

Government of Madras

HOME (MISCELLANEOUS) DEPARTMENT

G.O. No. 1162, 31st July 1919

Editors' Table privileges

Authorizing the Superintendent, Government Press, to supply the members of the Publicity Board with copies of the papers placed on the Editors' Table.

N. P.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Number of copies { Letter.
Order.

ORIGINAL

Government of Madras

HOME (MISCELLANEOUS) DEPARTMENT

G.O. No. 1162, 31st July 1919

Editors' Table privileges

Authorizing the Superintendent, Government Press, to supply the members of the Publicity Board with copies of the papers placed on the Editors' Table.

READ—the following paper :—

G.O. No. 336, Revenue (Special) (War), dated 17th July 1919.

ABSTRACT.—Passing orders constituting a Publicity Board in the Madras Presidency.

Order—No. 1162, Home (Miscellaneous), dated 31st July 1919.

The Superintendent, Government Press, is authorized to supply the members of the Publicity Board with copies of the papers placed on the Editors' Table.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Superintendent, Government Press.
„ all the Members of the Publicity Board.
„ the Officer in charge, Publicity Bureau.

HOME (MISCELLANEOUS) DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 1162, HOME (MISCELLANEOUS),
DATED 31st JULY 1919.

[SUBJECT.—*Publicity Board and Editors' Table privileges.*]

Letter—from M.R.Ry. Raja VASUDEVA RAJA Avargal, C.I.E., Kollengode,
Malabar.
To—J. T. GWYNN, Esq., I.C.S., Officer on Special duty on Publicity Board.
Dated—the 21st July 1919.

I have received a copy of G.O. No. 336, Revenue (Special) (War), dated 17th July 1919, constituting a Publicity Board in this Presidency and I note that I am one of the members of the Board. I have written to Mr. A. Y. G. Campbell expressing my consent to serve on the Board. I write to assure you of my co-operation and shall be glad to hear from you what each of the members is expected to do. Perhaps this can be settled when the Board meets next time.

I would like to add that it will be useful if each of the members of the Board is supplied with all important Government orders that are placed on the Editors' Table and also all pamphlets and bulletins, etc., that are issued by the various departments of Government in addition to all communiqués that you may issue.

PUBLICITY BUREAU.

Submitted to the Chief Secretary.

2. I beg to suggest that all members of the Publicity Board should be put upon the Editors' Table list. The names and addresses of the members of the Board are given in the attached list [also page 2 of G.O. No. 336, Revenue (Special) (War), dated 17th July 1919].

J. T. GWYNN—25-7-19.

CHIEF SECRETARIAT.

Submitted that this may be sent to Home (Miscellaneous) u.o. for the issue of necessary orders [cf. G.O. No. 755, Home (Miscellaneous), dated 10th July 1917].

V. GOPALAKRISHNA AYYAR—27-7-19.

N. E. MARJORIBANKS—28-7-19.

HOME (MISCELLANEOUS) DEPARTMENT.

Some of the members are Honourable
Members. Add before issue.
R.R.—29-7-19.

A draft order is submitted.
2. If approved, the case may be
circulated.

S.N.P.—29-7-19.

C. H. BROWN—29-7-19.

R. RAMACHANDRA RAO—29-7-19.

Approved, on the presumption that all these gentlemen have accepted seats on the Publicity Board.

2. Should not Editors' Table question in future be a sub-head of Publicity Board. Please consult the Hon'ble Mr. Todhunter separately.

L. D[AVIDSON]—30-7-19.

Ac Ba Bl

6. Raja Vengana Vasudewa Rajah
Aol, C.I.E., Valiya Nambiar of Kollengode
7. The Rev. Em. Macphail
8. M.R. K. Nageswara Rao Pantulu
9. M.R. G. A. Natesan Aol B.A.
10. M.R. TRanga Acharjan Aol B.A.B.L.
11. Dr. G. Slater, M.A., D.Sc.

[Signature]
28/7/19

[Signature]
28/7/19

To The Supdt, Govt Press
" All the members of the Publicity Board
" The officer in charge, Publicity Bureau
" The Secy (Spl) (War) Dept.
(order only)

[Signature]
28/7/19

HOME (MISCELLANEOUS) DEPARTMENT

G.O. No. 1162, 31st July 1919

Editors' Table privileges

Authorizing the Superintendent, Government Press, to supply the members of the Publicity Board with copies of the papers placed on the Editors' Table.

READ—the following paper:—

G.O. No. 336, Revenue (Special) (War), dated 17th July 1919.

ABSTRACT.—Passing orders constituting a Publicity Board in the Madras Presidency.

