

Government of Madras

HOME DEPARTMENT (MISCELLANEOUS)

G.O. No. 99, 25th January 1921

Passport

The Straits Settlements and the Federated Malay States—British Indian subjects —
exempted.

BACK PAPERS.

1,000—27-9-20

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.

Government of Madras

HOME DEPARTMENT (MISCELLANEOUS)

G.O. No. 99, 25th January 1921

Passport

The Straits Settlements and the Federated Malay States—British Indian subjects — exempted.

READ—the following papers :—

I

G.O. No. 493, Public, dated 26th April 1917.

ABSTRACT.—Issuing certain orders in pursuance of the Defence of India (Passport) Rules, 1917.

II

G.O. No. 1255, Home (Miscellaneous), dated 28th July 1920.

ABSTRACT.—General Passport Regulations (1920) of the Government of the Straits Settlements—communicated.

III

Telegram—from the Colonial Secretary, Singapore.
To—the Chief Secretary to the Government of Madras.
Dated—the 12th November 1920.
No.—895.

British Indian subjects entering or leaving Colony now do not require passports under local Regulations.

IV

Telegram—from the Secretary to the Government of Madras, Home (Miscellaneous) Department.
To—the Colonial Secretary, Singapore.
Dated—Fort St. George, the 25th November 1920.
No.—5242.

Reference your telegram [No. 895 dated the] 12th instant. Please wire whether [the] abolition of passports extends to [the] Federated Malay States also.

V

Telegram—from the Colonial Secretary, Singapore.
To—the Secretary to the Government of Madras, Home (Miscellaneous) Department.
Dated—the 29th November 1920.

Your telegram dated 25th November. My reply is affirmative.

VI

Telegram—from the Secretary to the Government of Madras, Home (Miscellaneous) Department.
To—the Secretary to the Government of India in the Foreign and Political Department.
Dated—Fort St. George, the 3rd December 1920.
No.—5608.

Please refer [to] Mr. Fitze's demi-official [No.] 2931-G., [dated] 12th December 1919. Straits Government have now ruled that British Indian subjects do not require passports for entering or leaving [the] Colony. Under Defence of India Passport Rules, bona fide labourers [are] already exempted. Will Government of India now exempt from taking passports so far as exit from or entry to India is concerned British Indian subjects proceeding to or coming from [the] Straits Settlements. Otherwise Straits Government notification ineffective.

VII

Letter—from C. B. N. PELLY, Esq., B.A., Commissioner of Police, Madras.
To—the Secretary to Government, Home (Miscellaneous) Department.
Dated—the 7th December 1920.
No.—R.C. 1093-Genl.

I have the honour to bring to the notice of Government that on the arrival of SS. "Tara" from Singapore on Sunday the 21st ultimo, a number of Indian second-class passengers are reported to have arrived without passports and that some of them had the following endorsement on their passports:—

"No endorsement is necessary on passports of Indians proceeding to India from the Straits Settlements."

I request that Government may be pleased to inform me if any orders have been issued on the subject.

VIII

Memorandum No. 5242-3, Home (Miscellaneous), dated 11th December 1920.

With reference to his letter R.C. No. 1093/G1., dated 7th December 1920, the Commissioner of Police, Madras, is informed that the question of exempting British Indian subjects travelling to and from the Straits Settlements and the Federated Malay States from taking out passports is under the consideration of the Government. Pending final orders he is requested to permit such persons to land without passports.

(By order)

J. A. DEROZARIO,
Under Secretary to Government.

To the Commissioner of Police, Madras.

IX

Telegram—from the Secretary to the Government of India in the Foreign and Political Department.
To—the Secretary to the Government of Madras, Home (Miscellaneous) Department.
Dated—Delhi, the 11th December 1920.
No.—2423-G.

Your telegram 5608 December 9th. Question of exemption is under consideration here and orders will issue shortly. Meanwhile Local Government may exempt classes or individuals at discretion under Rule 4. Defence of India Passport Rules.

X

Memorandum No. 5242-4, Home (Miscellaneous), dated 13th December 1920.

