

XXVII. Madras Catering Establishment Rules, 1958 15th July
(G.O. Ms. No. 220, Public Works, dated 25 March 1960.)

XXVIII. Forms under the Madras Beedi Industrial Premises Do.
Rules, 1958 (G.O. Ms. No. 3041, P.W., dated 9 November 1960.)

Jails and Convicts Settlements—

Jail— I. Inspector-General of Prisons .. 1st February.
II. Subordinate Offices Do.
III. Chief Inspector of Certified Schools and Subordinate Officers Do.

Administration of Justice—

CCC.—City Civil Court Office forms 1st June.
SCC.—Court of Small Cause Office forms Do.
G. Pl.—Forms special to Government Pleader, Madras Do.
GPM.—Forms special to Government Pleader, Mufassal Do.
PP.—Public Prosecutor, Madras Do.
LR.—Law Reporter, Madras Do.
SM.—Sheriff of Madras Do.
PM.—Presidency Magistrate—
A. Common to Egmore and George Town Courts Do.
B. Special to Egmore Court Do.
C. Special to G.T. Court Do.
GP.—State Prosecutor, Madras Do.
Cr.—Office forms for Mufassal Criminal Courts .. 1st March.
S.J.—Sub-Jail forms under the Control of District Magistrates Do.
OR.—Official Receivers 1st July.
Cr. Mis.—Criminal Miscellaneous forms common to District Magistrates, Sessions Judges and Subordinates 1st March.
Cr. J. Mis.—Criminal and Judicial Miscellaneous forms special to District Magistrates and Subordinates Do.
Cr. J.—Criminal Judicial forms special to Sessions Judges Do.
Cr. R.—Bound Criminal Register—
A. Common to District Magistrates and Sessions Judges Do.
B. Special to District Magistrates Do.
C. Special to Sessions Judges Do.

Adm. Genl.—Administrator-General and Official Trustee, Madras—

| | |
|---|-----------|
| A. Common to Administrator-General and Official Trustee | 1st June. |
| B. Special to the Administrator-General .. | Do. |
| MCC.—Mufassal Civil Court Forms | 1st July. |
| CPC.—Civil Procedure Code Forms | Do. |
| CM.—Civil Miscellaneous Forms | Do. |
| Ovl. R.—Civil Registers | Do. |
| O.A.—Official Assignee Forms | Do. |

Police Forms—

| | |
|---|---------------|
| Pol. A. Office of the Inspector-General of Police | 1st December. |
| B. Superintendents of Police, Subordinates | 1st February. |
| C. Commissioner of Police, Madras .. | 15th January. |
| D. Inspector-General of Police, Superintendents of Police and Subordinates .. | Do. |
| E. Deputy Inspector-General of Police, Railways and C.I.D. | Do. |

Education—

| | |
|--|--------------|
| Edl. A. Director of Public Instruction .. | 3rd January. |
| B. Common to two or more subordinate officers | Do. |
| C. I to special to individual subordinate officers | Do. |

Medical—

| | |
|--|------------|
| Medl. I. Common to all Hospitals and Dispensaries | 1st March. |
| II. Common to larger Hospital such as City State Hospitals | Do. |
| III. A. Special to Director of Medical Services | Do. |
| B. X-Ray Department Forms .. | Do. |
| C. Maternity Hospitals Forms .. | Do. |
| D. Government Ophthalmic Hospitals. | Do. |
| E. Government Mental Hospitals .. | Do. |
| F. Leprosy Forms and Records .. | Do. |
| G. Tuberculosis Hospitals and Clinics. | Do. |
| H. Medical Colleges and Schools .. | Do. |
| IV. Special to Department of Integrated Medicine | Do. |

Public Health—

| | |
|--|------------|
| DPH. I. Director of Public Health | 1st March. |
| II. Health Inspectors | Do. |
| III. Special to Maternity and Child Welfare Centres of Local Bodies and Municipalities | Do. |

