

Government of Madras

HOME DEPARTMENT (MISCELLANEOUS)

G.O. No. 703, 15th October 1918

Exchange of official publications

Communicating to the Superintendent, Government Press, revised instructions regarding the — between the United States of America and the various Governments and Administrations in India.

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NUMBER OF COPIES { Letter.
Order.

Government of Madras

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G.O. No. 703, 15th October 1918

Exchange of official publications

Communicating to the Superintendent, Government Press, revised instructions regarding the — between the United States of America and the various Governments and Administrations in India.

READ—the following papers :—

I

G.O. No. 1552, Public, dated 15th December 1913.

ABSTRACT.—Directing that copies of certain reports and publications which are issued in the form of Government Orders should be supplied direct to the Library of Congress, Washington, and the Indian Institute, Oxford, by the departments of the Secretariat concerned.

G.O. Nos. 1825-26, Public, dated 15th December 1915.

ABSTRACT.—Requesting the Superintendent, Government Press, to forward to the Smithsonian Institution, Washington, for supply to the Library of Congress, Washington, copies of certain Government publications lacking in the collections of that library.

II

Letter—from the Hon'ble Mr. H. SHARP, C.S.I., C.I.E., Officiating Secretary to the Government of India, Department of Education (Books).

To—the Chief Secretary to the Government of Madras.

Dated—Simla, the 6th September 1918.

No.—96.

(1) Despatch from His Majesty's Secretary of State for India, No. 6-Public (Records), dated the 7th September 1917.

(2) Despatch to His Majesty's Secretary of State for India, No. 8-Books, dated the 14th December 1917.

(3) Despatch from His Majesty's Secretary of State for India, No. 4-Public (Records), dated the 17th May 1918, with enclosure, viz.—

Letter from the Smithsonian Institution, dated the 15th March 1918.

I am directed to forward a copy of the correspondence noted in the margin on the subject of the revision of the arrangements for the exchange of official publications between the United States of America through the Smithsonian Institution as their authorized agent and the various Governments and Administrations in India.

2. It will be seen that the question was raised at the instance of the Secretary of State, who observed that the arrangements which are now in vogue for despatching consignments in either direction involved unnecessary delay and that it would be preferable to arrange for the direct transmission between the two countries either by post or freight. After consultation with the Secretary of State and the Smithsonian Institution, the Government of India have come to the conclusion that the following revised arrangements may be suitably adopted in future in regard to the transmission of packages to and from India :

(i) To India—

(a) Publications intended for distribution in India will be sent by the Smithsonian Institution by freight direct to the Superintendent of Stationery, Bombay, who will forward them under his own frank to the various addresses in India—both Government establishments and private individuals and associations.

(b) During normal times the consignments sent by the institution will be forwarded at monthly intervals, all carriage charges thereon being prepaid to the port of Bombay.

(c) All complaints of the non-receipt of packages should be addressed to the Superintendent of Stationery, Bombay, and not to the Director-General of Stores, India Office.

(ii) From India—

(a) All publications intended for the United States of America should be sent direct to the Smithsonian Institution by the various Governments and Administrations and not through the India Office as at present.

(b) Small packages should be sent by book post and all parcels exceeding the size limit for book post by freight.

(c) In the case of publications sent by freight the shipments should be addressed as indicated below, freight to the port of New York being prepaid by the sender :

Smithsonian Institution,
Washington, D.C.,
Care of Collector of Customs,
Port of New York, U.S.A.

(d) At the time of despatching the consignment from India, the original bill of lading should be mailed to the Collector of Customs and a copy sent to the Institution with the letter of advice.

(e) During normal times the consignments should be forwarded at monthly intervals.

(f) Publications presented by establishments and individuals in India to correspondents in the United States may also be sent to the Smithsonian Institution by the Local Governments and Administrations along with their own publications at the expense of Government. The necessary steps may be taken to notify this arrangement for the information of the establishments and individuals concerned.

ENCLOSURES

(1)

Despatch—from His Majesty's Secretary of State for India.

To—His Excellency the Right Honourable the Governor-General of India in Council.

Dated—India Office, London, the 7th September 1917.

No.—6-Public (Records).

