

Government of Madras

HOME DEPARTMENT (MISCELLANEOUS).

G.O. No. 352, 4th April 1917

Memorial Rules

Recording the notification of the Government of India, Home Department, No. 1005-C, dated the 1st March 1917, issuing certain revised rules regarding the submission, receipt and transmission of memorials and other papers of the same class to His Majesty the King, Emperor of India, or to the Right Hon'ble the Secretary of State for India and directing that it be republished in the *Fort St. George Gazette*.

INDEXED

ORIGINAL

Government of Madras

HOME DEPARTMENT (MISCELLANEOUS).

2

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READ—the following papers :—

I

G.O. No. 1414, Public, dated 26th July 1916.

ABSTRACT.—Recording the notification of the Government of India, Home Department, No. 536, dated the 30th June 1916, issuing revised rules for the submission, receipt and transmission of memorials and other papers of the same class to His Majesty the King, Emperor of India, or to the Right Hon'ble the Secretary of State for India, and directing that it be republished in the *Fort St. George Gazette*.

II

**Notification of the Government of India, Home Department (Public),
No. 1005-C, dated Delhi, the 1st March 1917.**

The following rules are published for general information, in supersession of rules IV, XI (7) and XII of the rules for the submission, receipt and transmission of memorials and other papers of the same class to His Majesty the King, Emperor of India, or to the Right Hon'ble the Secretary of State for India, as published with the Home Department Notification No. 536, dated the 30th June 1916 :—

RULE IV.

Every memorial to His Majesty or to the Secretary of State for India presented through the Government of Madras, Bombay or Bengal should be forwarded direct by the Local Government with a full statement of facts and an expression of opinion, except in the case of a memorial which

(a) relates to

- (i) any rule or standing order of the Government of India ; or
- (ii) any Legislative proceedings of the Governor-General in Council or an Act to which the Governor-General has assented ; or
- (iii) a case which has been previously under the consideration of the Government of India, whether on appeal or otherwise ; or

(b) if granted, would cause expenditure for which the Imperial and not the Local Government would be primarily responsible ; or

(c) contains a prayer for the exercise of the Royal prerogative of pardon.

Every such memorial should be forwarded with a covering letter containing a full statement of facts and an expression of opinion to the Government of India in the proper department for transmission to the Secretary of State for India.

Note.—If the memorial contains an application for the suspension or remission of a sentence under chapter XXIX of the Code of Criminal Procedure, 1898 (Act V of 1898), of which the Local Government is not competent to dispose on its own responsibility under the orders contained in rule VI in paragraph 1 of the Home Department letter No. 1126-37, dated the 10th September 1915, it should be transmitted to the Government of India and not to the Secretary of State direct.

When a memorial is a mere appeal from a judicial decision.

Note.—If the memorial is practically an application for the suspension or remission of a sentence under chapter XXIX of the Code of Criminal Procedure, 1898 (Act V of 1898), or contains such an application, it must be transmitted unless it falls under rule XII, or unless the case is one of which the Local Government or the Government of India are competent to dispose on their own responsibility under the orders contained in the Home Department letter No. 1126-37, dated the 10th September 1915.

RULE XII.

The Government of India may withhold the transmission of a memorial to His Majesty or to the Secretary of State for India, if the memorialist has not previously memorialised the Government of India and the Local Government concerned on the same subject; provided that when a memorial contains a prayer for the exercise of the Royal prerogative of pardon and is addressed to His Majesty, it must be transmitted to the Secretary of State for India, unless His Excellency the Viceroy thinks fit to grant the prayer in virtue of his authority to exercise this prerogative on His Majesty's behalf, or unless the memorial is from a convict under sentence of death in which case it may be dealt with in the same way as a memorial falling under the provisions of the note to rule XI (7).

The Government of Madras, Bombay or Bengal may withhold the transmission of a memorial which under rule IV they are authorised to forward direct, if the memorialist has not previously memorialised the Local Government concerned on the same subject.

J. H. DuBOULAY,
Secretary to the Government of India.

No. 1006-C.

A copy is forwarded to the Government of Madras for information.

(By Order, etc.)

G. M. YOUNG,
Under Secretary to the Government of India.

Order—No. 352, Home (Miscellaneous), dated 4th April 1917.

Recorded.

2. The notification will be republished in the *Fort St. George Gazette*.

(True Extract)

E. A. HARVEY,
Acting Secretary to Government.

To all departments of Secretariat.
Gazette (Notification).

Memorial Rules

Recording the notification of the Govt of India, Home Dept. No. 1005-C of the 1st March 1917, issuing certain revised ^{regarding} ~~the~~ Rules for the submission, receipt and transmission of memorials and other papers of the same class to His Majesty the King, Emperor of India or to the Right Honble the Secretary of State for India and directing that it be republished in the Fort. St. George Gazette

READ AGAIN G.O. No. 1414 Pub, dated 28.7-1916

" " " " " 1913

READ ALSO:—

C. No. 960, From the Govt. of India Home, No. 1006C, dated 1-3-1911
Sept. Pub

" " " " , " " 191

ORDER.

No. 352, dated 4-6-1917

Press

Recorded.

2 The notification will be republished in the Port-^o George Gazette.

MS
27-3-17
Pdel
29.3.17

307.3/17

Recd (copy)
with a name copy
to each of the
depts of the sect.
Ans
17.4.17

All depts. of Sect.
Gazette. (notification)

NOTES.

Page

Not to be printed

Home (Mis) Sept

A. Memorial Rules

CP [Cros. 960]

From the Govt. of India Home Dept. No. 1006-C Sub
8-1-3-17.

Registrar

A draft order recording the notification of the Govt. of India and directing its republication in the Fort. St. George Gazette is submitted for approval.

MS
27.3.17
Pd. R.
29.3.17

A
30/3/17
Ca

JH
30.3.17

Chh.
4.4.17

Through Twt (C)

The change in regard to the basis for money & transmission of sentences etc like

M.H.
2.4.17

All bills of Govt. (not printed)

PRESS SLIP.

ORDINARY.

PREFERENCE.

URGENT (a).

Seatt. II-38-2-15.

H. M. S. DEPARTMENT.

Current No., dated 191 ..

G.O. No. 352, dated 191 ..

Number of MS. pages sent

(b) Correspondence 3

(b¹) Notes 1 (not to be printed)

Brief subject Memorial Note

(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.†			

	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies		15			
India Office					
Govt. of India					
Revenue Department					
Public Works Department					
Local and Municipal Department					
Educational Department					
..... Dept.					
Public Dept.					
Judicial Dept.					
Political					
Financial Dept.					
Marine Dept.					
Ecclesiastical Dept.					
Total					
Spare copies					
The Secy.		15			
The Secy.		20			
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The Secy.					
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The Secy.					
The Secy.					
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The Secy.					
Total		50			

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.

* Copies distributed on (Press Clerk).

† Copies distributed on (Press Despatcher).

† To be initialled and dated.

TO PRESS, MADRAS OOTY.

A

Please send proof in duplicate. The papers 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 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.

Referencer.
Clerk.

Supdt.

SPECIAL INSTRUCTIONS.

Press

Identification of the Government
is for republication in the F.S. Gazette

MS
4-6-17

Paid
574

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.....				
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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 ...				