# Government of Madras

HOME DEPARTMENT (MISCELLANEOUS)

## G.O. No. 1137, 2nd November 1917

**Copies of orders or records**

Directing that — supplied by one department of Government to another should be made on plain unstamped paper and by the ordinary staff.

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ORIGINAL

# Government of Madras

HOME DEPARTMENT (MISCELLANEOUS)

## G.O. No. 1137, 2nd November 1917

### Copies of orders or records

Directing that — supplied by one department of Government to another should be made on plain unstamped paper and by the ordinary staff.

READ—the following papers :—

**I**

*Letter*—from P. L. MOORE, Esq., C.I.E., I.C.S., Inspector-General of Police.
*To*—the Secretary to Government, Home (Judicial) Department (through the Accountant-General).
*Dated*—Madras, the 18th May 1917.
*No.*—R.C. 241/Acct.

I have the honour to submit for the orders of Government the question whether certified copies of orders or proceedings passed by District Magistrates in their administrative capacity should be on stamped paper and, if so, I solicit sanction to an expenditure of 2 annas by the District Superintendent of Police, Ganjām, for the purchase of a copy stamp paper for obtaining a certified copy of the District Magistrate's proceedings required to be filed in a security case.

2. In his proceedings No. 1270 of 1909 the District Magistrate of Ganjām passed an order in his administrative capacity holding a sirdar responsible for an increase of crime in his mutta. A copy of this order is now required by the District Superintendent of Police, Ganjām, for production as an exhibit in a security case and the District Magistrate refuses to furnish it unless a stamp paper is supplied by this department, "as the order was passed by him in his administrative capacity and not in connection with any criminal proceedings in his court." I do not see the necessity for copies of executive orders of the kind referred to being on stamp paper, but if the District Magistrate's contention is correct I request that the purchase of the stamp may be sanctioned by Government.

3. Under G.O. No. 1082, Judicial, dated the 5th August 1908, I am empowered to sanction the purchase of court-fee stamps for certified copies of civil court judgments only, and I would request that the powers delegated to me in this Government Order may be so modified as to admit of my sanctioning the purchase of court-fee stamps in all cases in which their purchase is necessary. This would avoid unnecessary reference to Government in petty cases like the present.

**II**

**Endorsement of the Accountant-General, No. Ganj./4-2886, dated 25th May 1917.**

Forwarded.

2. There is no audit objection to the charge of 2 annas being sanctioned by Government and to the proposed delegation of powers to the Inspector-General of Police to sanction all such charges in future.

H. BHIMASENA RAO,
*Deputy Accountant-General.*

To the Secretary to Government, Home (Judicial) Department.

### III

**Official memorandum No. 857-D/17-1, Revenue, dated 22nd June 1917.**

A case has recently come to the notice of Government where a District Magistrate demanded a copy stamp paper from a District Superintendent of Police when the latter applied for a copy of an order passed by the District Magistrate in his administrative capacity, for production as an exhibit in a 'security' case. The Board of Revenue is requested to offer its remarks as to whether there is any objection to ruling that when one Government department applies to another for copies of orders passed by it copy stamp papers need not be supplied.

(By order.)

A. H. A. Todd,
*Under Secretary to Government.*

To the Board of Revenue (Land Revenue).

### IV

**Proceedings of the Board of Revenue (Land Revenue), Mis. No. 997, dated 23rd July 1917.**

The Hon'ble Mr. C. G. Todhunter, I.C.S.,
Commissioner of Salt, Abkari and Separate Revenue.

The Hon'ble Mr. M. Aziz-ud-din, Khan Bahadur, C.I.E., I.S.O.,
Commissioner of Land Revenue.

The Board begs to reply to the memorandum of Government No. 857 D/17-1, Revenue, dated 22nd June 1917. It considers that, when one Government department applies to another for copies of orders passed by it, the former need not be called on to supply copy stamp papers, but that copies may be made on plain paper by the ordinary staff. A similar arrangement was in vogue before the introduction of copy stamp papers and was remarkably simple; it is desirable to revert to it.

(True extract)

H. R. Pate,
*Secretary.*

To the Secretary to Government, Revenue Department.

---

**Order—No. 1137, Home (Miscellaneous), dated 2nd November 1917.**

Copies of orders or records which one department of Government proposes to supply to another department on application shall be made on plain unstamped paper and by the ordinary staff.

2. Copies of judgments, depositions or other papers judicially recorded where they are lengthy need not, however, be made by the ordinary staff; and the department applying for them should furnish copy stamp papers for the purpose.

