

from the officer ordering the binding work that it has been executed to his satisfaction. The rates for binding shall include all binding materials though included in the list of stationery articles.

229. *Printing.*—(a) The bills should be forwarded to the Director of Stationery and Printing, Mint Buildings, for verification and payment. The following instructions shall be followed in the preparation of bills :—

(1) Printed forms of bills in English should be adopted as far as possible; but when from any circumstances a bill in a regional language is unavoidably necessary, bi-lingual form should be used.

(2) When the use of a regional language in a bill is unavoidable a brief abstract should be endorsed in English under the signature of the preferring officer stating the amount the name of the payee and the nature of the payment.

(3) All bills must be filled and signed in ink. The amount of the bills should be both in figures and words.

(4) All corrections in a bill should be attested by the officer signing the bill.

(5) The bills should be made out in duplicate and sent to the Director of Stationery and Printing for scrutiny together with all connected specimen copies of the printed matter to be retained in the office of the Director of Stationery and Printing for audit purposes.

(b) The concerned officers while transmitting the bills to the Director of Stationery and Printing for check and payment should furnish the following certificates :—

(i) The claims included in the bills have not been previously claimed and allowed.

(ii) The printed copies of work ordered to be done in the Press have correctly been received by him and taken to account.

(iii) The printing work done is according to specifications and the claim is in accordance with accepted rates.

As paper required for printing any Government work should be obtained from the Stationery Branch of the Stationery and Printing Department, charges on account of purchase of paper cannot be passed in bills for printing unless such purchases are specifically sanctioned by Government.

230. *Municipalities, Township Committees, Panchayats and Panchayat Unions.*—The supply of stock forms and other standardized forms either on payment of cost or free shall be regulated in accordance with the instructions contained in paragraph 62 (v) of this manual. The Commissioners of Panchayat

Union Councils and Executive authorities of Panchayats and Municipal Councils, and Township Committees, without reference to any outside authority, may get their other printing and binding works executed locally by contract entered into by them with the printers after inviting competitive tenders and obtaining the advice of the Director of Stationery and Printing, regarding the tender to be accepted. The opinion of the Director of Stationery and Printing shall be binding. Tenders for printing work should be called for by Municipal Councils in Municipal Form No. 7 and by Township Committees in L.F. Form No. 61.

231. Officers sending work to private presses will be responsible to see that the rules regarding economical printing and inexpensive binding are observed, that the necessary paper is supplied and that it is made clear to the presses taking up work, for which a declaration has been obtained, that the bills will be subject to check by the Director of Stationery and Printing, and that no higher rates than those specified in Appendix J, will be paid. The decision of the Director is final.

232. Printing for private parties at the Government Press requires the special sanction of Government. Private work specially sanctioned by Government is charged at 25 per cent above cost unless orders to be done free of cost or at special rates. The Director of Stationery and Printing cannot ordinarily undertake to print any matter relating to local bodies other than such matter as must by rule or Act be published in the district gazette and those of schedule of rates and data to Public Works Department standard schedule of rates and such other items of work as may be sanctioned by Government. When other work is undertaken the local body concerned should settle the rate in each case in advance before entrusting the work to the Government Press. The estimated amount of charges should ordinarily be required to be paid in advance. A list of work for which sanction has been accorded subject to preference being given to Government work is included in Appendix I. Competitive estimates are not furnished by the Director of Stationery and Printing.

NOTE.—The cost of Printing for purposes of recovery from the local bodies under this paragraph shall be worked out with reference to the overhead charges prevailing on the date of completion of the work received from them.

233. Fees for checking bills for printing and other work done at private presses on behalf of the Madras and Annamalai Universities, and other local bodies, are levied at the rate of 1 per cent on the value of the bills checked. Printing bills for Government offices are checked free of charge.

234. Presses in departmental offices are expensive and inefficient and the establishment of small presses in any office and the purchase of printing and binding plant require the special sanction of Government. The location of a small Press

at Raj Bhavan to print engagement lists, dinner plans, etc., of the Government House for the season is sanctioned by Government and under the control of the Comptroller of Governor's Household. The installation of a Rotaprint machine R. 70 foolscap size in the office of the Collectors of Madurai, Coimbatore and Thanjavur to cater to the printing work of Government offices in the respective districts has been sanctioned by Government.

The Superintendent, Government Museum, is however, permitted to print labels, etc., and the Central Survey Office, Madras maintains a Press for printing lithographic transfers, but not for job work, correction slips, circulars, etc. The restrictions as to the classes of work, number of copies, etc., in this manual apply equally to these presses.

235. *Debit of cost.*—The cost of printing and binding work done is incorporated in the Annual Report of the Stationery and Printing Department in the section relating to the Press Branch. Except where otherwise specially ordered, all printing and binding work done for commercial department and undertakings under the State Government and for officers of the Union Government will be charged for and recovered in accordance with the procedure laid down in the Madras Financial and Treasury Codes. The procedure to be followed in effecting recoveries from Union and other cost recoverable departments and intimations to be sent to them shall be accordance with the instructions contained in paragraph 9 (b) of this manual. In respect of the following State Government officers the cost of work executed for them shall be intimated to them in months noted against each.

STATE GOVERNMENT DEPARTMENTS.

Commissioner for Government Examinations—Secondary School-Leaving certificate—Elementary School-Leaving Certificate—November.

Hospitals—For calendar year—January.

Inspector-General of Registration—March.

Public Works Workshops—June.

Registrar-General of Births, Deaths and Marriages—July.

NOTE.—In case of Parliamentary papers, the cost of work done should be intimated as copies are despatched.

236. *General.*—Co-operation and constant vigilance on the part of heads of departments and offices are essential to effect due economy in Stationery and Printing, and all officers will endeavour to look personally into these matters to stop leakages and to repress extravagance. The Director of Stationery and Printing should bring promptly to the notice of Government any instances of excessive demands or unusual expenditure which are not satisfactorily explained when the attention of the officers concerned is drawn to the matter.

APPENDIX 'A'.

(See paragraph 6.)

List of Officers authorised to indent on the Government Presses for Ordinary Printing and other classes of work.*4. Taxes on income other than Corporation Tax.*

Commissioner of Agricultural Income-Tax, Madras (F).
(G.O. Ms. No. 4897, Public Works, dated 30th December 1955.)

7. Land Revenue.

Assistant Director of Survey and Land Records B.
Officer-in-charge, Central Survey Office.
Inam Commissioner B.
Special Officer for Rent Reduction in Estates.
(G.O. Ms. No. 1865, Education, dated 27th July 1948.)
Director of Settlements B.
(G.O. Rt. No. 242, Education, dated 22nd May 1951.)

10. Forest.

Chief Conservator of Forests B.F.
Conservator of Forests B.
District Forest Officers.

