

Government of Madras

HOME DEPARTMENT (MISCELLANEOUS)

G.O. No. 1220, 19th July 1920

Publicity Officer

Communication of printed Government Orders to the — Addendum to G.O. No. 1280,
Home (Miscellaneous), dated 5th September 1919, issued.

INDEXED

BACK PAPERS.

1,000-21-8-19.

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.

G.O. No. 1220, 19th July 1920

Publicity Officer

Communication of printed Government Orders to the — Addendum to G.O. No. 1280, Home (Miscellaneous), dated 5th September 1919 issued.

READ—the following paper:—

G.O. No. 1280, Home (Miscellaneous), dated 5th September 1919.

ABSTRACT.—Passing orders on the duties of the Publicity Officer and his relations with Government and heads of departments.

Order—No. 1220, Home (Miscellaneous), dated 19th July 1920.

The following addendum will be made to G.O. No. 1280, Home (Miscellaneous), dated 5th September 1919:—

At the end of paragraph 4 of the Government Order add—

“The departments of the Secretariat will state under which of the heads mentioned in paragraph 3 above the papers communicated fall.”

(True extract)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Publicity Officer.
„ all departments of the Secretariat.

Press

Leave strike off

15-9-20

Publicity officer

Communication of printed Govt orders to
the _____ Addendum to Co no 1280 Home (This)
of 27-9-20 issued.

READ AGAIN G.O. No. 1280, dated 5th Sept. 1920.

" " " " " " " " 191

READ ALSO:-

C. No. _____, From the _____, No. _____, dated _____ 191

" " " " " " " " 191

" " " " " " " " 191

ORDER.

No. 1220, dated 11th Sept. 1920.

Abstract
Publicity officer

P.S.

Passing orders on the duties of the _____ & his
relations with Govt. heads of departments.

The following addendum
will be made to Co no
1280 Home (This) of 5th Sept
20:

At the end of para 4 of
the G.O. add _____

"The Depts of the Sects will
State under which of the
heads mentioned in para 4
above the papers commu-
-ed fall"

To The Publicity officer.
All departments of the
Sects.

sent to
with Sec
M.C.
27.9.20.

R.M.
18.9.20

19/7/20

CURRENT No.

Subject:—

NOTES.

Not to be printed

~~Dair print~~

Home (mis) Dept

G.O. No 334 W.D. 25 Feb 1920.

U.S.

This G.O. has not been communicated to the Pub Off by the P.W.D. The attention of the P.W.D. may be invited to para 4 of G.O. No 1280 Home (mis) & 5 Sep. 1919 and they may be requested to see that all printed orders of a non-confidential nature are communicated to the P.O.

The G.O. now in question has been commd. by this Dept to the Pub Off.

S.M.P.
24.4.20

24.4.20

P.W.D. u.s.

G.W.D.

Inc 2441-L
2640
1599 Accts
29-4-20
Q.M.

00
17/19

Dec 22/4/20
M
Hay V

OW

The Home (Mis) Dept may be informed that a copy of the G.O. has separately been communicated by this Dept to the Publicity officer on 20-6-20.

TR
22-6-20

Sail per
V

like memo 2443 C
28.3.16

(To be reviewed before
sending to Home)

2. The R.O. is regarded as a paper
unsuitable for publication & therefore
falls under class (ii) in para 3 of L.O. no
1280 Home (misc) 55.9.19. It is not
clear how the Publicity Office can
~~know~~ ^{under what} ~~of the~~ ^{papers fall} classification unless
the dept. furnishing the R.O. informs
him ~~also~~ ^{of it} of the class under which it
falls. There is however no provision
in L.O. no 1280 Home (misc) 55.9.19 requiring
depts of the Sect to do this. + Home (Misc)
may be asked to consider whether
an addendum to that effect should
not be made to the L.O.

72

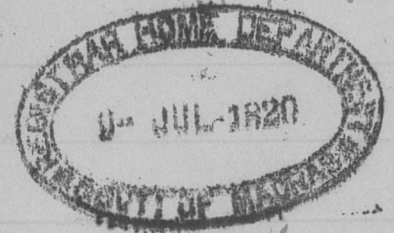
2.7.20
2.7.20

8.7.20

PR VO. 1599 Sub/wr
9.7.1920

Home (misc.)

15
5720



Home (Misc) Dept.

Mis 3457/9720 U.S.

Reg 0

Even though no express provision
~~exists~~ was made in L.O. no 1280 Home (misc)
55.9.19 requiring departments of the
Sect to state under what classification
the papers which are communicated
to the R.O. fall, it was doubtless intended
that this should be done by the

R.O.

~~Don't forget~~

Dept Concurrence. Since this point
is now definitely raised by the
PHD it would, perhaps, be
well to issue an addendum
to the Co. to set at rest any doubt
that may arise in this regard.
Draft order submitted for
consideration

RM
13.7.20

S
14/7/20

16.7.20

I think para 3 is conclusive
However the 80 my come
to satisfy PHD

14/7/20

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Sectt. II-38-2-15.

Home (a) DEPARTMENT.

Current No., dated.....191 ..

G.O. No. 1220, dated 19.7.1920.

Number of MS. pages sent {
 (b) Correspondence.....1
 (b') Notes.....nil

Brief subject.....*Proclamation of Emergency*

(c) Number of copies required when struck off (not including copies for volumes and editors' table of contents 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	26	
Ooty Records		3	
For filing with original		1	
Total ..		30	

FOR ISSUE.†

	Letter only.	Complete G.O.	(d) Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies.....		20			
India Office.....					
Govt. of India.....Dept.					
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.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
Total					

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.

(b') 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.

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.

Referencer.
Clerk.

Supdt.

Supdt.

Referencer.
Clerk.

Sundt

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.		Initials of Press official.		
Received in Press on.....		July 22 1922 J		
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 ...				