(True extract)

R. Ramachandra Rao,
*Secretary to Government.*

To all heads of departments under Home Department including Collectors and Sessions Judges.
,, all departments of the Secretariat.

## NOTES CONNECTED WITH G.O. No. 1137, HOME (MISCELLANEOUS), DATED 2nd NOVEMBER 1917

[Subject.—*Grant of copies of records of Government Departments.*]

*Previous papers:*

| | | | |
|---|---|---|---|
| G.O. | 1178. | *Revenue*, | *9th Dec.* 1891 |
| ,, | 181 | ,, | *25th Feb.* 1892 |
| ,, | 572, | *Financial*, | *4th Sep.* 1905 |
| ,, | 288 | ,, | *29th June* 1908 |
| ,, | 1082. | *Judicial*, | *5th Aug.* ,, |

Home (Judicial) Department.

### I

*From the Inspector-General of Police, R.C. No.* 241, *dated* 18*th May* 1917.

### II

*Endorsement of the Accountant-General, No. Genl.* 4-2886, *dated* 25*th May* 1917.

The question raised by the Inspector-General is one of practice and procedure observed in the office of Collector *cum* District Magistrate. The rules governing this have been laid down by the Board of Revenue and are in Chapter XVI of Board's Standing Orders—Volume I—headed 'office routine.' Clauses 6 to 11, section (ii), of Standing Order No. 173 deal with the subject. We may first ask Revenue Department for favour of remarks whether the copy in the present case should be on stamped paper as required by the District Magistrate.

C.V.—2-6-17.

E. A. Harvey—5-6-17.

Revenue Department.

A copy stamp paper is merely intended to cover cost of copying, and is not prescribed by any law or rule having the force of law.

A reference in general terms might perhaps be made to the Board asking for its remarks as to whether there is any objection to ruling that when one Government Department applies to another for copies of orders passed by it copy stamp papers need not be supplied.

A. H. A. Todd—18-6-17.

Yes. Please draft.

But I think the difficulty will arise over the remuneration of the copyists.

A. R. Knapp—19-6-17.

A draft official memorandum is submitted for approval. It seems preferable to give the Board an idea as to how the question arose and the draft has been worded accordingly.

U.K.—19-6-17.

V.P.—20-6-17.

Issue.

A.H.A.T.—21-6-17.

**III**

[Official Memorandum to the Board of Revenue, No. 857 D-1, dated 22nd June 1917.]

**IV**

*Reference from the Board of Revenue (Land Revenue), Mis. No. 997, dated 23rd July 1917.*

It is submitted that orders may be issued that when one department of Government applies for copies of orders or other records of another department the copies should be made on plain paper by the ordinary staff and supplied. If the copies are made by the ordinary staff the question of remuneration to copyists, referred to by Secretary, will not arise. As the orders will apply to all departments they may, it is submitted, be issued in the Home Department. Submitted that Home (Miscellaneous) may be requested to accept transfer of the file.

V.P.—18-8-17.

D. N. STRATHIE—20-8-17.
A. R. KNAPP—21-8-17.

---

HOME (MISCELLANEOUS) DEPARTMENT.

Home (Miscellaneous) Department may accept transfer of the file. A draft order as suggested in the Revenue Department note is submitted which may be sent to the departments of the Secretariat for acceptance before issue.

A.R.—22-8-17.

P.DER.—23-8-17.

C. RAMANUJA ACHARIYAR—24-8-17.

The draft order covers Judicial orders also. Sometimes judgments are very lengthy. Frequently a District Superintendent of Police applies for copies of depositions also; and the ordinary staff will not have time to copy.

2. Secondly, if payment is insisted on, there will be a check on undue applications.

3. Revise draft please.

R. RAMACHANDRA RAO—27-8-17.

A paragraph has been added to the original draft excluding from its scope applications for copies of Judicial orders.

A.R.—27-8-17.

P.DER.—28-8-17.

Absolute exclusion from the scope of the order will render the copies to be made on *stamped paper* which does not appear to be intended. We should apparently exempt the ordinary staff from the duty of copying these lengthy records. Draft as altered is for approval.

C.R.—29-8-17.
R.R.—30-8-17.

---

REVENUE DEPARTMENT.

Please see Home (Miscellaneous) Department's note above. The draft order may, it is submitted, be accepted in this department and passed on to Public.

V.P.—6-9-17.

D.N.S.—7-9-17.
A.R.K.—8-9-17.



PUBLIC DEPARTMENT.