11. Registration.

Inspector-General of Registration B.F.
Do. Personal Assistant.
Registrars-District Gazette Advertisements, Monthly Establishment Lists, and Blank Documents Forms Only.

13. Other Taxes and Duties.

Chief Electrical Inspector to Government B.

25. General Administration.

Board of Revenue—Members B.F., Secretary, Joint Secretary, Assistant Secretary, First Assistant.
Collectors, B. Also forms required for temporary use.
Curator, Madras Record Office B.
Question papers for the examination of candidates undergoing the training course for Municipal Commissioners and Special Officers for Panchayats.
(G.O. Ms. No. 376, Education, dated 15th March 1941.)

Examiner of Local Fund Accounts B.

Joint Development Commissioner B.

Chief Electoral Officer B.

Comptroller of Governor's Household.

Office of the Comptroller of Governor's Household—Manager, Routine Work only.

Ministers B.

Pay and Accounts Officer, Madras.

(G.O. Ms. No. 1310, Public Works, dated 12th March 1956.)

Governor's Secretary (Secretariat of the Governor) B.

Do. Office Manager, Routine Work.

Secretariat—Chief Secretary to Government B.F.

Do. Deputy Secretary to Government B.F.

Do. Under Secretary, Public Department B.

Do. Secretary to Government, Revenue Department B.F.

Do. Deputy Secretary to Government, Revenue Department B.F.

Do. Under Secretary to Government, Revenue Department B.F.

Do. Assistant Secretary, Revenue Department.

Do. Secretary to Government, Finance Department B.F.

Do. Deputy Secretary to Government, Finance Department B.F.

Do. Secretary to Government, Home Department B.F.

Do. Deputy Secretary to Government, Home Department B.F.

Do. Assistant Secretary to Government, Home Department B.F.

Do. Secretary to Government, Education and Public Health B.F.

Do. Deputy Secretary to Government, Education and Public Health Department B.F.

Do. Secretary to Government, Rural Development and Local Administration Department B.F.

Do. Deputy Secretary to Government, Rural Development and Local Administration Department B.F.

Do. Under Secretary to Government, Rural Development and Local Administration Department B.

Do. Secretary to Government, Food and Agriculture Department B.F.

Do. Deputy Secretary to Government, Food and Agriculture Department B.F.

Do. Under Secretary to Government, Food and Agriculture Department B.F.

Do. Assistant Secretary to Government, Food and Agriculture Department.

Secretariat—Secretary to Government, Public Works Department B.F.

- Do. Deputy Secretary to Government, Public Works Department B.F.
- Do. Secretary to Government, Law Department.
- Do. Assistant Secretary, Law Department.
- Do. Secretary to Government, Industries, Labour and Co-operation Department B.F.
- Do. Deputy Secretary to Government, Industries, Labour and Co-operation Department B.F.
- Do. Assistant Secretary to Government, Industries, Labour and Co-operation Department.
- Do. Superintendents of all Departments. Routine work only.

Madras Legislature—Secretary (Council and Assembly).

B.

Madras Legislature—Assistant Secretary (Council and Assembly). Routine work only.

Secretary, Madras Public Service Commission.

Medical Officer, Raj Bhavan Dispensary.

Collectors, Gazette matter and its address slips.

Director, Vigilance and Anti-Corruption.

27. *Administration of Justice.*

Administrator-General and Official Trustee, Madras B.

Advocate-General B.

Chief Presidency Magistrate, Egmore B.

City Civil Judge B.

Court of Small Causes, Chief Judge B.

Do. Registrar.

District and Sessions Judges B.

District Magistrates B.

Government Pleader, Madras B.

High Court of Judicature, Registrar B.F.

Do. Deputy Registrar and Assistant Registrars.

Appellate Side and Original Side (for work already sanctioned).

Editor, Indian Law Reports (Madras Series) B. (letter from Editor, Indian Law Reports (Madras Series) No. 900-C, dated 13th October 1944).

Public Prosecutor B.

Rules Committee—Secretary.

Second Presidency Magistrate, George Town.

Sheriff of Madras.

28. Jails and Convict Settlements.

Inspector-General of Prisons.

Chief Inspector of Approved Schools and Vigilance Service.

Superintendents of Central Jails.

Superintendents of District Jails, Cuddalore and Madurai.

Superintendent of Borstal School, Thanjavur and Palayamkottai B.

Headmaster of Senior Approved School, Chingleput B.

Headmaster, Approved School, Ranipet.

29. Police.

Assistant Inspector-General of Police B.

Commissioner of Police B.

Deputy Inspector-General of Police, Railways and C.I.D. (Special forms, Gazette supplements, Abstracts and Circulars B).

Deputy Inspector-General of Police, Personal Assistant. Routine work only.

Deputy Inspector-General of Police, Manager. Routine work only.

Inspector-General of Police, Madras B.F.

Superintendents of Police (Circulars, Special notices and Gazette advertisements).

36. Posts and Pilotage.

Agent for Government Consignments, Madras B.

36. Scientific Departments.

Superintendent, Government Museum and Associate Librarian, Connemara Public Library B.

Superintendent, Government Museum, Pudukkottai.

(G.O. Ms. No. 3924, Education, dated 22nd December 1949.)

37. Education.

Deputy Inspector of Schools (lists of schools and grants sanctioned only).

Curator, Oriental Manuscripts Library, Egmore B.

Deputy Director of Public Instruction B.

Director of Public Instruction B.F. (any work except standardised forms).

Heads of Secondary Schools (examination papers, if not less than 25 copies are required).

Heads of Training Schools (examination papers, if not less than 25 copies are required and 25 copies of nominal roll).

Inspector of Anglo-Indian Schools (examination papers, school catalogues and report of examiners of Anglo-Indian School, examination after sanction in each case) B.

District Educational Officers and Inspectresses of Schools (examination papers, school catalogues after sanction in each case) B.

Principals of all Government Colleges other than the Principal of the Presidency College (calendars, special examination papers and attendance register sheets only) B.

Principal, Presidency College (calendars, special examination papers even when the number of copies required is less than 25 and attendance register sheets only) B.

Sub-Assistant Inspectors or Inspectresses of Schools (for lists of schools and grants sanctioned only).

Text-Book Committee—Lists of books dealt with.

38. *Medical.*

Board of Examiners—Medical—Presidency (examination papers and circulars and 25 copies of nominal lists of candidates).

District Medical Officers for medical examination of subordinates (examination papers and circulars only).

District Surgeons, Madras City.

Medical Officers in charge of Government hospitals.

Dean, Medical College, Madras B.

Dean, Stanley Medical College, Madras.

Principal, College of Integrated Medicines [(i) College calendars and prospectus and (ii) examination questioned papers and circulars relating thereto if not less than 25 copies are required.]

Director of Medical Services, Madras B.F.

Do. Personal Assistant, Routine work only.

