

<i>Department.</i>	<i>Head.</i>
Agriculture	Director of Agriculture.
Co-operative	Registrar of Co-operative Societies.
Department of Khadi	Director of Khadi.
Education	Director of Public Instruction.
Fisheries	Director of Fisheries.
Forests	Chief Conservator of Forests.
Forms required for the Administration of Religious and Charitable Endowments.	Commissioner, Hindu Religious and Charitable Endowments.
Forms required for the use of Inspectorate, Electricity Department.	Chief Electrical Inspector to Government.
Forms required for use in the Office of the Joint Director of Rural Development.	Director of Rural Development.
Harijan Welfare	Director of Harijan Welfare.
Industries	Director of Industries and Commerce.
Jails	Inspector-General of Prisons.
Judicial	Registrar of High Court.
Labour	Commissioner of Labour.
Medical	Director of Medical Services.
Police	Inspector-General of Police.
Public Health	Director of Public Health.
Publicity and Information ..	Director of Information and Publicity.
Public Works Department ..	Chief Engineers.
Registration	Inspector-General of Registration.
Revenue	Board of Revenue.
Stationery and Printing Department.	Director of Stationery and Printing.
T. and A. forms	Accountant-General.
Veterinary	Director of Animal Husbandry.
Vigilance and Anti-Corruption ..	Director of Vigilance and Anti-Corruption.

91. *Conditions under which non-standardized forms can be printed.*—A District Collector other than the Collectors who are provided with Rotaprint machines may order the printing at a private press, of forms not included in the sanctioned list of standardized forms, when required urgently for temporary use in his own office or subordinate offices, provided :—

(i) that not less than 50 and not more than 500 copies are required, if more than 500 copies are required the printing should be done at the Government Press, Madras.

(ii) that the amount of clerical labour saved is sufficient to warrant the expenditure incurred on printing.

(iii) that the cyclostyle or other duplicating processes available will not meet the case equally well.

A written order under the signature of the Collector should be recorded in each case with brief reasons for the course adopted, and a duplicate of the order should be sent to the Director of Stationery and Printing with specimen form to be printed.

92. Public Works local and miscellaneous forms used in the department, measurement books, etc., are included in the Madras Standardised forms and printed and supplied on annual indents, under the same conditions as forms for other offices of the State Government.

93. Code forms of the department cannot be altered without the previous sanction of the Government and no new form shall be introduced by any officer unless the permission of the Government has been obtained and it is included in the sanctioned lists of forms.

94. Cheque forms are printed at the Government Press, Madras. The Director of Stationery and Printing will obtain and consolidate the annual indents for the various cheque books forms from the Treasury and Departmental Officers and distribute the forms to them.

NOTE.—The above orders do not apply to cheque forms required by local bodies and non-Government institutions, cash order forms and payment order forms for Civil Court Deposits.

95. *Forms, etc., for Panchayat Unions, Municipalities and Township Committees.*—Forms for budgets, annual reports and other general returns to Government are printed at the Government Press and supplied to all Municipal Councils, Township Committees and Panchayat Unions free of cost. Forms required for administrative purposes, such as Sanitation, Vaccination, Vital Statistics and Water-works may be printed under the supervision of the Director of Public Health and the Sanitary Engineer and supplied on payment of actual cost, and those for Veterinary hospitals through the Director of Animal Husbandry, who keeps small stocks. The forms mentioned in Appendix G are also supplied. Medical forms and registers that are necessary for the preparation and submission of annual statistical reports and other returns required by Government and for Medicolegal and other Government work will be supplied free to Panchayats, Municipalities, Township Committees and private medical institutions. Forms required by the Local Bodies on payment should be indented for in the printed indent form prescribed in the price list. The total cost including 5 per cent of the price of the forms for postage, etc. (minimum charge 12 P.) should be remitted into the treasury before sending the indent and the chalan granted by the treasury attached to the

indent in support of remittance, through the agency of the Central Press before 1st March on consolidated indents to be submitted by the Commissioner, Panchayat Union and Municipalities and Township Committees before 15th December each year.

NOTE.—Forms and covers required by the Port Health Officer, Madras, for the distribution of weekly health reports are supplied free of cost.

96. Account forms common to two or more Local Bodies are supplied direct at contract rates by a central private press in Madras or by Co-operative Printing Presses in Madras or Mufassal under the supervision of Director of Stationery and Printing.

97. *Job work and special forms.*—The conditions prescribed in this Manual for other forms are to be observed, and the authority sanctioning, or the special reasons for printing, should be specified in the indent sent with the work.

98. *Receipts of forms.*—Packages should be opened and the contents carefully checked and the weight verified as soon as received from the Press. All vouchers for the receipt of printed work or publications should be returned postage prepaid, to the press concerned immediately on receipt of consignments, with a separate letter in case of any discrepancies. In the case of printed forms, however, differences in excess of 5 per cent only need be intimated. In cases of the systematic non-return of receipts a report will be submitted to Government. If packets or parcels do not reach their destination on due date, enquiries should at once be instituted at the post office or at the Railway Station and the fact communicated to the Director of Stationery and Printing. In all correspondence about forms, the group name and form number and letter, if any, should be specified to avoid mistakes.

99. *Return of forms.*—In cases where the number of copies and descriptions of forms appear to differ from the quantities indented for, they should not be returned to the office of the Director of Stationery and Printing, but be retained pending instructions as to their disposal. The Director of Stationery and Printing cannot be responsible for demurrage, freight and other charges incurred for parcels sent without a requisition from him. In any case of surplus stocks of forms which are not likely to be required, the Director of Stationery and Printing, should be addressed in order that he may give instructions as to the offices in the neighbourhood to which the excess copies may be delivered.

100. Local delivery of forms and other work is not made by the office of the Director of Stationery and Printing, except to Secretariat offices, and notice is sent to other offices as soon as a parcel is ready. Upon receipt of intimation that forms are ready, officers at the State Headquarters should arrange to take delivery, the forms being checked and any complaints as to short supplies made

immediately after they are received. If prompt delivery is not taken, the office of the Director of Stationery and Printing may send the forms, the coolie charges, etc., being paid by the office concerned. The Director of Stationery and Printing will enter the amount to be paid on the memorandum which accompanies the work. The Director of Stationery and Printing, will, when convenient, collect documents for printing and deliver printed matter to the Translation and Printing Department of the High Court. The cost of such collection and delivery will be added to the printing charges for such work.

101. Forms are sent by rail freight to pay. On forms returned to the Press on requisition freight is paid by the Director of Stationery and Printing.

Ruling and numbering of forms.

102. *Ruled forms.*—Faint ruled lines, though entailing an additional printing process, are often economical as they keep entries clear and close together. Forms should be so arranged as to make the ruling run right across the paper; half-margin ruling is more expensive than "run through" lines. If lines are to be ruled to two or more lines of print in different columns in the same page the print should run in straight lines across the page. Ruled column and heading lines in two or more colours are not allowed in forms containing printed matter. Proofs of ruling work are not sent. Line ruling on forms is not permissible *after* indents have been complied with. When indenting for the forms instructions should be given as to whether the forms are to be ruled or not, and the number of the pattern should be specified on the indent and on proof of type form.

103. Standard patterns of plain line ruling are as follows:—

Pattern No.	Lines	3/16 inch.	(4·8 mm.)	A part.	For printed lines closely spaced.
"	2 "	1/4 "	(6·4 mm.)	"	For note books.
"	3 "	1/4 "	(6·4 mm.)	"	For printed column matter spaced.
"	4 "	5/16 "	(8·0 mm.)	"	The ruling adopted when no number is specified.
"	5 "	1/3 "	(8·5 mm.)	"	
"	6 "	7/16 "	(11·1 mm.)	"	
"	7 "	1/2 "	(12·7 mm.)	"	Registration volumes and important ledgers.
"	8 "	3/4 "	(19·1 mm.)	"	
"	9 "	1 "	(25·4 mm.)	"	For gun register subject to additions for 10 years
"	10 "	2 "	(50·8 mm.)	"	
					Lines for separating entries not for guidance in writing.