Submitted that the draft may be accepted and the file passed on to Public (Marine).

T.M.R.—12-9-17.

A.H.—13-9-17.

R. H. COURTENAY—14-9-17.

---

PUBLIC (MARINE, POLITICAL AND ECCLESIASTICAL) AND FINANCIAL (SEP. REV.) DEPARTMENTS.

Submitted that the draft may be accepted and the file passed on to Financial (Financial).

S.D.S.—17-9-17.

A.J.J.—19-9-17.

K.C.V.—20-9-17.

R.H.C.—21-9-17.

---

FINANCIAL DEPARTMENT.

Please see article 1006, Civil Account Code. The charges incurred in making copies of orders or records for another department of Government should, it is submitted, *be ordinarily borne by the department supplying* the copies.

Yes, there can be no inter-departmental adjustments.

L.E.K.—26-9-17.

In this view paragraph 2 of the draft order would require revision. For orders.

T.H.R.—24-9-17.

L. E. KERSHAW—26-9-17.

---

HOME (MISCELLANEOUS) DEPARTMENT.

Please see the remarks of Financial above. If, as stated therein, the supplying department is to bear the cost of making copies of Judicial papers, etc., there will apparently be no check on undue applications by departments of Government. For orders whether in the circumstances such copies may be ordered to be made on stamped paper—this will, it is hoped, prevent abuse of the concession to be given.

A.R.—29-9-17.

P.DER.—1-10-17.

C. RAMANUJA ACHARIYAR—1-10-17.

I have altered the draft. To Financial again and Local and Municipal and Public Works Departments.

R. RAMACHANDRA RAO—2-10-17.

---

FINANCIAL DEPARTMENT.

Accepted in Financial.

L.E.K.—3-10-17.

LOCAL AND MUNICIPAL DEPARTMENT.

No remarks seem called for in this department. Submitted that the draft order may be accepted and the file passed on to Public Works Department.

P.V.A.—6-10-17.
K.V.V.—8-10-17.
C.V.R.—8-10-17.
N.C.—8-10-17.
C.S.—9-10-17.
K.N.—11-10-17.

V. T. KRISHNAMA ACHARI—12-10-17.

---

PUBLIC WORKS DEPARTMENT.

The draft order may, it is submitted, be accepted in this department and the file passed on to Public Works Department (Irrigation) u.o.

M.R.A.—20-10-17.
A.S.N.R.—21-10-17.

G. D. PLUMMER—22-10-17.

---

PUBLIC WORKS (IRRIGATION) DEPARTMENT.

The draft order may, it is submitted, be accepted and the file returned to Home (Miscellaneous) u.o.

T.S.R.—26-10-17.
P.K.S.—26-10-17.

F. E. MORGAN—26-10-17.

---

HOME (MISCELLANEOUS) DEPARTMENT.

The draft order may now issue.

A.R.—30-10-17.
P.DER.—31-10-17.

C. RAMANUJA ACHARIYAR—1-11-17.

Issue.

R. RAMACHANDRA RAO—2-11-17.

[G.O. No. 1137, Home (Miscellaneous), dated 2nd November 1917.]

Sectt. II—10(b) 14,002—19-4-18.

Home (Miscellaneous) DEPARTMENT.

Copies of orders or records -- Directing that --- supplied made by one department of Government to another should be/on plain unstamped paper and by the ordinary staff.

READ AGAIN G.O. No. ....., dated ..... 19 .

" " " " ....., " ..... 19 .

*READ ALSO:—*

C. No. ....., From the ....., No. ....., dated ..... 19 .

" " ....., " " ....., " ....., " ..... 19 .

" " ....., " " ....., " ....., " ..... 19 .

ORDER.

P.S.

No. 1137, dated 2. 11. 1917.

~~The Government direct that~~

Copies of orders or records which one department of Government proposes to suppl to another department on application shall ~~should~~ be made on plain unstamped paper and by the ordinary staff.

24.8.17

2. ~~Application for~~ Copies of judgments, depositions or other papers judicially recorded ~~will be excluded from the Copy of these proceedings~~ where they are lengthy need not, however, be made by the ordinary staff; and the Department ~~whether~~ ~~may be charged~~ debited with the charge of making the copies.

AR 27.8.17
PDeR 28.8.17

Dept to DPO
Cpy
Sd

DPO with Secs to all on 14.12.17 copy

To all heads of Depts: under Home Dept. including Collectors & Sessions Judges.
" all Depts. of the Sectt.

Not for E.T.

