

Government of Madras

HOME DEPARTMENT (MISCELLANEOUS).

G.O. No. 1277, 19th December 1917

Government Servants' Conduct Rules

Recording letter from the Government of India, Home Department (Public), No. 625-O., dated the 30th November 1917, forwarding copy of an amendment slip adding to the — a new rule as rule 21-A, regulating the conduct of Government servants taking part in elections to Legislative Councils and local bodies.

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Number of copies { Letter.
Order.

ORIGINAL

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READ—the following papers :—

I

G.O. No. 212, Public, dated 15th February 1912.

ABSTRACT.—Approving the proposal of the Superintendent, Government Press, to print locally the addenda slip to the Government Servants' Conduct Rules issued by the Government of India from time to time.

G.O. Nos. 1082-83, Home (Miscellaneous), dated 25th September 1917.

ABSTRACT.—Directing the despatch of a reply to the Government of India stating that His Excellency the Governor in Council considers that the additional rule proposed to be embodied in the Government Servants Conduct Rule regulating the conduct of Government servants taking part in elections to Legislative Councils and local bodies is suitable.

II

Letter—from R. H. COURTENAY, Esq., Officiating Additional Under Secretary to the Government of India, Home Department (Public).
To—the Secretary to the Government of Madras, Home (Miscellaneous) Department.
Dated—Delhi, the 30th November 1917.
No.—625-C

With reference to the correspondence ending with your letter No. 1083, dated the 25th September 1917, I am directed to forward for the information of His Excellency the Governor in Council, a copy of an amendment slip adding to the Government Servants' Conduct Rules, a new rule regulating the conduct of Government servants taking part in elections to Legislative Councils and local bodies.

2. I am to request that the number of copies of the amendment slip required for distribution in the Madras Presidency may be obtained direct from the Superintendent, Government Printing, India, Calcutta, who has been instructed to comply with requisitions for copies.

ENCLOSURE

Addendum to the Government Servants' Conduct Rules.

After rule 21, add the following new rule :—

21-A.—(a) A Government servant may not, by canvassing or otherwise, interfere or use his influence in any way, in an election to a legislative council, except that he may record a vote, if he is qualified to do so. In that case, he should, as far as possible, avoid giving any indication beforehand of the direction in which he intends to vote.

(b) Government servants are to the same extent prohibited from taking part in elections to municipal committees, district boards and local boards, unless they are themselves candidates, who are legally eligible, and have obtained from proper authority such permission (if any) as is required to enable them to stand for election.

(c) This rule applies to whole-time Government servants only.

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Order—No. 1277, Home (Miscellaneous), dated 19th December 1917.

Recorded.

2. The Superintendent, Government Press, is requested to print the requisite number of copies of the addendum slip for general distribution among Government servants in this Presidency.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Superintendent, Government Press.
Copy to the Local and Municipal Department.

Press

Please strike off

Not
3-7-18

led
of the

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Scott. II-38-1-17.

DEPARTMENT.

Current No dated 191

G.O. No. 1277, dated 19. 12. 191

Number of MS. pages sent

(b) Correspondence 3

(b¹) Notes nil

Brief subject

(c) Number of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).

E. T. copies to supply requisitions for purchase by the public.

Complete correspondence and orders.

Notes.

FOR RECORD.*				
Madras Records	...	4	12	
Ooty Records	...		3	
For filing with original	...		1	
Total	...		16	

For Issue.†

Signature copies

India Office	...	2		
Govt. of India	Dept.			
Revenue Department	...			
Public Works Department	...			
Local and Municipal Department	...			
Educational Department	...			
Public Dept.	Dept.			
Judicial Dept	...			
Political	...			
Financial Dept.	Total			
Marine Dept.	...			
Ecclesiastical Dept.	...			

Spare copies

The	Sc	60		
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The	60			
The				
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The				
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The				
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The				
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The				
The				
Total		52		

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, 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 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.

(b¹) 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 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.

(e) 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 urgent unnecessarily, he should send the Press slip to the Registrar 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 Registrar 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 Members 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 OOTY.

A	B	C
Please send proof in duplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	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 at once.	Type may be released after usual interval.
<i>20.12</i> <i>Referencer.</i> <i>Clerk.</i>	 <i>Referencer.</i> <i>Clerk.</i>	 <i>Referencer.</i> <i>Clerk.</i>
..... <i>Supdt.</i>	 <i>Supdt.</i>	 <i>Supdt.</i>

SPECIAL INSTRUCTIONS.

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				