The question of exempting British Indian subjects travelling to and from the Straits Settlements and the Federated Malay States from taking out passports is under the consideration of the Government. Pending final orders, the officers concerned are requested to permit the landing of such persons without passports.

(By order)

J. A. DEROZARIO,
Under Secretary to Government.

To the District Magistrates of Anjengo, South Arcot, Chingleput, Ganjam, Godavari, Guntur, South Kanara, Kistna, Malabar, Nellore, Ramnad, Tanjore, Tinnevely and Vizagapatam.
Copy to the Inspector-General of Police.
" Revenue (Special) (Marine) Department.

XI

Telegram—from the Government of India in the Foreign and Political Department.
To—the Secretary to the Government of Madras, Home (Miscellaneous) Department.
Dated—Delhi, the 19th January 1921.
No.—90-G.

Reference correspondence ending with your telegram 5608 of 11th January 1921. Orders have issued under Rule 4 of Defence of India Passport Rules exempting all Indians travelling between India and the Federated Malay States and Singapore from the operation of rule 3 of the said rules.

XII

Memorandum—from the Secretary to the Government of India in the Foreign and Political Department.
To—the Secretary to the Government of Madras, Home (Miscellaneous) Department.
Dated—Delhi, the 19th January 1921.
No.—89-G.

Reference correspondence ending with my telegram No. 90-G of to-day's date.

2. Under Rule 4 of the Defence of India (Passport) Rules, 1917, the Governor-General in Council has been pleased to exempt by order in writing all Indians travelling between India and the Federated Malay States and Singapore from the operation of rule 3 of the said rules.

Order—No. 99, Home (Miscellaneous), dated 25th January 1921.

Communicated to the Collector of Madras, the District Magistrates of South Arcot, Madura, Ramnad, Tanjore, Tinnevely and Malabar and the Resident in Travancore and Cochin who are requested to discontinue the issue of passports to British Indian subjects travelling to the Straits Settlements and the Federated Malay States.

2. The following press communiqué will be issued:—

PRESS COMMUNIQUE.

Under the recent regulations of the Government of the Straits Settlements, British Indian subjects entering or leaving the Colony do not require passports. Under Rule 4 of the Defence of India (Passport) Rules, 1917, the Governor-General in Council has accordingly been pleased to exempt by order in writing all Indians travelling between India and the Federated Malay States and Singapore from the operation of rule 3 of the said rules requiring the possession of passports. British Indian subjects who proceed to these places merely to tranship there for other destinations are however warned to take out passports for their ultimate destination before embarking from British India.

(By order of the Governor in Council)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Collector of Madras.
" the District Magistrates of South Arcot, Madura, Ramnad, Tanjore, Tinnevely and Malabar.
" the Resident in Travancore and Cochin.
" all other District Magistrates.
" the Commissioner of Police, Madras.
" the Political Agents, Pudukkottai, Sandur and Banganapalle.
" the Revenue (Special) Department.
" the Public (War) Department.
" the Publicity Officer.
" the Superintendent, Government Press.
" the Hon'ble Khan Bahadur A. K. G. Ahmad Tambi Marakkayar (with C.L.).
" the Inspector-General of Police.
" the Deputy Inspector-General of Police, Railways and Criminal Investigation Department.
" the Accountant-General.
" other Departments of the Secretariat.

HOME (MISCELLANEOUS) DEPARTMENT.

NOTES CONNECTED WITH G.O. No. 99, HOME (MISCELLANEOUS),
DATED 25TH JANUARY 1921

[SUBJECT.—*Passports.*]

Telegram from the Colonial Secretary, Singapore.

REVENUE (SPECIAL) DEPARTMENT.

As the question of passports is dealt with in Home (Miscellaneous), the file may be transferred u.o. to that department.

K. NAGESWARA RAO—18-11-20.

HOME (MISCELLANEOUS) DEPARTMENT.

From the Colonial Secretary of the Straits Settlements, Telegram No. 895, dated 12th November 1920.

Please verify this presumption by tele-graphic enquiry before issuing the proposed order. We can't risk mistakes.

