

- (1) Number of pages 2
(2) Date of repair 6-2-1970
(3) Initials of the Referencer _____

MADRAS RECORD OFFICE

GOVERNMENT OF MADRAS

Revenue DEPARTMENT

G.O. No.	20/2	Press
B.P. No.		Mis. ✓
Dated	28.8.1876	196-

Not to be folded or roughly handled

2512/1

*Proceedings of the Madras Government, Public Department,
26th July 1876. No. 825.*

Government Press.

No. 78. Proceedings of Government, 26th July 1876, No. 825.

The frequent occurrence of delay in the turning out of work by the Book Department of the Government Press has been brought to the notice of His Grace the Governor in Council. The causes appear to be partly the receipt from time to time in the Book Department of more work than can conveniently be carried out, and partly defective arrangements on the part of those who send work to the Press. The first cause of delay will be obviated if all work which cannot be promptly attended to is transferred to the Lawrence Asylum Press. The Supervisor will see that this is done, taking care that for work so transferred the Lawrence Asylum Press keeps the same registers and observes the same routine for the dispatch of work as is done in the Government Press. The paper will be supplied from the Government Press Stores. To meet the second cause of delay, the following instructions are issued:—

(1.) Every instalment of material sent to the Book Department of the Press will be accompanied by an official memorandum addressed to the Superintendent and signed by the Head of the office which sends the material. The memorandum will state the nature of the material sent, and whether it is complete or otherwise. As a rule book material must be complete, and in all cases it must be consecutive and properly prepared. The Superintendent may, at his discretion, refuse defective material on either of these grounds, stating his reasons in a letter addressed to the head of the office.

(2.) Proofs sent for correction must be returned promptly. In cases of delay the Superintendent will send a reminder by memorandum. In cases of unusual delay the Supervisor will bring the matter to the notice of Government.

(True Extract.)

W. HUDLESTON,
Chief Secretary.

To the Supervisor of the Government Press.

„ Heads of Department.

Secy to Govt. Revenue Dept

Exd. J. Wright.

192

Press
Mis.