 thereof, against each item, both in case of agreement and disagreement with the proposal, by inserting the word "AGREED" or "DISAGREED" as the case may be. If on any item, not relating to them, they have no remarks to offer, the expression "DOES NOT RELATE TO THIS DISTRICT" should be entered in Col.7 to ensure that no item is left unnoticed and unexamined. The statement so filled in may be returned to this office with the least possible delay, in any case, NOT LATER THAN 7TH AUGUST 1950.

As the specimen copy of the Manual under compilation, has now almost been finalised, but for the incorporation

therein

8

therein of the proposals, now under correspondence and as this special work of re-printing the Manual, has got to be completed within two months, the urgency involved in the matter may not be underestimated under any circumstances.

21.7.50.

SUPERINTENDENT.

BDG.
Enc: 9 sheets.

To

*The Collectors of Visakhapatnam, East Godavari, Krishna, Nellore, Ananthapur, Kurnool, Guntur, Chingleput, South Arcot, Tanjore, Tiruchirapalli, Madurai, Salem, Coimbatore, Nilgiris, Malabar, Bellary and South Kanara.

Copy to:--

The Secretary, Board of Revenue (L.R.), Madras for information with reference to his L.Dis.P.2400/50, dated 30-6-1950. Favour of instructions to all Collectors for the early retransmission of the statement appended, duly filled in, to this office, is requested.

21/7/50

21.7.50.

SUPERINTENDENT.

Group and Serial No. of the form.	Proposal made by the Government Press, Madras.	Government Press letter number & date in which the proposal referred to in column (2) was made.	Board's reference No. and date in which the proposals were communicated to Collectors for remarks.	District Collectors who are for the proposal.	District Collectors who are against the proposal.	Remarks of Collectors not mentioned in Cols. (5) or (6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.I-- 3	Deletion	12/S.O., dated 27-5-1949.	L.Dis.P.1543/ 49, dated 27-3-1950.	Coimbatore, Guntur, Madura, Salem.		
4	"	"	"	- do -		
5	"	10/S.O., dated 20-5-1949.	"	Coimbatore, Salem.	Madura, Guntur.	
6	"	"	"	- do -	Madura, Guntur, North Arcot.	
7	"	26/S.O., dated 25-6-1949.	"	Nilgiris, Coimbatore, Salem.		
7(c)	" and substitution by 7(b)	6/S.O., dated 17-5-1949.	"	Coimbatore, Madura, Guntur, Salem.		
9	Deletion	26/S.O., dated 25-6-1949.	"	Nilgiris, Coimbatore, Salem.		
12	"	12/S.O., dated 27-5-1949	"	Coimbatore, Madura, Guntur, Salem.		
16	"	"	"	Nilgiris, Coimbatore, Madura, Guntur, Salem.		

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.II A-	1 Alteration to correspond with R.F.II.B-1	6/S.O., dated 17-5-1949.	L.Dis.P.1543/49, dated 27-3-1950.	Salem.		
	4(c) to 4(f) Combination into one form.	"	"	Coimbatore, Guntur, Salem.		
	5. Alteration to correspond with R.F.IIB-3.	"	"			
	9 Deletion.	26/S.O., dated 25-6-1949.	"	Coimbatore.		
	12 Alteration to correspond with R.F.IIB-5	6/S.O., dated 17-5-1949.	"	South Kanara.		
	13 Alteration to correspond with R.F.IIB-6.	"	"	"		
	14 Deletion.	26/S.O., dated 25-6-1949	"	Coimbatore, Salem.		
	25 & 28 Combination into one form.	11/S.O., dated 21-5-1949.	"	Coimbatore, Madura, Guntur, Salem.		
	34 Alteration to correspond with R.F.IIB-13	6/S.O., dated 17-5-1949.	"	South Kanara.		
	35. Alteration to correspond with R.F.IIB-14.	"	"	"		

