

P. W. C. No. 2309

Govt. of (1882) Madras.

PUBLIC.

B. No. 936 W. of 15th April/82

Recorded.

AM

To W 12/4/82

These remarks
do not apply to the
Public Works Secretariat,
where the matter
to be printed is
carefully scrutinized.

RS.
12/4

Recd. 14th April/82

Memo., dated 30th March 1882, No. 195.

B. No. 936 W. dated 15th
April 1882

Printing.—Forwarding rules drawn up in the
Chief Secretary's Office regarding the printing of
official papers.

Entd. in Receipt Book.
with order.

OL 4-4

12/4

GOVERNMENT OF MADRAS.
PUBLIC DEPARTMENT.

READ—again the following Paragraphs 8 and 9 of G.O., dated 30th September 1879,
No. 1453, Public.

* * *
Para. 8. His Grace in Council observes that at present the duty of deciding what documents should be printed appears to devolve on no particular individual in an office, and consequently no efficient or systematic check on unnecessary printing is maintained. He accordingly desires that all Heads of Departments and Offices make special arrangements for checking the papers sent to the Press. It will also be the duty of the Superintendent of the Government Press, through the Supervisor, to bring to the notice of the Head of a Department any instance in which it appears to him that papers have been unnecessarily sent to be printed and let the paper lie over until a reply is received.

9. Every effort must be made to bring the printing charges within the budget allotment; meanwhile the Accountant-General will continue to pass the monthly list as usual.

MEMORANDUM—dated 30th March 1882, No. 195, Public.

The following rules have been drawn up in the Chief Secretary's office in accordance with the above G.O., and are herewith forwarded to other Secretariat offices for information :—

Extract from Office Rules.

The following papers go on the Press Series:—(a) Disposals or other papers which will frequently be required for reference and of which it is inconvenient to have only one manuscript copy, (b) papers to be communicated to four persons or more, (c) papers involving an unusual amount of copying, (d) important disposals on subjects for which a printed stock-file is kept, (e) disposals issued to another office printing with the Government Press, where it is evident that such office must on receipt print the paper.

Quater
A Chief Secretary.

Exd. T. O'Connor.

L. M. P. D.