

1917) Department.

Have on

in any SERIES.

G.O. No. 976

Home (His)

DATED 7. 8. 17

[Despatch Abstract.]

FORMS.

Furnishing the Superintendent of Stationery with a
list of forms that should be standardized as special to the
Home Department.

BACK

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
		Home Miss				Ind	

3715-1-9 19-11-17

[L. & M.]
50

5,000-20-2-13.

Home DEPARTMENT.

(Est)

NOTE FILE.

NOTES.

Page 1

Home Department,
(Judicial).

Subject.

Forms special to the Home Department.

Proceedings of the Financial Department, No. 159, dated the 14th March 1917.

Owing to the scarcity of white paper due to the prevailing war conditions, it was decided in paragraph 2 of G.O.No.698, Finl., dated the 29th November 1916 that badami or half bleached paper should hereafter be substituted for white paper in the case of all returns standardized as forms for the several departments, excepting only those submitted to the Govt. of India and the Secretary of State ~~in which~~ for which white paper will continue to be used. The several departments of the Secretariat also approved generally of the substitution of badami for white paper in respect of Secretariat forms (with certain exceptions) special to each, and orders to the Supdt.of Stationery were issued in this regard in para 1 of G.O.159, Finl., dated 14-3-1917. The Supdt.of Stationery ~~has~~ desires to have -

- (1) a list of forms that may be standardized as special to the Home Deptt.,
- (2)

pp. 1-5 (C.No.1015)
C.F.

P. 3. C.F.

P. 5 C.F.

Para 2 of letter on p 2 C.F.

Go to 159 Jul 8 14.3.17

Go to 689 Jul 8 29.11.16

Go to 457 Home (not yet) 23.2.17

Just noted 16.8.16 6.1

para. 4 at p. 2 c. f.

G.O. 1849 Nov. 20. 12. 10
N

(Please see para. 3 at
p. 17 of C.F. in linked
file below)

(item 10 of the statement
at p. 4 c. f.)

(para. 4 at p. 2 c. f.)

(p. 18 of C.F. in linked
file below)

A

NOTES.

Page 2

(2) Instructions as regards the paper to be used in respect of forms for civil and criminal courts and forms required for use in the High Court.

2. The forms required for use in the High Court are printed by the High Court printing contractors and have not been standardized. As these forms are not supplied through the Superintendent of Stationery, no instructions are necessary about these.

As regards forms for civil and criminal courts, the only forms that have been standardized are "office" forms (as distinguished from "judicial" forms). The High Court would leave it to the discretion of the Superintendent of Stationery to use badami paper or not for these forms. The Superintendent of Stationery's complaint is that the High Court have not themselves examined the forms and specified those which should be printed on badami paper. The Superintendent of Stationery may be informed that he may, if necessary, send a list of the office forms and ask the High Court for instructions as to the kind of paper to be used in each case.

As regards "judicial" forms, civil and criminal, proposals for their standardization are still under the High Court's consideration. These forms should therefore be dealt with by the Superintendent of Stationery under the general orders issued in paragraph 3 of G.O. No. 698, Financial, dated the 29th November 1916, which authorise him to substitute badami for white paper wherever he thinks this can safely be done. It is of course open to him to consult

the

the High Court in doubtful cases.

3. As regards the list of forms special to the Home (Judicial) Department, reference is solicited to pages 412 to 415 in Appendix XII ~~the~~ Stationery Manual, Vol. III, corrected up to the 31st December 1916. These are the existing standardized forms for the Home (Judicial) Department. Some of the forms mentioned in the Appendix are now not used and some require alteration and there are also a few additions to be made to the list. Submitted that this may be done separately ^{for all sections of Home Dept} with reference to the Registrar's orders at page 2 of the notes to Endorsement No. 1739 B-1, Edn., dated the 30th April 1917.

A draft order is submitted for approval.

para. 2 of letter on p. 2 c.f.

e.g. forms at slip X

What is this being delayed? Please take it up at once
CA
10/6/17

(thru c section)

In. h. v.
4-6-17
=

CR.
2.6.17

7/6

CA
10/6/17

us

CA
11.6.17

File received from m.o. on 22.6.1917.
CA
22.6.17

C. No. 2157 H (his)
22.6.17

Recd
25.6.17

[Issued as G.O. No. 1204 vol. 7 11.6.17.]

Home (Min) us

Home Department,
(Miscellaneous).

For the Registrar.

12 cf.
In paragraph 2 of his letter No. 119/G.F., dated the 28th February 1917 the Superintendent of Stationery has pointed out that no forms have been standardized as special to the Home Department and requests that a list of the forms which will be made special to this department may be sent to him. Orders will therefore have to issue stating what forms should be made special to this department. Forms special to the Home Department can be made out from the forms till now special to the Chief Secretariat, Judicial and Public Sections, and the Educational Department and perhaps also a few forms which the Current Section of this Department may specially require.

2. Home (Education) have already indicated that the three forms shown on pp 7-9 of endorsement No. 1739 B-1, dated the 30th April 1917 should be included in the list.

159, 13 & 18
Items Nos. 2 to 13 & 18 in Group Ch.S.VI - Public Department on pages 415-416 of Vol. III of the Stationery Manual relate to this Section. Items 6 and 7 of the above list have now become obsolete, & 13 & 18 are unnecessary.
(ie. 2, 3, 4, 5, 8 & 9)
The others will have to be included in the proposed list.

not put up
As regards forms special to Home (Judicial) reference is solicited to the list Group Ch.S.II on pp 412-15 of Vol. III of the Stationery Manual. A copy of each of these forms is put up tied with a tape below. Home (Judicial) may be asked to examine them with reference to that Department's note at "M" on page 3 ante and furnish this Department with a revised list to be embodied in the proposed list.

NOTES.

The ~~Cash-keeper~~ ^{Forms clerk} may also specify what special forms other than the common forms that are supplied to the Department would be required for the Current Section.