Civil Works—

| | |
|--|----------------|
| PWD. I. Special to Divisional Offices .. | 15th December. |
| II. Special to Sub-Division and Section Offices | Do. |
| III. Special to Public Works Workshops and Stores Division | Do. |
| IV. Special to Public Works Department. | Do. |
| V. PWD. Account Forms | Do. |
| VI. Special to Sanitary Engineer to Government | Do. |
| VII. Special to Divisional Offices .. | Do. |
| VIII. Special to Sub-Division and Section Offices | Do. |
| IX. Forms pertaining to Irrigation Works. | Do. |
| X. Forms pertaining to control of expenditure | Do. |
| XI. Special to State Broadcasting Department | Do. |
| XII. Special to Highways Department .. | Do. |

Common Forms Covers and Labels—

| | |
|---|----------------|
| CF.—Forms common to two or more Department. | 15th April. |
| Common (blank) Covers | 1st September. |
| Confidential Covers | Do. |
| Economy Labels | Do. |

Miscellaneous Groups—

| | |
|--|-----------------|
| S. Sty.—Special to Stationery Branch, Stationery and Printing Department .. | 1st December. |
| W.M.—Special to Press Branch, Stationery and Printing Department | Do. |
| Co-op.—Special to Registrar of Co-operative Societies and subordinates | 15th September. |
| Gar.—Special to the Curator, Government Botanic Gardens, Nilgiris | Do. |
| D.I.—Special to the Director of Industries and Commerce, Madras | 1st March. |
| Cinch.—Special to Director of Cinchona .. | 15th September. |
| Seri. Exp.—Special to the Sericultural Expert .. | 1st March. |
| D.F.—Special to the Director of Fisheries and Subordinates | Do. |

| | |
|--|--|
| C. Examr.—Special to the Chemical Examiner .. | 1st March. |
| KIPM.—Special to Director of King Institute, Guindy | Do. |
| E. Exams.—Special to the Secretary to the Commissioner for Government Examinations | Do. |
| SSLC.—Forms relating to the Secondary School- Leaving Certificate | Do. |
| MPSC.—Special to the Madras Public Service Commission | 15th September. |
| DWW.—Special to Women's Welfare Depart- ment | 1st December. |
| CPL.—Special to the Librarian, Connemara Public Library | 1st March. |
| Mus.—Special to the Government Museum, Madras | Do. |
| C.I.B.—Special to the Chief Inspector of Boilers, Madras | Do. |
| EE.—Forms relating to the Director of Employ- ment | 1st April. (G.O. Ms. No. 3261, P.W.D., dated 30th September 1957.) |
| Khadi.—Forms special to Khadi Department .. | 1st April. (G.O. Ms. No. 2573, P.W.D., dated 31st August 1959.) |
| CPPF.—Forms relating to CPPF. | 15th September. (G.O. Ms. No. 901, Finance (CPPF.), dated 30th May 1956.) |
| <i>Code and Pension Group—</i> | |
| MFC.—Madras Finance Code Forms | 15th March. |
| MTC.—Madras Treasury Code Forms | Do. |
| MAC.—Madras Account Code Forms | Do. |
| Pension.—Forms relating to Pensions | Do. |

APPENDIX ' M '.

(See paragraph 68).

Revenue—

Board of Revenue.

Director of Settlement (for settlement forms).

(G.O. Ms. No. 201, Public Works Department, dated 24th
January 1955.)

Settlement Officers (for settlement forms).

Collector of Madras.

Superintendent of Stamps.

All Collectors.

Tahsildars.

District Revenue Officers.

Commissioner, Hindu Religious and Charitable Endowments
(Administration) Department for forms relating to his depart-
ment.(G.O. Ms. No. 3867, Public Works, dated
18th September 1956.)

Examiner of Local Fund Accounts.

Director of Agriculture.

Director of Animal Husbandry.

Commissioner of Agricultural Income-tax.

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

Joint Development Commissioner.

Deputy Director of Survey and Land Records.

Forest Forms—

All officers in the Forest Department.

Collectors.

The Principal, Integrated Forestry Training School, Vaigai Dam.

The General Manager, Rubber Plantation, Nagercoil.

Registration Forms—

Inspector-General of Registration.

Special Act Forms—

Chief Inspector of Factories.

Chief Presidency Magistrates.