Order—No. 1162, Home (Miscellaneous), dated 31st July 1919.

The Superintendent, Government Press, is authorized to supply the members of the Publicity Board with copies of the papers placed on the Editors' Table.

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Superintendent, Government Press,
" all the Members of the Publicity Board
" the Officer in charge, Publicity Bureau (order only).



*For approval
20/7/19*

HOME (MISCELLANEOUS) DEPARTMENT.
NOTES CONNECTED WITH G.O. No. 1162, HOME (MISCELLANEOUS),
DATED 31st JULY 1919.

[SUBJECT.—*Publicity Board and Editors' Table privileges.*]

Letter—from M.R.Ry. Raja VASUDEVA RAJA Avargal, C.I.B., Kollengode
Malabar.

To—J. T. GWYNN, Esq., I.C.S., Officer on Special duty on Publicity Board.

Dated—the 21st July 1919.

I have received a copy of G.O. No. 336, Revenue (Special) (War), dated 17th July 1919, constituting a Publicity Board in this Presidency and I note that I am one of the members of the Board. I have written to Mr. A. Y. G. Campbell expressing my consent to serve on the Board. I write to assure you of my co-operation and shall be glad to hear from you what each of the members is expected to do. Perhaps this can be settled when the Board meets next time.

I would like to add that it will be useful if each of the members of the Board is supplied with all important Government orders that are placed on the Editors' Table and also all pamphlets and bulletins, etc., that are issued by the various departments of Government in addition to all communiqués that you may issue.

PUBLICITY BUREAU.

Submitted to the Chief Secretary.

2. I beg to suggest that all members of the Publicity Board should be put upon the Editors' Table list. The names and addresses of the members of the Board are given in the attached list [also page 2 of G.O. No. 336, Revenue (Special) (War), dated 17th July 1919].

J. T. GWYNN—25-7-19.

CHIEF SECRETARIAT.

Submitted that this may be sent to Home (Miscellaneous) u.o. for the issue of necessary orders [Cf. G.O. No. 755, Home (Miscellaneous), dated 10th July 1917].

V.G.K.—27-7-19.

N. E. MARJORIBANKS—28-7-19.

HOME (MISCELLANEOUS) DEPARTMENT.

A draft order is submitted.

Some of the members are Honourable
Members. Add before issue.

R.R.—29-7-19.

2. If approved, the case may be circulated.

S.N.P.—29-7-19.

C. H. BROWN—29-7-19.

R. RAMACHANDRA RAO—29-7-19.

Approved, on the presumption that all these gentlemen have accepted seats on the Publicity Board.

Should not Editors' Table question in future be a sub-head of Publicity Board. Please consult the Hon'ble Mr. Todhunter separately.

[L. D[AVIDSON]—30-7-19.

The question is already raised in a Publicity file.

C.H.B.—31-7-19.

Extract of paragraph 2 above has been taken and submitted separately for circulation to the Hon'ble Mr. Todhunter.

With reference to the Honourable Member's orders above, it is submitted that only three out of the eleven members have so far accepted the membership on the Publicity Board. For orders whether this case may lie over till replies from the remaining eight are received.

S.N.P.—30-7-19.

The Government Order may issue without the list?

C.H.B.—31-7-19.

Yes; please.

R.R.—31-7-19.

[G.O. No. 1162, Home (Miscellaneous), dated 31st July 1919.]



ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Sectt. I-38-3-14.

Home (Mis) DEPARTMENT.

Current No., dated 191

G.O. No. 1162, dated 31.7. 1919.

Number of MS. pages sent {
 (b) Correspondence 2
 (b¹) Notes 3

Brief subject *E. J. Privileges*

(c) Number of copies required when struck off (not including copies for volumes and editors' tables 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	20	20
Ooty Records ...		3	3
For filing with original		1	1
Total ..		24	24

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 <i>Exhas</i>		25			
The					
The					
The					
The					
The					
The					
The					
The					
The					
The					
The					
The					
Total ..		40			

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.

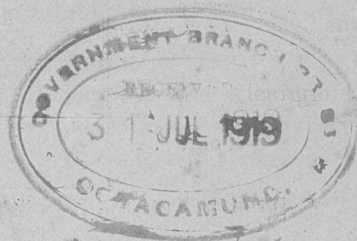
[P.T.O.]

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 at once.	Type may be released after usual interval at once.	Type may be released after usual interval.
Referencer. Clerk.	Referencer. Clerk.	Referencer. Clerk.
Supdt.	Supdt.	Supdt.

S. Panhanaden
31-7-19
ha
31/7/19

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 ...				