Note
Heads of depts including Collectors & Sess Judges have got the power to sanction fee/pin-writing charge — item 130 on page 1064 Vol II of the Madras Treasury Manual
OSH

for Mem should furnish copy Stamp papers for the purpose

Mem 2/10/17

CR 28.8.17

May 30

8

Cm. 3233 Home
25.9.17

Cancel in A
Fwd Register in
Cos. 2344 A
Home (Jud)
24-9-17

C.F.—31

Home DEPARTMENT.

Received ..... 191 . Registered ..... 191 .

*Subject.*

Requesting early orders of Government on the Inspector-General's letter R.C.No.241/Acct., dated the 18th May 1917, regarding the question whether certified copies of orders or proceedings passed by District Magistrates in their administrative capacity should be on stamped paper and the delegation to him of the power to sanction the purchase of Court fee stamps.

ENCLOSURES
No. —
Spare copies —

R.C. No. 241/Acct

*Station* Madras , *Dated the* 22nd September 1917.

*From* (Name) P.L. Moore, Esquire, C.I.E., I.C.S.,

(Designation) Inspector-General of Police.

*To* The Secretary to the Government of Madras,
Home (Judicial) Department.

Sir,

I have the honour to request the early orders of Government on my letter R.C.No.241/Acct., dated the 18th May 1917, regarding the question whether certified copies of orders or proceedings passed by District Magistrates in their administrative capacity should be on stamped paper and the delegation to me of the power to sanction the purchase of Court fee stamps

I have the honour to be,
Sir,
Your most obedient servant,

J.F.W. Moore

for Inspr.-Genl. of Police.

Regr.

The main file with the draft order was passed on to the Deputy of the Secty for acceptance with U.O.no.2952-1/31.8.17. Subj. this may await the return of the main file.

AP 25.9.17
Asst.
26.9.17 S.S.

Please ascertain where the file now is & remind

Tee
AR
26/9

NOTES CONNECTED WITH G.O. No. 1137, HOME (MISCELLANEOUS), DATED 2ND NOVEMBER 1917

[SUBJECT.—*Grant of copies of District Magistrate's administrative orders.*]

*Previous papers:*

*G.O.* 1178, *Revenue*, 9*th Dec.* 1891
„ 181 „ 25*th Feb.* 1892
„ 572, *Financial*, 4*th Sep.* 1905
„ 288 „ 29*th June* 1908
„ 1082, *Judicial*, 5*th Aug.* „

HOME (JUDICIAL) DEPARTMENT.

I

*From the Inspector-General of Police, R.C. No.* 241, *dated* 18*th May* 1917.

II

*Endorsement of the Accountant-General, No. Ganj.* 4-2886, *dated* 25*th May* 1917.

The question raised by the Inspector-General is one of practice and procedure observed in the office of Collector cum District Magistrate. The rules governing this have been laid down by the Board of Revenue and are in Chapter XVI of Board's Standing Orders—Volume I—headed 'office routine.' Clauses 6 to 11, section (ii), of Standing Order No. 173 deal with the subject. We may first ask Revenue Department for favour of remarks whether the copy in the present case should be on stamped paper as required by the District Magistrate.

C.V.—2-6-17.

E. A. HARVEY—5-6-17.

REVENUE DEPARTMENT.

A copy stamp paper is merely intended to cover cost of copying, and is not prescribed by any law or rule having the force of law.

A reference in general terms might perhaps be made to the Board asking for its remarks as to whether there is any objection to ruling that when one Government Department applies to another for copies of orders passed by it copy stamp papers need not be supplied.

A. H. A. TODD—18-6-17.

Yes. Please draft.

But I think the difficulty will arise over the remuneration of the copyists.

E. R. KNAPP—19-6-17.

A draft official memorandum is submitted for approval. It seems preferable to give the Board an idea as to how the question arose and the draft has been worded accordingly.

N.K.—19-6-17.

V.P.—20-6-17.

Issue.

A.H.A.T.—21-6-17.

III

[Official Memorandum to the Board of Revenue, No. 857 D-1, dated 22nd June 1917.]

IV

*Reference from the Board of Revenue (Land Revenue), Mis. No. 997, dated 23rd July 1917.*

It is submitted that orders may be issued that when one department of Government applies for copies of orders or other records of another department the copies should be made on plain paper by the ordinary staff and supplied. If the copies are made by the ordinary staff the question of remuneration to copyists, referred to by Secretary, will not arise. As the orders will apply to all departments they may, it is submitted, be issued in the Home Department. Submitted that Home (Miscellaneous) may be requested to accept transfer of the file.