3. On receipt of the replies a draft order and a consolidated list will be submitted for approval.

Her above references should have been done long ago, if formal references were needed at all. My order was given on 28.4.17 & on 11.7.17 a reference to J. R. Ock is proposed. Please get the forms in J. R. Ock's current list collected at once & deal with the file p. 13.

CA
12.7.17

Cur.
4.7.17.
P. det.
11.7.17

Subd
that they were seen by this section for the first time only on 22.6.17.
P. det.
13/7

Cur.
16.7.17.

Reef The forms mentioned in Vol III of the St. 7 manual as special to Home (Jud.) are placed below. A draft order is subd. for approval which may issue with the concurrence of Judicial. It has been ascertained that there are no forms special to the current section of the Home Dep.

P. det.
20.7.17

CA
25.7.17

With return app. please check up. Jud. It may be opportune to include under two forms in use that are produced by the duplication.

Cur.
26.7.17

The ~~Home (Jud.)~~

checked in J. R. Ock's
Cur.
24.7.17

I specially asked that this should be done & I was assured that it was.
CA
31.7.17

Judicial Section.Regr.

Submitted that the opportunity may be taken to standardise also the following forms as they are used rather frequently in this office:--

- (1) Release of Port Blair convicts - note for orders.
- (2) Endorsement to District Magistrates asking their opinion as to the release of Port Blair convicts.
- (3) Proceedings sanctioning the absolute release of Port Blair convicts.
- (4) Letter to the Superintendent of Port Blair intimating the release of Port Blair convicts and
- (5) Proceedings sanctioning the absolute release of convicts under the fourteen years' rule.

The question of standardizing these forms was considered in the notes to Lodged No.561, dated the 26th June 1917, but was dropped on grounds of economy. As the Under Secretary has now ordered that this opportunity may be taken to standardize them they may be included in the list attached to the draft order. No special order standardising them is necessary.

Standardization of the following forms
 The following forms may also be added to the list as they are likely to use more than 50 copies of the forms in question annually.

- (i) Order granting an auditor's certificate.
- (ii) Order renewing the certificate, and
- (iii) Form of licence under section 26 of the Indian Companies Act, 1913 - vide Annexure IV on page 5 of G.O.451, Home(Judicial), dated 23rd February 1917.

Sample form at
 Flag (X/X)

Flag (15)

Flag (W)

18

It seems unnecessary to standardise Annexure III on page 5 of G.O. No.451, dated 23rd February 1917.

C.V.V.
26-7-17.

B.T.
27-7-17.

S.N.P.
28-7-17.

CR
31.7.17 *us*

M.V.V.
30.7.17
=

1 up
CR
1.8.17

Home (mis) u.o.

Home (mis) Dept

Regt

The eight forms referred to in p 6 ante have been embodied in the annexure to the draft order (please see p 6 of the annexure)

For orders whether the draft order may issue (A clean copy of the annexure will be retained for the use)

hij
24.8.17
per
6.8.17

CR
7.8.17

Flag (W)

Thru' A & B Sections.

CR
30.7.17

A.K.K.
BR
new
30.7.17

Home (Fut.) u.o.
No. 1015 @ - 1
1.8.17

And in his
CR
6.8.17

Draft to be typed as instructed by Home mis clerk in re sub nos.
CR

R57
 18.7.17
 Pder
 20.7.17

R2
 25.7.17
 h.s.

checked
 all forms except 30 & 31
 fine new 30 & 31
 are here. Please
 get those forms
 from just seen
 and leaf patch.
 (M 2-7 infra)
 18/8/17

(Clean copy to file)

List of Special Forms prescribed for use in the Home Department to be supplied by the Superintendent of Stationery.

Serial No.	Name and description of form.	Size & description of paper to be used.	Whether ruled or numbered.	If bound description of binding to be used.
<u>Home (Education) Department.</u>		Size paper lb.		
1	Draft Order regarding temporary exemptions.	1/4 Pg.D.F.24	Ruled, Half margin.	
2	Draft Order regarding Building Grants.	1/4 Pg.D.F.24		
<u>Home (Judicial) Department.</u>				
1	Form of Proceedings for the appointment of Sub Registrars as Special Magistrates.	1/2 F.C.W.15		
2	Proceedings regarding removal of lunatic prisoner.	1/4 Pg.D.F.24		
3	Proceedings regarding warrant for removal of lunatic prisoner.	1/4 do.	24	
4	Proceedings ordering the removal of criminal lunatics.	1/4 do.	24	
5	Warrant for remanding a criminal lunatic to Jail.	1/4 do.	24	
6	Proceedings ordering the delivery of a criminal lunatic to relations.	1/4 do.	24	
7	Endorsement regarding the residence of released Port Blair convicts.	1/4 do.	24	
8	Proceedings prescribing the residence of Port Blair convicts.	1/4 do.	24	
9	Form of agreement executed by Port Blair convicts on release.	1/4 do.	24	
10	Petition from convicts for orders.	1/4 do.	24	
11	Release of convicts under 14 years' rule. For orders.	1/4 do.	24	
12	Proceedings rejecting petitions from convicts.	1/4 do.	24	
13	Proceedings sanctioning the conditional release of a prisoner on medical grounds.	1/4 do.	24	
14	Petition for mercy to local Governments for orders.	1/4 do.	24	
15	Proceedings rejecting petition for mercy to local Governments for orders.	1/4 do.	24	