The Director, State Forensic Science Laboratory, Madras B.F.

39. *Public Health.*

Director, King Institute, Guindy (reports and circulars) B.

Director of Public Health (for sanitation forms only) B.

Director of Town-Planning (general circulars and reminders to local bodies).

District Medical Officers (for Deputy Inspector of Vaccination).

District Health Officers.

District Health Officers (for Health Inspectors).

Sanitary Engineer to Government B.

40. *Agriculture.*

Agricultural Chemist.

Curator, Government Botanical Gardens, Ootacamund. Routine work only.

Deputy Director of Agriculture.

Director of Agriculture B.F.

Government Mycologist.

Principal, Agricultural College, Coimbatore B.

Director, Cinchona Department B.

40. *Agriculture (Fisheries).*

Director of Fisheries B.

41. *Veterinary.*

Director of Animal Husbandry B.

Principal, Veterinary College, Madras B.

Superintendent, Institute of Veterinary Preventive Medicine,
Ranipet B.

42. *Co-operation.*

Registrar of Co-operative Societies B (any work except standardised forms).

Deputy Registrar of Co-operative Societies.

43. *Industries.*

Director of Industries and Commerce B.F.

Principal, School of Arts and Crafts B.

47. *Miscellaneous Departments.*

Board of Examiners (General), President (Secretary)—(Examination papers—As many copies as may be required even less than 25) B.

Commissioner for Government Examinations B.

Commissioner of Labour B.

Commissioner under Workmen's Compensation Act B.

Chief Inspector of Factories (for annual report only).

Registrar-General of Births, Deaths and Marriages B.F.

Registrar of Firms.

Secretary to Commissioners for Government Examinations B.

Chief Inspector of Steam Boilers (routine work only).

Commissioner, Hindu Religious and Charitable Endowments (~~Admini-~~
tration) Department B. (on payment of cost).

(G.O. Ms. No. 2181, P.W., dated 3rd June 1955.)

50. *Civil Works.*

Chief Engineer, Irrigation B.F.

Chief Engineer, Public Works Department (General) B.F.

Chief Engineer, Highways Department.

Consulting Architect to Government.

Executive Engineers.

Divisional Engineers, Highways.

General Superintendent, P.W.D. Workshops and Stores.

Superintending Engineers B.

56. Stationery and Printing.

Director of Stationery and Printing B.F.

• Works Manager, Government Press B.

Madras State Electricity Board (on payment of cost).

Chief Engineer (Electricity) B.F.

Electrical Engineer (General) (subject to the countersignature by the Chief Engineer for Electricity).

Superintending Engineer (Technical) B.

(G.O. Ms. No. 871, Education, dated 14th April 1958.)

• Executive Engineer, Civil and Hydraulic Division B.

Executive Engineer, Electrical and Mechanical Division B.

(G.O. Ms. No. 310, Education and Public Health, dated 10th February 1939.)

B. Officers authorized to send papers for binding.

F. Officers authorized to make additions to, or alteration in the standard lists of forms, or in the forms for supply to their subordinate officers.

APPENDIX 'B'.

(See paragraph 7.)

Annual Reports, Returns, etc., which are submitted to Government in print or which may be printed without special sanction.

Administration Reports.

Board of Revenue—Survey Department—Annual Administration Report—P.Fo.

Board of Revenue—Jamabandi—Annual Administration Report (2 Volumes)—Royal 8vo.

State Transport Authority—Annual Administration Report dealing with the administration of the Motor Vehicles Act, 1939.
(G.O. Ms. No. 268, Home, dated 20th January 1941.)

Chemical Examiner—Administration Report—Royal 8vo.

Chief Conservator of Forests—Forest Annual Administration Report in one volume, 40 pages.

Chief Conservator of Forests—Sylvicultural Research—Annual Administration Report—Royal 8vo.

Chief Engineer (General)—P.W.D.—Annual Administration Report (2 parts).

Chief Engineer (Highways)—Annual Administration Report—Royal 8vo.

Chief Inspector of factories—Annual Administration Report.

Chief Secretariat—General—Annual Administration Report—Royal 8vo.

Commissioner of Labour and Commissioner under Workmen's Compensation Act—Annual Administration Report of the Labour Department (General)—Royal 8vo.

Annual Report on the working of the Indian Workmen's Compensation—Royal 8vo.

Commissioner, Hindu Religious and Charitable Endowments (Administration) Department—Annual Administration Report.
(G.O. Ms. No. 2181, P.W., dated 3rd June 1955.)

Curator, Oriental Manuscripts Library, Annual Administration Report—Royal 8vo.

Director of Agriculture, Annual Administration Report (2 volumes)—Royal 8vo.

Director of Agriculture—Agricultural Department—Operation Report—Royal 8vo.—Annual.

Director of Agriculture—Agricultural Station Reports—Royal 8vo.

Director of Agriculture—Subordinate Officer's Report—Royal 8vo.—Annual.

Director, Cinchona Department—Annual Administration Report.

- Director of Fisheries—Annual Administration Report—Royal 8vo.
- Director of Harijan Welfare—Annual report on the Reclamation of Kallars and Koravars and Criminal Tribes' settlements—Royal 8vo.
- Director of Industries and Commerce—Annual Administration Report—Royal 8vo.
- Director of Public Health—Annual Administration Report—Royal 8vo.
- Director of Public Health—Vaccination—Annual Administration Report—H.f.fo.
- Director of Public Health—National Health and Baby Week—Annual Report—f.fo.
- Director of Public Instruction—Annual Administration Report (2 volumes)—Royal 8vo.
- Director of King Institute, Guindy—Annual Administration Report—Royal 8vo.
- Director of King Institute, Guindy—Supplement—Royal 8vo.
- Director of Town Planning—Annual Administration Report—Royal 8vo.
- Director of Animal Husbandry—Annual Administration Report—Royal 8vo.
- Director of Animal Husbandry—Report of Superintendent, Institute of Veterinary, Preventive Medicine, Ranipet.
- Inspector-General of Police—Police Annual Administration Report—f.fo.
- Inspector-General of Prisons—Jail Annual Administration Report—f.fo.
- Inspector-General of Registration—Registration Annual Administration Report—f.fo.
- Inspector of Anglo-Indian Schools—Examiners' Annual Report on Anglo-Indian Schools—f.fo.
- Registrar of Co-operative Societies—Annual Administration Report—Narrative portion not to exceed 60 pages—Royal 8vo. with not more than 6 pages of half tone illustrations.
(G.O. No. 1344, Development, dated 23rd May 1939.)
- Registrar, High Court, Statistics of Civil Courts—f.fo.
- Registrar, High Court, Statistics of Criminal Courts—f.fo.
- Director of Medical Services—Civil Hospitals and Dispensaries—Annual Administration Report—f.fo.
- Director of Medical Services—Administration Reports of the Government Mental Hospitals in the State—Annual f.fo.
- Superintendent, Government Hospital for Women and Children—Annual Administration Report—f.fo.
- Dean, General Hospital—Annual Administration Report—f.fo.