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.IIA - 41	Deletion.	26/S.O. dated 25-6-1949.	L.Dis.P.1543/49, dated 27-8-1950.	Coimbatore, Salem.		
44	"	"	"	"		
48	"	"	"	Salem.		
52	"	12/S.O., dated 27-5-1949.	"	Coimbatore, Madura, Salem.		
R.F.IIB - 1	Deletion & substitution by R.F.IIA-1	6/S.O., dated 17-5-1949.	"			
3	Deletion and substitution by R.F.IIA-5	"	"			
4	Deletion.	12/S.O., dated 27-5-1949.	"			
5	Deletion & Substitution by R.F.IIA-12	6/S.O., dated 17-5-1949.	"			
6	Deletion & substitution by R.F.IIA-13	"	"			
7	Deletion	26/S.O., dated 25-6-1949.	"			
13	Deletion & substitution by R.F.IIA-34.	6/S.O., dated 17-5-1949.	"			

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.IIB-14	Deletion and substitution by R.F.IIA-35.	6/S.O., dated 17-5-1949	L.Dis.P.1543/49, dated 27-3-1950.			
16	Deletion.	26/S.O. dated 25-6-1949.	"			
17A	Deletion and substitution by R.F.IIA-45A.	33/S.O., dated 20-7-1949.	"	South Kanara.		
24	Deletion.	10/S.O., dated 20-5-1949	"	"		
52	Deletion.	12/S.O., dated 27-5-1949.	"			
R.F.IIIA-1	Deletion.	26/S.C., dated 25-6-1949.	"	Coimbatore, Salem.		
2g.	"	10/S.C., dated 20-5-1949.	"	Coimbatore, Madura.	Guntur, Salem.	
7	"	26/S.C., dated 25-6-1949.	"	Coimbatore, Salem.		
8a	"	11/S.C., dated 21-5-1949.	"	Coimbatore, Guntur, Madura, Salem.		
10	"	12/S.C., dated 27-5-1949.	"	Madura, Guntur.	Coimbatore, Salem.	
12.	"	26/S.O., dated 25-6-1949	"	Coimbatore, Salem.		
21.	"	"	"	"		

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.IIIA-22A & 23A.	Combination into one form.	11/S.O., dated 21-5-1949.	L.Dis.P.1543/49 dated 27-3-50.	Coimbatore, Madura, Guntur, Salem.		
22B and 23B.	- do -	"	"	-do-		
R.F.IIIA-29	Deletion.	26/S.O., dated 25-6-1949.	"	Coimbatore, Salem.		
41	"	"	"	- do -		
43	"	"	"	- do -		
46(a)	"	"	"	- do -		
52	"	"	"	- do -		
53	"	"	"	- do -		
56, 57, 58	Combination in to one form.	11/S.O., dated 21-5-1949.	"	Coimbatore, Guntur, Salem.		
R.F.IIIB- 4	Deletion.	12/S.O., dated 27-5-1949.	"			
9	Deletion and substitution by R.F.IIIA-4	11/S.O. dated 21-5-1949.	"			
16	Deletion.	12/S.O., dated 27-5-1949.	"			
30	"	"	"			
R.F.IIIC-10	"	26/S.O. dated 25-6-1949.	"			

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.IIIC-13a	Deletion & Substitution by R.F.IIIA-24	11/S.O. dated 21-5-1949.	L.Dis.P.1543/ 49, dated 27-3-1950.	South Kanara.		
17	Deletion.	26/S.O. dated 25-6-1949.	"			
23	"	"	"			
24	"	"	"			
30	"	"	"			
R.F.IIID- 3	"	12/S.O. dated 27-5-1949	"			
24	"	26/S.O. dated 25-6-1949.	"			
25	"	"	"			
29	"	12/S.O. dated 27-5-1949.	"			
R.F.IIIG (whole group)	"	S.O.79/50 dated 30-5-1950.	P.1890-50-2 dated 19-6-1950.	Tanjore.		
R.F.IV 3	"	19/S.O. dated 7-6-1949.	L.Dis.P.1543/ 49, dated 27-3-1950	Coimbatore, Madura, Salem.	Guntur.	
4	"	"	"	-do-	"	
5,6 and 7(a)	"	"	"	-do-	"	

