

Number of page: 8

Date of receipt: 26.2.67

Index of Reference: 4

M.R.O. 1-22,400-22-11-80

MADRAS RECORD OFFICE.

Government of Madras.

Public DEPARTMENT.

G.O. No.

651

Press

~~Mis.~~

Dated

24-5-1970

Not to be folded or roughly handled

*Proceedings of the Madras Government, Public Department,
24th May 1870.*

No. 103. Read the following letter from the Officiating Secretary to the Government of India, Financial Department, to the Superintendent of Government Printing, Calcutta, dated Simla, 11th May 1870, No. 206:—

Expenditure.—Stationery, Printing, &c.]

With reference to Notification, No. 1281, dated 22nd February 1870, I am

* Pension claim of Anand Rai Gobind Rai. directed to call your attention to the tabular printing* at page 87 of the Volume of Proceedings of the Govern-

ment of India in this Department for March.

2. It appears to the Governor-General in Council that the expense of setting up this table might have been, with a slight exercise of intelligence, saved, the contents of the table being printed consecutively as ordinary letter press.

3. You are requested in this and in every department to avoid the expense of tabular printing, wherever it may be possible to do so. Returns are frequently prescribed in tabular form as a convenient mode of explaining what information is wanted, but it does not at all follow that it is necessary to incur the expense of printing the information which they contain in tables. It may usually be set up with all needful clearness, and much more cheaply, without preserving the tabular form. Thus, the pension claim referred to in paragraph 1 might have been printed as follows:—

Name, Anand Rai Gobind Rai. Caste, Nagar Brahmin. Residence, Ahmedabad, Zillah Ahmedabad. Offices held and salaries drawn. From 8th May 1839 to 30th April 1845,—5 years, 11 months, and 24 days,—Tallattee at Dhollera; salary Rupees 10-8 a month; and so on. Break in service, none. Person, complexion light brown, &c., &c. Average monthly pay during last five years of service, Rupees 228-5. Proposed amount of pension, Rupees 114-2-6, payable at Ahmedabad Treasury. Grounds of application, completion of more than 30 years' service, and failing sight. Remarks by the head of the office, character uniformly good. Dated, Collector's Office, Shikarpore, 25th August 1869. Signed, L. Dunsterville, Major, Collector of Shikarpore.

4. All future pension claims should be printed in the Proceedings of this department in the above form, and in the same way all tabular printing received, should, whenever possible, be converted into letter press. With a little intelligence this may, almost always, be most easily done.

Copy to the several Departments of the Government of India, and to all Local Governments and Administrations, with the request that the means described in these instructions for avoiding the expense of tabular printing be used whenever possible.

By order, &c.,
(Signed) G. H. M. BATTEN,
Under Secy. to the Govt. of India.

To the Government of Madras.

No. 104. ORDER THEREON, 24th May 1870, No. 651.

Communicated to the Supervisor of the Government Press for information and guidance.

(True Extract.)

R. S. ELLIS,
Chief Secretary.

To the Supervisor of the Government Press.

No. 206.
GOVERNMENT OF INDIA.
FINANCIAL DEPARTMENT.

EXPENDITURE.
Stationery, Printing, &c.

To
THE SUPERINTENDENT OF GOVERNMENT PRINTING,
CALCUTTA.

SIMLA, THE 11th MAY 1870.

SIR,

WITH reference to Notification No. 1281, dated 22nd February 1870, I am directed to call your attention to the Pension claim of Anand Rai Gobind Rai. Tabular printing* at page 87 of the Volume of Proceedings of the Government of India in this Department for March.

2. It appears to the Governor General in Council that the expense of setting up this Table might have been, with a slight exercise of intelligence, saved, the contents of the Table being printed consecutively as ordinary letter press.

3. You are requested in this and in every Department to avoid the expense of Tabular printing, wherever it may be possible to do so. Returns are frequently prescribed in Tabular form as a convenient mode of explaining what information is wanted, but it does not at all follow that it is necessary to incur the expense of printing the information which they contain in Tables. It may usually be set up with all needful clearness, and much more cheaply, without preserving the Tabular Form. Thus, the pension claim referred to in paragraph 1 might have been printed as follows:—

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RECEIVED
11th May 1870
THE SUPERINTENDENT OF THE
GOVERNMENT PRINTING
CALCUTTA.
Dated May, 24th.
Recd.
O. O., 24th May 1870, No. 651.
1870, 20th May 1870.
For notification letter from the Government
India, directing that tabular printing should
whenever possible be avoided, and that the
contents of the table should be printed consecutively
as ordinary letter press.

Public 1870-1871
From
GOVERNMENT OF INDIA.
FINANCIAL DEPARTMENT.

EXPENDITURE.
Stationery, Printing, &c.

To
THE SUPDT. OF GOVT. PRINTING,
CALCUTTA.

No. 206.
Dated Simla, 11 May 1870.
Received, 20

No 875-

Directing that Tabular
Printing, should, whenever
possible, be converted
into letter Press

With an order

4. All future pension claims should be printed in the Proceedings of this Department in the above form, and in the same way all Tabular printing received, should, whenever possible, be converted into letter press. With a little intelligence this may almost always be most easily done.

I have the honor to be,
SIR,
Your most obedient Servant,

R. B. CHAPMAN,
Offg. Secy. to the Govt. of India.

Copv to the several Departments of the Government of India, and to all Local Governments and Administrations, with the request that the means described in these instructions for avoiding the expense of Tabular printing be used whenever possible.

By Order, &c.,

R. B. Chapman
Under Secy. to the Govt. of India.

The Government of Madras

Recd 21 May 70

27 May 70

*No 651 of 24 May 1870.
Communicated to the Information
Office for the Information
of the Government*

Chief Secretary

26-1172

Govt. of (1870) Indiana.

Public

To
The Sup. Gov. Press.

Date: May. 24.

Encl.

Encl.

G. O. 24 May. 1870, No. 657

Nos. 103. 104.

Couns. of. Letter from the Gov.
of Indiana directing that Tabular
printing, should whenever
possible, be avoided so that
the contents of the table should
be printed consecutively
in columns.