104. The following items are treated as stationery and not as a printed form and printed entries should not be made on such papers merely to show the number of the form :—

Press-made articles.

- 259 Foolscap, $17" \times 13\frac{1}{4}"$ (43 cm. $\times$ 24.5 cm.) paper, printing, [bleached (white)], 10 lb. (4.536 kg.), ruled for shorthand.

Paper ruled.

- 260 Note continuation sheets, one-third margin, $13\frac{1}{2}" \times 8\frac{1}{2}"$ (34×21.5 cm.) (half foolscap) of creamlaid paper weighing 12 lb. (5.443 kg.) for a ream of foolscap size, ruled (for Secretariat Departments only).
- 261 Note continuation sheets, one-third margin, $13\frac{1}{2}" \times 8\frac{1}{2}"$ (34×21.5 cm.) (half foolscap) of creamlaid paper weighing 12 lb. (5.443 kg.) for a ream of foolscap size, unruled (for Secretariat Departments only).
- 262 Draft continuation sheets half margin, $13\frac{1}{2}" \times 8\frac{1}{2}"$ (34×21.5 cm.) (half foolscap) of creamlaid paper weighing 12 lb. (5.443 kg.) for a ream of foolscap size, ruled (for Secretariat Departments only).
- 263 Draft continuation sheets, half margin, $13" \times 8\frac{1}{2}"$ (34×21.5 cm.) (half foolscap) of creamlaid paper weighing 12 lb. (5.443 kg.) for a ream of foolscap size, unruled (for Secretariat Departments only).
- 264 Notes continuation sheets, one-fourth margin, $13\frac{1}{2}" \times 8\frac{1}{2}"$ (34×21.5 cm.) (half foolscap) of white paper weighing 10 lb. (4.536 kg.) for a ream of foolscap size, ruled.
- 265 Notes continuation sheets, one-fourth margin, $13\frac{1}{2}" \times 8\frac{1}{2}"$ (34×21.5 cm.) (half foolscap) of white paper, weighing 10 lb. (4.536 kg.) for a ream of foolscap size, unruled.
- 266 Draft continuation sheets, one-third margin, $13\frac{1}{2}" \times 8\frac{1}{2}"$ (34×21.5 cm.) (half foolscap) of white paper, weighing 10 lb. (4.536 kg.) for a ream of foolscap size, ruled.
- 267 Draft continuation sheets, one-third margin $13\frac{1}{2}" \times 8"$ (34×21.5 cm.) (half foolscap) of white paper weighing 10 lb. (4.536 kg.) for a ream of foolscap size, unruled.
- 268 Paper, azurelaid, $10-3/4" \times 19\frac{1}{4}"$ (44.1×55.9 cm.), ruled on both sides (cut from royal, azurelaid, 32 lb. (14.515 kg.) paper.
- 269 White printing double foolscap, 20 lb. (9.072 kg.) paper cut to foolscap size and ruled vertically on both sides $5/16"$ (8.0 cm.) apart.
- 270 White printing double foolscap, 20 lb. (9.072 kg.) paper cut into foolscap size and ruled horizontally on both sides, $5/16"$ (8.0 cm.) apart.

Paper Section.

- 271 White creamlaid, imperial, ruled, 30" × 22" (56 × 76 cm.), 60 lb. (27·216 kg.), 1/5" (0·005 mm.) scale.
- 272 White creamlaid, imperial, ruled, 30" × 22" (56 × 76 cm.), 60 lb. (27·216 kg.), 1/10" (0·0025 mm.) scale.
- 273 White creamlaid, imperial, ruled, 30" × 22" (56 × 76 cm.), 60 lb. (27·216 kg.), 1/12" (0·0020 mm.) scale.
- 274 White creamlaid imperial, ruled, (30" × 22" 56 × 76 cm.), 60 lb. (27·216 kg.), 1/20" (0·00125 mm.) scale.
- 275 White creamlaid, imperial, ruled, 30" × 22" (56 × 76 cm.), 60 lb. (27·216 kg.), 1/50th of a foot (0·0061 mm.).
- 276 White creamlaid, imperial, ruled, 30" × 22" (56 × 76 cm.), 60 lb. (27·216 kg.), 1/100th of a foot (0·0030 mm.).
- 277 White creamlaid, imperial, ruled, 30" × 22" (56 × 76 cm.), 60 lb. (27·216 kg.), 1/200th of a foot (0·0015 mm.).
- 278 White creamlaid, imperial, ruled, 30" × 22" (56 × 76 cm.), 60 lb. (27·216 kg.), 1/2" (0·0125 mm.) scale.
- 279 White creamlaid, imperial, ruled, 30" × 22" (56 × 76 cm.), 72 lb. (32·659 kg.), 1/4" (0·0062 mm.) scale.
- 280 White creamlaid, imperial, ruled, 30" × 22" (56 × 76 cm.), 60 lb. (29·216 kg.), 1/2" (0·0031 mm.) scale.
- 281 White creamlaid, imperial, ruled, 30" × 22" (56 × 76 cm.), 60 lb. (27·216 kg.), 1/16" (0·0015 mm.) scale.

Cut slips are treated as articles of Stationery Officers requiring unprinted paper to be ruled, to be cut any size, to be punched, or to be made up into note books should include such requisitions in their annual indents for stationery.

105. *Numbering.*—When serial numbers are required, the space for them should be arranged as nearly as possible at the top of the right hand edge of the form, and if more than one number is wanted (as in foil and counterfoil work) the number should be arranged in a straight line across the sheet.

106. The Director of Stationery and Printing, may, if necessary, be asked to advise on technical points and as to the suitability of the size and quality of the paper for the purpose before any new form is standardized.

DIE-STAMPING OR EMBOSSING.

107. Die-stamping or embossing is more expensive than ordinary printing, and colour embossing is restricted as laid down in Appendix 'D'. Printed and embossed papers are treated as non-standardised forms, subject to the same rules as non-standardised forms, apart item being governed by the conditions laid down in Appendix 'D'. Special and service crests or more than one die are not to be embossed on any paper at Government expense. On any embossed stationery, the position of the State emblem should be at the top middle of the sheet in the case of all authorities who are authorised to use the State Emblem. [*Vide* paragraph 1 (i) of G.O. Ms. No. 1068, Public (Political), dated 22nd April 1953.]

NOTE.—The Private Secretary to the Governor and the Comptroller, Governor's Household, are permitted, as a special case to have their stationery embossed with the State Emblem on the left hand top corner of the sheet, with the word 'Raj Bhavan' embossed on the opposite right hand top corner. [Government Public (Political) Department Office Memorandum No. 6034/55-1, dated 23rd November 1955]

108. Demi-official papers and envelopes, plain as well as embossed in single colour (black) are stocked and supplied by the Stationery Branch of the Stationery and Printing Department as items of stationery on annual indents for stationery. Embossing is done by the Government Press, the plain note papers and envelopes being procured and supplied by the Stationery Branch. All these have the same 'Government of Madras' die and non-Demi-official note papers or envelopes of any other class are provided.

109. The rules regarding printing at private presses apply to embossing also and the certificate of the Director of Stationery and printing is necessary before such work can be given to a private press.