In connexion with the exchange of official publications between the United States of America and the various Governments and Administrations in India, my attention has been drawn to the delay which results from the present arrangements by which consignments are despatched in either direction via this office and Messrs. Wesley and Son, the London Agents for the Smithsonian Institution; and it has been suggested that direct transmission between the two countries, either by post or freight, would be preferable. From the letters noted in the margin it appears that in 1894 the Smithsonian Institution promised to send packages through the post as soon as the funds available for the purpose would permit, but I have no

From Government of India to Secretary of State, Home (Public Books), No. 15, dated 7th March 1894, and No. 33, dated 8th July 1894.

means of knowing how far the practice has been adopted. If, however, the institution were to undertake to use the post, either wholly or to a greater extent than before, they would naturally expect the authorities in India to use the same method in despatching Indian official publications to America.

2. If a direct consignment by freight were agreed upon, it would be necessary to nominate some official in India to whom the cases from America should be addressed, and on whom would be placed the responsibility of distributing the contents through the post to the various addresses in India. It would also be his duty to receive from the various sources in India, and despatch to the Smithsonian Institution the official publications to be sent in exchange. Perhaps the Superintendent of Stationery, Bombay, would be the most suitable official to whom these duties might be entrusted, as he already deals with the publications that go in the freight case from this office.

3. Before communicating with the Smithsonian Institution, I should be glad to receive the opinion of Your Excellency's Government on the subject.

(2)

Despatch—from the Government of India, Department of Education.

To—His Majesty's Secretary of State for India.

Dated—Delhi, the 14th December 1917.

No.—8.

We have the honour to refer to your despatch No. 6-Public (Records), dated the 7th September 1917, in which you ask for the views of the Government of India on the subject of the exchange of official publications between the United States of America through the Smithsonian Institution as their authorized agent and the various Governments and Administrations in India. You observe that the arrangements which are now in vogue for despatching consignments in either direction involve unnecessary delay and that it has been suggested that direct transmission between the two countries either by post or freight would be preferable.

2. We readily concur in this suggestion. From our point of view it would indeed be more satisfactory if the Smithsonian Institution could be persuaded to receive all our publications direct from the various Governments and Administrations in this country and to send out direct to them the publications of the United States of America according to the list on which the present distribution is based or such lists as may from time to time be furnished to the institution, small packages being sent by book post and all parcels exceeding the size limit for book post by freight. We have no reason to suppose that the Smithsonian Institution will object to receiving their publications direct from the various Governments and Administrations but in case they do not agree to send out the publications of the United States of America direct to them we would nominate the Superintendent of Stationery, Bombay, to whom the packages from America should be addressed for distribution in India.

(3)

Despatch—from His Majesty's Secretary of State for India.

To—His Excellency the Right Honourable the Governor-General of India in Council.

Dated—India Office, London, the 17th May 1918.

No.—4-Public (Records).

With reference to the letter from Your Excellency's Government in the Department of Education, No. 8, General-Books, dated 14th December 1917, I enclose herewith a copy of a letter from the Smithsonian Institution intimating that, in future, publications intended for distribution in India will be sent by freight to the Superintendent of Stationery, Bombay.

2. Your Excellency's Government will doubtless adopt such procedure as may be most convenient in regard to the transmission of Indian publications sent in exchange. I shall be glad to receive, for communication to the Smithsonian Institution, a copy of any instructions that may be issued on the subject. It will be noticed that in the case of packages sent by freight, carriage should be prepaid to the port of New York.

3. Presumably there is no objection to the Superintendent of Stationery, Bombay, undertaking the duty referred to in the 7th paragraph of the letter from the institution.

4. As it appears that complaints of the non-receipt of packages by officials in India have frequently been received by the Director-General of Stores at this office, it is desirable that instructions should be issued that in future such letters should be addressed to the Superintendent of Stationery, Bombay.

SUB-ENCLOSURE

Letter—from C. D. WALCOTT, Esq., Secretary, Smithsonian Institution, Washington, United States of America.

To—the Under Secretary of State for India.

Dated—the 15th March 1918.

