

Government  of Madras

HOME (MISCELLANEOUS) DEPARTMENT

G.O. No. 985, 12th May 1920

Foreigners Ordinance, 1914

Government of India notification cancelling the orders regulating and restricting the entry of  
foreigners into British India and their departure therefrom notified in the Gazette.

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Number of copies { Letter.  
Order.

Government  of Madras

HOME (MISCELLANEOUS) DEPARTMENT

FOR RECORD ONLY.

G.O. No. 985, 12th May 1920

Foreigners Ordinance, 1914

Government of India notification cancelling the orders regulating and restricting the entry of foreigners into British India and their departure therefrom notified in the Gazette.

READ—the following papers :—

I

Letter—from M.R.Ry. Diwan Bahadur R. RAMACHANDRA RAO Avargal, Secretary to the Government of Madras, Home (Miscellaneous) Department.  
To—the Secretary to the Government of India, Home Department.  
Dated—Fort St. George, the 10th February 1920.  
No.—815-1.

I am directed to address the Government of India on the question of the issue of permits to foreigners departing from British India.

2. Under Home Department notifications No. 909, dated 22nd August 1914, and No. 224, dated 16th October 1918, issued by the Government of India under the Foreigners Ordinance, 1914, all non-Asiatic foreigners other than hostile aliens, are required to obtain permits from local Governments, if they desire to leave British India by sea for Ceylon or Portuguese India or for any port in British India. So far as this Presidency is concerned this permit system is practically confined to the journey to Ceylon, and applications for permits from foreigners are being received by this Government in large numbers. As the system is not well understood these are generally presented at the last moment and much inconvenience is caused both to applicants and to Government. In view of the cessation of war and of the fact that all foreigners proceeding beyond Colombo are required to have their passports vised by this Government, I am directed to submit, for the consideration of the Government of India, the desirability of removing the existing restrictions on the departure of foreigners from British India.

3. Should there be no immediate prospect of such a revocation, I am to ask whether the Government of India will have any objection to this Government issuing standing permits good for a period of six months or so in the case of foreigners whose visits to Ceylon are frequent.

II

Notification of the Government of India, Home Department (War), No. 477, dated Simla, the 26th April 1920.

In exercise of the powers conferred by section 8 of the Foreigners Ordinance, 1914 (III of 1914) read with the Emergency Legislation (Continuance) Act, 1915 (I of 1915), the Governor-General in Council is pleased to direct that the orders regulating and restricting the entry of foreigners into British India and their departure therefrom, issued with the notification of the Government of India in the Home Department, No. 909, dated the 22nd August 1914, as subsequently amended, shall be cancelled.

H. McPHERSON,  
Secretary to the Government of India.



No. 478-War.

A copy is forwarded to the Secretary to the Government of Madras, for information with reference to his letter No. 815-I., dated the 10th February 1920.

(By order)

F. J. NOBES,  
Under Secretary to the Government of India.

Order—No. 985, Home (Miscellaneous), dated 12th May 1920.

Recorded.

2. The notification will be re-published in the *Fort St. George Gazette*.

(True extract)

R. RAMACHANDRA RAO,  
Secretary to Government.

To all District Magistrates.

„ the Collector of Madras.  
„ the Commissioner of Police, Madras.  
„ the Inspector-General of Police.  
„ the Deputy Inspector-General of Police, Railways and C.I.D.  
„ the Assistant Superintendent of Police, Dhanushkodi.  
„ the Police Port Inspecting Officer, Tuticorin.  
„ the Resident in Travancore and Cochin.  
„ the Special Agent, South Arcot.  
„ the Superintendent, Government Press.

Copy to the Revenue (Special) Department.

„ Publicity Officer.  
„ General Officer Commanding, 9th (Secunderabad) Division  
„ Consul for France, Madras  
„ Consul for Belgium, Madras  
„ American Consul, Madras  
„ Consul for Netherlands, Madras  
„ „ Norway, Madras  
„ „ Sweden, Madras  
„ „ Persia, Madras  
„ „ Denmark, Madras  
„ „ Switzerland, Bombay

(with C.L.).

HOME (MISCELLANEOUS) DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 985, HOME (MISCELLANEOUS)  
DATED 12TH MAY 1920.

[SUBJECT.—Permits to Foreigners.]