110. Demi-official envelopes plain, and embossed in single colour (black) stocked and supplied by the Stationery Branch as items of Stationery are printed with the letters 'O.I.G.S.' and the franking entry on the address-side. Special size covers will, however, be supplied by the Press Branch on indents received direct from officers authorised to order for ordinary printing for enclosing invitation cards, etc., for ceremonial occasions. Colour embossed and printed envelopes are classified as standard forms and supplied direct from the Press. The rules for the supply of forms apply to them also.

111. *Sizes of envelopes, etc.*—The following is a list of sizes and descriptions of the standard covers supplied and the kind of paper to be used:—

For flat-files (not to be used for communications of less than 12 leaves foolscap).

<i>No.</i>	<i>Size.</i>	
1	16" $\times$ 11 $\frac{3}{4}$ " (40.6 cm. $\times$ 29.8 cm.)	For bulky correspondence through post (made from ribbed kraft royal, 34 lb.) (15.4 kilos). Supply to be limited to offices where the flat-file system is sanctioned or where it is necessary to send sketches and other papers unfolded.
2	14 $\frac{7}{8}$ " $\times$ 7 $\frac{7}{8}$ " (37.8 cm. $\times$ 25.1 cm.)	As above or for confidential inner covers (made from ribbed kraft demy, 24 lb.) (10.9 kilos).

Ordinary covers.

3	16 $\frac{1}{4}$ " $\times$ 6" (41.3 cm. $\times$ 15.2 cm.)	For weighty or bulky contents through post (made from ribbed kraft royal, 34 lb.) (15.4 kilos) and as outer cover to No. 4. Supplied in proportion of not larger than one of this size to twenty of size No. 4.
4	14 $\frac{3}{8}$ " $\times$ 5 $\frac{1}{4}$ " (36.5 cm. $\times$ 13.3 cm.)	For light contents (ribbed kraft demy, 24 lb.) (10.9 kilos).
5	10" $\times$ 4 $\frac{1}{2}$ " (25.4 cm. $\times$ 11.4 cm.)	For foolscap weighty contents folded twice breadthwise or quarto folded lengthwise ribbed kraft royal, 30 lb. (13.6 kilos) and as outer cover to No. 6.
6	9 $\frac{3}{8}$ " $\times$ 4 $\frac{1}{8}$ " (23.8 cm. $\times$ 10.5 cm.)	Ribbed kraft demy, 24 lb. (10.9 kilos). No larger size to be used for single sheets of foolscap.
7	7" $\times$ 3 1 $\frac{7}{8}$ " (17.8 cm. $\times$ 7.9 cm.)	As No. 6 and confidential inner covers to No. 6 (Ribbed kraft double foolscap, 20 lb.) (9.1 kilos).

Special exemptions.

Any of the sizes mentioned above for which ribbed kraft paper is prescribed may be made of azurelaid royal, 44 lb. (20 kilos) paper for the use of the Ministers.

Cloth lined covers—Top secret and secret.

1	16" × 11½" (40.6 cm. × 29.8 cm.)	1	M.G. Buff Manila double crown 50 lb. (22.7 kilos).
2	16½" × 6" (41.3 cm. × 15.2 cm.)	1	M. G. Buff Manila double crown 50 lb. (22.7 kilos).
3	10" × 4½" (25.4 cm. × 11.4 cm.)	1	M.G. Buff Manila double crown 50 lb. (22.7 kilos).
4	4" × 7 4/5" (10.2 cm. × 19.8 cm.)	1	M.G. Buff Manila double crown 50 lb. (22.7 kilos).

(G.O. Ms. No. 1347, Public Works, dated 26th March 1957.)

Special Covers.

Size.	Description.		
	(1)	(2)	(3)
16½" × 7" (41.9 cm. × 17.8 cm.)	}	Confidential cover for technical examination papers.	Brown cartridge double Crown 30 lb. (13.6 kilos.) cloth lined.
15½" × 11½" (40.0 cm. × 28.6 cm.)			
16½" × 7" 41.9 cm × 17.8 cm.)	}	Cover for closing question papers.	Brown cartridge double Crown 30 lb. (13.6 kilos.) cloth lined.
13½" × 7" (34.3 cm. × 17.8 cm.)			

(G.O. Ms. No. 224, Public Works, dated 18th January 1956.)

112. It is the duty of all officers to ensure that the use of unsuitable and unusually large envelopes is avoided, and that any communication other than a demi-official to a non-gazetted officer or private person shall be folded at least twice breadthwise, and the covers used for it shall not be larger than necessary to hold it when thus folded. Other envelopes are to be used as noted above. The contents of an envelope should, as far as possible, be of the same size as the cover itself.

Maps, Diagrams and Illustrations.

113. *Maps, diagrams and illustrations.*—It is desirable to restrict the number of maps and diagrams as work of the nature expensive. They are occasionally useful as graphic illustrations of interesting or important variations, and in reports of a special character, but, for ordinary reports, tables answer all purposes.

Such illustrations increase the cost and may cause delay with urgent work. The text of large works containing maps and illustrations should ordinarily not be put in type till these are ready.

114. Diagram and maps required in connection with the printing work done at the Government press for the several Government Departments will be obtained from the Central Survey Office, Madras. The manufacture of blocks required for the illustration of publications will be arranged by the office of the Director of Stationery and Printing, in cases where it is considered that blocks are more suitable than lithographic or other methods of printing and where the Survey Office cannot economically and satisfactorily prepare them. Before ordering maps and diagrams to be lithographed by the Survey Office, the authorities who are permitted have their printing work executed at the Government Press should consult the Director of Stationery and Printing as to the most suitable and economically process of reproduction. No bills on account of blocks or illustrations will be passed by the Pay and Accounts Officers for payment without the countersignature of the Accounts Officer, Stationery and Printing Department, Madras. In the absence of special orders to the contrary, the cost of diagrams, maps and blocks required in connection with the printing executed by the Government Press will be paid for by the Press. Manuscripts containing illustrations should be accompanied by a letter stating the number of copies wanted, and when the size of not fixed, the horizontal dimension of the illustration after enlargement or reduction should be stated.

Exception.—The Criminal Investigation Department is permitted as a special case to make arrangements for the purchase of blocks, printing of the blocks being done at the Government press.

115. Original drawings which are not perfect but which might be reproduced directly by photographic, transfer, vandyke or cyanide processes will be returned to be freshly prepared or redrawn. Drawing is not done in the Press; so any imperfections in the original will be reproduced.

116. The spelling of names, etc., in maps should follow the authorised system (*see* part II) to agree with the text.

117. Where diagram must be reproduced, the most economical method is to print them in a reduced form in the text. No other form is admissible for the Gazettes. Separate plans and maps should, as far as possible, be reduced exactly to the size of one or two pages of the work of which they are to form part (as one or more folds in either width or length of a plan soon causes it to become torn by folding and refolding). When there are several plans both sides of the paper should be printed on.

Colours should be very rarely resorted to, as each requires a separate printing which entails additional expense, delay for drying, etc. In the majority of cases printing paper and hatching should be substituted for lithographic paper and colouring. In special circumstances, however, when it is necessary to resort to more expensive paper and colour, and when the Works Manager, Government Press is of opinion that colour printing is not necessary and that the intention of the officer ordering the printing can be carried out in hatching, the Director of Stationery and Printing should refer the matter to the officer ordering the printing to ascertain whether colour printing can be dispensed with. If the officer ordering the printing insists on colour printing, the Director of Stationery and Printing should refer the matter to Government for orders.