Serial No.	Name and description of forms.	Size and description of paper to be used. Size Paper lb.	Whether ruled or numbered	If bound description of binding to be used.
16	Proceedings telegraphing to the Superintendent of the Jail the order of the Government of India on petition for mercy.	1/4 Pg.D.F. 24		
17	Proceedings telegraphing to the Government of India acknowledging receipt of its reply.	1/4 Pg.D.F. 24		
18	Release of Port Blair convicts -Note for orders.	1/4 do. 24		
19	Endorsement to District Magistrates asking for their opinion as to the release of Port Blair convicts.	1/4 do. 24		
20	Proceedings sanctioning the absolute release of Port Blair convicts.	1/4 do. 24		
21	Letter to the Superintendent of Port Blair intimating the release of Port Blair convicts.	1/4 do. 24		
22	Proceedings sanctioning the absolute release of convicts under the 14 years' rule.	1/4 do. 24		
23	Licence for the export by sea of arms (other than cannon or rifles falling within the restriction imposed by rule 15)ammunition or military stores from the port of----- to the port of ----- Form VI.	1/4 do. 24		
24	Licence for the export by land or river of arms,ammunition or military stores arms(other than cannon)ammunition to the ----- in the State or military stores to the ----- State in the Political charge of the Government of Madras. Form VII.	1/4 do. 24		
25	Licence to manufacture, etc. arms- Form XIII.	1/4 do. 24		
26	Licence to keep & sell arms. Form XIV.	1/4 do. 24		
27	Licence to possess explosives Form J.	1/4 do. 24		
28	Licence to possess dangerous petroleum. Form B.	1/4 do. 24		
29	Licence to possess in bulk petroleum other than dangerous petroleum Form D.	1/4 do. 24		

draft

Size and description of paper to be used.	Whether ruled or numbered	If bound description of binding to be used
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trans- petroleum form K.	1/4 P.G.D.F.	24
petroleum	1/4 P.G.D.F.	24

to import carbides Form A.	1/4 do.	24
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ence to import carbide calcium. Form B.	1/4 do.	24
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and ammunition, half yearly import statement.	1/4 do.	24
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Form A Restricted certificate	1/4 D.F.L.L.	30
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*Form B. Unrestricted certificate	1/4 F.C.Cr.Ld.	20
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Order granting an Auditor's certificate.	1/4 Pg.D.F.	24
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Order renewing the certificate	1/4 do.	24
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Form of licence under section 26 of the Indian Companies Act.	1/4 do.	24
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Appeal against acquittal-Note sheet.	1/4 do.	24
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Appeal against acquittal-Endorsement to the government Pleader.	1/4 do.	24
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Appeal against acquittal-Proceedings directing an appeal.	1/4 do.	24
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Appeal against acquittal-Proceedings declining to appeal.	1/4 do.	24
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Appeal against acquittal-Proceedings communicating result of appeal to District Magistrates.	1/4 do.	24
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Home (Miscellaneous) Department.

1 Licence under sections 6 and 9	1/4 F.C. Cr.Wove	14
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2 Proceedings issuing licence under sections 6 & 9 of Act XV of 1872.	1/4 Pg.D.F.	24
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3 Proceedings issuing licence to grant certificates of marriage	1/4 do.	24
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4 Licence referred to above.	1/4 F.C.Cr.Wove	14
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5 Proceedings requiring information regarding naturalization.	1/4 Pg.D.F.	24
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6 Certificate of naturalization.	1/4 F.C.Cr.Wove	15
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* The forms for use in office as office copies (not for issue to auditors) may be on common printing paper

12/13

Size and description of paper to be used.	Whether ruled or numbered.	If bound description of binding to be used.
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it.

ers pending
tion
for more than
days.

1/2 Pg.D.F. 24 lb.

Labels for record bundles.

- | | |
|----------------------|--------------------|
| Home (Education) | 1/2 Pg.D.F. 24 lb. |
| Home (Judicial) | 1/2 do. 24 lb. |
| Home (Miscellaneous) | 1/2 do. 24 lb. |

GENERAL ADMINISTRATION AND COMMON FORMS AND COVERS.

BUDGET HEADS 18, SEVERAL ADMINISTRATION; 43 AND 45, PUBLIC WORKS (GROUP P.W.S. I AND II.)

List of special forms prescribed for use in the ^{Home Department} Departments of the Chief Secretariat to be supplied by the Superintendent of Stationery.

[G.O. No. 608, Financial, dated 30th September 1912.]

Serial number.	Name and description of form.	Size and description of paper to be used.	Whether ruled or numbered.	If bound, description of binding to be used.	Remarks.
1	2 Home ^{Home} DEPARTMENT.	3	4	5	6
1	Orders regarding exemptions (to be used for office and fair copies).	1/4 Pg. D.F.	24	...	...
2	Draft order regarding Temporary Exemptions.	1/4 do.	24	Ruled, half margin.	...
3	Draft order regarding Temporary ^{Home} Grants.	1/4 do.	24	...	...
	Labels for Records Bundles.				
4	(Educational)	1/4 Pg. D.F.	24	...	...

Home & Judicial)

Home & Miscellaneous)

General Admin. M. Secretariat

18
18.7.17

Serial number.	Name and description of form.	Size and description of paper to be used.	Whether sealed or numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
	<i>Home</i> General C. S. H. - JUDICIAL DEPARTMENT.	SIZE. PAPER. LB.			
5A	Form of proceedings for the appointment of Sub-Registrars as Special Magistrates.	1/2 F.C.W. 15	...	...	
7	Proceedings regarding removal of lunatic prisoner.	1/4 Pg. D.F. 24	...	...	
8	Proceedings regarding warrant for removal of lunatic prisoner.	1/4 do. 24	...	...	
9	Proceedings ordering the removal of criminal lunatics.	1/4 do. 24	...	...	
10	Warrant for remanding a criminal lunatic to jail.	1/4 do. 24	...	...	
11	Proceedings ordering the delivery of a criminal lunatic to relations.	1/4 do. 24	...	...	
12	Endorsement regarding the residence of released Port Blair convicts.	1/4 do. 24	...	...	
13	Proceedings prescribing the residence of Port Blair convicts.	1/4 do. 24	...	...	
14	Form of agreement executed by Port Blair convicts on release.	1/4 do. 24	...	...	
15	Descriptive roll of Port Blair convicts.	1/4 do. 24	...	...	
15x	Petition from convicts for orders ...	1/4 do. 24	...	...	