Telegram—from the Brazilian Consul, Bombay.

To—the Secretary to the Government of Madras, Home (Miscellaneous) Department.

Dated—Bombay, the 5th January 1920.

Please issue permit for Querino Pucci, Brazilian subject, to proceed to Colombo via Tuticorin with 110 heads cattle between 15th and 30th instant.

HOME (MISCELLANEOUS) DEPARTMENT.

A draft permit is submitted. As Mr. Pucci takes 110 heads of cattle with him, the current may be sent to the Revenue Department u.o. for necessary action after the issue of permit.

C.P.G.—6-1-20. S.A.—6-1-20.

Issue and then Revenue u.o.

This gentleman is always coming up for permits: cannot he be given a perpetual permit for a year at a time?

C. H. BROWN—6-1-20.

REVENUE DEPARTMENT.

The file is sent to this department for authorizing the veterinary inspector in charge of the cattle quarantine depot, Tuticorin, to grant a certificate of health in respect of the 110 heads of cattle to be exported to Colombo. A draft order is submitted for approval—cf. G.O. No. 2589, dated 12th November 1919.

2. The question raised by the Home Under Secretary above is for consideration in Home (Miscellaneous) Department. After issue of the draft the file may be returned to that department, copy of notes being taken for this department.

K.A.V.—7-1-20. K.C.V.—7-1-20.

C.H.B.—7-1-20.

Issue.

E. S. LLOYD—7-1-20.

HOME (MISCELLANEOUS) DEPARTMENT.

Now what about a permanent permit?

C.H.B.—8-1-20.

There have been no precedents, but the rules do not prohibit the issue of such a standing permit. An application for a standing permit was refused in the case of a Swiss missionary on the ground that his visits to Ceylon were not so frequent or urgent as to justify the grant of such a permit.

C.P.G.—16-1-20. B.R.—17-1-20.



I really do not see why this permanent permit system (say for six-monthly periods at a time) should not be allowed in cases of frequent journeyings. It would save a lot of trouble. Does the Secretary approve of the idea?

C. H. BROWN—19-1-20.

Certainly, say in the case of persons who go to Ceylon at least six times in a year.

Query 2.—Now that the war is over, why not do away with the permit system altogether?

R. RAMACHANDRA RAO—20-1-20.

They are at instance of Ceylon Government?

C.H.B.—20-1-20.

(1) Permits are issued under the orders of the *Government of India*—vide clause 5 (b) of the Government of India notification framed under section 3 of the Foreigners' Ordinance, 1914—vide also G.O. No. 1002, dated 6th November 1918. This ordinance is still in force and if the permit system is to be abolished altogether, the Government of India will have to be addressed—page 48, Legislation and Orders relating to the war. [The permits are not issued at the instance of the Ceylon Government.]

(2) 2. As regards the issue of standing permits to persons who go to Ceylon at least six times in a year, it is for orders whether a press communiqué may be issued for the information of the public.

B.R.—26-1-20.

(1) Perhaps best leave this alone.

(2) I think it would do to issue an order and communicate to concerned District Magistrates and Consuls.

C.H.B.—27-1-20.

The matter of issuing permits causes a deal of inconvenience to me. The foreigners come up to me at the last moment and want the permits to be drawn up at once. *Passport* rules are more or less understood throughout the world. But this permit system obtains only in the journey between India and Ceylon. It appears to be really intended as a simpler procedure to passports; really it entails more work. For journeys beyond Colombo, we have to issue or vise passports and this appears to me all that is needful.

May the Government of India be addressed?

R. RAMACHANDRA RAO—28-1-20.

Yes. Ask them, in case there is no immediate prospect of the revocation of the order, whether there is any objection to our issuing standing permits good for say, six months.

A. R. K[NAPP]—29-1-20.

A draft letter to the Government of India is submitted for approval. Revenue (Special) may perhaps see the case.

C.P.G.—3-2-20. B.R.—5-2-20.

Revenue (Special) and issue.

C.H.B.—6-2-20.

#### REVENUE (SPECIAL) DEPARTMENT.

The case may be perused and returned to Home (Miscellaneous) with thanks.

N.V.S.—7-2-20.

B.M.R.—7-2-20.