118. The following are the reproducing methods usually available :—

- (a) *Type Lines and borders* for simple diagrams, especially comparative charts to illustrate graphically variations in figures. This is the cheapest and quickest method for columns drawn to scale, and corrections can be made at trivial cost.
- (b) *Hand engraving* for small drawings containing little detail and type lettering. The copy should in such cases be drawn to scale exactly as it is to appear in print corrections usually involve double expense in recutting the block.
- (c) *Photo-line blocks* are made on zinc by photography.

This method is adopted (a) when maps or drawings are required without light and shade, (b) when the number of copies required is large, (c) when the illustration **must** appear in the text on ordinary paper, (d) when the drawing is too big or complicated for hand engraving, and (e) when the illustration is to be reprinted periodically without correction. Copy for such diagrams should be prepared so as to be suitable for photographing without re-drawing. It should be supplied flat (i.e., unfolded and without creases), separate from the text, the lines being firmly and clearly drawn in black Indian Ink (freshly and evenly rubbed down) on the glazed side of white or bluish smooth-surfaced paper of fresh tracing cloth. The lettering should be not smaller than one-eighth (2.2 c.m.) and cross hatching proportionately upon. Light effects should be produced by making the lines thinner and increasing their distance apart and not by the use of pale ink. On the other hand, intensity of shade should be shown by thicker lines rather than by their being placed

close together. It should be borne in mind that a *fasci-mile will be produced*. The best results are obtained when the drawing has to be reduced one-third. Care should be taken to insert all reference marks and letters in the original drawings or photographs, as the only way of inserting them after a proof has been sent is to make a new block. Colours are not usually employed in this process, but the distinctions required can be shown by difference of thickness of line or hatching. The most convenient mode of indicating them is to adopt the heraldic convention. Details required to be shown in the original but not in the print may be drawn in pale blue, violet or magenta. The rules for the supply of half-tone process blocks apply to line blocks also. *Corrections cannot be done after the blocks are made*. Ordinary paper can be used for printing except for the finest line work.

(d) *Half-tone or process blocks* are used for reproduction of photographs, brush drawings, and subjects in which light and shade is shown in tones and a large number of copies are required. The screen or grain varies with the subject and the class of paper on which it is to be printed, and the cost varies with the metal used and the amount of etching required. If a photograph is to be reproduced, the negative as well as a print should, if possible, be sent. The original should possess at least that degree of perfection which is desired in the reproduction. The photographs should be a flat, unmounted and unrolled print with nothing written on front or back. Rough surface prints of all kinds must be avoided. The blocks can be printed with type. The originals must be complete as alterations in the blocks cannot be made. A coated or 'art' paper must be used for printing and these papers are not noted for durability. The three-coloured modification of this process can be used for the reproduction of coloured originals without redrawing or painting, but unless the number of copies required is very large it is more expensive than lithography and the screen effect renders it undesirable for maps.

(e) *Lithography*.—In cases where the line method of reproduction is unsuitable, or where, owing to the smaller number of copies required or to the large size of the illustrations, blocks are comparatively expensive, lithography is resorted to, but it is a slow process. It is usually done by the Survey Office, Chesham, on separate plates to be inserted between the text pages. When small lithographic illustrations are to be inserted in the type page the space that each will occupy should be marked in the manuscript to the nearest one-sixth of an inch (4.17 cm.) The incomplete pages will be printed

and sent for the addition of the illustrations, so that there may be no delay. As the original has usually to be redrawn on stone or transfer paper, exactness of details is not so important as when block or the vandyke process is resorted. The standard symbols for typographical details should be adopted if possible. Corrections can be made in the proof stage, but each alteration adds both to the time required and to the cost of the work.

(f) *Photo-zincography* or helio-zincography is another lithographic method employed. The drawing may be prepared as for line blocks, but to ensure sharp and clean results it should be double, or better still four times and scale require in the printed copies. Original should be correct and complete in the first instance; corrections cannot be made without considerable expense and delay. Drawings must not be coloured. Pale blue ink may be used the entries not to appear in print and for lettering in the proper places when it is desired that lettering shall be typed over in the photo-zincographic office before photography. This method is useful if the work is to be printed in colours, but a separate drawing in black or blue print for the detail to appear in each colour has to be made. This process gives results superior to the vandyke processes but is more expensive and slower.

(g) *The vandyke* process is a similar printing method, but the drawing is transferred direct without a photographic negative. The process is therefore adopted only to the reproduction of drawings to the same scale. It is cheap and rapid for ordinary work, but the quality of the results depends entirely on that of the original. The following instructions shall be observed for the preparation of the original drawings :—

(i) They should, if possible, be drawn on a single sheet.

The size of the rectangle containing the drawings should not exceed 37 inches by 23 inches (94 cm. by 58.5 cm.). Drawings exceeding these dimensions should be drawn in two or more sections and they will be printed in sections of the same size.

(ii) Blue tracing cloth, tracing paper or bank post paper is the most suitable form of original; failing this, any smooth surface paper may be used of any ordinary thickness. Rough surfaced drawing paper, yellow tracing paper or yellow tracing cloth is quite unsuitable and should not be used.

(iii) It is necessary that the work should be perfectly drawn in good black ink. Perfectly drawn means that all parts of the drawing must be absolutely black and equally opaque. A good test is to hold the tracing up against

very strong light and carefully examine for any sign of greyness or transparency in the lines. If found grey or broken it should be returned to the draughtsman for re-inking. Even more care should be taken in drawing on paper as owing to its greater capacity, the lines will look blacker than they really are.

- (iv) A good quality of Indian ink freshly made up should be used. When drawing on tracing cloth, a slight addition of oxgall will make the ink "take" better. Heavy block letters or border lines may be gone over twice using "*Photopike*" the second time. *The use of colours in the drawing is inadmissible.*
- (v) Nothing whatever should be written on the back of the original nor should anything be **pasted on either** the front or the back of it. Slips of type or other matter pasted on the front will not reproduce and consequently have to be drawn on the zinc afterwards. Erasing should be avoided. The original should be clean both face and back.
- (vi) Headings, footnotes or other type matter should be neatly printed or preferably written by hand on the original in their proper places.
- (vii) Originals should not be folded but either kept flat or rolled up. Wrinkles or creases should be avoided.
- (viii) In the case of drawings required to be reproduced in colours two originals are essential; a fair one, all in black excepting colour washes, binders, etc., and a rough combined coloured sketch showing the various details required in different colours, the same as the final copies, should appear to serve as the colour guide.
- (ix) The drawing as a whole should be *neat, firm and black.*
- (x) These instructions are practically applicable to drawings for helio-zincography.
- (h) Blue prints are made when only a few copies are required and permanency is not of much importance. The cyanide process (blue lines on white ground) in the hands of the Indian printer gives better results on fine work than other processes involving transfers. A firm drawing that will photograph, not necessarily to the same scale, is required. The ferro process (white lines on a blue ground) is still cheaper. The drawing for this should be made to scale on bank or any other strong transparent paper.
- (i) *photo Lithography.*—Apart from maps in multi-colours, photographs required in large numbers can be reproduced by this process at the Photo Litho Offices under the Director, Maps Publication, Dehra Dun and the Director,

Eastern Circle, Calcutta. Work done by the Survey of India is paid for on book debit, indents being sent direct countersigned by the following officers for their respective subordinates :—

Secretaries to Government, Board of Revenue, Superintending Engineers and Chief Conservator of Forests
Work on behalf of Municipalities, Port Trust and Universities, etc., is done on payment.

119. With autograph and other work, expense and time will be saved if the drawing is made to the required size in special ink on coated transfer paper, so that re-drawing by the printer is avoided. As maps are often kept standing on the lithographic plate it will save time if a copy is obtained of the size required from the Survey Office, the necessary alterations, hatching, etc., being made thereon in red ink or coloured shading, and the copy sent to the Press.