16	Release of convicts under 14 years' rule—for orders.	1/4 do. 24	...	...	
17	Proceedings rejecting petitions from convicts.	1/4 do. 24	...	...	
18	Proceedings sanctioning the conditional release of a prisoner on medical grounds.	1/4 do. 24	...	...	
19	Petition for mercy to local Government for orders.	1/4 do. 24	...	...	
20	Proceedings rejecting petition for mercy to local Governments for orders.	1/4 do. 24	...	...	
21	Petition for mercy to the Government of India and his Majesty the King for orders (office note).	1/4 do. 24	...	...	
22	Proceedings declining to forward petition for mercy to the Government of India.	1/4 do. 24	...	...	
23	Proceedings forwarding petition for mercy but withholding the one addressed to His Majesty the King.	1/4 do. 24	...	...	
24	Proceedings telegraphing to the Superintendent of the Jail the orders of the Government of India on petition for mercy.	1/4 do. 24	...	...	
25	Proceedings telegraphing to the Government of India acknowledging receipt of its reply.	1/4 do. 24	...	...	
26	License to manufacture, etc., arms—Form XIII.	1/4 do. 24	...	...	
27	License to keep and sell arms—Form XIV.	1/4 do. 24	...	...	
28	License to possess explosives—Form J.	1/4 do. 24	...	...	

License for the export by sea of arms (other than cannon or rifles falling within the restriction imposed by rule 15), ammunition or military stores from the port of the port of — Form VI.

License for the export by land or river of arms (other than cannon), ammunition or military stores to the State in the political charge of the Govt. of Madras — Form VII.

412

The Madras Stationery Manual

General Administration forms — Chief Secretariat

413

Serial number.	Name and description of form.	Size and description of paper to be used.	Whether ruled or numbered.	If bound, description of binding to be used.	Remarks.
1	2	3	4	5	6
	GROUP CH. S. II.—JUDICIAL DEPARTMENT—cont.	SIZE.	PAPER.	LB.	
29	License to possess dangerous petroleum—Form 1-B.	1/4 Pg. D.F.	...	24	...
30	License to possess in bulk petroleum other than dangerous petroleum—Form 1-A.	1/4 do.	...	24	...
31	Special license for transport of dangerous petroleum—Form 1-B.	1/4 do.	...	24	...
32	License to transport petroleum in bulk—Form 1-A.	1/4 do.	...	24	...
33	General license to import carbides of calcium—Form A.	1/4 do.	...	24	...
34	Special license to import carbides of calcium—Form B.	1/4 do.	...	24	...
35	Arms and ammunition, half-yearly import statement.	1/4 do.	...	24	...
36	Form A—Restricted certificate	1/4 D.F.L.L.	...	30	...
37	Form B—Unrestricted certificate	1/2 F.C. Cr. Ld.	...	20	...
38	Appeal against acquittal—Note sheet.	1/4 Pg. D.F.	...	24	...
39	Appeal against acquittal—Endorsement to the Government pleader.	1/4 do.	...	24	...
40	Appeal against acquittal—Proceedings directing an appeal.	1/4 do.	...	24	...

These forms for use in office as office copies (not for issue + auditors) may be on common printing paper. Do.

48. order granting an auditor's take 1/4 Pg. D.F. 24 lb
 49. order receiving the certificate 1/4 Pg. D.F. 24 lb
 50. Form of license to transport dangerous petroleum 1/4 Pg. D.F. 24 lb

41	Appeal against acquittal—Proceedings declining to appeal.	1/4 do.	...	24	...
42	Appeal against acquittal—Proceedings communicating result of appeal to District Magistrates.	1/4 do.	...	24	...
	GROUP CH. S. III.—MARINE DEPARTMENT.				
1	Order re Venice Sanitary Convention Regulation.	1/4 Pg. D.F.	...	24	...
	GROUP CH. S. IV.—PENSION DEPARTMENT.				
1	Proceedings requesting Colonial Governments to arrange for the payment of pensions.	1/2 F.C. Cr. wove	...	15	...
2	Letter to Colonial Government regarding the payment of pensions.	1/2 do.	...	15	...
3	Nominal roll of Indian mutiny veterans recommended by the local Government for a special mutiny pension.	1/4 Pg. D.F.	...	24	...
	GROUP CH. S. V.—POLITICAL DEPARTMENT.				
1	Proceedings directing delivery of Sanads conferring titles.	1/4 Pg. D.F.	...	24	...
2	Endorsement forwarding letter from Ceylon Government disposing of a petition addressed to it through the local Government.	1/4 do.	...	24	...
3	Draft order and letter forwarding to Ceylon Government petition from Kandyan pensioners.	1/4 do.	...	24	...
	GROUP CH. S. VI.—PUBLIC DEPARTMENT.				
1	Endorsement communicating papers to heads of departments under Public Department.	1/4 Pg. D.F.	...	24	...
2	License under sections 6 and 9	1/2 F.C. Cr. wove	...	14	...

43. Release of Port Blair convicts—note for orders. 1/4 P.G. D.F. 24
 44. Endorsements to St. Mark's, assisting for the opinion as to the release of Port Blair convicts. 1/4 P.G. D.F. 24
 45. Proceedings sanctioning the absolute release of Port Blair convicts. 1/4 P.G. D.F. 24
 46. Letter to the Superintendent of Port Blair intimating the release of Port Blair convicts. 1/4 P.G. D.F. 24
 47. Proceedings sanctioning the absolute release of convicts under the fourteen years rule. 1/4 P.G. D.F. 24