H. R. UZIELLI—7-2-20.

#### HOME (MISCELLANEOUS) DEPARTMENT.

[Issued as Letter No. 815-1, Home (Miscellaneous), dated 10th February 1920.]

*From the French Consul, Madras, dated 15th April 1920.*

Secretary's query thereon—

“Any orders received on our reference to do away with permits?”

R. RAMACHANDRA RAO—17-4-20.”

No orders have yet been received on the reference.

2. For orders whether the French Consul may be informed that the question of doing away with permits is now under correspondence with the Government of India and whether India may now be reminded.

S.N.P.—21-4-20. S.A.—21-4-20.

Both.

C. H. BROWN—21-4-20.

Draft letters submitted.

S.N.P.—23-4-20. S.A.—23-4-20.

Issue.

C.H.B.—26-4-20.

[Issued as Letter No. 2300-1, Home (Miscellaneous), dated 26th April 1920.]

[Issued as Letter No. 2300-2, Home (Miscellaneous), dated 26th April 1920.]

#### REVENUE (SPECIAL) DEPARTMENT.

*From the Government of India, Home Department, dated 26th April 1920, No. 478.*

The reference quoted by the Government of India (Letter No. 815-1, dated 10th February 1920), issued from the Home (Miscellaneous) Department to whom the paper may accordingly be transferred.

V.K.C.—7-5-20.

H. R. UZIELLI—10-5-20.

#### HOME (MISCELLANEOUS) DEPARTMENT.

A draft order is submitted.

S.N.P.—11-5-20. S.A.—11-5-20. W. S. BROWN—11-5-20.

Issue.

2. Then to the Honourable Member for information.

R.R.—11-5-20.

L. D[AVIDSON]—18-5-20.

[G.O. No. 985, Home (Miscellaneous), dated 12th May 1920.]



Govt of India notified cancelling the orders regulating and restricting the entry of foreigners into British India and their departure therefrom notified in the Gazette.

READ AGAIN G.O. No. 1002 Published dated 6th November 1918

” ” ” ” ..... ” ..... 191 .

M-1-24<sup>READ ALSO:-</sup> Letter No. 815-1 Home <sup>II</sup> (min) of 10th February 1920

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

17CF    "    "    2657    "    "    Govt of India    "    478 Wan    "    26 April 1920

" " ..... " " ..... " ..... "

191

ORDER.

No. 985, dated 12<sup>th</sup> May 1920.

Parent

Recorded.

2 The notification will be re-published in the Fort St. George Gazette.

7.

Acc District magistrates  
The Collector of Madras  
The Commr. of Police, Madras

The A. G. of Police

The S.T.G. of Police, Rys TC. ID

The Asst Inspct of Police, Shamshad Rao

The Police Port Inspecting Officer, Taticomin

The Resident in Travancore

The Special Agent, S. Arcot

The Supot, Govt Print

Copy to me {revenue & special} &   
 Copy to me {encl. Officer commanding 9th (Secd) Div}

Copy to me Consul for France, Madras  
Consul for Belgium, Madras  
American Consul, Madras  
Consul for ~~Switzerland~~, Bombay

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17



Copy to the Consul for Netherlands  
Madras  
Norway, Madras  
Sweden, Madras  
Persia, Madras  
Denmark, Madras  
Dep. Secy to Govt.

16  
175

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(True extract)

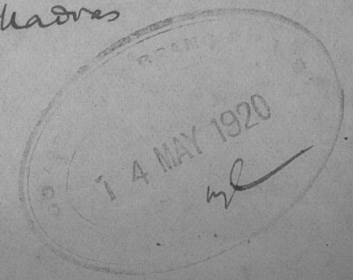
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- the Police Port Inspecting Officer, Tuticorin.
- the Resident in Travancore and Cochin.
- the Special Agent, South Arcot.
- the Superintendent, Government Press.

- Copy to the Revenue (Special) department.
- Publicity Officer.
- General Officer Commanding, 9th (Secunderabad) Division
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(with C.L.)

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GOVERNMENT BRANCH PRESS  
RECEIVED  
2  
OOTACAMUND.



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*Off for approval,  
Copy 1/6/20*

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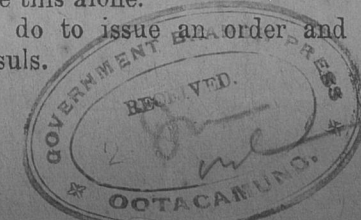
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*P. Thangarajan*



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A. R. K[NAPP]—26-4-20.