L. D[AVIDSON]—23-11-20.

It is presumed that the exemption applies *mutatis mutandis* to British Indian subjects travelling to the Federated Malay States also. A draft order is submitted for approval. It may be placed on the Editors' table.

C.P.G.—22-11-20.

S.A.—22-11-20.

J. A. DE ROZARIO—23-11-20.

R. RAMACHANDRA RAO—23-11-20.

Telegraph.

R.R.—24-11-20.

With reference to Secretary's instructions above, the following draft telegram is submitted for approval:—

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

To—the Colonial Secretary, Singapore.

No.—5242, dated 25th November 1920.

Reference your telegram 12th instant. Please wire whether [the] abolition of passports extends to Federated Malay States also.

2. Attention is however solicited to the Straits Settlements Passport Regulations (1920) printed in G.O. No. 1017, Home (Miscellaneous), dated 25th May 1920. It will be seen that the Regulations issued by the Governor of the Straits Settlements apply to the Malay Peninsula as a whole and that these Regulations do not apply for the journey between the Straits Settlements and the Federated Malay States [vide paragraphs 1 and 2 of the General Passport Regulations and paragraph 2 of the Passport Regulations (Indians), 1920]. No separate passport regulations are being received for the Federated Malay States. The Governor of the Straits Settlements is ex-officio, His Majesty's High Commissioner for the Federated Malay States. It is therefore submitted for consideration if in these circumstances, the telegram should issue.

C.P.G.—25-11-20. S.A.—25-11-20.

It may issue—to make assurance doubly sure.

J. A. DEROZARIO—25-11-20.

Issue.

R. RAMACHANDRA RAO—25-11-20.

[Telegram to the Colonial Secretary, Straits Settlements, No. 5242, dated 25th November 1920.]

From the Colonial Secretary, Straits Settlements, Telegram No. 239, dated 29th November 1920.

The draft order may be recirculated to the Honourable Member.

C.P.G.—1-12-20. S.A.—1-12-20.

J.A.DER.—1-12-20.

R.R.—1-12-20.

But before doing the above, telegraph to India.

R.R.—3-12-20.

Draft telegram submitted for approval.

J.A.DER.—3-12-20.

R.R.—3-12-20.

[Telegram to the Government of India, Foreign and Political Department, No. 5242, dated 3rd December 1920.]

From the Commissioner of Police, R.C. No. 1093/Gl., dated 7th December 1920.

Please see the Commissioner's letter. The persons who are already landing without passports are liable to the penalties mentioned in Rule 5, unless exempted under Rule 4 of the Defence of India (Passport) Rules, 1917—vide G.O. No. 493, Public, dated 26th April 1917. The Government of India have not yet replied to our telegram. The following draft reminder is submitted for approval:—

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

*To—the Government of India, Foreign and Political Department.
No.—5242, dated 25th November 1920.*

Reference my telegram [No.] 5242, dated 3rd December. Exemption of British Indian subjects from taking passports by [the] Straits Government. Persons from that Colony already arriving without passports in contravention of Defence of India Passport Rules 1917. Please telegraph instructions.

C.P.G.—9-12-20. S.A.—9-12-20.

J.A.DER.—9-12-20.

Tell Commissioner to permit landing, etc., pending orders.

R.R.—11-12-20.

With reference to Secretary's instructions, a draft memorandum to the Commissioner of Police is submitted for approval.

C.P.G.—11-12-20. S.A.—11-12-20.

J.A.DER.—11-12-20.

[Telegram to the Government of India, Foreign and Political Department, No. 5242, dated 3rd December 1920.]

From the Government of India, Foreign and Political Department, Telegram No. 2439, dated 11th December 1920.

A draft memorandum to the officers concerned to permit the entry without passports of British Indian subjects travelling from the Straits Settlements and the Federated Malay States, is submitted for approval. The reply to the Hon'ble Mr. Marakkayar may lie over till the removal of the restrictions can be announced.

C.P.G.—13-12-20. S.A.—13-12-20.

J.A.DER.—13-12-20.