14

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.IV-8	Deletion.	26/S.O. dated 25-6-1949.	L.Dis.P.1543/ 49, dated 27-8-1950.	Coimbatore, Salem.		
R.F.IV-10	"	19/S.O. dated 7-6-1949.	"	Coimbatore, Salem, Guntur, Madura.		
19	"	"	"	-do-		
21, 21a, 22, 23	"	"	"	Coimbatore, Madura, Salem.	Guntur.	
24H	"	"	"	-do-		
R.F.V- 1	"	26/S.O. dated 25-6-1949	"	Coimbatore Salem.		
" 2, 5, 6a, 6b, 7a, 7b, 8b, 8c, 8d, 9b 9c, 9d, 10 & 11	"	"	"	Coimbatore, Salem.		
R.F.VI- 1	"	19/S.O. dated 7-6-1949.	"	-do-	Madura, Guntur.	
2	"	18/S.O. dated 6-6-1949	"	-do-	-do-	
3	"	"	"	-do-	Madura, Guntur, North Arcot.	
4	"	19/S.O. dated 7-6-1949	"	-do-	Madura, Guntur.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.VI- 6	Deletion.	19/S.O., dated 7-6-1949.	L.Dis.P.1543/49, dated 27-3-1950.	Coimbatore, Salem, Guntur.	Madura.	
7	"	"	"	- do -	"	
8, 9a, 9b, 10, & 11.	"	"	"	Coimbatore, Salem.	Madura, Guntur.	
14 & 15.	"	18/S.O., dated 6-6-1949.	"	- do -	"	
17, 18, 19 & 20.	"	26/S.O., dated 25-6-1949.	"	- do -		
21.	"	19/S.O., dated 7-6-1949.	"	- do -	Madura	
22.	"	"	"	- do -	"	
23, 24, 25 & 26.	"	26/S.O., dated 25-6-1949.	"	- do -		
27.	"	22/S.O., dated 16-6-1949.	"	Coimbatore, Guntur, Salem.	Madura.	
28, & ~~29~~ 31	"	19/S.O., dated 7-6-1949.	"	Coimbatore, Salem.	"	
33.	"	22/S.O., dated 16-6-1949.	"	-do-	"	
34.	"	19/S.O., dated 7-6-1949.	"			

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.VI-35	~~Deleted~~ Deletion	18/S.O., dated 6-6-1949.	L.Dis.P.1543/49, dated 27-3-1950.	Coimbatore, Salem.	Madura, Guntur.	
36.	"	"	"	- do -	"	
39.	"	22/S.O., dated 16-6-1949.	"	- do -	Madura.	
41.	"	"	"	- do -	"	
42.	"	26/S.O., dated 25-6-1949.	"	- do -		
43.	"	18/S.O., dated 6-6-1949.	"	- do -	Madura, Guntur.	
44.	"	"	"	- do -	"	
47.	"	"	"	- do -	"	
55.	"	19/S.O., dated 7-6-1949.	"	- do -	Madura.	
57.	"	"	"	- do -	"	
R.F.VII-3	"	26/S.O., dated 25-6-1949.	"	- do -		
4	"	"	"	Coimbatore, Madura, Salem.	Guntur.	
R.F.VIII-1	"	22/S.O., dated 16-6-1949.	"	- do -	"	
2	"	"				

(10)

21

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.VIII-3	Deletion.	22/S.O. dated 16-6-1949.	L.Dis.P.1543/49, dated 27-3-1950.	Coimbatore, Madura, Salem.	Guntur.	
4	"	"	"	Coimbatore, Madura, Salem and Guntur.		
R.F.IX- 1	"	26/S.O., dated 25-6-1949.	"	~~Coimbatore, Guntur,~~ Salem.		
4	"	"	"	Coimbatore.		
16	"	"	"	Coimbatore, South Arcot, Salem.		
21a	"	"	"	Coimbatore, Salem.		
21b	"	"	"	-do-		
22	"	"	"	-do-		
23	"	"	"	-do-		
24	"	"	"	-do-		
25	"	"	"	-do-		
26	"	"	"	-do-		
27	"	"	"	-do-		
28	"	"	"	-do-		
29	"	"	"	-do-		

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.X-8	~~Deleted.~~ Deletion	26/S.O. dated 25-6-1949.	L.Dis.P.1543/49, dated 27-3-1950.	Coimbatore, Salem.		
17	"	22/S.O. dated 16-6-1949.	"	Coimbatore, Salem, Madura, Guntur.		
R.F.XI- 1	"	26/S.O., dated 25-6-1949.	"	Coimbatore, Salem.		
2	"	"	"	- do -		
3	"	"	"	- do -		
4.	"	"	"	- do -		
5	"	"	"	- do -		
6	"	"	"	- do -		
7	"	"	"	- do -		
8	"	"	"	- do -		
9	"	"	"	- do -		
10	"	"	"	Coimbatore, Madura, Guntur, Salem.		
11	"	22/S.O., dated 16-6-1949.	"	- do -		
12	"	"	"	- do -		
13	"	"	"	- do -		
14	"	"				