The Madras Stationery Manual

General Administration forms—Chief Secretariat

The Madras stationery manual

Serial number.	Name and description of form.	Size.	Size and description of paper to be used.	Whether ruled or numbered.	If bound, description of binding to be used.	Remarks.
1	2		3	4	5	6
	GROUP CH. S. VI.—PUBLIC DEPARTMENT—cont.					
2	Proceedings issuing license under sections 6 and 9 of Act XV of 1872.	1/4 Pg. D.F.	... 24	...	...	
3	Proceedings issuing license to grant certificates of marriage.	1/4 do.	... 24	...	...	
4	License referred to above.	1/2 F.C. Cr. wove	... 14	...	...	
5	Proceedings issuing license to the master of emigrant ship.	1/4 Pg. D.F.	... 24	...	...	
6	License referred to above.	1/2 F.C. Cr. wove	... 14	...	...	
7	Proceedings requiring information regarding naturalization.	1/4 Pg. D.F.	... 24	...	...	
8	Certificate of naturalization.	1/2 F.C. Cr. wove	... 15	...	...	
9	Passport for a British Indian subject desiring to visit Australia.	1/2 do.	... 15	...	...	
10	Draft order and letter forwarding health reports to certain authorities.	1/4 Pg. D.F.	... 24	...	...	
11	Letter forwarding health reports to certain authorities.	1/4 do.	... 24	...	...	
12	Indian Civil Service vacancy list.	1/4 do.	... 24	...	...	
13	Endorsement on letter from the Registrar-General of Births for forwarding quarterly returns.	1/4 do.	... 24	...	...	
14	GROUP CH. S. VII.—COMMON TO ALL BRANCHES BUT SPECIAL TO THE SECRETARIAT.					
15	Letter to the Under Secretary of State forwarding last-pay certificates.	1/2 F.C. Cr. wove	... 15	...	...	
16	H. E. the Governor's letter form.	1/2 F.C. Cr. Id.	... 20	...	...	
17	Cover to match above.	1/6 Litho D.R.	... 80	...	...	

(Specimen enclosed)

Return of papers pending in the ... for more than 7 days 1/4 Pg. D.F. - 24

Handwritten notes and signatures

CURRENT FILE.

HOME (JUDICIAL) DEPARTMENT.

Received

191

Registered

191

Subject.

Submitting to Government with remarks a statement regarding the forms standardized as special to the Home department.

ENCLOSURES

No.

Spare copies

R. O. C. No. 44 F/Government.

Station M a d r a s, Dated the 30th August 191 7.

From (Name) The Hon'ble Mr. M. Aziz-ud-din.
Khan Bahadur, C.I.E., I.S.O.,
(Designation) Superintendent of Stationery.

To The Secretary to the Government of Madras,
HOME (JUDICIAL) Department.

Sir,

M a d r a s.

With reference to G. O. No. 976, Home, Judicial dated 7th August 1917, standardizing forms special to the Home department, I have the honour to submit a statement with my remarks for orders of Government.

2. Several of the forms now standardized as special to the Home department find a place in the list of forms special to the Chief and Local and Municipal Secretariats. I request that Government would be pleased to delete those items from the standard list special to those departments.

3. Some forms which already exist in the list of forms under Special Acts and also under forms special to the Chief Secretariat have been now standardized as special to the Home department. I would suggest that they may also

vide vol III of the
S.H. manual
pages 415-416

20-574 Jud (L)
14-3-18

be deleted from the list sent with G. O. No. 976, as also from the list of forms special to the Chief Secretariat as they could be procured on indent for Special Acts forms as hitherto. This will avoid the printing of these forms twice.

4. Information is requested as to which of these forms may be printed on Badami paper during the period of war.

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

Alpendra
for SUPERINTENDENT OF STATIONERY.

Serial Number
of the form in
the list sent
with G.O.No.976

Name of the form.

Original serial
number, if any, in
the standard list
with group.

Remarks by
the Stationery
Office.

I - Home (Educational)
department.

1. Draft order regarding temporary exemptions. L & M III-2

Orders are solicited whether this item may be removed from group L & M III

2. Draft order regarding building grants. -do- 3

L & M III-1
(Order regarding exemptions).
This form is not included in the list of forms standardized as special to the Home department. Orders are solicited whether this form also may be deleted from the L & M group and added to the list special to the Home department as item No. 3.

II - Home Judicial department.

1. Form of proceedings for the appointment of Sub-Registrars as special Magistrates. Chief Secretariat II-5 a.

Information may be furnished whether this item may be deleted from group Chief Secretariat II.

2. Proceedings regarding removal of lunatic prisoner. -do- 7. --do--

3. Proceedings regarding warrant for removal of lunatic prisoner. -do- 8. --do--

4. Proceedings ordering the removal of criminal lunatics. -do- 9. --do--

5. Warrant for remanding a criminal lunatic to Jail. -do- 10. --do--

6. Proceedings ordering the delivery of a criminal lunatic to relations. -do- 11. --do--

7. Endorsement regarding the residence of the released port blair convicts. -do- 12. --do--

8. Proceedings prescribing the residence of Port blair convicts. -do- 13. --do--

Serial Number of the form in the list sent with G.O.No.976.	Name of the form.	Original serial No. if any in the standard list with group.	Remarks of the Stationery Office.
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9. Form of agreement executed by Chief Secretary Port Blair convicts on release. tariat II-14. Information may be furnished whether this item may be deleted from group Chief Secretariat II.

Chief Secretariat II-15. "Descriptive roll of port blair convicts". This form does not find a place in the list of forms special to the Home (Judicial) department. As it is a form of doubtful utility in the Chief Secretariat. Orders are solicited whether this may not also be deleted from group Chief Secretariat II and added to the list of forms special to the Home department, if necessary.

10. Petition from convicts for orders. -do- 16. Same remarks as against item 9 supra.

11. Release of convicts under 14 years rule - for orders. -do- 17. -do- against item 9 supra.

12. Proceedings rejecting petitions from convicts. -do- 18. --do--

13. Proceedings sanctioning the conditional release of a prisoner on medical grounds. -do- 19. --do--

14. Petition for mercy to Local Government for orders. -do- 20. --do--

15. Proceedings rejecting petition for mercy to Local Government for orders. -do- 21. --do--

Chief Secretariat II-22, 23, 24 & 25. These forms are of doubtful utility for departments of Secretariat other than Home (Judicial). Orders are solicited whether these items may also be included in the list of forms special to the Home Judicial department

Serial Number in the form in the list sent with G.O.No.976.	Name of the form.	Original serial No. if any in the standard list with group.	Remarks of the Stationery Office.
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16. Proceedings telegraphing to the Superintendent of the Jail, the order of the Government of India on petition for mercy. Chief Secretary tariat II-26. the same being deleted from group Chief Secretariat II.