Superintendent, Ophthalmic Hospital—Annual Administration Report—f.fo.

Director of Stationery and Printing—Annual Administration Report—Royal 8vo.

Budget Estimates.

All Heads of departments—Budget Estimates of receipts and expenditure submitted in print to Finance Department and Board of Revenue. Annexures to the budget estimates should not be printed without sanction of Government except those relating to the following which may be printed separately.

37. Education.

47. Miscellaneous Departments.

Detailed Irrigation Budget.

Detailed Civil Works Budget.

Demands for grants and detailed budget estimates.

Calendars and Prospectuses.

All Government College Calendars (excluding extracts of rules, examination papers from University Calendars, blank forms, list of past students, photographs of students, etc.)—Demy 8vo. *

*(G.O. Ms. No. 469, Education, dated 10th March 1948.)

Commissioner for Government Examinations—Annual.

Director of Public Instructions—Library Catalogue of School and Colleges—Royal 8vo.

Director of Public Instruction—College Bulletins, such as those issued by the Teachers' College, Saidapet—Royal 8vo.

Director of Public Instruction—Occasion Pamphlets such as those issued regarding 'Manual Training' or hints and suggestions and scheme of work for schools (elementary and secondary training and Anglo-Indian).

Director of Technical Education—Prospectuses of Polytechnics under the Director of Technical Education—Royal 8vo.—Annual.

Industries—Prospectuses of Industrial and Trade Schools under the Director of Industries and Commerce—Royal 8vo.—Annual.

Village Calendars in Tamil—Annual.

Establishment lists.

All Civil Courts—Mufassil—One for each court—Royal 8vo.*

All Collectorates—One for each district—Royal 8vo.*

All Secretariats—Royal 8vo.—Mon-tabular—*

Chief Engineer (Public Works Department)*

Chief Engineer (Highways)—*

(Memo. No. 3532, G. 49-2, P.W., dated 19th August 1959.)

Board of Revenue (Land Revenue and Settlements)—Office Establishment including Inam Commissioner—Royal 8vo.*

Board of Revenue—Office Establishment—Central * Survey Office, Survey Part—Lists Nos. 1 to 5 each of the Upper and Lower Subordinates—Royal Svo.*

Chief Conservator of Forests—General list of Rangers—Royal 8 vo.*

Chief Conservator of Forests—Foresters—Royal Svo.*

Chief Conservator of Forests—Consolidated list of Clerks, Accountants and Managers in the office of the Chief Conservator of Forests and in Circle offices—Royal Svo.*

Chief Engineer (General)—Classified list and distribution return—Royal Svo.*

Chief Engineer (General)—Distribution return of Executive establishment f.fo.*

Chief Engineer (Highways)—Classified list and distribution return—Royal Svo.*

Chief Engineer (Highways)—Distribution return of Executive Establishment—f.fo.*

Chief Secretariat—List of Gazetted Officers—Royal Svo. †

Chief Secretariat—List of Gazetted Officers—All Departments—Consolidated—Royal Svo.*

Chief Secretariat—List of members of the I.A.S. ‡

Chief Secretariat—List of Gazetted Officers of the Jail Department and the approved schools.*

Chief Secretariat—List of Gazetted Officers of the Registration Department.*

Chief Secretariat—List of Gazetted Officers of the Public Health Department.*

Chief Secretariat—List of Gazetted Officers of the Civil Medical Department.*

Chief Secretariat—List of Gazetted Officers of the Public Works Department.*

Chief Secretariat—List of Gazetted Officers of the Forest Department.*

(G.O. Ms. No. 2972, Development, dated 2nd August 1946.)

Chief Secretariat—List of Gazetted Officers of the Agricultural Department.*

Chief Secretariat—List of Gazetted Officers of the Animal Husbandry Department.*

Chief Secretariat—List of Gazetted Officers of the Industries and Commerce Department.*

Chief Secretariat—List of Gazetted Officers of the Co-operative Department.*

Chief Secretariat—List of Gazetted Officers of the Madras Civil Service—Executive Branch.*

Chief Secretariat—List of Gazetted Officers of the Survey Department.*

Chief Secretariat—List of Gazetted Officers of the Police Department.*

Chief Secretariat—List of Gazetted Officers of the Judicial Department.*

- Chief Secretariat—Annual Supplement—Royal 8vo.*
- Chief Secretariat—History of Services (Accountant-General)—Royal 8vo.*
- Chief Secretariat—History of Services (P.W.D.)—Royal 8 vo.*
- Chief Secretariat—History of Services (Police)—Royal 8 vo.*
- Chief Secretariat—Finance Secretariat—Royal 8vo.*
- Commissioner of Labour—Royal 8vo.—Non-tabular.*
- Commissioner, Hindu Religious and Charitable Endowments (Administration) Department—Royal 8vo.—Non-tabular.*
- (G.O. Ms. No. 2181, Public Works, dated 3rd June 1955.)
- Director of Agriculture—Royal 8vo.—Non-tabular.*
- Director of Fisheries—Royal 8vo.—Non-tabular.*
- Director of Industries and Commerce—Royal 8vo.—Non-tabular.*
- Director of Public Health—Royal 8vo.—Non-tabular.*
- Director of Public Health—Health Inspectors—Royal 8vo.*
- Director of Public Instruction—Education Department—Non-Gazetted Officers—Royal 8vo.*
- Director of Public Instruction—Education Department—Gazetted Officers—Royal 8vo.*
- Director of Animal Husbandry—Royal 8vo.*
- Examiner, Local Fund Accounts—Audit Department—Royal 8vo.*
- Inspector-General of Police—Royal 8vo.*
- Inspector-General of Prisons—Jail Department—Royal 8vo.*
- Inspector-General of Registration—Graded list of clerks, Registration District—f.fo.*
- Joint Development Commissioner—Establishment list of Executive Officers of Panchayat, Extension Officers (Panchayats), Additional Panchayat Officers and Divisional Panchayat Officers.
- (G.O. Ms. No. 2180, Local Administration, dated 12th July 1943.)
- Registrar of Co-operative Societies—Royal 8vo.*
- Registrar, High Court—Royal 8vo.*
- Registrar, High Court—Seniority list—Royal 8vo.*
- Secretary—Madras Public Service Commission—Royal 8vo.*
- (G.O. Ms. No. 1704, Education, dated 3rd September 1940.)
- Secretary, Legislative Council and Legislative Assembly—Royal 8vo.*
- Director of Stationery and Printing—Establishment list of the Stationery and Printing Department—Royal 8vo.*
- Superintending Engineers—P.W.D. and Highways—Establishment list of circle—Royal 8vo.*
- Director of Medical Services—Civil Medical list—Royal 8vo.*
- Director of Medical Services—Clerical staff of Government Hospitals—In Madras City—Royal 8vo.*
- Director of Medical Services—Clerical staff of District Medical Officers and Government Hospitals in the Mufassal—Royal 8vo.*

Director of Medical Services—List of Members of the nursing staff in the Government Hospitals.