(11)

19

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.XI-15	Deletion.	22/S.O., dated 16-6-1949.	L.Dis.P.1543/ 49 dated 27-3-1950.	Madura, Salem.	Coimbatore, Guntur.	
16	"	"	"	- do -	"	
17	"	"	"	- do -	"	
18	"	26/S.O., dated 25-6-1949.	"	Coimbatore, Salem.		
19	"	22/S.O. dated 16-6-1949.	"	Coimbatore, Madura, Guntur, Salem.		
20	"	"	"	- do -		
21	"	"	"	- do -		
22	"	"	"	- do -		
R.F.XIA- 1 & 2	Deletion and transfer to (DF) "Fisheries" group.	"	"	Coimbatore, Madura, Guntur.	Tanjore, Salem.	
R.F.XIIA & B. groups	Transfer to "Forest" group.	15/S.O., dated 4-6-1949.	"	Coimbatore, Madura, Guntur, Salem.		
R.F.XIII- 6	Deletion	S.O.79/50, dated 30-5-1950.	P.1890-50-2, dated 19-6-1950.	Tanjore.		

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.XIII- 7	Deletion.	S.O.79/50 dated 30-5-1950.	P.1890-50-2, dated 19-6-50	Tanjore.		
14	"	"	"	"		
15	"	"	"	"		
16	"	"	"		Tanjore.	
R.F.XVI- 2	"	"	"		"	
14	"	"	"		"	
24	"	"	"	"		
25	"	"	"	"		
26	"	"	"	"		
R.F.XVII-15	"	"	"	"	North Arcot.	
16	"	"	"			
19a	Deletion and substitution by R.F.XVII-19	"	"	North Arcot, Tanjore.		
21	Deletion.	"	"			
28D.	"	"	"			
29D.	"	"	"			

(2)

12

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.XVII-31D	Deletion	S.O.79/S.O., dated 30-5-1950.	P.1890-50-2, dated 19-6-50.	Tanjore.		
34	"	"	"	"		
45	"	"	"	South Kanara.	Tanjore.	
R.F.XVIIIA-10	"	"	"	"	"	
11	"	"	"			
R.F.XVIIIB- 8	"	"	"			
9	"	"	"			
9A	"	"	"	Tanjore.		
10	"	"	"	"		
11	"	"	"	"		
21A.	"	"	"	"		
23	"	"	"	"		
24	"	"	"	"		
R.F.XVIIIE- 1	"	"	"	"		
2	"	"	"			
R.F.XIX-57 to 73	"	"	"			

22/

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.XIX - 2 & 47	Deletion of one of the two identical forms	S.O.79/50, dated 30-5-1950.	P.1890-50-2, dated 19-6-1950.	Tanjore.		
5 & 49	- do -	"	"	"		
8 & 51	- do -	"	"	"		
9 & 52	- do -	"	"	"		
10 & 53	- do -	"	"	"		
11 & 54	- do -	"	"	"		
13 & 71	- do -	"	"	"		
R.F.XX- 1	Reduction in size.	"	"		Tanjore.	
7 & 9	Combination into one form.	"	"			
8a	Deletion.	"	"	"		
R.F.XXI- 5	"	"	"	"		
15	"	"	"	"		
27	"	"	"	Coimbatore, Guntur & Salem.		
R.F.XXIIE and F	Transferred to "Forest" group.	"				

(3)

23

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.XXIIM- 2	Deletion.	S.O.79/50 dated 30-5-1950.	P.1890-50-2, dated 19-6-50.		Tanjore.	
2a	"	"	"		"	
3	"	"	"	Tanjore.		
5	"	"	"		"	
6	"	"	"	South Kanara.	"	
10	"	"	"	Tanjore.		
12	"	"	"	"		
16a	"	"	"	"		
16b	"	"	"	"		
47	"	"	"	"		
53	"	"	"	"		
55	"	"	"	"		
R.F.XXIIP 18	"	"	"	North Arcot, Tanjore.		
19	"	"	"	Tanjore.		
21	"	"	"	"		
22	"	"	"	"		

