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Encl.

G.O., 10th September 1895, No. 679.

SEPTEMBER.

Printing of Forms.

Passing orders in regard to the printing at the Government Press of forms required by Collectors, the Agents to the Governor, Ganjam and Vizagapatam, and the Government Agent, Gôdâvari; and requesting the Hon'ble the Judges of the High Court to issue the necessary orders to the officers concerned, if they see no objection to the suggestion of the Superintendent, Government Press, as regards the scrutiny and printing of forms required by District and Sessions Judges and Subordinate Judges being undertaken by the Stationery Office and the Government Press.

WITH ORDER

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GOVERNMENT OF MADRAS.
FINANCIAL DEPARTMENT.

READ—again the following papers:—

G.O., dated 4th December 1890, Nos. 908, 909, Financial.

ABSTRACT.—Passing orders on the subject of economising the expenditure of stationery in public offices in the Presidency, and informing the Government of India that the matter of the large consumption of quills has already attracted attention.

G.O., dated 28th July 1891, Nos. 653, 653-A., Financial.

ABSTRACT.—Approving the proposal of the Superintendent of Stationery regarding the printing and supplying of forms; the Revenue Department to issue the necessary orders regarding submission of indents for forms required in 1892-93 by six selected Tamil Collectorates, and seeing no necessity for altering the present scale of issue of pencils.

G.O., dated 3rd August 1891, No. 657, Public.

ABSTRACT.—Considering the report on the trial of the scheme for the supply of the Civil Procedure Code forms by the Superintendent, Government Press, satisfactory; sanctioning Rs. 175 being added to the Press budget; and remitting to the High Court, for opinion, the question of having in hand only one year's stock of forms.

G.O., dated 17th June 1893, No. 471, Public.

ABSTRACT.—Passing orders regarding the supply of forms required for use in the various Magisterial Courts of the Presidency.

READ—also the following paper:—

Office-note from R. HILL, Esq., Superintendent, Government Press, to the Chief Secretary to Government, dated Madras, 21st August 1895, No. 2082.

With reference to paragraph 1 of G.O., dated 28th July 1891, No. 653, Financial, the Superintendent, Government Press, submits that the system proposed in paragraphs 1 and 2 in the Superintendent of Stationery's letter in that Government Order are in force and that the indents from nineteen Collectorates for Revenue and Magisterial forms are under scrutiny by the Superintendent of Stationery. The Collector of Madras sends his forms direct to the Government Press for printing, and the Collectors of Ganjám and South Canara have still to send their indents through the Superintendent of Stationery for scrutiny and printing at the Penitentiary Branch Press.

2. It is submitted that each Collector should send to the undersigned a list with sample forms of all miscellaneous and job work printed in each District Press, to see if these forms should not be included in the annual indent and be printed at the Penitentiary Branch, leaving only the few special and urgent forms to be undertaken by the District Press in addition to the local Gazette.

W.O.

3. The Superintendent submits that the time has arrived when the Superintendent of Stationery should undertake the scrutiny of all forms printed by the District and Session Judges, by the Subordinate Judges and by the three Agents to the Governor in Agency tracts and their work be printed at the Penitentiary Branch. The quantity of job work received from some of the Sessions Judges is very small, and it is not known how much each Judge prints at the District Press. This proposal does not ask for the printing of the Sessions judgments which are printed locally by arrangement and at approved rates, but only blank forms, returns, &c.

ORDER—dated 10th September 1895, No. 679, Financial.

The suggestion in paragraph 2 of the office-note from the Superintendent, Government Press, is approved and the necessary orders will issue in the Revenue Department, which will also be requested to instruct the Collectors of Ganjām and South Canara to expedite their indents for forms.

2. The forms required for use in the offices of the Agents to the Governor, Ganjām and Vizagapatam, the Government Agent, Gódvāri, and their Assistants, will in future be printed and supplied by the Government Press, Madras. The printing will be carried out under the orders of the Superintendent of Stationery, on whom the Agents will indent for the forms required and to whom samples of all forms used in the offices mentioned above should be immediately forwarded for scrutiny. The Superintendent will ensure that uniformity in the headings and sizes of the forms is secured and that the number of forms of the same description is reduced as far as possible. In view to effect this he will, where necessary, communicate with the officers concerned.

3. The Hon'ble the Judges of the High Court will be requested to be so good as to consider the proposal in paragraph 3 of the office-note from the Superintendent of the Government Press as regards the scrutiny and printing of forms required by District and Sessions Judges and Subordinate Judges being undertaken by the Stationery Office and the Government Press, and, if they see no objection to the suggestion, to issue the necessary orders to the officers concerned.

(True Extract.)

W. R. R. R.

Chief Secretary.

To the Public Department.

- „ Judicial Department.
- „ Revenue Department.
- „ Hon'ble the Chief Justice (with C.L.).
- „ Superintendent of Stationery.
- „ Superintendent, Government Press.
- „ Agent to the Governor, Ganjām.
- „ Agent to the Governor, Vizagapatam.
- „ Government Agent, Gódvāri.