120. The practice of lithographing forms, letters, etc., for any department is prohibited, and the lithographic process is to be wholly confined to its legitimate purpose of multiplying copies of plans and maps that cannot be reproduced economically by other methods.

121. Standard maps are not supplied by the Press. Copies of those stocked by the Survey of India Department may be obtained from the Map Record and Issue Office, at Dehra Dun, Calcutta and Bangalore, Map Sales Office, New Delhi and their authorised Map Sales Agents, in the important towns all over India under the conditions mentioned in paragraph 118 (i) above.

Paper copies of the publications of the Survey and Land Records Department of State Government, viz., Road Map, Wall Map, District Atlas, Outline Maps, District Map, Taluk Map, Town and Panchayat Maps are kept in reserve at the Central Survey Office, Chepauk, Madras and sold to the parties required, on payment of the stipulated price which will usually be printed on the maps.

Village maps are sold at the respective taluk offices and street field maps and Union maps are sold at the office of the Executive Officer of the respective panchayat unions and Record of Measurement and Revenue Block maps are sold at the office of the respective Municipal Commissioner on payment of the stipulated price.

The Assistant Director, Central Survey Office, Madras supplies free of cost, on publication, copies of all these maps to officers entitled to receive them as ordered in G.O. No. 502, Revenue, dated 10th February 1958.

The Assistant Director of Survey also undertakes mounting and supplying of maps in the style desired on payment of the stipulated charges.

Fort St. George Gazette.

122. The *Fort St. George Gazette* is issued weekly at noon on Wednesday, bearing that day's date.

The following instructions with reference to the preparation and printing of contents to several parts and their sections and of separating the several notifications with distinct short titles shall be observed :—

- (1) Every part or section will have a detailed contents in which the title of every notification appearing in that part or section or its supplements will be included grouped under suitable headings. The 'contents' will be set up in 8 point type. The arrangement will be according to indexing system, i.e., like that followed in subject abstracts given at the top of the Government Orders, letters, etc., and in indexing Government Orders and other recorded papers.
- (2) Every notification should have at the top a short title.
- (3) Supplements will be issued as far as possible, separately for each subject, the separation depending upon the class of public likely to be interested in the subject.
- (4) The supplements to each part or section will be distinguished by the addition of the letters, A, B, C, D, etc., to the number of the issue.
- (5) The editions of the Gazette will include the grouping of notifications under the same title together. The sequence of the date of issue of the order of publication need not be adhered to in such cases.
- (6) The arrangement of departments in each part should be in alphabetical order, as far as possible.

123. *Latest time for receipt of copy and proofs.*—All notifications intended for publication in the Gazette should be accompanied by a signed order or memorandum and must reach the Director of Stationery and Printing at least a week in advance of the date of publication of the Gazette. Urgent notifications the publication of which cannot be postponed to the subsequent issue of the Gazette, may, however, be sent by the time specified below :—

The Director of Stationery and Printing is authorised to withhold till the next issue, the matter for the Gazette, which does not reach him in accordance with these instructions. The Director of Stationery and Printing is also authorised to publish notifications received so late that it would not be convenient to

include it in the regular Gazette, but the publication of which cannot be postponed to the issue of the next weekly Gazette, in Gazette Extraordinary and circulate it along with the weekly Gazette.

<i>Description of matter for publication.</i>	<i>Last hour and day for the receipt of manuscripts.</i>	<i>Last hour and day for the return of proofs to the press.</i>
(1)	(2)	(3)
Notifications, leave, appointments, etc., monthly season reports, plague notifications, all private advertisements.	Monday, 2 p.m.	Tuesday, 4 p.m.
General Notifications including supplements.	Saturday, 12 noon.	Tuesday, 4 p.m.
Weekly season reports, wholesale and retail prices.	Tuesday, 4 p.m.	...
All other notifications not exceptionally long under examinations and results of examinations, etc.	Saturday, 12 noon.	Tuesday, 4 p.m.
Bills and Acts of Legislatures—Central and State—The last batch if it does not exceed 4 pages.	Monday, 2 p.m.	Tuesday, 4 p.m.

NOTE—(i) Notifications, Bills, Acts, and any other matter of an urgent nature requiring publication in the current issue of the Gazette, if received after the scheduled time, shall be accompanied by sanction accorded by a Gazetted Officer.

(ii) When the day specified or any Wednesday is a Government holiday the preceding working day shall be taken to be the due date for completion of operations in printing.

(iii) It shall be the duty of the departments of the Secretariat, Heads of Departments and other officers sending notifications for publication in the *Fort St. George's Gazette* to watch for the publication of the notifications in the Gazette for a period of about one month from the date of sending the notification. If the notifications are not published within that time, the department of the Secretariat and other officers concerned may address the Director of Stationery and Printing on the subject giving full particulars of the number and date of the G.O. ordering the publication of the notification in the Gazette.

(Circular No. 10328-D2/59-1, Public Works, dated 4th January 1960.)

124. Notifications which are exceptionally long, but received within the prescribed time, may be held over by the Director of Stationery and Printing; he will, however, on receipt of the notification, inform the department concerned of his inability to insert it in the Gazette about to issue.

125. *Gazettes Extraordinary* cannot be issued without the sanction of the Secretary to Government in the Public Works Department (i.e., the department of the Secretariat which is in charge of the subject relating to Government Press) except in the case of those containing notifications issued over the signature of the Chief Secretary or notifications issued on occasions of special importance, such as the accession or demise of the President of the Republic of India, a declaration of war, the conclusion of peace, the assumption of charge by a Governor or the appointment of

Ministers, or the arrival of personages of high rank such as the President of the Republic of India or a Naval or Military Chief of Staff.

NOTE.—In the case of Bills, Acts and Ordinances published by the Law Department, sanction of the Secretary to Government, Public Works Department is not necessary. The Law Department may issue instructions in such cases. (Government Memo. No. 1450/D/58-4, Public Works, dated 2nd June 1958.)

NOTE.—(2) The Board of Revenue (all branches) is authorised to issue extraordinary issues of the *Fort St. George Gazette* in cases in which the Board has got powers to order publication of notification in the weekly Gazettes. The manuscripts of such notifications should reach Director of Stationery and Printing (Press Branch) not later than 10 a.m. of the date on which the notifications have to be issued.

(G.O. Ms. No. 1762, Revenue, dated 11th June 1959.)

126. Part I Comprises—

Section 1.—Statutory and non-statutory notifications or orders regarding leave, appointment, postings, promotions, investiture of magisterial powers, etc., of Government officers, including notifications on service matters, recruitment rules, etc., issued by the Secretariat Departments other than the Education and Public Health Department and the Local Administration Branch of the Rural Development and Local Administration Department.

Section 2.—Statutory and non-statutory notifications or orders regarding leave, appointment, postings, promotions, etc., of Government officers, including notifications on service matters, recruitment rules, etc., issued by the Public Health Branch of the Education and Public Health Department and the Local Administration Branch of the Rural Development and Local Administration Department.

Section 3.—Statutory and non-statutory notifications or orders regarding leave, appointments, postings, promotions, etc. of Government officers, including notifications on service matters, recruitment rules, etc., issued by the Education Branch of the Education and Public Health Department.

Section 4.—Statutory and non-statutory notifications or orders regarding leave, appointments, postings, promotions, etc., of Government officers including notifications on service matters, recruitment rules, etc., issued by Heads of Departments.

NOTE.—All notifications or orders published in this part will bear running serial numbers separately for each section and not S.R.O. numbers.