(1)	(2)	(3)	(4)	(5)	(6)	(7)
					Tanjore.	
R.F.XXIIQ-1	Deletion.	S.O.79/50, dated 30-5-1950.	P.1890-50-2, dated 19-6-50.			
			"		"	
3	"	"	"	Nilgiris, Tanjore.		
4	"	"	"	Tanjore.		
R.F.XXIII-10	"	"	"	Nilgiris, Tanjore.		
R.F.XXIV- 2	"	"	"		North Arcot.	
R.F.XXX-13(f)	"	"	"		Tanjore.	
15	"	"	"		"	
17	"	"	"		"	
R.F.XXXII-8A	"	"	"		"	
9A	"	"	"	Tanjore.		
42 & 43.	Deletion of one of the identical forms.		"	"	"	
2	Deletion and re-classification under "Code Forms" group.		"	"	"	
3	"		"			

(1)	(2)	(3)	(4)	(5)	(6)	(7)
R.F.XXXII-19	Deletion and re-classification under "Code forms" group.	S.O.79/50, dated 30-5-1950.	P.1890-50-2, dated 19-6-1950.	Tanjore.		
21	"	"	"	"		
22	"	"	"	"		
28	"	"	"	"		
34	"	"	"	"		
40	"	"	"	"		
46	"	"	"	"		
52	"	"	"	"		
55	"	"	"	"		
57	"	"	"	"		
60	"	"	"	"		
R.F.XXXVI-C I Group.		Deletion.	"	"		
R.F.XXXVI-D 3A		"	"	"		
3B		"	"	"		
3C		"	"	"		
Village Court forms 9A to 9D.		"	102/S.O. dated 21-2-50.	L.Dis.P.1222/50, dated 9-4-1950.	East Godavari.	

Appendix 'B' (13)

27

From
R. Siddique, Esq.,
Superintendent,
Government Press, M A D R A S.

To
All Heads of Departments
and All Collectors.

No.S.O.288/50 Dated: 1-8-1950.

Sir,

Sub: Madras Stationery Manual, Volume III - Revision of - Styling as Printing Manual, Part III - Number of copies required - Information called for.

The Madras Stationery Manual, Volume III has been revised and will be ready shortly for printing. The revised manual will be styled as "PRINTING MANUAL, PART III" as already stated in this office letter No.S.O.171/50, dated 12-6-1950 and also with reference to para 62(vii) of the Printing Manual, Part I.

To ensure the total number of copies of the revised manual to be printed, I request you to kindly intimate to me your requirements including those of your subordinate officers for consolidation. In the case of certain subordinate officers, it may be found unnecessary to supply a complete volume of the manual consisting of the standardized forms of all groups and may be sufficient to supply them in parts with the list pertaining to their departments along with common and code forms. The question may therefore be examined in the light of the above suggestion and the number of copies required in each group may be intimated to me in detail for supply, limiting the requirements of the complete volume in the interest of paper economy.

As the sanction of Government has to be obtained for printing the copies, I request you to furnish the information called for as early as possible at any rate not later than 31st August 1950.

R. Siddique
2.8.50

SUPERINTENDENT.

RDG. 2/8/50

Appendix 'C'

28

16

From
R. Siddique, Esq.,
Superintendent,
Government Press, MADRAS.

To

x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-

No.S.O.385/50 Dated: 30th August 1950.

Sir,

Sub: Madras Printing Manual, Part III - Standard list of forms - Proof copy forwarded - Early reading and retransmission of - Requested.

I am herewith forwarding a proof copy of the revised standard list of forms for favour of scrutiny and return within a week from the date of its receipt.

2, The proof may be scrutinized to see to the correctness of the nomenclature of the forms, their sizes, quality and substance of the papers prescribed, bulk of registers (number of pages or openings), style of binding, ruling, numbering, etc., and such other omissions and commissions, as, in your opinion, may call for rectification. The proof may be returned to this office with your remarks separately noted down (not on the Proof) so that each of them may be considered and finally dealt with, on its merits, by this office, before copies of the list are struck off.

3. The authority for introduction of forms, if any, printed at the commencement of a group may be verified for correctness of the G.O.Nos. and Budget Heads quoted and for revision in cases of supersession.