17. Proceedings telegraphing to the Government of India acknowledging receipt of its reply. -do- 27. -do-

Items 18, 19, 20, 21 and 22. *checked on page 10 of go 976 Home (Jud.) 7-8-17*

23. License for export by sea of arms (other than Cannon or rifles falling within the restriction imposed by rule 15) ammunition or Military stores from the Port of -- to the Port of --- form VI. Item No.4 in Forms under the Indian Arms act. These are presumed to be forms newly introduced. If not their old group and serial numbers if any, may be stated.

24. License for export by land or river of arms, ammunition or Military stores to ---- in the ammunition or military State stores to the ----State. in the Political charge of the Government of Madras. Form VII. Form No. 5 under the Indian Arms Act, & Ch. Sect II - 29. Same remarks as against item 23 supra. As the same form has been standardized for Chief Secretary II group Orders are solicited to delete this form group Chief II.

25. License to manufacture, etc., Arms Form XIII. -do- 9 Sale remarks as above. Chief Secretary tariat II-30.

26. License to keep and sell Arms Form XIV. Chief Secretary tariat II-31. Same remarks as above.

27. License to possess explosives. Chief Secretary tariat II-32 and Indian Explosives Act No.8. -do-

Serial Number of the form in the list sent with G.O.No.976.	Name of the form.	Original serial No. if any in the standard list with group.	Remarks of the Stationery Office.
28	License to possess dangerous petroleum Form B.	Indian Petroleum Act No. 2.	This item may be deleted from the list of forms now standardized as this could be got on indent for Special Act forms.
29	License to possess in bulk petroleum other than dangerous petroleum Form D.	-do- 4.	Same remarks as against item 28. supra.
30	Special license for transport of dangerous petroleum.	-do- 11.	--do--
31	License for transport of petroleum otherwise than in bulk.	-do- 8.	--do--
32	General license to import carbide of calcium Form A.	Chief Secretariat II-37.	Orders are solicited whether this item may be removed from group Chief Secretariat II.
33	Special license to import carbides of calcium Form B.	-do- 38.	--do--
34.	Arms and ammunition Half yearly import statement.	-do- 40.	Same remarks as against item 32. above.
35.	Form A restricted certificate.	-do- 41.	-do-
36.	Form B unrestricted	-do- 42.	-do-
37.	Order granting an auditor's certificate.		
38.	Order renewing the certificate.		Same remarks as against items Nos. 18, 19, 20, 21 and 22.
39.	Form of license under section 26, Indian Companies Act.		
40.	Appeal against acquittal note sheet.	II - 43	Same remarks as against item 32.
41.	Appeal against acquittal endorsement to the Government Pleader.	II - 44	-do-
42.	Appeal against acquittal proceedings directing an appeal.	II - 45	-do-

Serial Number of the form in the list sent with G.O.No.976.	Name of the form.	Original serial No. if any in the standard list with group.	Remarks of the Stationery Office.
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43. Appeal against acquittal proceedings declining to appeal. Secretariat II - 46. Same remarks as against item 32 supra.

44. Appeal against acquittal proceedings communicating result of appeal to District Magistrates. II - 47 --do--

III - Home Miscellaneous.

Form Nos. 1, 2, 3, 4, 5 and 6. Chief Secretariat VI-2, 3, 4, 5, 8 and 9, respectively. Orders are solicited whether these forms may be deleted from group Chief Secretariat VI.

IV - Home Secretariat.

It is presumed that forms standardized under this group are new if not their original group, serial numbers, if any may be stated.

Stationery Office,
Madras, 30th August 1917.

for SUPERINTENDENT OF STATIONERY.

NOTES.

Formo Special to the Home Dept

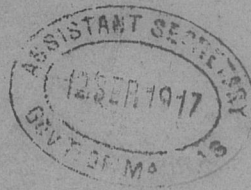
Home (ind) Dept

Form Special to the Home Dept

[3047]

From the Supdt of St. no. 44 F 330-8-17

Recd



The remarks of the Superintendent of St. in Column 4 of the Statement on pages 3-7 of. may be forwarded to the Chief Secretariat, Local and Municipal and Home (Ind) Depts and they may be requested to intimate to the St. their remarks on the suggestions of the Supdt of St. in so far as each of those depts are concerned.

11-9-17

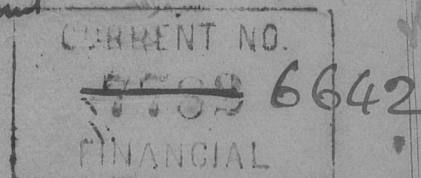
7-9-17
Paer
10-9-17

Home (Ind) no. 3047-1

11-9-17

Chief Sect. }
L & M. } no.
Home (Ind) }

See in column 4
note in the son
8/15/17



Recd 12-9-17.

Recd 16-9-17

Financial Dept

For the As

The question for consideration in this Dept is whether the forms appearing under Chief sect - II (Judicial) and VI (Public), on pages 412, 414 and 415-416 of Statutory manual, Vol III and now

22

(B)
for 976 (Hmdn)
7-8-17

(R)
for 1426 (Hmdn)
12-7-17

cf

standardized as special to the Home Dept (Judicial & misc sections), may be deleted from the list pertaining to the Chief Sect. Submitter that as the whole of judicial section and a part of the Public section of the old Chief Sect have been transferred to the Home Dept, the special forms relating to them are no longer necessary in use in the Chief Sect and ^{all the forms now referred to by the Dept of H} may therefore be deleted from the list relating to the Chief Sect.