Collectors.

District Magistrates.

Director of Public Health.

Inspector-General of Police.

Inspector-General of Prisons.

Registrar-General, Births and Deaths.

Director of Medical Services, Madras.

Board of Revenue (CT).

Deputy Commissioners (CT).

Appellate Assistant Commissioner (CT).

For forms prescribed under the Madras General Sales Tax Act.

(G.O. Ms. No. 1915, Revenue, dated 19th April 1960).

Secretary, State Transport Authority, Madras.

Secretariat Forms—

Finance (CCB) Department.
 Secretary, Legislative Council Department.
 Secretary, Legislative Assembly Department.
 Private Secretary to Governor.
 Comptroller, Governor's Household.
 Curator, Madras Record Office.

Judicial Forms—

Registrar, High Court.
 Chief Presidency Magistrate.
 District Magistrates.
 City Civil Judge.
 Registrar, Court of Small Causes.
 Editor, Indian Law Reports (Madras Series).
 Administrator-General and Official Trustee.
 Government Pleader.
 Public Prosecutor.
 State Prosecutor.
 Sheriff of Madras.

Jail Forms—

Inspector-General of Prisons.
 Chief Inspector of Approved Schools and Vigilance Service.

Police Forms—

Inspector-General of Police.
 Director Vigilance and Anti-Corruption.

Educational Forms—

Director of Public Instruction.

Medical Forms—

Director of Medical Services.
 Dean, College of Integrated Medicine, Madras.

Public Health Forms—

Director of Public Health.

Public Works Department Forms—

Chief Engineer (Public Works Department).
 Chief Engineer (Irrigation).
 Chief Engineer (Highways).
 Divisional Engineer (Highways).
 Director, Highways Research Station, Madras.
 Director of Agriculture, Madras.
 District Forest Officers.
 Electrical Engineer (General).
 Executive Engineers (Public Works Department).
 Radio Engineer.
 State Broadcasting.
 Superintending Engineers (Highways).
 Superintending Engineers (Public Works Department).

Code and Pension—

T. and A. Forms, Common Forms Covers and Labels—

All Heads of Departments and other officers who are entitled to indent direct.

Chairman, Official Language Act, Implementation Committee, Madras.

(G.O. Ms. 204, Public Works Department, dated 17th January 1959).

S.Sty. Forms:—Director of Stationery and Printing (Stationery Branch), Madras.

Govt. Press Forms:—Works Manager, Government Press, Madras.

Miscellaneous Group Form's.

Co-Op.—Registrar of Co-operative Societies.

G.A.R.—Gurator, Government Botanic Garden, Nilgiris.

D.I.—Director of Industries and Commerce, Madras.

Cinch.—Director of Cinchona Department.

Seri. Exp.—Sericultural Expert.

D.F.—Director of Fisheries.

C. Exam.—Chemical Examiner to Government.

K.I.P.M.—Director of King Institute, Guindy.

G.Exams.—Secretary to the Commissioner for Government Examinations.

S.S.L.C.—Secretary to the Commissioner for Government Examinations.

MPSC.—Secretary, Madras Public Service Commission.

D.W.W.—Director of Women's Welfare.

CPL.—Librarian, Connemara Public Library.

MUS.—Superintendent, Government Museum.

CIB.—Chief Inspector of Steam Boilers, Madras.

F.E.—Director of Employment.

(G.O. Ms. No. 3261, Public Works, dated 30th September 1957.)

The expenditure on printing the forms and supply of stationery will be initially met from " 56 Stationery and Printing " and finally debited to " 47—Miscellaneous " by per contra credit to " 56. Stationery and Printing ".

(G.O. Ms. No. 3261, Public Works, dated 30th September 1957.)

Khadi Forms—

Director of Khadi.

(G.O. Ms. No. 2573, Public Works Department, dated 31st August 1959.)

C.P.P.F.:—All Heads of Departments and other Officers who are entitled to indent direct.

Accounts Officer (C.P.P.F.).

[G.O. Ms. No. 901, Finance (C.P.P.F.), dated 30th May 1956.]