127. *Part II Comprises—*

Section 1.—Statutory and non-statutory notifications or orders not of a general character nor of general interest to the public including Land Acquisition notifications, loan notifications, etc., issued by the Secretariat Departments other than the Education and Public Health Department and the Local Administration Branch of the Rural Development and Local Administration Department.

Awards of Industrial Tribunals and Labour Courts.

Section 2.—Statutory and non-statutory notifications or orders not of a general character nor of general interest to the public, including Land Acquisition notifications, loan notifications, etc., issued by the Public Health Branch of the Education and Public Health Department and the Local Administration Branch of the Rural Development and Local Administration Department.

Notifications issued by the Director of Rural Development, Madras.

Notifications by Collectors and Local Authorities.

Section 3.—Statutory and non-statutory notifications or orders not of a general character nor of general interest to the public including Land Acquisition notifications, loan notifications, etc., issued by the Education Branch of the Education and Public Health Department.

Notifications issued by the Director of Public Instruction, Commissioner for Government Examinations, Educational Officers, Universities and notifications relating to examinations conducted by the Madras Public Service Commission, etc.

Section 4.—Statutory and non-statutory notifications or orders not of a general character nor of general interest to the public issued by the Heads of Departments.

NOTE.—All notifications published in this part will bear running serial numbers separately for each section and not S.R.O. numbers. All results published now as Supplements to the Part I-B will be published as Supplement to Part II—Section 3.

128. *Part III comprises.*—Statutory and non-statutory notifications of interest to the public issued by the Secretariat Departments including Education and Public Health Department and Local Administration Branch of the Rural Development and Local Administration Department.

Statutory and non-statutory notifications of interest to the public issued by the Heads of Departments.

Patents, Reserve Bank notices, Notices by the Accountant-General, Port Trust and other quasi-Government bodies.

All notifications, other than notifications relating to the conduct of examinations issued by the Madras Public Service Commission, and notifications issued by the Union Public Service Commission and other Statutory or non-statutory bodies foreign to the State.

Advertisements by private individuals, such as for change of names, etc., and by Trade Corporation and firms.

NOTE.—Notifications published in this part by the Secretariat Departments will be given running serial numbers. Other notifications will not have any number, serial or S.R.O.

129. *Part IV comprises—*

Section 1.—Central Bills.

Section 2.—Central Acts and Ordinances.

Section 3.—Madras Bills.

Section 4.—Madras Acts and Ordinances.

NOTE.—Bills, Acts and Ordinances published in this part will not be assigned any serial number or S.R.O. number.

130. *Part V comprises—*

General Statutory Rules, notifications, orders, by-laws, regulations, etc., issued by all Secretariat Departments.

Service rules including ad hoc rules issued under the proviso to Article 309 of the Constitution and notifications issued under Article 299 and regulations made under the proviso to Article 320 (3) of the Constitution and any other notification issued under the Constitution.

NOTE.—The notifications published in this part will bear S.R.O. numbers with a prefix A as S.R.O. No. A-1, S.R.O. No. A-2, etc., to differentiate them from those published in Part VI. Any notification or order issued under the constitution which relates only to individuals will not be included in this Part, but will be included in Part I.

131. *Part VI comprises—*

Statutory notifications of the Election Commission, India and other Election Notifications and rules concerning Elections, draft rules and orders as well as their amendments framed under the Representation of Peoples Act.

The Sub-headings under this part and the details regarding the notifications that are to be published under each sub-heading will be as follows :—

Section 1—Notifications by the Election Commission, India.—All notifications of the Election Commission, India when received direct in the Press from the Election Commission, India or forwarded to the Press by the Government in the Public (Elections) Department will be published under the above head.

Section 2.—Notifications by the Government Public (Elections) Department.— Notifications of the Public (Elections) Department of the Madras State will be published under this head.

Section 3—Notifications by the heads of Departments, etc.—Notifications relating to the list of contesting candidates in Form 7-A, or 7-B, etc., received from the Collectors and other Returning Officers (including the Secretary to the State Legislature), other Heads of Departments, Election Tribunals, etc., will be published under this head.

Section 4.—Governor's Secretariat decision of the Governor of Madras under Article 192 of the Constitution of India in regard to question of disqualifications of members of the Legislature will be published under this head.

The notifications under each of the four sections referred to above will be arranged in the following order as far as possible :—

(a) Notifications relating to electoral rolls and their revision.

(b) Notifications relating to conduct of elections and return of election expenses.

(c) Notifications relating to constitution, etc., of Election Tribunals.

NOTE.—The notifications published in this Part will bear consecutive S.R.O. numbers as S.R.O. number B-1 of 1958, S.R.O. No. B-2 of 1958, etc. The letter B is prefixed to the S.R.O. numbers in this Part in order to differentiate them from those published under Part V.

Supplements.

Long notifications and all language notifications of any section of any Part will be published as separate supplements to the particular sections concerned. Statistical supplements will be published as separate supplements in the *Fort St. George Gazette*.

132. (a) *Notifications of dismissals of employees* should be published in the Gazette only when the appointments were previously Gazetted or when the public servant was dismissed for a heinous offence, but the notification should not state reasons even when a conviction is obtained. All such notifications should invariably be submitted to Government before publication when it is desired to exclude the employers from re-appointment in the public service. However, in cases where persons are debarred from entry into public service cases other than dismissal, it is necessary that the reasons for the department should also be published.

(b) *Notifications of dismissals of employees in Town-ships, Municipal Councils, Panchayat Unions, Town Panchayat and Village Panchayat.* The Executive authorities of Townships, Municipal Councils, Panchayat Unions, Town Panchayats and Village Panchayats may notify "Dismissals of persons for a heinous offence such as fraud or falsification of accounts" in the form appended to G.O. No. 2145, Local Self-Government, dated 22nd May 1936 in Part II—Section 2 of the *Fort St. George Gazette*, without approval of Government.

(c) *Lists of casualties.*—Among armed forces received from the Union Government are to be published.

(d) *Treasure Trove notifications* intended for publication in the Gazette of India should be forwarded direct to the publisher of that Gazette.

(e) As a general rule, orders and rules which affect only individual districts will be published only in the Gazettes of the district concerned and not in the *Fort St. George Gazette*, unless their publication in the *Fort St. George Gazette* is necessary under any act or rule made thereunder.

Notifications which are received in the Press or publication in the *Fort St. George Gazette* which appear to have only local interest, may be referred to the Government for Orders.

133. *Bills.*—When bills are forwarded to this Government for publication in the Gazette, whether in English alone, or in English and Tamil, the principal language of the State, all orders relating such publication should issue in the Law Department.

134. *Italics and Regional Languages.*—When italics or thick types are used to denote modifications made in a bill in English, such words or sections should be printed between brackets [] in the Tamil edition, an explanatory foot-note being printed on the first page.

135. *Supplements.*—Long resolutions or notifications of the Union Government, consolidated copies of rules brought up to date, exhibition notices, etc., which need not necessarily be included in the Gazette proper, are published as Supplements to the different parts of the Gazette.

All supplements usually exceeding about eight pages in extent such as the Registrar of Medical Practitioners, Register of Nurses and Midwives, Jurors' lists of text books, etc., which are periodically issued with the Gazette, will be supplied only to subscribers and to such of those Government officers who are specially selected for distribution on account of their special interest, in the supplement. A distribution list as approved by Government should be maintained for the purpose.

136. The Government reserve the right to consider any particular bulky notification as not included in the ordinary subscription to the *Fort St. George Gazette* and exclude such supplements from free supply to subscribers.