[Issued as Letter No. 2300-1, Home (Miscellaneous), dated 26th April 1920.]

[Issued as Letter No. 2300-2, Home (Miscellaneous), dated 26th April 1920.]

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HOME (MISCELLANEOUS) DEPARTMENT.

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R.R.—11-5-20.

L. D[AVIDSON]—18-5-20.

[G.O. No. 985, Home (Miscellaneous), dated 12th May 1920.]



AGENCE CONSULAIRE  
de FRANCE  
à MADRAS,  
c/o WALKER & CO.

From

The Consular Agent for France at Madras.

To

The Chief Secretary to the Govt. of Madras,

Home Department,

Secretariat,

Ootacamund,

The Nilgiris.

Sir,

I have the honour to confirm my wire of date reading as follows:-

"Kindly telegraph Dhanushkodi immediately authorising Reverend Father Vanpeene leave India for Ceylon on 16th inst."

In this connection, I beg to state that the Reverend Father Vanpeene, a French subject, called on me to-day having only just been notified that a permit was necessary. I immediately telephoned to the Chief Secretariat, Fort St. George, and was informed that nobody there was authorised to grant the necessary permit, as Government had moved to Ootacamund. I then communicated with Mr. Loftus Tottenham, the Collector of Madras, and also Mr. Pelly, the Commissioner of Police and was informed that neither of them had any authority to grant permits.

I have the honour to submit that it is extremely

Mis Ct no 2300

Madras, 15th April

1920/7.426

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Pres  
Don't print  
any more needed on  
out of 600 away with  
permits

BNA



AGENCE CONSULAIRE  
de France  
MADRAS  
M. WALKER & CO.

15th April 1920

RECEIVED

From

The Consular Agent for France at Madras.

To

The Chief Secretary to the Govt. of Madras.

Home Department,

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No. 2

11 4  
(H)

inconvenient to be obliged to communicate with Ootacamund in the  
case of French subjects requiring permits urgently, quite apart  
from the expense in telegraphing, and I have to request that you  
will be good enough to make such arrangements as are necessary to  
enable these permits to be granted by a competent authority in  
Madras, and I shall esteem it a favour if you will bring this matter  
to the notice of the Member of Council in charge of your department,  
as I consider the matter to be of the very greatest importance.

I have the honour to be,

Sir,

your most obedient servant,

*J. H. Walker*  
Consular Agent.

*Pen  
Don't print*



NOTES.

Page 5

Dep't  
12/4

Letter.

To 2300-1  
26410

The Consular Agent for France  
Madras

Paen  
Fingerprint

Rai  
26.

Sir,

With reference to your  
letter dated the 15th April  
1920 I am directed to  
inform you that the  
question of doing away  
with permits is now  
under correspondence with  
the Govt of India

SHP  
23.4.20.

26.4.20.

Letter 2300-2.

To 26410

The Secy. to the Govt of India  
Home Dept.

Sir,

I am directed to invite  
a reference to my letter  
No 815-1 Home (mis) dated  
the 15th February 1920 on

Rai  
26.

11-205

No. 2

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I have the honour to be,

Sir,

Your most obedient servant,

Consular Agent.



the question of the issue  
of permits to foreigners  
departing from Brit-  
India and to <sup>request to</sup> ~~pass~~  
that orders may be passed thereon  
~~at an early date~~  
~~at an early date~~

S.P.  
23.4.20  
23.4.20

26.4.20

ORDINARY

PRESS SLIP.

PREFERENCE

URGENT (a).

Seott. II-38-3-14.

Home (my) DEPARTMENT.

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

G.O. No. 985, dated 12th May 1920.