2 The file may be passed on to the Dept as

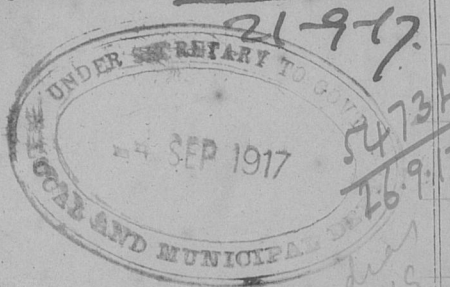
17.9.17
1408 17-9-17

67m
21-9-17

Through Public & Col. Sect.

21-9-17
21-9-17

File no 66427



p. 3 of cur. file 4p.
427 of the manual
Stationery Manual - vol. III

U.S.

L & M. Dept.

The question for consideration in this department is whether the following three forms which have been standardized as special to L & M - Educational Dept. - may be omitted from the list of forms pertaining to the L & M department:

- (1) Orders regarding exemptions (to be used for office and fair copies).
- (2) Draft order regarding temporary exemptions.
- and (3) draft order regarding temporary building grants.

NOTES.

23

As the forms relate to the ^{Section} Educational department, which has since been transferred to the Home Dept they may be omitted from the list of forms pertaining to ^{the} ~~the~~ department.

2. With the above remarks the file may, it is submitted, be passed on to the Home (Judl.) Dept.

Three Regs

8/10/17
1/10/17
2/10

2/10/17

V.T.K.
4/10

Home (Judl.) U.O.



Home (Judl) dept.

Reg.
u.s

The points, with which this department is concerned, are noted on below: -

(a) Items 18-22 and 37-39 in the list appended to G.O. 976, Home (M.), 3 7.8.17

The Superintendent of Stations enquires whether these are forms newly introduced and requests that, if they are not new, their old group and serial numbers, if any, might be stated. Submit that he may be informed that they are ^{forms} newly introduced - please see notes on page

Reg (B)

pp. 5-6 c.f

L.O.M. U.O. 5473-12
4-10-17
Home (Judl.)
Cir. 2826 C
4-10-17

BT

NOTES.

Page 4

24

pages 6-7 of the G.O. in question.

(b) Forms Ch. Sect. II - 15, 22, 23, 24 and 25 on pp. 412-413 of the Stationery Manual, Volume III

The Supdt. of Stationery solicits orders whether these items may also be included in the list appended to G.O. 976, Home (mis.), 8 7.8.17. These forms were not included in that list as they are not ~~now in use~~ ^{is now in use}. The Supdt. of Stationery may be informed accordingly.

(c) Items 2³ - 31 in the list appended to G.O. 976, Home (Mis), 8 7.8.17

The Supdt. of Stationery suggests that these items may be deleted from this list, as they are already included in the list of forms under special Acts standardized in G.O. 514, Judicial, 8 14.3.1913. For the reasons mentioned by the Supdt. in paragraph 3 of his letter, ^{this dept.} ~~he~~ may agree to the deletion of these forms from the list appended to the Home (Miscellaneous) G.O. referred to above.

2. With these remarks, if file may, it is submitted, be returned to the Miscellaneous Section.

(B)

(put up)

reword

p. 4 c. f.

(B)

(B)

M. 5-6 c. f.

p. 8+10 of 80. Flag (2)

p. 2 c. f.

(B)

Home (Ludell) no 2826-1

11.10.17

Home (mis) no

Cor

Recd. 11.10.17

to the Miscellaneous Section.

11.10.17

NOTES.

Page 5

Home (cuis) 1011

~~Ref~~ Please see notes on pp 2-4 ante.
A draft memo to the
Superintendent of ST? is subd
for approval.

Flow Home Jud (c).

~~CV~~
31.10.17

~~CV~~
23.10.17

CA
1.11.17

Adel
30.10.17
m.v.v.
31.10.17

=

Home (Miscellaneous) Department

Memorandum No. 3047-28
 Dated 20-8-1917 1917.

With reference to his letter R. O.C.No. 44, dated the 30th August 1917, the Superintendent of Stationery is informed that the forms appearing under Chief Sectt. II (Judicial), and VI (Public) and those appearing under L. & M. III. (Educl. Dept.) on pages 412-414, 415-16, and 427 respectively of the Stationery Manual, Volume III, may be deleted from the list of forms special to the said two Secretariats.

2. The Superintendent's enquiry whether forms Nos. 18 to 22, and 37 to 39 in the list of forms appended to G.O.No. 976, Home (Mis.), dated the 7th August 1917, were newly standardized is answered in the affirmative. Forms Nos. 23 to 31 in the above list will be deleted and forms Nos. 32 to 44 will be renumbered as 23 to 35. The marginally* noted forms have not been standardized as special to the Home Dept. as they are obsolete.

3. A revised list of forms standardized as special to the Home Department is forwarded herewith. Badami Paper may be used in all cases in printing double foolscap 24 lbs paper has been prescribed for the form.

* Chief Sectt. II.
 Forms Nos. 15, 22, 23, 24, & 25.

L. & M. III (Educl.).
 Form No. 1.

To The Superintendent of
 Stationery (Memo only).

To be stitched into G.O. 976 Home (Mis.) P.d. 23.10.17.
 7.8.17. 20.10.17

List of Special Forms prescribed for use in the Home Department to be supplied by the Superintendent of Stationery. 27

Serial No.	Name and description for of form.	Size & description of paper to be used.	Whether ruled or numbered.	If bound description of binding to be used.
------------	-----------------------------------	---	----------------------------	---

HOME (EDUCATION) DEPARTMENT.

- | | | | | |
|----|---|-----------------|--------------|--|
| 1. | Draft Order regarding temporary exemptions. | 1/4 pg. D.F. 24 | Ruled. | |
| 2. | Draft Order regarding building grants. | do. | Half margin. | |

HOME (JUDICIAL) DEPARTMENT.