137. Translations in Tamil of notifications in the sections of Parts I and II are published, in supplement to the section of those parts. It is desirable, however, to exclude Tamil matter from the Gazette as much as possible and no departmental notifications will be published in diglot except when they are required to be published in the Regional Language. E.G. notifications of wrecks found which appear in English and Tamil in Part III.

138. *Acts in Tamil.*—All acts of the Madras Legislature shall be published in the *Fort St. George Gazette* in English, and except in the case of formal Acts such as the Repealing and Amending Acts, they shall also be published in the principal language of the State, namely Tamil. The Translators to Government will see that the translations of Acts into Tamil are made available to the Public as soon as possible after the Acts are published in English and that draft notifications for which a date is fixed are ready in time for publication in the issue following receipt of instructions.

139. *Republication of Notices.*—Except when Acts or rules prescribe otherwise, the publication of a notice in more than one issue of the *Fort St. George Gazette* is ordinarily unnecessary and it can be done only when there are special reasons to the contrary. Notifications regarding sandalwood sales may, however, be published in three successive issues. Notifications published in a Gazette extraordinary may, at the instance of the Department concerned be republished in the next ordinary Gazette.

140. *Republication of Union Government Papers.*—When the Union Government have published a resolution, letter or other communication in the Gazette of India, it may be reproduced in the Local Government Gazette over the name of the Secretary, the Deputy Secretary or the Under Secretary to Government as the case may be in the department which orders its republication, but no other communications from the Union Government should be republished in the Gazette, either in their actual form or in abstract, without the previous sanction of the President of the

Republic of India. A resolution or notification republished by one department in the local Gazette should not be published again for another department.

141. *Errata*.—Where typographical or other errors in any notifications, etc., already published in the Gazette have to be corrected, such corrections should be made formally by a notification issued over the signature of the officer above whose signature the original notification issued. Corrections should on no account be made by issuing substituted pages of the Gazette.

142. *Gazette manuscripts*.—Heads of Departments, in submitting to Government proposals which involve Gazette notifications relating to such events as appointments, transfers, leave, investiture of powers, etc., shall enter in the draft notification the full name of the individual concerned spelt in accordance with the authorised system. These should not be written in tabular form. All draft notifications, other than those relating to land acquisition, shall be submitted to Government in duplicate and the number, if any, of spare copies required after publication should be stated thereon.

143. *Spare copies of Gazette notices*—are supplied by the Press if the order is given at the time the notice is sent for publication. These additional copies are treated as *job work* and ordinary printing paper is supplied by the Press; if this is not suitable, the press must be furnished with the paper when the manuscript is sent. Such supplies cannot, however, be made to Local Bodies even on payment. For the supply of copies of the Gazette see paragraph 146 below.

144. *Advance proofs*.—The Director of Stationery and Printing, may in his discretion, supply, free of charge, advance proofs of Part I after they have been finally passed by the Secretariats to the editors of all important dailies, and News Agencies in the State, as well as representatives of dailies outside the State, stationed in Madras. Similar proofs may be supplied to others on payment in advance, of an annual subscription of Rs. 10 for delivery at the Government Press, or Rs. 12-50 if sent by post.

145. *Distribution of the Fort St. George Gazette or any of its parts*.—They are issued free only to those officials to whom the supply is sanctioned by Government. General orders with regard to the distribution of copies are issued in the Public Department, the supply to individual officers being sanctioned in the Secretariat Department concerned. The distribution list is revised once in five years in November, the revision taking effect from the beginning of the following year. Copies required to replace those lost in transit may be supplied at the discretion of the Director. Requisitions for additional copies or back numbers are sanctioned by Government. The Officer-in-charge of the printing of the *Fort St. George Gazette* will be responsible for striking the number of copies required.

146. *Subscriptions.*—The Gazette, or any of its parts, is supplied to other persons or bodies on payment of the subscription rates in advance, as detailed below, but no subscription will be received for less than one quarter which may consist of any three consecutive months. In the case of subscribers, reminders will be sent a month before expiry of subscription, and if the subscription is not renewed in time, the supply will be stopped. Single issues may be purchased separately. The selling price is printed on every Act, Bill, Part of Supplement.

<i>Description of the Fort St. George Gazette.</i>			<i>Subscription.</i>	<i>Postage.</i>	<i>Period.</i>
(1)			(2)	(3)	(4)
			RS. P.	RS. P.	
1. Full Gazettes and all Supplements including Rules with Tamil Supplements.			30-00	1-50	
2. Part I—					
Section 1	..	..	0-50	0-25	
Section 2	..	..	0-25	0-25	
Section 3	..	..	0-25	0-25	
Section 4	..	..	0-75	0-25	
			1-75	1-00	
3. Part II—					
Section 1	..	..	5-25	0-25	For quarter of any three months beginning from the 1st of any month payable in advance.
Section 2	..	..	4-50	0-25	
Section 3	..	..	3-50	0-25	
Section 4	..	..	0-25	0-25	
			13-50	1-00	
4. Part III			4-75	1-00	
5. Part IV—					
Section 1	..	..	1-00	0-25	
Section 2	..	..	4-00	1-25	
Section 3	..	..	..	..	
Section 4	..	..	..	..	
6. Part V			1-75	0-50	
7. Part VI—					
Section 1	..	..	0-25	0-25	
Section 2	..	..	0-25	0-25	
Section 3	..	..	0-25	0-25	
Section 4	..	..	0-25	0-25	
			1-00	1-00	
8. Statistical Supplement			4-25	0-50	
9. Weekly whole-sale price-list of commodities.			7-00 (per annum).	0-37 (per annum).	
10. Monthly retail price list of commodities.			1-50 (per annum).	0-10 (per annum).	

Postage is limited to Rs. 1.50 per quarter for more than 4 sections Re. 0.25 per section up to 4 sections.

147. *Official and free advertisements.*—All notices and advertisements relating to the public service received from officers of the Madras Government, except those relating to Government Commercial Departments and undertakings and such of the notifications from Union Government officers and other State Governments and Administrations in India as are either required by law to be published in the Gazette or intended for general information (such as appointments; leave, transfer and dismissals of officers) are published free of charge. They should appear in the issue only of the *Fort St. George Gazette*, unless there is a statutory provision to the contrary. Tenders for the supply of articles called for by Union Government officers should be charged at private advertisement rates. In case of doubt whether a notification should be published free or charged for the orders of Government should be obtained. Unnecessary detail, such as repeating the form of contracts or agreements in full and office instructions, should be avoided.

NOTE.—Vacancies posts which the pay is lower than Rs. 90 a month if in the fixed scale of pay or lower than the scale of Rs. 90—4—110—3—140 if in a time scale of pay should not be notified in the *Fort St. George Gazette*.

148. The following special notices are also published free of charges :—

(1) Advertisements sent by the Union Public Service Commission, India, New Delhi.

(2) Countess of Dufferin's fund.

(3) Election of Chairman and Vice-Chairman of Municipal Councils and Panchayat Union Councils.

(4) List of maps published by the Survey of India.

(5) List of Registered Practitioners of Indian System of Medicine.

(6) List of securities held by Reserve Bank of India on behalf of Government officers at the end of each calendar year.

(7) List of stockists of Agmark products in the State. (Memorandum No. 2615/D2/58-5, Public Works, dated 21st May 1958.)

(8) Madras Dental Council. (G.O. No. 3053, Health, dated 3rd September 1951.)

(9) Madras Medical Council.

(10) Madras Nurses and Midwives register once a year in January.

(11) Madras Pharmacy Council. (G.O. Ms. No. 2461, Health, dated 17th August 1957.)

(12) Notice inviting application for admission to the Indian Mercantile Marine Trainingship.

(13) Notice regarding the Tagore Law Professorship.