Rev. T. and A., Common Forms and Common Covers—

Secretary, Board of Revenue (L.R.), on behalf of authorised officers.

INDEX.

PAGE

Acts—

| | |
|--|-----|
| Amendments—Printing and supply | 204 |
| Indents and restrictions | 199 |
| Stock and supply | 203 |

Advertisements—

| | |
|---|-----|
| Gazette—Fort St. George—Chargeable | 181 |
| Official and free | 147 |
| Private | 152 |
| When sanction of Government is required | 153 |
| Gazette—District—Official and free | 149 |
| Private | 170 |

Agents—

| | |
|--|-----|
| Demand from and supply to Europe and India | 205 |
|--|-----|

Bills—

| | |
|--|-----|
| Madras and India—Translation and circulation in the District and Fort. St. George Gazettes | 161 |
| Fees for checking private press bills | 232 |

Binding—

| | |
|---------------------------------------|-----|
| At District Jails | 179 |
| By Private Agency | 177 |
| Class of work | 174 |
| Indents | 182 |
| Indenting Officers | 176 |
| Of notes and diagrams, etc. | 183 |
| Of Registration records | 178 |
| Rates | 184 |
| Restrictions in certain cases | 175 |
| Style | 181 |
| Supply of materials | 180 |

Books—

See under Publications

Brass seals—

See under Rubber stamps

Census operations—

| | |
|------------------------------------|---|
| Printing and debit of cost | 9 |
|------------------------------------|---|

Central Government—

| | |
|--------------------------|---|
| Printing work of | 9 |
|--------------------------|---|

Confidential Printing—

| | |
|-----------------------------------|----|
| Where done | 1 |
| Care or semi-confidential | 21 |
| How sent to Press | 22 |

| | PAGE |
|---|----------------|
| <i>Codes—</i> | |
| Reprint of | 20 |
| Indents and restrictions for supply | 199 |
| <i>Code Forms—</i> | |
| Printing and alteration in | 93 |
| <i>Colour Printing—</i> | |
| Instructions for | 53 |
| <i>Correction Slips—</i> | |
| Source of supply | 291 |
| <i>Copyright—</i> | |
| Provisions under the Act | 206 |
| <i>Die-stamping—</i> | |
| Restrictions— | 107 |
| <i>Diagrams—</i> | |
| Instructions for printing | 113 and 117 |
| Source to obtain for printing' | 114 |
| When drawings are not perfect | 115 |
| Spelling of names, etc. | 116 |
| <i>D.O. Papers and Covers—</i> | |
| Stock and supply of | 163 |
| <i>Economy—</i> | |
| In Stationery and Printing | 286 |
| <i>Editors Table—</i> | |
| See under Press | |
| <i>Embossing—</i> | |
| Restrictions and Printing | 107 and 109 |
| <i>Envelopes—</i> | |
| Classification for supply | 110 |
| Sizes of | 111 |
| Economy in the use | 112 |
| <i>Fort St. George Gazette—</i> | |
| See under Gazette | |
| <i>Flags—</i> | |
| Letter—Supply of | 185 |
| <i>Flat Files—</i> | |
| Supply of | 187 |
| Manufacture, use and disposal of worn outs | 188 |
| <i>Forms—</i> | |
| Definition, Printing and distribution | 61 |
| Classification of standard forms | 62 |
| Authority to sanction new standard forms and alterations in the existing ones | 63 |
| Periodical alterations | 64 |

Forms—cont.