4. The queries raised below* may be particularly attended to and answered in detail.

5. The time-limit fixed in para 1 supra for retransmission of the proof duly read, may, in no case be exceeded, as otherwise, the printing of copies of the Manual, may be delayed beyond the period sanctioned therefor by Government.

R Siddique
31-8-50
Superintendent.

BDG.
30/8/50

*

(17)

Education (E)

Sub: Books and Publications. Madras Stationery Manual. Volume III - Revision - Special Staff - continuance - Sanctioned.

Ref: G.O. Ms. No. 1387 Edn. dated 29.4.50
From the S.G.P. No 51/S.O. dated 25.9.50.

=

Order / Ms. No. 2897 Edn. dated. 25.10.50.

Sanction is accorded to the continuance in the Govt. Press. Madras of the Special staff sanctioned in G.O. Ms. No. 1387 Edn. dated 29.4.50 for work connected with the revision of Stationery Manual Volume III, for a further period of three months from 2nd November 1950.

2 The S.G.P. is informed that the work relating to the revision of Stationery Manual Volume III should be completed within the time now allowed. No further extension of the staff will be sanctioned.

3. Under F.R. 86(a), the S.G.P. is authorised to grant leave to Sri. A.D. Dhanapal chelly the Special officer for the revision of the Stationery Manual Volume III, beyond the date of his retirement, the leave now refused to him in the interests of Public service.

17.10.50.

To
The Superintt. Govt. Press
The A.G. Madras
& S/c.

p 5 (N)
pp 1-4 CF

28/25/X

p 5 (N)

A on p.1 NF

A on p.1 NF

B on pp 1-2 NF

Perpetuation
26.10.50 14.10.50

16.10.50

C. No. 29838 E/50

(18)

Edn/E

Sub: Books and Publications - Stationery Manual Volume III - Revision - Temporary addl. Staff continuance.

pp 1-4 CF

Ref: From the S.G.P. No. 51/S.O. & 25-9-

pp 139-140 CF (V)

In G.O. Ms. No. 3311 Edn. dated 28.12.48, the Govt. sanctioned the employment, in the Govt. Press, of the following Special staff, for a period of six months, for work connected with the revision of the Stationery Manual Volume III :-

M on p 139 CF (V)

1 Special Officer on a fixed pay of Rs 250 per mensem
1 U.D. clerk on Rs 80-110
1 L.D. clerk on Rs 45-90
1 Head computer on Rs 90-150
1 Typist on Rs 45-90
1 Attender on Rs 24-35

2. The above staff is being continued temporarily and the last sanction for the continuance accorded in

p 5 CF (N)

G.O. Ms. No. 1387 Edn dated 29.4.50 expires on 1.11.

The S.G.P. reports that the work relating to the revision of the Stationery Manual has not yet been completed and ~~has~~ requests sanction for the continuance of the above staff for a further period of three months from 2.11.50. In the circumstances stated by the S in para. 7 on pp 3-4 CF. the further continuance of the staff for a period 3 months ~~may~~ from 2.11.50 may be sanctioned. The S.G.P. may be informed that the work should be completed within this time and no further continuance of the staff will be given.

M on p 4 CF

A

4.1050

3. The S.G.P. reports that Sri. A.D. Dh chetty, the Special Officer for the revision work, is to retire from service from 13.4.51 has been r leave applied for by him, as his services are ~~de~~ indispensable at this stage and requests that

X on p 4 CF

B

leave now refused to Sri. Dhanapaul chetty ~~s~~ be granted to him from the date of his reti

ESTT

under F.R. 86(a). This may also be approved / Precedent at (P) / B
Finance may see for remarks.

B/ 10/10

3105

The S.S.P. is doing his best in connection with a difficult piece of work. His proposals may be approved

Sd/
4.10.50

B/ 5.10.

Fin.(E III)

The letter from the S.S.P. and the note of Edn. on pp 1-4 c.7 and the note of Edn. on pp 1-2 above may be perused.

2. In the circumstances explained in para 7 on pp. 3-4 c.7, the proposal at "A" on p. 1 above may be agreed to.

Sd/
10/10/50

Edn. No. 29858 E/50-1
7.10.50.

D.S
Edn.

Mr. CSR
re: B
10/10/50

Fin. No. 85390 E III/50-1

Edn /E.

A draft order is submitted for approval.