* Annual.

† Quarterly.

‡ Half-yearly.

Miscellaneous.

Accountant-General—Forms—Accounts of the Government of Madras—Preliminary—Accounts (G.O. Ms. No. 157, Finance (W & M), dated 27th May 1939).

All Collectors—Famine expenditure and Relief Programme.

All Collectors—Index of Disposal and Receipts—Non-tabular—Annual

All Collectors—List of Minor Irrigation Sources.

All Collectors—List of Periodical Reports and Returns.

All Collectors—Old records including Hukumnamas.

Board of Revenue—Special Settlement Officer's Report in advantage of orders to District Gazettes.

Chief Conservator of Forests—Account work of District Forest Officers—Accountant-General's Review—F.fo.—Annual.

Chief Engineer (General)—Statement of final modification of grants

Chief Engineer (General)—Index—Annual.

Chief Engineer for Irrigation—Index—Annual. (Monographs of Irrigation Systems) **

** (G.O. Ms. No. 1732, Education, dated 6th September 1940).

Chief Engineer (Highways)—Index—Annual.

Chief Engineer (Highways)—Statement of final modification of grants.

Chief Inspector of Factories—List of factories—In the Madras State—Annual.

Chief Secretariat Library—Accessions—F.fo.—Monthly.

Commissioner of Police—List of fares and distances—Royal 8vo.—Annual.

Curator, Madras Record Office—All the volumes in the series of Records of Fort St. George.

Director of Agriculture—Statistics (Agriculture)—F.fo.—Annual.

Director of Agriculture—Technical publications, viz., bulletins, pamphlets, hand bills, notes and leaflets restricting the copies to the minimum requirements—Index—Annual.*

*(Memorandum No. 55216-A. II 47-3, Development, dated 4th July 1947.)

Director of Industries and Commerce—Results of Boring Operations—Royal 8vo.—Annual.

Director of Public Health—Index Register—Annual.

Director of Public Health—Departmental Circulars.

Director of Public Health—Application forms for admission to and Prospectuses of the Government Training School for Health Visitors. (G.O. Ms. No. 681, Public Health, dated 23rd February 1940.)

- Director of Public Instruction—Consolidated list of approved textbooks (Annual) to be published in *Fort St. George Gazette*.
- Director of Public Instructions—The Minutes of meetings of the State Board for Anglo-Indian and European Education.
- List of Recognised and Aided Elementary Schools for each District.*
* (G.O. Ms. No. 2835, Education, dated 19th December 1959.)
- Forest Department—Index—Annual.
- High Court—(Registrar)—The Catalogue of books in the High Court Library once in ten years and the accessions to the library once in two years.
- Inspector of Anglo-Indian Schools—Index—Abstracts—Annual.
- Inspector-General of Police—Addenda and Corrigenda to Police Order Book—Quarterly.
- Inspector-General of Police—Pamphlet containing important circulars—Annual.
- Inspector-General of Police—Statement showing the strength and armament of Police in the Madras State—Annual.
- Inspector-General of Registration—Correction list to the Registration Manual—Royal 8vo.—Annual.
- Editor, Indian Law Reports (Madras Series) Royal 8vo.—Monthly. (Letter from the Editor, *Indian Law Reports*, Madras Series No. 949-C, dated 13th October 1941.)
- Editor, *Indian Law Reports* (Madras Series)—Annual Index—Royal 8vo.
- Land Revenue and Settlement—Index—Annual.
- Madras Public Service Commission—Index—Annual.
- Superintending Engineer for Public Health—General circulars and forms of reminders to local bodies.
- Secretariats—Chief Secretariat (Public Department) Home, Finance, Revenue, Food and Agriculture, Rural Development and Local Administration, Education and Public Health, Public Works, Law and Industries, Labour and Co-operation Departments—Indexes—Annual—Monthly and Weekly.
- Sessions Judges—Sessions Judgments.
- Director of Stationery and Printing—Catalogue of Government Publications—Demy 8vo.—Half-yearly.
- Director of Stationery and Printing—List of official publications—Royal 8vo.—Half-yearly.
- Director of Stationery and Printing—List of Acts and Publications—Demy 8vo.—Half-yearly.
- Director of Stationery and Printing—Price list of articles issued from the Stationary Stores—Royal 8vo.—Annual, not to be published in the Gazette.
- Director of Medical Services—Index of disposals—F.fo.—Annual.
- Director of Medical Services—List of Indian Medical Service Officers to be surrendered on mobilization—F.fo.—Annual.
- Director of Medical Services—Schedule of diet and other articles required for Government Hospitals—Annual.

APPENDIX ' C '.

(See paragraph 197.)

List of Officers who have been empowered to indent for any set, code, set of rules or Law Reports, Madras Series in stock.

4. Taxes on income other than Corporation Tax.

(Agricultural Income-tax Department.)

Commissioner of Agricultural Income-tax, Madras.

(G.O. Ms. No. 4897, Public Works, dated 30th December 1955.)

7. Land Revenue.

Special Settlement Officers.*

8. Excise.

Board of Revenue (Excise).

9. Stamps.

Superintendent of Stamps.*

10. Forest.

Chief Conservator of Forests.

11. Registration.

Inspector-General of Registration.

12. Transport Department.

Secretary, State Transport Authority, Madras.

(G.O. Ms. No. 2016, Public Works, dated 29th July 1955.)

13. Other Taxes and Duties.

Chief Electrical Inspector to Government, Madras.

18. Irrigation.

Superintending Engineer (Designs).

Central Designs Office, Madras.*

25. General Administration.

Board of Revenue, Secretary and Joint Secretary.

Secretaries, Deputy Secretaries, Under Secretaries and Assistant Secretaries to Government.

Collectors.†

Examiner of Local Fund Accounts.*

The Joint Development Commissioner, Chief Electoral Officer.

Librarian, Chief Secretariat.

Comptroller, Governor's Household.

Secretary to the Governor—Governor's Secretariat.

Secretary, Madras Public Service Commission.

Special Officer for Rent Reduction in Estates.

(G.O. Ms. No. 1836, Education, dated 27th July 1948.)

Director of Information and Publicity, Madras.*

Director, Vigilance and Anti-Corruption.

27. Administration of Justice.

Registrar, High Court.

Judge, City Civil Court.

Advocate-General.*

Administrator-General and Official Trustee.*

Government Pleader.*

District and Sessions Judges.

District Magistrates.