From the Government of India, Foreign and Political Department, Telegram No. 90-G., dated 19th January 1921.

For orders whether the orders from the Government of India may be awaited before final action is taken in this matter.

C.P.G.—20-1-21.

They will probably come in a day or two.

J. A. DEROZARIO—20-1-21.

Put up on 25th.

R. RAMACHANDRA RAO—20-1-21.

From the Government of India, Foreign and Political Department, Memorandum No. 89-G., dated 19th January 1921.

A draft order is submitted for approval. It may, after approval, be issued in manuscript to avoid delay.

C.P.G.—24-1-21. S.A.—24-1-21.

J.A.DER.—24-1-21.

R.R.—24-1-21.

[G.O. No. 99, Home (Miscellaneous), dated 25th January 1921.]

Passports - the Straits Settlements and the Federated Malay States
British Indian Subjects - Exempted.

READ AGAIN G.O. No. 493 (mb), dated

1255 Home (Mig)

[illegible]

READ ALSO:—

C. No. 5242, ^{Telipam} From the col. sec. S.S., No. 895, dated 12. 11 1920

To ~~the~~ Govt. of India FRP Dept. File No. 5608 3.12.1920

360 From " " " " Memo No. 84-5 " " " " 19-1-1992 192

ORDER.

Press.

No. 99, dated 25 1921

Communicated to the Collector of
Madras, the District Magistrate of
South Arcot, Madurai, Ramanathapuram,
Tanjore, Trinnevelly and Malabar and the
Resident, in Travancore and Cochin
who are requested to discontinue the
issue of Passports to British Indian
subjects travelling to the Straits
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States.

2. The following press Communiqué will be issued :

Press Communiqué

Under the recent regulations
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Recd

leaving the Colony do not require passports. Under Rule 4 of the Defence of India (Passport) Rules 1917, the Govt. of India in Council has ^{accordingly} been pleased to exempt by order in writing all Indians travelling between India and the Federated Malay States and Singapore from the operation of Rule 3 of the said Rules requiring the possession of passports. British Indian subjects who proceed to these places merely to tranship there for other destinations are however warned to take out passports for their ultimate destination before embarking from British India.

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24/1/21

DESPATCHED
2/3-MAR-1921

15th Sep.
25.1.21
Rai
25/1/21

- To the Col. of Madras.
- ✓ " D.M. of South West, Malabar, Kannur
 - ✓ " Tanjore, Trichinopoly & Malabar.
 - ✓ " R.T.C.
 - ✓ " AU other D.M.
 - ✓ " Com. of Police, Madras.
 - ✓ " P.M. Agent, Rindikottai, sandw
 - ✓ " Bangalore alle.
 - ✓ Rev (SPL) Dept.
 - ✓ Rev (SPL) (war) Dept.
 - ✓ Sub. Officer
 - ✓ S. G. P.
- DESPATCHED
27 JAN 1921
- Home Khan Bahadur A.K.G. Khimchand
Maricail (unlabeled)
- P.S. Officer
D.I.S. Officer Rys. P.C.I.D.
A.G.V. (in print)
Other departments of the Sect. (in print)

Government of Madras

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Telegram—from the Secretary to the Government of Madras, Home (Miscellaneous) Department.
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Letter—from C. B. N. PELL, Esq., B.A., Commissioner of Police, Madras.
To—the Secretary to Government, Home (Miscellaneous) Department.
Dated—the 7th December 1920.
No.—R.C. 1093-Genl.

I have the honour to bring to the notice of Government that on the arrival of SS. "Tara" from Singapore on Sunday the 21st ultimo, a number of Indian second-class passengers are reported to have arrived without passports and that some of them had the following endorsement on their passports:—

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I request that Government may be pleased to inform me if any orders have been issued on the subject.

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(By order)

J. A. DE ROZARIO,
Under Secretary to Government.

To the Commissioner of Police, Madras.

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Dated—Delhi, the 11th December 1920.
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Under Secretary to Government.