Sd/
17.10.50

approved
in draft

3105

ASSISTANT SECRETARY 28 OCT 1950 33535 EDUCATION DEPARTMENT

ADDITIONAL DEPUTY SECRETARY OCT 1950 85390 FINANCE DEPARTMENT

ASSISTANT SECRETARY 12 OCT 1950 31729 EDUCATION DEPARTMENT

E

19

From
R. Siddique, Esq.,
Superintendent,
Covernment Press, MADRAS.

To
The Accountant-General,
Fort St. George,
MADRAS.

X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-

No.S.O.69/49-50. Dated: 26th October 1950.

Sir,

Sub: Revision of Madras Stationery Manual, Volume III - Classification of Code forms - Further clarification - Requested.

Ref: Your letter No.T.M.15/50-51/1181, dated 5-9-1950.

Certain forms under T & A and P.W.D. groups prescribed for the exclusive use of certain departments and not falling under any of the Code groups, have been classified under the groups special to the respective departments, as noted below:--

Judicial:-- T & A 4, 34A, 34B.

Medical:-- T & A 11C, 12C.

Revenue:-- T & A 4B(1), 4B(2), 4B(3), 4B(4), 4C, 31D, 50, 51, 52, 53, 54, 55, 57, 58, 59, 60, 85A, 165A, 260.

Common:-- T & A 4A, 96, 114, 168A, 175A, 179B, 233, 233A, 261, 266.
P.W.D. VI 15, 15A, 15B.

Please verify and confirm the correctness of the above classification.

2. Account forms noted below have been classified under the respective Code groups on the basis of information furnished by you in the statement enclosed to your letter cited:--

M.T.C.:-- T & A 5, 109, 109A, 109B, 109C, 110, 193, 98, 199A, 219, 220.

M.A.C.(T.A.):-- T & A 81A, 81B, 81C, 81D, 95, 135, 223C, 262.

M.A.C.(P.W.A.):-- P.W.D.VI 37A.

M.F.C.:-- T & A 179A.

Serial numbers to the above items under each Code, should be so assigned that forms bearing close relation to one another or those intended for a particular department of office-routine, are grouped together and arranged to follow in consecutive order. In doing so, if any of the new forms require to be grouped with some of the existing Code forms, sub-numbering of the new forms as A, B, C, ... and so on, may be resorted to. Taking for instance, that the number of the existing Code form is 32, the new numbers to be assigned for account forms to be grouped therewith, would be 32A, 32B, ... and so forth. Please verify each item and assign the appropriate serial number thereto, in the light of the instructions given. On the addition of new forms to the existing list the articles or rules of the relevant Codes, may, I think, require revision, so as to contain a reference to the purpose

of

of each form and its position (number) in the Codes, which is, however, beyond the scope of the special work, attended to by this office and may be taken by the competent authority in due course.

3. Information as to the relevant Codes and the proper places wherein the following forms have to be incorporated within such Codes, is still wanting:--

T & A:-- 100(1), 100(2), 100A(1), 100A(2).

Please classify the above forms and assign suitable numbers.

4. T.A.8 (Daily sheet of sub-treasury), with suitable modifications, has been proposed for substitution in the place of T & A 101(1), 101A(1), and 101A(2), which are not identical forms. Please compare the forms and let me know if the proposed substitution is still practicable. If not, the items may be re-classified and new serial numbers, assigned.

5. Your formal approval to my proposal to group and classify the Code forms, as detailed in Para. 4 of my letter No.69/S.O., dated 15-12-1949 may be accorded.

6. Your reply to this letter may be sent with the least possible delay, as the time at the disposal of the special staff connected with the revision-work, is very limited.

(Sd.) R. Siddique,
Superintendent.

Gopal.

Copy submitted for favour of information to:--

(1) The Secretary to Government, Finance Department, Fort St. George, Madras with reference to Government Finance Department Memo. No. 20701.A-Exp.A-1, dated 15-4-1946 together with copies of correspondence between this office and the Accountant-General, Madras excluding enclosures mentioned therein. The finalised list of the Code forms will be submitted to Government through the Accountant-General, Madras in due course for approval.

(2) The Secretary to Government, Education Department, Fort St. George, Madras in continuation of this office letter No.51/S.O., dated 25-9-1950.

R Siddique
27.11.50
Superintendent.

Edn/E.

No action called for in this depn.
May be filed with the papers at (2)

27/11/50.