Chief Judge, Court of Small Causes.

Chief Presidency Magistrate.

Secretary, Rules Committee.

28. Jails and Convict Settlement.

Inspector-General of Prisons.

29. Police

Inspector-General of Police.

Commissioner of Police, Madras.*

36. Scientific.

Librarian, Connemara Public Library.

(G.O. Ms. No. 616, Education, dated 15th March 1939)

Superintendent, Government Museum and Associate Librarian
Connemara Public Library.

(G.O. Ms. No. 616, Education, dated 15th March 1939.)

37. Education.

Director of Public Instruction.

38. Medical.

Director of Medical Services

Dean, College of Integrated Medicine.

(G.O. Ms. No. 382, Education, dated 12th March 1943.)

Dean, Government General Hospital, Madras.

Chemical Examiner to Government, Madras.

39. *Public Health.*

Director of Public Health.*

Director of Town-Planning.

Sanitary Engineer to Government, Madras.*

40. *Agriculture.*

Director of Agriculture, Madras.

40. (a) *Agriculture (Fisheries).*

Director of Fisheries, Madras.

41. *Veterinary.*

Director of Animal Husbandry, Madras.*

42. *Co-operation.*

Registrar of Co-operative Societies.

43. *Industries.*

Director of Industries and Commerce, Madras.

47. *Miscellaneous.*

Commissioner, Hindu Religious and Charitable Endowments (Administration) Department, Madras.

(G.O. Ms. No. 4194, Public Works, dated 29th November 1954.)

Commissioner for Government Examinations.

Commissioner of Labour.*

Commissioner under Workmen's Compensation Act.*

Registrar-General of Births, Deaths and Marriages.*

Director of Statistics, Madras.

(G.O. Ms. No. 3704, Public Works, dated 27th September 1955.)

50. *Civil Works.*

Chief Engineer, P.W.D. (General).

Chief Engineer for Irrigation.

(G.O. Ms. No. 1474, Education, dated 19th September 1941.)

Chief Engineer (Highways), Madras.

(G.O. Ms. No. 1279, Education, dated 5th June 1952.)

Consulting Architect to Government, Madras.*

Superintending Engineers.*

56. *Stationery and Printing.*

Director of Stationery and Printing, Madras.

Works Manager, Government Press, Madras.

Madras State Electricity Board.

Chief Engineer for Electricity (Supply will be made on payment of cost only).

Legislature.

Madras Members of the Legislative Assembly and Council will be supplied free of cost and without application being made with copies of the following publications:—

- (a) Proceedings of the Madras Legislative Assembly and Council.
- (b) All published reports of the various branches of the Administration of the Madras State, including the State Administration Report including Press Communiques.
- (c) The *Fort St. George Gazette*, including supplements, the supply of Regional Languages Supplements and Regional Language Acts, being limited to one language.
- (d) Any other official publication of the classes usually available to the public for which they may *specially apply*.

NOTES.—1. The supply will be restricted to publications dealing with administrative matters and likely to be needed by the member in the exercise of his function and will not permit the supply of books merely of general or literary interest.

2. Publications of permanent value, such as Codes, Statutes and Manuals, should be returned at his own cost to the Secretary, Madras Legislature, Madras, by the member to whom they are supplied on the termination of his tenure of office.

3. The applications should be addressed to the Secretary, Madras Legislature, who will forward them to the Director of Stationery and Printing, Madras.

*Officers empowered to obtain publications, the cost of which does not exceed Rs. 2 each.

† Collectors are empowered as an urgent measure to indent for publication to the value of Rs. 25 per year.

APPENDIX ' D '.

(See paragraph 107.)

The use of the State Emblem on Stationery is regulated as noted below—*Vide* G.O. No. 755, Public (Political), dated 21st May 1954:—

(a) Tri-colour State Emblem in full with designation within two concentric arcs of two-thirds of a circle will be allowed to—

- (1) The Governor,
- (2) The Chief Justice,
- (3) The Chairman, Legislative Council,
- (4) The Speaker, Legislative Assembly,
- (5) The Puisne Judge of the High Court, Madras,
- (6) The Deputy Chairman, Legislative Council, and
- (7) The Deputy Speaker, Legislative Assembly.

[Government Memorandum No. 1760/58-2, Public (Political), dated 23rd April 1958.]

(b) Tri-colour State Emblem in full with the words "Government of Madras" within two concentric arcs of two-thirds of a circle will be allowed to—

- (1) All Ministers, and
- (2) Government Whip [Government Memorandum No. 2904/54-2, Public (Political), dated 10th June 1954].

(c) Single colour back emblem in full with designations within two concentric arcs of two-thirds of a circle will be allowed to—

- (1) Madras Public Service Commission,
- (2) Inspector-General of Police,
- (3) Commissioner of Police,
- (4) Private Secretary to Governor,
- (5) Comptroller, Governor's Household,
- (6) High Court,
- (7) Member, Legislative Assembly, and
- (8) Member, Legislative Council.

(d) Single colour black emblem in full with the words 'Government of Madras' within two concentric arcs of two-thirds of a circle will be allowed to—

(1) (i) Secretariat officials including those of the Legislature Secretariat.

(ii) * Superintendent, Government Estate, Madras and
* [Government Memorandum No. 1880/55-1, Public (Political) dated 9th March 1955.]

2. All Heads of Departments including Collectors and District Judges, other than those mentioned in (c) above.

- (c) Colours prescribed under (a), (b), (c) and (d) above will be followed in case of printing invitation cards by the officers mentioned under each group [*vide* G.O. Ms. No. 3136, Public (Political), dated 8th October 1956.]

The Sheriff of Madras is authorised to have his stationery embossed with his steel crest.

(G.O. Ms. No. 2892, Home, dated 7th November 1957 and G.O. Ms. No. 3644, Public Works, dated 16th November 1957.)

APPENDIX ' E '.

[See paragraph 62 (iv) and 74.]

Work which is exempt under special sanction from the General Rules regarding printing and special forms included in Class IV (Paragraph 62 page 18) to which the rules relating to printing on annual indents as standard forms do not apply.

Examiner of Local Fund Accounts (as Treasurer of Charitable Endowments)—Forms required for the Administration of Charitable Endowments. (G.O. No. 305, Public Works, dated 21st March 1952).

Animal Husbandry Department—Medicine Label books—Also circulars and other communications of professional and scientific importance, if more than 50 copies are required (not routine circulars).

Application for appointment of Sub-Registrar as Magistrates (supplied direct from Government Press to District Magistrates).

Board of Revenue (Land Revenue and Settlements)—

Descriptive memoir forms.

Diglot register headings and inner sheets.

Diglot registers and memoirs.

Errata slips to Settlement Registers.

Forms for special survey operations, Madras.

Record labels in two colours.

Rules regarding selection, felling, etc., of Sandalwood to be printed with the forms to be appended to the pamphlet.