To the District Magistrates of Anjengo, South Arcot, Chingleput, Ganjam, Godavari, Guntur, South Kanara, Kistna, Malabar, Nellore, Ramnad, Tanjore, Tinnevely and Vizagapatam.

Copy to the Inspector-General of Police.
Revenue (Special) (Marine) Department.

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Telegram—from the Government of India in the Foreign and Political Department.
To—the Secretary to the Government of Madras, Home (Miscellaneous) Department.
Dated—Delhi, the 19th January 1921.
No.—90-G.

Reference correspondence ending with your telegram 5608 of 11th January 1921. Orders have issued under Rule 4 of Defence of India Passport Rules exempting all Indians travelling between India and the Federated Malay States and Singapore from the operation of rule 3 of the said rules.

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Memorandum—from the Secretary to the Government of India in the Foreign and Political Department.
To—the Secretary to the Government of Madras, Home (Miscellaneous) Department.
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(By order of the Governor in Council)

R. RAMACHANDRA RAO,
Secretary to Government.

To the Collector of Madras.
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"all other District Magistrates.
"the Commissioner of Police, Madras.
"the Political Agents, Pudukkottai, Sandur and Banganapalle.
"the Revenue (Special) Department.
"the Public (War) Department.
"the Publicity Officer.
"the Superintendent, Government Press.
"the Hon'ble Khan Bahadur A. K. G. Ahmad Tambi Marakkayar (with C.L.).
"the Inspector-General of Police.
"the Deputy Inspector-General of Police, Railways and Criminal Investigation Department.
"the Accountant-General.
"other Departments of the Secretariat.

Forwarded to the

(By order)

Senior Superintendent,
Home Department.

3/2/21
HOME (MISCELLANEOUS) DEPARTMENT.
NOTES CONNECTED WITH G.O. No. 99, HOME (MISCELLANEOUS),
DATED 25TH JANUARY 1921

[SUBJECT.—Passports.]

Telegram from the Colonial Secretary, Singapore.

REVENUE (SPECIAL) DEPARTMENT.

As the question of passports is dealt with in Home (Miscellaneous), the file may be transferred u.o. to that department.

K. NAGESWARA RAO—18-11-20.

HOME (MISCELLANEOUS) DEPARTMENT.

From the Colonial Secretary of Straits Settlements, Telegram No. 895, dated 12th November 1920.

Please verify this presumption by telegraphic enquiry before issuing the proposed order. We can't risk mistakes.

L. D[AVIDSON]—23-11-20.

It is presumed that the exemption applies *mutatis mutandis* to British Indian subjects travelling to the Federated Malay States also. A draft order is submitted for approval. It may be placed on the Editors' table.

C.P.G.—22-11-20.

S.A.—22-11-20.

R. RAMACHANDRA RAO—23-11-20.

J. A. DE ROZARIO—23-11-20.

Telegraph.

R.R.—24-11-20.

With reference to Secretary's instructions above, the following draft telegram is submitted for approval:—

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

To—the Colonial Secretary, Singapore.
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Reference your telegram 12th instant. Please wire whether [the] abolition of passports extends to Federated Malay States also.

2. Attention is however solicited to the Straits Settlements Passport Regulations (1920) printed in G.O. No. 1017, Home (Miscellaneous), dated 25th May 1920. It will be seen that the Regulations issued by the Governor of the Straits Settlements apply to the Malay Peninsula as a whole and that these Regulations do not apply for the journey between the Straits Settlements and the Federated Malay States [vide paragraphs 1 and 2 of the General Passport Regulations and paragraph 2 of the Passport Regulations (Indians), 1920.] No separate passport regulations are being received for the Federated Malay States. The Governor of the Straits Settlements is ex-officio, His Majesty's High Commissioner for the Federated Malay States. It is therefore submitted for consideration if in the circumstances, the telegram should issue.

C.P.G.—25-11-20. S.A.—25-11-20.

It may issue—to make assurance doubly sure.

J.A.D.R.—25-11-20.

Issue.

R.R.—25-11-20.

[Telegram to the Colonial Secretary, Straits Settlements, No. 5242, dated 25th November 1920].