| | |
|--|-------------------|
| Introduction and numbering of new forms | 65 |
| Standardized—Printing and supply | 66 |
| Use of standardized form | 67 |
| Modified or substituted | 68 |
| When proofs of new forms be sent | 69 |
| Style and size of new forms | 70 |
| Inner sheets not to be cut for headings | 71 |
| Size for common use | 72 |
| Half Width docketts | 73 |
| Special modifications | 74 |
| Maintenance of files | 75 |
| Description of sizes | 76 |
| Variants and how printed | 77 |
| Method of preparing indents | 78 |
| Indents to be sent on due dates | 79 |
| Preparation of indents | 80 |
| Supplementary indents | 81 |
| Periods of use | 82 |
| Checking of indents in the Press | 83 |
| Supply of | 84 |
| Economy in use | 85 |
| Custody and return of expenditure | 86 |
| Verification of stock in the City and Muffassal offices | 87 |
| Obsolete forms | 88 |
| Damaged and missing forms | 89 |
| Printing non-standardized forms | 90 |
| | and 91 |
| Special to Departments | 92 |
| Code forms Printing and alteration | 93 |
| Printing of cheque and remittance transfer forms | 94 |
| Panchayat Unions and Municipalities use | 95 & 96 |
| Special and job work | 97 |
| Receipt and return of | 98 & 99 |
| Local delivery | 100 |
| Despatch by rail | 101 |
| Ruling, numbering and standard patterns | 102, 103 & 105 |
| Ruled paper | 104 |
| Technical advice by Director of Stationery and Printing for new forms | 106 |

Gazette—Fort St. George—

| | |
|---|---------|
| Time of Publication | 122 |
| Latest time for sending proofs and copies | 123 |
| Long notifications to be held up from issue | 124 |
| Extraordinary | 125 |
| Matter for publication in different parts | 126-131 |
| Notifications—Dismissal of employees, casualties and treasure trove. | 132 |

Gazette—Fort St. George—cont.

| | |
|--|-----|
| Publication of bills | 133 |
| Publication in italics or thick types | 134 |
| Supplements | 135 |
| Bulky notifications | 136 |
| Translation in Regional languages | 137 |
| Acts in English and Regional languages | 138 |

Republications—

| | |
|--|------|
| Of notices | 139 |
| Of Union Government papers | 140 |
| Errata to notifications | 141 |
| Preparation of manuscripts involving Gazette notifications | 142 |
| Spare copies of Gazette notices | 143 |
| Advance proofs to newspapers | 144 |
| Distribution—Full or parts | 145. |
| Subscription—Full or parts | 146 |

Advertisement—

| | |
|--|-----|
| Official and free | 147 |
| Payment | 151 |
| Private | 152 |
| When orders of Government are required for publication | 153 |
| Notifications—Special notices— | |
| Free publication | 148 |
| At actual cost | 150 |
| Administrator-General Schedule of Estates—Charge for | 149 |
| Insolvency notices | 154 |
| Insolvency notices—Chargeable | 155 |
| Adjudication notices | 156 |

Gazette, District—

| | |
|---|-----|
| Printing and publication of | 157 |
| Marine notifications | 158 |
| Supplements | 159 |
| Supplements—Mid-monthly or special | 160 |
| Preparation and despatch of manuscripts | 162 |
| Translation of Madras and Central Bills | 161 |
| Republication—Rules | 163 |
| Notices for two or more Gazettes | 164 |
| Translations of Rules and Notifications | 165 |
| Notifications—Local and other bodies | 166 |
| Distribution | 167 |
| Subscription | 168 |
| Advertisements—Official and free | 169 |
| Advertisements—Private.. .. . | 170 |

Gazette, Police—

| | |
|--|-----|
| Instructions and time of issue | 171 |
| Rates of subscription | 171 |
| Private notices | 172 |

PARA

| | | |
|--|--|----------|
| <i>Gazette, Registration—</i> | | |
| Instructions and time of issue | | 173 |
| Supplements and distribution | | 173 |
| <i>Gazettes—</i> | | |
| Supply of Indexes | | 202 |
| <i>Government Orders—</i> | | |
| Instructions for printing | | 11 |
| For Board of Revenue and their subordinates | | 19 |
| Supply of | | 207 |
| <i>Holidays—</i> | | |
| List of Government Press | | 29 |
| <i>Indents—</i> | | |
| For Printing Paper | | 24 |
| To be sent on due dates for printed forms | | 79 |
| Supplementary for forms | | 81 |
| Preparation of | | 80 |
| Checking in the Press | | 83 |
| For Rubber Stamps | | 219 |
| For Acts, etc. | | 199 |
| <i>Indexes—</i> | | |
| Gazette and Legislature Proceedings, etc., supply of | | 202 |
| <i>Law Reports—</i> | | |
| Supply and Cost | | 198 |
| <i>Litho—</i> | | |
| Confining to certain purposes | | 120 |
| <i>Manuals—</i> | | |
| Reprint | | 20 |
| <i>Manuscripts—</i> | | |
| Preparation for printing | | 30 & 31 |
| <i>Maps—</i> | | |
| Printing in reports, etc. | | 47 |
| Instructions | | 113, 117 |
| Source to obtain for printing | | 114 |
| When drawings are not perfect | | 115 |
| Spelling and names, etc. | | 116 |
| Supply of standard maps | | 121 |
| <i>Missing Publications—</i> | | |
| Recovery and debit of cost | | 199 |
| <i>Municipalities—</i> | | |
| Supply of forms | | 95 & 96 |
| <i>Overtime work—</i> | | |
| To be restricted | | 26 |
| <i>Panchayat Unions—</i> | | |
| Forms for use | | 95 & 96 |
| Rubber stamps supply | | 224 |