V.P.—18-8-17.

D. N. STRATHIE—20-8-17.
A. R. KNAPP—21-8-17.

---

HOME (MISCELLANEOUS) DEPARTMENT.

Home (Miscellaneous) Department may accept transfer of the file. A draft order as suggested in the Revenue Department notes on page ~~3 ante~~ is submitted which may be sent to the departments of the Secretariat for acceptance before issue.

A.R.—22-8-17.

P.DER.—23-8-17.

C. RAMANUJA ACHARIYAR—24-8-17.

The draft order covers Judicial orders also. Sometimes judgments are very lengthy. Frequently a District Superintendent of Police applies for copies of depositions also; and the ordinary staff will not have time to copy.

2. Secondly, if payment is insisted on, there will be a check on undue applications.

3. Revise draft please.

R. RAMACHANDRA RAO—27-8-17.

A paragraph has been added to the original draft excluding from its scope applications for copies of Judicial orders.

A.R.—27-8-17.

P.DER.—28-8-17.

Absolute exclusion from the scope of the order will render the copies to be made on *stamped paper* which does not appear to be intended. We should apparently exempt the ordinary staff from the duty of copying these lengthy records. Draft as altered is for approval.

C.R.—29-8-17.

To be circulated through all departments of the Secretariat.

R.R.—30-8-17.

---

REVENUE DEPARTMENT.

Please see Home (Miscellaneous) Department's note above. The draft order may, it is submitted, be accepted in this department and passed on to Public.

M.R.N.—6-9-17.

V.P.—6-9-17.

D.N.S.—7-9-17.
A.R.K.—8-9-17.

---

PUBLIC DEPARTMENT.

Submitted that the draft may be accepted and the file passed on to Public (Marine).

T.N.R.—12-9-17.
A.H.—13-9-17.

R. H. COURTENAY—14-9-17.

---

PUBLIC (MARINE, POLITICAL AND ECCLESIASTICAL). AND FINANCIAL (SEP. REV.) DEPARTMENTS.

Submitted that the draft may be accepted and the file passed on to Financial (Financial).

S.W.S.—17-9-17.
A.J.J.—19-9-17.
K.C.V.—20-9-17.

R.H.C.—21-9-17.

---

FINANCIAL DEPARTMENT.

Please see article 1006, Civil Account Code. The charges incurred in making copies of orders or records for another department of Government should, it is submitted, *be ordinarily borne by the department supplying* the copies. In this view paragraph 2 of the draft order would require revision. For orders.

Yes, there can be no inter-departmental adjustments.
L.E.K.—26-9-17.

T.H.R.—24-9-17.

L. E. KERSHAW—26-9-17.

---

HOME (MISCELLANEOUS) DEPARTMENT.

Please see the remarks of Financial above. If, as stated therein, the supplying department is to bear the cost of making copies of Judicial papers, etc., there will apparently be no check on undue applications by departments of Government. For orders whether in the circumstances such copies may be ordered to be made on stamped paper—this will, it is hoped, prevent abuse of the concession to be given.

(Local and Municipal and Public Works Departments have yet to see the file.)

A.R.—29-9-17.
P.DER.—1-10-17.

C. RAMANUJA ACHARIYAR—1-10-17.

I have altered the draft. To Financial again and Local and Municipal and Public Works Departments.

RAMACHANDRA RAO—2-10-17.

---

FINANCIAL DEPARTMENT.

Accepted in Financial.

L.E.K.—3-10-17.

---

LOCAL AND MUNICIPAL DEPARTMENT.

No remarks seem called for in this department. Submitted that the draft order may be accepted and the file passed on to Public Works Department.

P.V.A.—6-10-17.
K.V.V.—8-10-17.
N.C.—8-10-17.
C.V.R.—8-10-17.
C.S.—9-10-17.
K.N.—11-10-17.

V. T. KRISHNAMA ACHARI—12-10-17.

---

PUBLIC WORKS DEPARTMENT.

The draft order may, it is submitted, be accepted in this department and the file passed on to Public Works Department (Irrigation) u.o.

M.R.A.—20-10-17.
A.S.N.R.—21-10-17.

G. D. PLUMMER—22-10-17.

---

PUBLIC WOKS DEPARTMENT (IRRIGATION).

The draft order may, it is submitted, be accepted and the file returned to Home (Miscellaneous) u.o.

T.S.R.—26-10-17.
P.K S.—26-10-17.