(14) Particulars of Currency Notes alleged to have been lost or destroyed sent by the Currency Officer, Madras.

(15) Results of the Madras Port Department Test.

(16) University Students Information Bureau, Madras.

G.O. Ms. No. 435, Law, Education, dated 30th May 1923.

G.O. Ms. No. 2145, Education, dated 11th September 1952.

G.O. Ms. No. 853, Education, dated 18th April 1939.

G.O. Ms. No. 1113, Education, dated 17th May 1939 and Memorandum No. 26540, Education and Public Health, dated 10th July 1940.

G.O. Ms. No. 2011, Education, dated 16th October 1940.

149. The half-yearly schedules only of estates of the Administrator-General will be admitted for publication charged with the setting and printing costs only.

150. Notices for the following offices will be published at the actual cost of printing plus 25 per cent :—

(1) Bengal Council of Medical Registration and the State Medical Faculty.

(2) Annamalai University.

(3) University of Madras.

(4) Corporation of Madras.

(5) Madras Port Trust.

(6) Port Funds.

(7) Receiver of Wrecks.

(8) High Court (Apprentices Examination).

(9) Co-operative Department—

(a) Notices appointing liquidators under section 47 (1) of the Madras Co-operative Societies Act, 1932.

(b) Notices under sub-rule 7 (a) of Rule XXII of the rules issued under the Madras Co-operative Societies Act, 1932. Publication in *District Gazette* is also necessary under Rule XXII 7 (2) if so desired by the Sales Officer.

(c) Notices appointing Liquidators under section 51 (1) of the Travancore-Cochin Co-operative Societies Act, 1951 (X of 1952).

(10) Statement of accounts of the District Police Sports Fund.

(11) Official Assignee—All notices and notifications.

(12) Post Master-General—All notices and notifications.

(13) Board of Examiners for Cinema Operators—Notices and notifications. (G.O. Ms. No. 4514, Home, dated 13th October 1941.)

151. *Advertisements inserted on payment.*—Notices regarding loss of currency or promissory notes, or other property, or of official receipts given by the Public Dept Office in acknowledgment of Government Promissory notes, loss, forfeiture, etc., of shares issued by the Reserve Bank of India or other Government securities and similar notices which are sent for publication by Magistrates or Police Officers but which are published in the interests of private persons, as also advertisements sent by officers of the Central Government for publication in Part III or the Gazette are charged for at private rates (*vide* paragraph 170). The charge for three insertions in the *Fort St. George Gazette* of a notice regarding the loss or destruction of bearer bonds or Government Promissory notes will be limited to, 5 per cent of the value of the security lost in cases in which 5 per cent of the value of less than the schedule charge.

152. *Private advertisements* will not be accepted for publication in the *Fort St. George Gazette* or *District-Gazettes* unless they are required to be so published by law, or by rules having the force of law, or relate to matters of public importance. The advertisements which may be accepted for publication on payment are as follows:—

- (1) Admission to Partnership.
- (2) Application for letters of administration.
- (3) Appointment of liquidators.
- (4) Authorisation to sign the name of a firm or company.
- (5) Balance-sheets of Security Life Offices.
- (6) Change of name including that of an institution, company or firm.
- (7) Changes in the staff of the State Bank of India.
- (8) Closing of the State Bank of India on holidays.
- (9) Closing of the account of estates of deceased persons.
- (10) Dissolution of partnership.
- (11) Enrolment in the High Court.
- (12) General meetings of companies or societies.
- (13) Loss, forfeiture, etc., of shares issued by the Reserve Bank of India.

(14) Notice of original miscellaneous petitions filed in district courts for the grant of letters of administration with probate of wills.

(15) Notice of payment of dividend of the bank including those received through or from Government officials.

(16) Notices inviting claimants to estate of deceased persons.

(17) Notices of leave, vacancies, etc., by municipalities and panchayats.

(18) Notices of the Anglo-Indian Association after approval by the Director of Public Instruction.

- (19) Notices of the Monegar Choultry.
- (20) Notices under the Insolvency Act received from private parties.
- (21) Recovery of sums due under a suit. Proclamation of sale supported by a specific order from the Court.
- (22) Substituted services of notice of Small Cause Court suits supported by specific order of the Court.
- (23) Statement of money received and expended on account of the Memorial Hall, Madras.
- (24) Winding up of a company or fund.
- (25) Notifications by the Secretary, Railway Rates, Tribunal Adayar, Madras.
- (26) Notices inviting claimants to estates of deceased persons received through or from Government officials.

153. When private advertisements tendered publication in the Gazettes do not fall under any of the above mentioned heads and the Director of Stationery and Printing is doubtful as to the propriety of their publication, he should refer the matter for the orders of Government.

154. *Insolvency Notices.*—All notices relating to an order of adjudication issued under section 27 (1) and (2) of the Provisional Insolvency Act, 1920 (V of 1920), publishable in the local official Gazette under section 30 of the said Act, those of annulling an adjudication issued under sections 35, 36 and 43 publishable in similar manner under section 37 (2) of the said Act and those issued under section 64 of the said Act, to creditors to prove their claims before final dividend shall be accepted for publication in the Gazettes in one issue only provided that such notices are received through Government officials including official receivers and special receivers and charged for at the following rates:—

	<i>Rate per line.</i>
	Rs. P.
(i) Notices of an order of adjudication sections 27 (1) and (2) and 30.	
(ii) Notices of an order annulling an adjudication sections 35, 36, 43 and 37 (2).	0-16
(iii) Notices to creditors to prove their claim before final dividend section 64.	0-19

The text of relevant sections are given below:—

Section 27 (1).—If the Court does not dismiss the petition, it shall make an order of adjudication, and shall specify in such order the period within which the debtor shall apply for his discharge.

(2) The Court may, if sufficient cause is shown, extend the period within which the debtor shall apply for his discharge and in that case shall publish notice of the order to such manner as it thinks fit.

Section 30.—Notice of an order of adjudication stating the name, address and description of the insolvent, the date of adjudication, the period within which the debtor shall apply for discharge and the Court by which the adjudication is made.

Section 35.—Where, in the opinion of the Court, a Debtor ought not to have been adjusted insolvent, or where it is proved to the satisfaction of the court that the debts of the insolvent have been paid in full, the Court shall on the application of the debtor, or of any other person interested, by order in writing, annul adjudication.

Section 36.—If, in any case, in which an order of adjudication has been made, it shall be proved to the Court by which such order was made that insolvency proceedings are pending in another court against the same debtor and that the property of the debtor can be more conveniently distributed by such other Court, the Court may annul the adjudication or stay all proceedings thereon.

Section 37 (2).—Order annulling an adjudication.

Section 43.—Adjudication to be annulled on failure to apply for discharge.

Section 64.—Notice to creditors to prove their claims before final dividend.

155. All the abovementioned notices under the Act, if received direct from private parties, as well as the following are charged for at private advertisement rates:—

(1) *Section 19 (2).*—Fixing the date of hearing :

(2) *Section 38 (1).*—Notice of debtor's proposal for composition and scheme of arrangement; and

(3) *Section 41 (1).*—Application for order of discharge.

156. Notices of adjudication under sections 10 and 20 and of the annulment of adjudication under sections 21 and 23 (3) of the Presidency Town Insolvency Act, 1909 received for publication in the *Fort St. George Gazette* through Government officials are charged at Re. 0.16 P. per line for double column printing.

District Gazettes.

157. (i) A monthly official Gazette is published for all districts in two editions, one in English and the other in Tamil. They are all printed at the Government Branch Press, Pudukottai and published by the Collectors of the Districts concerned. The latest date for the receipt of manuscript by the Collectors and by