| | PARA |
|--|-----------------|
| <i>Paper—</i> | |
| To be decided by Director of Stationery and Printing for printing. | 23 |
| Supply of | 24 |
| Not to be indented for Printing Work | 24 |
| Ruled—Not treated as forms | 104 |
| <i>Press—</i> | |
| Work done at the Central Press | 2 |
| Work done at the Branch Presses | 3 _r |
| Hours of Working | 27 |
| <i>Press papers—</i> | |
| Supply to Newspapers, restrictions, [rates and sale to the public. | 208 |
| <i>Printing—</i> | |
| General | 4 |
| Division of | 5 |
| Ordinary | 6 |
| Reports, returns and estimates | 7 |
| Of unusual nature | 8 |
| For Central Government | 9 |
| For Posts and Telegraphs | 9 ^a |
| Recovery of cost from Central Government | 9 ^b |
| Indents | 10 |
| Government orders and proceedings | 11 |
| Instructions to be complete | 12-14 |
| Of Secretariat Notes, etc. | 15 |
| Not to be undertaken if less than 50 copies | 16 |
| Number of copies required to be calculated carefully | 17 ^c |
| Confidential papers | 22 |
| Care and similar papers | 22 |
| Type and paper to be decided by Director of Stationery and Printing. | 23 |
| Wastage allowance for paper | 24 |
| Of urgent work | 25 |
| Instructions for overtime | 26 |
| Preparation of manuscripts | 30 |
| Of tabular matter | 38 |
| Instructions for sending work | 30-40 |
| Director of Stationery and Printing empowered to suggest mode, etc | 41 |
| Specimen forms | 44 |
| Of marginal notes | 45 |
| In half margin | 46 |
| Of reports, periodicals, etc. | 47 |
| Of Fort St. George Gazette | 47 (1) |
| Of Government proceedings and Secretariat notes' | 47 (2) |
| Administration and Special reports, etc. | 47 (3 & 4) |
| Codes and Manuals | 47 (5) |
| Restrictions for enclosures | 48 |

| | P.A.R.A. |
|---|----------|
| <i>Printing—cont.</i> | |
| In coloured inks | 53 |
| Of indexes and table of contents | 54 |
| Forms—Definition | 61 |
| Standardised forms | 66 |
| Half width docket forms | 73 |
| Of special modifications in forms | 74 |
| Restrictions for non-standardised forms | 90 & 91 |
| Of code forms | 93 |
| Of cheque and remittance transfer forms | 94 |
| Reproductive methods—Instructions. | |
| Type lines and borders | 118 (a) |
| Hand engraving | 118 (b) |
| Photo line blocks | 118 (c) |
| Half tone or process blocks | 118 (d) |
| Lithography | 118 (e) |
| Photo Zincography | 118 (f) |
| The Vandyke | 118 (g) |
| Blue prints | 118 (h) |
| Photo Lithography | 118 (i) |
| Autograph and other work | 119 |
| Private parties—Outside presses. | |
| When, how and what work can be given | 226 |
| Procedure to be followed | 227 |
| Verification of bills | 228 |
| Instructions for preparation of bills | 229 |
| Municipalities, Panchayats and Panchayat Unions | 230 |
| Instructions to officers sending work | 231 |
| For private parties at the Government Press | 232 |
| Fees for Checking private Press Bills | 233 |
| Presses in departmental Offices | 234 |
| Debit of Cost | 235 |
| General | 236 |
| <i>Proofs—</i> | |
| Instructions for Calling | 55-58 |
| Instructions for Correcting and Return of | 59 & 60 |
| <i>Publications—</i> | |
| State and Union Correction slips, | |
| Government orders, etc. Special— | |
| College Calendars, etc. fixing of and selling prices | 191 |
| Report of issue | 192 |
| Recurring and periodical | 193 |
| Copies to outside India | 194 |
| Copies to British Museum and High Commissioner for India London. | 195 |