Issue set only sent now (b)

Number of MS. pages sent { Correspondence..... 2  
(b<sup>1</sup>)  
Notes..... 2

Brief subject..... Foreigners Ordinance 1914

| (c)<br>Number of copies required when struck<br>off (not including copies for volumes and<br>editors' tabulations are retained in the Press). | E. T. copies to<br>supply requisitions for<br>purchase by the<br>public. | Complete<br>correspondence<br>and orders. | Notes. |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------|--------|
| FOR RECORD.*                                                                                                                                  |                                                                          |                                           |        |
| Madras Records ...                                                                                                                            | 4                                                                        |                                           |        |
| Ooty Records ...                                                                                                                              |                                                                          |                                           |        |
| For filing with original                                                                                                                      |                                                                          |                                           |        |
| Total ..                                                                                                                                      |                                                                          |                                           |        |

FOR ISSUE.†

|                                      | Letter only. | Complete<br>G.O. | (b)<br>Special issue copies<br>of G.O. |         | Notes. |
|--------------------------------------|--------------|------------------|----------------------------------------|---------|--------|
|                                      |              |                  | No.                                    | Papers. |        |
| Signature copies .....               |              | 50               |                                        |         |        |
| 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. All Oms                         |              | 160              |                                        |         |        |
| The. Com. Madras                     |              | 3                |                                        |         |        |
| The. Comm. of P.W.D.                 |              | 4                |                                        |         |        |
| The. D.T.G. P.W.D.                   |              | 4                |                                        |         |        |
| The. D.L. P.W.D.                     |              | 4                |                                        |         |        |
| The. Res. in Trav. & Cochi           |              | 4                |                                        |         |        |
| The. ....                            |              |                  |                                        |         |        |
| The. Extras                          |              | 58               |                                        |         |        |
| The. ....                            |              |                  |                                        |         |        |
| The. ....                            |              |                  |                                        |         |        |
| The. ....                            |              |                  |                                        |         |        |
| The. ....                            |              |                  |                                        |         |        |
| The. ....                            |              |                  |                                        |         |        |
| The. ....                            |              |                  |                                        |         |        |
| The. ....                            |              |                  |                                        |         |        |
| Total ..                             |              | 280              |                                        |         |        |

\* Copies distributed on ..... (Press Clerk).

† Copies distributed on ..... (Press Despatcher).

† To be initialled and dated.

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 discre-  
tion 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<sup>1</sup>) 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 Superin-  
tendent 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.



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.

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. the record set

Referencer.  
Clerk.

Supdt.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

| Diary.                                                                                            |                     |        |                  | Initials of<br>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<br>copies. | Notes. | Issue<br>copies. | Special<br>E.T. edition       |
| Supplied to Secretariat for Record.....                                                           |                     |        |                  |                               |
| "        "        "    Issue.....                                                                 |                     |        |                  |                               |
| "        "        "    for Extra E.T.<br>copies to supply requisitions for sale to<br>the public. |                     |        |                  | 4                             |
| For Volumes.....                                                                                  |                     |        |                  |                               |
| For supply to newspapers and institutions<br>admitted to the privileges of the E.T.               |                     |        |                  |                               |
| Total ...                                                                                         |                     |        |                  |                               |

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Seott. II-38-3-14.

Home Affairs DEPARTMENT.

INSTRUCTIONS FOR THE SECRETARIAT.

Current No. ...., dated ..... 191 2  
G.O. No. 985, dated 12 May 1920.

Number of MS. pages sent { Correspondence. (b)  
(b<sup>1</sup>)  
Notes.....

Brief subject.

Foreigner's Ordinance 1914

| (a) 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                                                               | 20                                  | 20     |
| Ooty Records ...                                                                                                                     |                                                                 | 3                                   | 3      |
| For filing with original                                                                                                             |                                                                 | 1                                   | 1      |
| Total ..                                                                                                                             |                                                                 | 24                                  | 24     |

FOR ISSUE.†

Signature copies.

| Letter only.                        | Complete G.O. | Special issue copies of G.O. | Notes. |
|-------------------------------------|---------------|------------------------------|--------|
| No.                                 | Papers.       |                              |        |
| 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

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| The.....  |  |  |  |
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| The.....  |  |  |  |
| The.....  |  |  |  |
| The.....  |  |  |  |
| Total ... |  |  |  |

(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<sup>1</sup>) 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, ~~MA~~ ~~LA~~ ~~AS~~ 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.

*matter already in type partly*

Type may be released after usual interval at once.

Type may be released after usual interval.

Referencer.  
Clerk.

Referencer.  
Clerk.

Referencer.  
Clerk.

*20.5.20*

Supdt.

Supdt.

Supdt.

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 ...                                                                        |                  |        |               |                       |