Chief Controlling Officers—Controlling and Disbursing Officer's register.

Chief Engineer for Irrigation—Forms of complete and skeleton boat registers—

Gauging of discharges in rivers by meter.

Irrigation—Statement of advances.

Slips for river charts of the Coleroon, III Circle.

Cinchona—Instructions for self-treatment.

Co-operative Societies—List of—In the State to be printed once in a year or eighteen months in solid form; spelling of names to agree with authorised list in Printing Manual, Part II.

Criminal Investigation Department—Exempt only as far as annual indents for special forms are concerned.

Criminal Investigation Department—Name slips for pasting on covers.

District Collectors—

Agreements relating to Forest contracts—Appendices XXI to XXVII, Forest Code.

Forms showing the land-cess account of shrotriyam villages—

Cost to be recovered from the local boards concerned.

Future adjustment enclosure to DCB Statement.

Initial deposit receipt.

Labels of addresses for Gazette distribution after Board's sanction.

Land-cess forms A and B. Each Collector may use his own form.

Land Revenue DCB Statements.

T. and A. Form 50—Separate slips with names, etc., or pensioners to be pasted on this form.

Taluk chitta.

Editor, Indian Law Report (Madras Series)—Memorandum for Publication, Register of cases, remarks register, register for copy and register for original judgments, may be printed and supplied on triennial indents, though less than fifty copies are required annually. (Letter from Editor, Indian Law Reports (Madras Series) No. 900. C, dated 13th October 1944).

Education—List of recognised Secondary Schools as a priced publication—

Retrenchment slip.

Warrant of payment for above.

Secondary School-Leaving Certificate Forms—

Additional instructions for the guidance of Superintendents.

Application for Assistant Examinership.

Bank receipt form.

Circular programme regarding Assistant Examiners' meetings.

Distribution statement.

Examination papers, if not less than 25 copies are required.

General instructions for the guidance of Superintendents.

Instructions for the preparation of nominal roll.

Instructions regarding practical examination in physics, etc.

Instructions to candidates in practical physics and chemistry.

Instructions to tabulators.

Letter to headmasters regarding the despatch of stationery, etc.

List of Examiners and Assistant Examiners.

Practical examination report form.

Scale of remuneration.

Secondary School-Leaving Certificate Books.

Special instructions to Superintendents for the examination in elementary mathematics, etc.

Special instructions to Superintendents in practical physics.

Special instructions to examiners and Assistant Examiners.

Squared sectional paper.

Supplemental instructions for the guidance by Superintendents.

Supplemental instructions regarding practical examination in physics, etc.

Table of sines, tangents and reciprocity.

Text-book for detailed study in Indian Language for T.S.L.C. Examination.

Teaching grants to Elementary Schools—

List of warrants for above.

Finance Department—Blank forms for Budget Estimates with some figures filled in.

Forest Kancha Permits for Chingleput (Diglot).

Gazette notices—Spare copies from same type are supplied, if order is given before the notice is published.

Government Colleges—Names of students on separate slips for pasting on standardized form.

Government House—Engagement lists and other work, except forms and registers standardised for the Comptroller of Governor's Household.

Hospitals—Rules and scale of charges for treatment.

Indents for European stores should ordinarily be typewritten. They may be printed if expected to cover more than ten typewritten pages of the skeleton indent form CF. 122, the maximum number of copies being restricted to 12. One line space to be left between each item and the copies to be stitched in book form. Specifications too long for the remarks column are to be printed at the end on one side of the paper only—For all indenting officers.

Industries—Educational Institution—Prospectuses. (minimum copies to be printed—50).

Industries—Statistics—Statement of large industrial establishments (50 copies).

Institute of Veterinary Preventive Medicine, Ranipet—Labels for bottles, address slips, charts, notices, special forms and registers, etc.

Labels of addresses for Gazettes and other regular publications at Madras Presses.

Labels for Madras Record Office and slips to complete these labels; if not less than 300 and 100 respectively of each kind are required.

Labels for maps reserved forests (five copies).

Labels for Panchayats for District Collectors.

Labels of Registration Department for District Registrars.

Labour Department—

1. Form of application for admission to the Paddison Hostel, Madras.
2. Form of application for admission to the Slater (Industrial Hostel), Madras.
3. Form of application for admission to the Sundaracharlu Hostel, Salem.
4. Form of expenditure register for hostels.

Land Revenue—Lease deed form.

Madras Museum—Labels for specimens.

Medical College—Application form for stipends to women students

Medical College—Dissection cards for Anatomy Classes, 5 kinds.

Medical College—Labels for bottles, 41 kinds.

Medical College—Labels for Hygiene Department.

Monthly return of public buildings rented and available for rent.

Passport forms—Overprinting for Collector of Madras and District Magistrates—on.

Police—Name slips of superior officers for pasting on covers.

Police—Rules of the various Standing Guards in the Madras City (in diglot).

Presidency College—Attendance sheets with printed names—Temporary.

Presidency Magistrate—Circulars, etc., for Honorary Magistrates.

Printing work in connection with the Durbar for the presentation of Sanads and badges to recipients of honours and titles.

Public Health and Vaccination forms.

Register of Births and Deaths—Name of village may be printed on slips on biennial indents for pasting in.

Register of Electrical Installations (interleaved copies).

Register of licences under the Arms Act, Form A-1 and A-2.

Register of public buildings in a special form interleaved.

Registration Department—Skeleton form of cases and documents in Book I and muchilikas. Proofs to District Registrars who will indent direct.

Return of vital statistics—Form of side headings to—for Chingleput District once in four years.

Schedule of rates—With large spaces between items and blank columns irrespective of cost. If corrections are numerous the schedules should be printed; otherwise, the corrections to be submitted in manuscript.

Season Report forms and prices of grains—Slips of the names of stations to fit the standardized forms may be printed.

Secretariats only—Forms to be punched for tagging.

Skeleton extracts of Forests Code, Form I for District Forest Officers in the form of booklets—Each 200 copies—Once in four years. Printed in thick type in black colour only.

Standard specification for circles.

Special Exceptions to other Rules.

Covers of the Board of Examiners for despatch of papers to examining officers are exempt from rules as to maximum number that may be printed.

Covers—The maximum limit is relaxed for confidential and ordinary covers addressed to the Inspector-General of Registration for use by District Registrars.

APPENDIX ' F '.

(See paragraph 174.)

Classes of binding work which may ordinarily be bound and special exemptions sanctioned (Rules 174-184).

Acts—Separately for Secretariats and Board of Revenue, High Court Offices, Judicial and Magisterial Offices, Inspector-General of Registration and Director of Town-Planning.

Acts—Local Legislature in yearly volumes for Secretariat, Board of Revenue and Private Secretary.