| | PAGE |
|---|------|
| <i>Publication</i> —cont. | |
| Supply and distribution of new works or periodicals .. | 196 |
| Supply of additional or special copies .. | 197 |
| Law Reports—Supply and adjustment of cost .. | 198 |
| Acts, Codes and Rules | 199 |
| Doubtful cases for supply | 200 |
| Correction and addenda slips | 201 |
| Sale agents—Stock and supply | 203 |
| Out of India | 205 |
| Copy right and reproduction | 206 |
| Supply—Government orders, etc. | 207 |
| Paper placed at the disposal of the Press | 208 |
| Supply to Assembly and Council Members | 209 |
| Sale | 210 |
| Realisation of cost, etc. | 211 |
| Copies on loan | 212 |
| Supply by other offices | 213 |
| Government of India—Priced publications | 214 |
| Other State Governments | 215 |
| Supply to other Government Officers | 216 |
| <i>Reports</i> — | |
| Tabular matter to be eliminated | 42 |
| Size, type and paper for printing | 47 |
| Administration—Supply, rates and procedure for sending to newspapers. | 208 |
| <i>Re-prints</i> — | |
| Instructions for | 18 |
| Of Manuals, Codes, etc. | 20 |
| <i>Re-setting</i> — | |
| When the Director of Stationery and Printing may order .. | 52 |
| <i>Rubber Stamps</i> — | |
| Where done | 1 |
| To whom supplied | 217 |
| Fascimile signature stamps—Purchase and repair | 218 |
| Indents—Rubber stamp pads ink and brushes | 219 |
| Proofs and selection of types | 220 |
| Repairs | 221 |
| Misuse and excessive indents | 222 |
| Brass seals | 223 |
| Supplies on payment.. .. . | 224 |
| Care of | 225 |
| <i>Ruled paper</i> — | |
| Treated as stationery | 104 |
| <i>Rules</i> — | |
| Supply of | 199 |
| <i>Sale agents</i> — | |
| Demand from and supply to | 203 |
| Out of India | 205 |

| | PARA |
|--|-------|
| <i>Stationery—</i> | |
| Ruled papers | 104 |
| Demi-official papers and envelopes | 108 |
| Flat file cases, etc. | 187 |
| Tear off blocks | 190 |
| <i>Sunday work—</i> | |
| Authority for ordering | 28 |
| <i>Supplies—miscellaneous—</i> | |
| Letter flags | 185 |
| Trays, Cases and racks | 186 |
| Flat file cases, etc. | 187 |
| Blank books | 189 |
| Tear off blocks | 190 |
| Brass seals | 223 |
| Rubber stamps, etc. | 219 |
| <i>Tabular matter—</i> | |
| Printing of | 38 |
| Style for non-tabular form | 43 |
| <i>Tear Off blocks—</i> | |
| Supply of | 190 |
| <i>Trays—</i> | |
| Supply of | 186 |
| <i>Types—</i> | |
| Matter kept standing in cases of Secretariat notes, etc. | 15 |
| To be decided by the Director of Stationery and Printing | 23 |
| Periods for which matter kept standing | 49-51 |
| <i>Universities—</i> | |
| Fees for checking printing bills | 233 |
| Gazette notices at cost | 150 |
| <i>Urgent work—</i> | |
| Advance intimation | 27 |
| Authority and restrictions | 25 |
| Overtime work and restrictions | 26 |