F. E. MORGAN—26-10-17.

---

HOME (MISCELLANEOUS) DEPARTMENT.

The draft order may now issue.

A.R.—30-10-17.
P.DER.—31-10-17.

C. RAMANUJA ACHARIYAR—1-11-17.

Issue.

R. RAMACHANDRA RAO—2-11-17.

[G.O. No. 1137, Home (Miscellaneous), dated 2nd November 1917.]

5

11

Notification (5)

V. In exercise of the powe
ferred by section 5 of the Sche
Districts Act, 1874(XIV of 1874),
with the previous sanction of th
Governor General in Council, the
Governor of Fort St. George in C
cil is pleased to extend India
VIII of 1851 (~~the~~ Indian Tolls)
the Scheduled districts in Ganjam
Vizagapatam.

Notification (6)

VI. In exercise of the power
ferred by section 5 of the Sche
Districts Act, 1874(XIV of 1874)
with the previous sanction of the
Governor General in Council, the
Governor of Fort St. George in
cil is pleased to extend India
XIII of 1859 (Workman's Breach
Contract) to the scheduled di
in Ganjam.

15/2/99.

16/2/99.

# PRESS SLIP.

ORDINARY. PREFERENCE. URGENT (a).

Home (Ms) DEPARTMENT.

11—38—3-14.

rrent No....., dated.....191

G.O. No. 1130 7 dated 26 2-11-191 7

Number of MS. pages sent (b) Correspondence..... 6
(b1) Notes..... 9

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| Public Works Department..... .... | ..... | ..... | ..... | ..... | ..... |
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| Educational Department..... | ..... | ..... | ..... | ..... | ..... |
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‡ *To be initialled and dated.*

## INSTRUCTIONS FOR THE SECRETARIAT.

(*a*) If a paper is marked to be pri urgently, the Superintendent of the sec concerned should sign the Press slip. T Superintendent should exercise a careful discr tion 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 has 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.

(*b*1) For rules regarding printing of notes, see rule 315 of the office Manual.

(*c*) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(*d*) In the absence of special instructio the Press to keep matter standing for a spec period, ordinary papers of 8 pages and unde will be kept standing for *one* week, and larg papers for *two* weeks only. *The type of no and of all confidential papers is distribut immediately after striking.*

(*e*) This slip, properly and complet filled in, should accompany every paper sent Press; it will be returned by the Press wh proofs are furnished; it should be sent to t Press when a call is made for revised proofs when a corrected proof is sent for strikin When finally returned by Press it sh be filed with the original order or letter.

## INSTRUCTIONS FOR THE PRESS

(*a*) If, in the opinion of the Superintende the Press, a paper has been marked u unnecessarily, he should send the Pres the Registrar with a remark to that ef

(*b*) Unless a note to the contrary against the matter, pencil entries shou be printed. The Superintendent of te P may bring to the notice of the egist any instance of incomplete or careless litin

(*c*) Signature copies of letters to Secretary of State or to the Gover India should be printed on hand-made

(*d*) This slip should be returned by t to the Secretariat when proofs are furni will be sent back to the Press when are returned corrected and should be f returned to the Secretariat when struc copies are supplied.

(*e*) The names of the Secretary and Mer should be printed in full when they occ the right hand side, only the first time they appear on the left side, the initi being printed later.

TO PRESS, MADRAS OOTY.

**A**

ase send proof in duplicate. The apers have been carefully edited.

*Referencer.*
*Clerk.*

*Supdt.*

**B**

Proof returned corrected. Please strike off and send number of copies as indicated.

Type may be released ~~after usual interval~~ / at once.

*Referencer.*
*Clerk.*

*Supdt.*

**C**

As the matter is clear manuscr has been carefully edited, (*b*) proo not be sent. Please print and s number of copies as indicated.

Type may be released after usual in

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*Referencer.*
*Clerk.*

*Supdt.*

SPECIAL INSTRUCTIONS.

Prem

Please keep this type standing ~~for~~ until further instructions

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2.11.17

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..... | |

| Account of copies. | Complete copies. | Notes. | Issue copies. | Special E.T. edition. |
|---|---|---|---|---|
| Supplied to Secretariat for Record..... | | | | |
| „ „ „ Issue..... | | | | |
| „ „ „ for Extra E.T. copies to supply requisitions for sale to the public. | | | | 4 |
| For Volumes..... | | | | |
| For supply to newspapers and institutions admitted to the privileges of the E.T. | | | | |
| Total ... | | | | |