- | | | | | |
|-------|--|-----------------|-------|--|
| 1. | Form of Proceedings for the appointment of Sub Registrars as Special Magistrates. | 1/2 F.C.W. 15. | | |
| 2. | Proceedings regarding removal of lunatic prisoner. | 1/4 Pg.D.F. 24. | | |
| 3. | Proceedings regarding warrant for removal of lunatic prisoner. | do. | | |
| 4. | Proceedings ordering the removal of criminal lunatics. | do. | | |
| 5. | Warrant for remanding a criminal lunatic to Jail. | do. | | |
| 6. | Proceedings ordering the delivery of a criminal lunatic to relations. | do. | | |
| X 7. | Endorsement regarding the residence of released Port Blair convicts. | do. | 250 ✓ | |
| X 8. | Proceedings prescribing the residence of Port Blair convicts. | do. | 100 ✓ | |
| X 9. | Form of agreement executed by Port Blair convicts on release. | do. | 250 ✓ | |
| X 10. | Petition from convicts for orders. | do. | 350 ✓ | |
| X 11. | Release of convicts under 14 Years' rule - For Orders. | do. | 100 ✓ | |
| X 12. | Proceedings rejecting petitions from convicts. | do. | 150 ✓ | |
| X 13. | Proceedings sanctioning the conditional release of a prisoner on medical grounds. | do. | 100 ✓ | |
| X 14. | Petition for mercy to Local Governments for orders. | do. | 250 ✓ | |
| X 15. | Proceedings rejecting petition for mercy to Local Governments for orders. | do. | 350 ✓ | |
| X 16. | Proceedings telegraphing to the Superintendent of the Jail the order of the Government of India on petition for mercy. | do. | 250 ✓ | |
| X 17. | Proceedings telegraphing to the Govt. of India acknowledging receipt of its reply. | do. | 250 ✓ | |

78

No.	Name and description of forms.	Size & description of paper to be used.	Whether ruled or numbered.	If bound description of binding to be used.
-----	--------------------------------	---	----------------------------	---

- | | | | | |
|----|---|-------------------|-------|-----------------------------|
| 18 | Release of Port Blair convicts-
Note for orders. | 1/4 Pg. D.F.24 | | |
| 19 | Endorsement to District Magistrates asking for their opinion as to the release of Port Blair convicts. | do. | 350 ✓ | |
| 20 | Proceedings sanctioning the absolute release of Port Blair convicts. | do. | 15 ✓ | |
| 21 | Letter to the Superintendent of Port Blair intimating the release of Port Blair convicts. | do. | 100 ✓ | |
| 22 | Proceedings sanctioning the absolute release of convicts under the 14 years' rule. | do. | | |
| 23 | <div style="border: 1px solid black; padding: 5px;">Licence to the export by sea of arms (Other than cannon or rifles) falling within the restriction imposed by rule 14) ammunition or military stores from the port of _____ to the port of _____</div> | do. | | |
| 23 | General licence to import carbides of calcium Form A. | do. | | |
| 24 | Special licence to import carbides of Calcium. Form B. | do. | | |
| 25 | Arms and Ammunition, half yearly import statement. | do. | | |
| 26 | * Form A. Restricted Certificates. | 1/2 D.F.L.L.30 | | * See remarks column below. |
| 27 | * do.B. Unrestricted do. | 1/2 F.C.Cr.Ld.26. | | |
| 28 | Order granting an Auditor's Certificate. | 1/4 Pg.D.F.24. | | |
| 29 | Order renewing the certificate. | do. | | |
| 30 | Form of licence under section 26 of the Indian Companies Act. | do. | | |
| 31 | Appeal against acquittal-Note sheet. | do. | | |
| 32 | do. do. -Endorsement to the Government Pleader. | do. | | |
| 33 | do. do. -Proceedings directing an appeal. | do. | | |
| 34 | do. do. -Proceedings declining to appeal. | do. | | |
| 35 | do. do. -Proceedings communicating result of appeal to District Magistrates. | do. | | |

HOME (MISCELLANEOUS) DEPARTMENT.

- | | | | |
|----|---|------------------|------|
| 1. | Licence under sections 6 and 9 | 1/2 F.C. Cr.Wove | 14 X |
| 2. | Proceedings issuing licence under sections 6 & 9 of Act XV of 1872. | 1/4 Pg.D F.24. | |

*The forms for use in office as office copies may be on common printing paper. (to auditors)

Serial No.	Name & Description of fform.	Seize & description of form paper to be used.	Whether ruled or numbered	If bound description of binding to be used
------------	------------------------------	---	---------------------------	--

- | | | | | |
|---|--|-----------------------------------|---|----------------------|
| 3 | Proceedings issuing licence to grant certificates of marriage. | $\frac{1}{4}$ Pg.D.F. 24 | X | |
| 4 | Licence referred to above. | $\frac{1}{2}$ do. F.C.Cr. wove 14 | | |
| 5 | Proceedings requiring information regarding naturalization. | $\frac{1}{4}$ Pg. D.F. 24. | | |
| 6 | Certificate of naturalization. | $\frac{1}{2}$ F.C.Cr. Wove 15. | | note note on 12 ante |

HOME SECRETARIAT.

Return of papers pending in the
----- section for more than
seven days... $\frac{1}{4}$ Pg. D.F. 24 lb.

LABELS FOR RECORD BUNDLES.

- | | |
|----------------------|-----|
| Home (Education). | do. |
| Home (Miscellaneous) | do. |
| Home (Educ Judicial) | do. |

15. 11/10/17
del
30.10.17

When given for copying

When copied

When examined

When signed

191

READ AGAIN G.O. No.
191

DATED

CURRENT No.

ENCLOSURES TO C. No.

ORDER OF GOVERNMENT

A A A A A A A

ORDER OF GOVERNMENT.

STATEMENT, WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH
IN ORIGINAL.

N.B.—

A = Copy in full.

B = Not to be copied.

P = Copy abstract only.

Q = Copy heading only.