Acts—Local Legislature in three yearly volumes for General offices not lower than Deputy Commissioners' Offices in Commercial Taxes Department. Bills should not be bound for Registrar's or any such offices.

Acts—Regulations and Ordinances of Parliament of India—Annually with printed label.

Army lists for Secretariats only.

Board's Proceedings and Government Orders for subordinate Officers not lower than those of Tahsildar, and Inspector in Educational Department.

Board's Proceedings and indexes—At Madras for district supply cheap and durable form.

Books—Secretary, Madras Legislative Council Department and Secretary, Legislative Assembly Department.

Office of the Tribunal for Disciplinary Proceedings, Madras-10.

(a) Card Board Folders—300 (200 for Electrical Divisions and 100 for Civil Divisions)—Annual to the Chief Engineer for Electricity, Madras.

(G.O. Rt. No. 94, Public Works, dated 25th January 1954).

[G.O. Ms. No. 5374, Public Works, dated 29th December 1956]

(a) on payment of cost.

Case sheets—Surgical and Medical—State Headquarters Hospitals and * District Headquarters Hospitals.

* The Director of Medical Services may entrust the binding work to the Binding Unit at Mental Hospital, Madras, or to the District Jails, or to the Local Binders following the instructions issued under Paragraph 177 of the Printing Manual, Part I. (G.O. Ms. No. 2322, Public Works, dated 5th August 1959).

Cases for preservation of records—Madras Record Office.

Circulars of the High Court and Director of Medical Services in Volumes as indexed—Circulars or standing orders of other Departments not indexed and not required constantly for reference are to be preserved in file books. Office orders, service orders, etc., should be filled not bound.

Criminal Intelligence Gazette, Madras and Secret Abstract for all offices in the State.

Criminal Intelligence Gazette, other States for Deputy Inspector-General of Police, Railways and Criminal Investigation Department.

Contingent Register forms—For all offices (authorised to indent on the press for binding work under Appendix A).

(a) Contract documents—Chief Engineer for Electricity.

(G.O. Ms. No. 5371, Public Works, dated 29th December 1956)

(a) on payment of cost.

Covers made of card boards $\frac{1}{4}$ inch thick for use as covers for Magazines in the various Government Colleges:—

Size.	Numbers.	Size.	Numbers.
20" $\times$ 13 $\frac{1}{2}$ "	31	12 $\frac{1}{2}$ " $\times$ 10"	165
18 $\frac{1}{2}$ " $\times$ 12 $\frac{1}{2}$ "	92	10 $\frac{1}{2}$ " $\times$ 8"	161
15 $\frac{1}{2}$ " $\times$ 11"	57	9 $\frac{1}{2}$ " $\times$ 6 $\frac{1}{2}$ "	53

Director of Public Instruction.

Cultivation sheets of the Agricultural Department.

Current Registers of the Administrative Department of the High Court half leather.

Daily Crime and Occurrence sheet for the Record Section of the Madras City Police (G.O. Ms. No. 1348, Education, dated 1st September 1941).

Director's Proceedings—Educational Officers not lower than Inspector.

Disposal lists, printed—Board of Revenue.

District Gazettes—Educational portion only in the Director's and Inspector's Offices only.

District Gazettes of all districts—Secretariat and Board of Revenue (Land Revenue and Settlement of Estates), High Court.

District Gazettes of Special districts—All Revenue Officers down to Deputy Tahsildars in that district but not other subordinates; they are not to be bound for schools, Registration nor other offices where the preservation for longer than five years is not required by Government Orders.

Draft judgments of mufassal courts by private agency on contract.

Establishment lists for Secretariats only.

Establishment lists—Lists of officers in the Registration Department—Three copies, card-board: others, paper wrapper.

Establishment—Returns of the Madras Port Department (Annual) received by the Examiner of Local Fund Accounts (half calico and marble).

Field measurement books—Survey department.

Field note books and square ruled sheets for the use of the Agricultural Department—Manufactured at the press—Director of Agriculture.

File books—Half leather and cloth sides—Registrar-General of Births, Deaths and Marriages.

Finger printer registers and protection pads (1,000 annual) Inspector-General of Police. (G.O. Ms. No. 2407, Public Works Department, dated 23rd August 1960).

Flat file Boards, thin (120) annually—Commissioner of police, Madras.
 Folders yellow—Commissioner of Police (G.O. Ms. No. 3628, Public Works, dated 24th August 1956).

Form 9. Government Securities Manual—Director of Treasuries and Accounts, Madras-9. (G.O. Ms. No. 1546, Public Works, dated 25th September 1963).

Gazette Portions relating to Examinations—Board of Examiners.

Gazettes—Fort St. George, India and other States and Countries Secretariats, Board of Revenue, High Court and Madras Record Office, Director of Settlements, Madras.

Gazettes—Fort St. George—Commissioner of Agricultural Income-tax (Government Memorandum No. 6753-D2/67-1, Public Works, dated 9th September 1957).

Gazettes—Sufficient copies of parts required for permanent reference only—Offices of Heads of Departments, Collectors (and Subordinates higher than Tahsildars), Civil and Criminal Courts, Educational Officers not lower than Inspectors, Madras Record Office, King Institute, Superintending Engineers, Public Works Department and Conservators of Forests, Gazettes are not to be bound for District Registrars, Tahsildars, Libraries, Hospitals, Schools, Assistant Inspector of Schools, Inspector of Factories, or other offices where rules do not require preservation longer than ten years.

Government Orders, one general file of permanent orders only for each office if no bound copies are supplied.

Hand blotters, morocco—Gilt and plain—Secretariat.

Hand blotters, Madras Public Service Commission, Madras.
 (G.O. Ms. No. 797, Education, dated 4th May 1940).

Hand written registers—Assistant Commissioners, Hindu Religious and Charitable Endowments (Administration) Department.
 (G.O. Ms. No. 1705, Public Works, dated 8th June 1960).

Inam and quit-rent registers—Inam Commissioner.

Index cards (cut, ruled and punched) for all first grade Colleges.
 (G.O. Ms. No. 1568, Education, dated 19th August 1940).

Index cards—Ruled and punched—Research Assistant, Marine Biological Station, Tuticorin. (G.O. Ms. No. 3403, Public Works, dated 21st October 1957).

Director of Animal Husbandry, Madras.
 (G.O. Ms. No. 2404, Public Works, dated 2nd September 1958).

Index cards—Superintending of Police, Special Branch, C.I.D., Madras (white ruled 5,000, yellow blank 3,000 blank thick white single ruled at the top only 1,500 annually).
 (G.O. Ms. No. 1039, Home, dated 4th April 1956.)

Indices, to proceedings—Quarterly paper covers; annually in stronger binding for Secretariats.

Indices, printed—Secretariats and Board of Revenue (Half rexine and cloth).

Indices, manuscripts—Inspector-General of Registration.