From the Colonial Secretary Straits Settlements, Telegram No. 239, dated 29th November 1920.

The draft order may be recirculated to the Honourable Member.

C.P.G.—1-12-20. S.A.—1-12-20.

J.A.D.R.—1-12-20.

R. RAMACHANDRA RAO—1-12-20.

NOTES TO G.O. No. 99, HOME (MISCELLANEOUS), 25TH JANUARY 1921

But before doing the above, telegraph to India.

R. RAMACHANDRA RAO—3-12-20.

Draft telegram submitted for approval.

J. A. DE ROZARIO—3-12-20.

R.R.—3-12-20.

[Telegram to the Government of India, Foreign and Political Department, No. 5242, dated 3rd December 1920].

From the Commissioner of Police, R.C. No. 1093/91, dated 7th December 1920.

Please see the Commissioner's letter—page 4, current file. The persons who are already landing without passports are liable to the penalties mentioned in Rule 5, unless exempted under Rule 4 of the Defence of India (Passport) Rules, 1917—vide G.O. No. 493, Public, dated 26th April 1917. The Government of India have not yet replied our telegram. The following draft reminder is submitted for approval:—

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Secretary's remarks in a separate slip on perusal of file.

C.P.G.—9-12-20. S.A.—9-12-20.

J.A. DE R.—9-12-20.

Tell Commissioner to permit landing, etc., pending orders.

R.R.—11-12-20.

With reference to Secretary's instructions, a draft memorandum to the Commissioner of Police, is submitted for approval.

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From the Government of India, Foreign and Political Department, Telegram No. 90-9, dated 19th January 1921.

For orders whether the orders from the Government of India may be awaited before final action is taken in this matter.

C.P.G.—20-1-21.

They will probably come in a day or two.

J.A. DE R.—20-1-21.

Put up on 25th.

R.R.—20-1-21.

From the Government of India, Foreign and Political Department, Memorandum No. 89-9, dated 19th January 1921.

A draft order is submitted for approval. It may, after approval, be issued in manuscript to avoid delay.

C.P.G.—24-1-21. S.A.—24-1-21.

J.A. DE R.—24-1-21.

R.R.—24-1-21.

[G.O. No. 99, Home (Miscellaneous), dated 25th January 1921.]

Press Please carry out the
conclusions pointed out and
strike off

OK
3-2-21

Misc. C.N. 5627
13.12.20 11 C. 5242

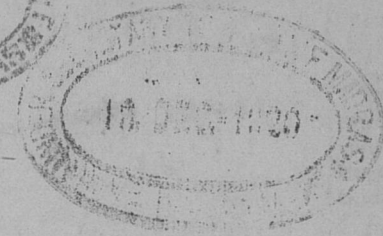


COLONIAL SECRETARY'S OFFICE,

SINGAPORE.

30th November, 1920.

No. 11875/1920.



The Colonial Secretary of the Straits Settlements has the honour to advise

despatch of the following telegram on the 29th November, 1920,

addressed to Madras Home, Madras, (as decoded).

"With reference to your telegram dated 25th November
number 5242 reply is affirmative."

But put

The Secretary to the
Government of Madras,
Home Department,
Fort St. George,
MADRAS.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

Seott. II-38-2-15.

Home (Mis) DEPARTMENT.

Current No., dated..... 191

G.O. No. 99., dated 25. 1. 1921.

Number of MS. pages sent {
 (b) Correspondence 13+1
 (b¹) Notes 6

Brief subject. *Passports - Singapore + Malay states - Exemption from Indian subjects*

(c) 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 ...		4	4
For filing with original ...		1	1
Total ..		25	25

FOR ISSUE.†

Signature copies

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 <i>spec. copies to</i>			
The <i>Addressees in</i>			
The <i>Circulars & Scales</i>			
The <i>Exchanges</i>			
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The			
Total ..	1000		

* 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 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.

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.	Type may be released after usual interval.	Type may be released after usual interval.
..... 27-1-21 Clerk.	 Clerk.	 Clerk.
..... 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.....	16/2/21
Final copies supplied on.....	42

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 ...				