I have your letter of February 15 (R. and R. 150), stating that the Secretary of State for India in Council has been in communication with the Government of India relative to the delay which results in the present method of forwarding exchange packages to and from India, and enclosing a letter from the Government of India in which the adoption of a system of direct transmission between the two countries is favoured.

2. The delay in the delivery of packages forwarded to correspondents in India through the International Exchange Service under present arrangements is, in many instances very great, and the Institution welcomes this opportunity to effect an improvement in this matter.

3. While, of course, there is no objection to the various governmental establishments in India sending their publications direct to the Institution, it would be preferable, and would also be in keeping with the practice followed in other countries, for the Institution to forward its consignments to a single agency designated to distribute exchange consignments to correspondents throughout India. Future shipments will therefore be sent by freight to the Superintendent

of Stationery, Bombay, which the Department of Education of the Government of India at Delhi in its communication dated 14th December 1917, to His Majesty's Secretary of State for India has nominated as the establishment to undertake the distribution.

4. Consignments sent by the Institution will be forwarded, during normal times, at monthly intervals, all carriage charges thereon being prepaid to the port of Bombay.

5. If it is necessary for India to send any of her publications by freight, the shipments should be addressed as indicated below, freight to the port of New York being prepaid by the sender :

Smithsonian Institution,
Washington, D.C.,
Care of Collector of Customs,
Port of New York, U.S.A.

6. At the time of despatching the consignment from India, the original bill of lading should be mailed to the Collector of Customs and a copy sent to this Institution with the letter of advice.

7. It is assumed that the Superintendent of Stationery would act, not only as the agency through which packages for India may be distributed, but would also, in the event of being requested to do so, send to the Institution publications presented by establishments and individuals in India to correspondents in the United States. Requests are sometimes received from correspondents in India asking to be advised of the name of the Indian exchange agency through which packages may be sent to this country.

8. I may add that the International Exchange Service operated under the direction of the Smithsonian Institution, being a bureau of the United States Government, has the use of the franking privilege in forwarding to addresses in this country packages received through the service from foreign correspondents. It is assumed that similar privileges are granted to the office of the Superintendent of Stationery, and that packages sent to that office by the Institution could be distributed under frank.

Order—No. 703, Home (Miscellaneous), dated 15th October 1918.

Communicated to the Superintendent, Government Press, for information and guidance.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Superintendent, Government Press,
Copy to the departments of the Secretariat.

Sept. 11.10 (b)—1-17.

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Exchange of official Publications ^{House} No. DEPARTMENT.

Communicating to the Supl Govt Press revised instructions
re the _____ between the U. S. A and the various
Governments and Administrations in India.

READ AGAIN G.O. No. 1552 Pub., dated 15-12- 1913.

100 18 25-26 15- 12- 1915.

READ ALSO:—

C. No. 2651, From the 646 Sec. to the, No. 96, dated 6-8- 191

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ORDER.

No. 703, dated 15-10- 1918.

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Communicated to The
Superintendent, Post Press, for
information and guidance.

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G.O. No. 703, 15th October 1918

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Secretary to Government.

To the Superintendent, Government Press.

Copy to the departments of the Secretariat.

Howe MS. DEPARTMENT

Number of MS. pages sent { Correspondence..... 8
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Notes..... —————

Exchange of Special Publications

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

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For Issue.		Special issue copies of G.O.	Net
Letter only.	Complete G.O.	No.	Papers.
Signature copies.....		15	
India Office.....			
Govt. of India..... Dept.			
Revenue Department			
Public Works Department.....			
Local and Municipal Department.....			
Educational Department.....			
..... Dept.			
Public Dept..... }			
Judicial Dept..... }			
Political..... }			
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Spare copies {	<i>Extras.</i>	20	
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Total ...		35	

* Copies distributed on ‡(Press Clerk).

† Copies distributed on ‡ (Press Despatcher).

‡ To be initialled and dated

(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 Member 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

Please send proof in duplicate. The papers have been carefully edited.

B

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

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 at once.

Type may be released after usual interval.

Referencer.
Clerk.

Referencer.
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SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	18/10 C.S.
First proof furnished on.....	25/10 C.S.
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	29/10 C.S.
Final copies supplied on.....	6/11 C.S.

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 ...				