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GOVERNMENT OF MADRAS

PRINTING MANUAL

FOR THE USE OF GOVERNMENT OFFICES
IN THE MADRAS PRESIDENCY

Revised up to 18th September 1930

MADRAS
PRINTED BY THE SUPERINTENDENT, GOVERNMENT PRESS

For official use only.] 1930

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PART II.

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Government of Madras.

PRINTING MANUAL.

(*Revised up to 18th September* 1930)

PART I—RULES REGARDING SANCTION AND INDENTS FOR WORK, SUPPLY OF PUBLICATIONS, ETC

Government Presses and Allocation of Work

THE Government Printing department is established for the purpose of executing the printing and binding work of the Government of Madras, the distribution of certain forms, books and publications, and the manufacture of certain articles of stationery The work is usually distributed as follows among the different presses

2. *Central Press, Mint Buildings, Madras, E* —This press is allotted the work of printing Government orders, Board's proceedings, the Fort St George, Police and Registration Gazettes, District Gazettes for all Telugu districts, General District Gazette supplements, all confidential papers, vernacular work, High Court documents and forms, general forms work, covers, labels and flags, general binding and manufacture of rubber stamps Types are available for printing in Tamil, Telugu, Kanarese (for Tulu), Malayalam (for Cingalese), Hindustani (Urdu), Persian, Arabic, Oriya, Devanagiri (for Sanskrit, Marathi and Konkani), Grantha, Gujarati (small work only), Greek, Anglo-Saxon and Music Work in other characters or vernacular posters cannot be undertaken This is the Central office for the manufacture and supply of material to district and jail presses The current weekly numbers of the *Fort St George Gazette* and all papers placed at the disposal of the Press are issued from this press General correspondence regarding the free supply of forms, standardized forms supplied on payment, private press bills, establishment, etc , is dealt with here

3. *Mount Road Branch, Madras, S C* —This is employed principally in printing bookwork, bound annual reports, establishment lists and publications which are sold to the public Also prints the District Gazettes for Tamil districts and other Tamil work, Post office forms, etc , Government House work,

standardized forms for the Secretariats, Public Works, Educational and Medical groups, large type notices and demi-official forms and does die stamping for all offices The sale and publication depot is located in this branch and all communications regarding the purchase and supply of books, Acts and other publications, back numbers of the *Fort St George Gazette*, advertisements, etc , as well as all subscriptions and remittances, should be sent to Mount Road

4. *Penitentiary Branch, Parktown, Madras* —The operations of this press are restricted mainly to the printing and binding of standardized forms for the Revenue, Registration, Jail, Police, Survey, Magisterial, Civil Procedure Code and other judicial groups, and to the binding of settlement registers and Stationery office blank registers

5. *Ootacamund Branch* —(i) This Branch is a district press for printing the *Nilgiri District Gazette* and, subject to the same restrictions as district presses (vide paragraph 6) for other work for the Nilgiri Collectorate, other headquarter offices, the Inspector-General of Prisons, District Forest Officer, Executive Engineer (Coimbatore Division), Deputy Inspector of Schools (Nilgiri Range), District Medical Officer, Superintendent of Police, Botanical Gardens, Cinchona Plantations, Civil Surgeon, and the District Board (on payment) , but Secretariat work is to have preference, other urgent jobs being, if necessary, sent to Madras In special cases requisitions from officers in the Coimbatore district will also be complied with when the Jail Press, Coimbatore, is unable to do the work Also binding and repair work for the Secretariats

(ii) During the season when Government is on the hills the establishment is increased for the purpose of printing urgent proceedings, notes and letters of the Secretariat offices, special gazettes extraordinary, daily lists and other Government House work Such proceedings should not ordinarily (*a*) exceed twenty pages of manuscript matter, (*b*) be required to be kept in type longer than fifteen days, (*c*) contain long notifications, Board's resolutions, etc , already in type or which must be put in type in Madras for the gazette, etc , nor (*d*) be a work the proofs of which are to be sent to Madras for check If the Branch Press finds that it cannot undertake work sent to it without some delay it should ascertain from the Secretariat whether the manuscript may be sent to Madras Other work will be done only with the sanction of one of the Secretaries to Government Ordinary correspondence should be addressed to the Manager, and Government orders, standing

instructions and new work to the Superintendent Notifications, changes of address, subscriptions, etc , for the *Nilgiri District Gazette* are to be sent to the Treasury Deputy Collector, who also exercises general supervision in the off season

6. *District or Jail presses* are maintained at the following places for the purpose of printing the district gazette and other special work which it is necessary should be done locally —

Coimbatore Jail
Ganjam—Chatrapur Collectorate
Malabar—Cannanore Jail
North Arcot—Vellore Jail

The printing work of the other districts (except the Nilgiris) is done at the Government Press at Madras

Except under special circumstances, no notification or other work, which is already in type in Madras and must be printed there, should be executed in a district or jail press The printing therein of forms or job work of any description (except with special sanction), library catalogues, etc , or indexes of 1910 and previous years is prohibited Old records of special importance may be printed Private work may also be undertaken when the press is not occupied with public work and when it does not enter into competition with private presses All correspondence, indents and remittances should be sent to the Treasury Deputy Collector, except for private work done at the jail presses, the charges for which are recovered by the Superintendent of the Jail

The Superintendent of the Jail will see that the rules in the Printing Manual are enforced with regard to work sent to a jail press

7. The following general principles should be observed in printing the old district records of special importance including hukumnamas —

(1) The papers printed in one volume should, as far as possible, relate to a single subject which should be selected for some special feature of interest which it presents, whether historical or administrative

(2) A short prefatory note explaining the special features of interest attached to the selections should be inserted

(3) The collection should be complete in itself, should be arranged in chronological order and should be indexed

(4) Repetitions should be avoided, intermediate references or those bearing only indirectly on the main subject

should be omitted, as also reports from subordinates when the gist of them is reproduced in reports or orders of superior officers

(5) Important enclosures of statistical statements without which the reprint would be deprived of much of its value should not be omitted

(6) The selection should be placed in the hands of some competent officer and should be supervised by the Collector

(7) The minimum number of copies printed should be fifty, of which ten should be sent direct to Government, ten to the Board and one copy to the Curator, Madras Record office To ensure uniformity, all district records should be printed on pages of foolscap folio size, and each selection should bear a note on its title-page to the effect that the papers are merely printed for convenience of reference and do not acquire any special authority from being printed The wrappers of the selections relating to the several departments should be of the colour prescribed in paragraph 188 of this manual and may be obtained from the Superintendent, Government Press, Madras

8. Statements showing selections printed from records and demand, collection and balance of press receipts for printed work should be submitted by all Collectors to the Board of Revenue annually not later than the 31st May All references to printing work for Collectors appear in the Government Press Annual Report

(i) Files of all work done, with description of binding and details of paper and stores used, must be sent from the above four presses to the Government Press, Mint Buildings, for valuation by the 10th of each month Statements of debits for wages, rent, depreciation and other charges must reach the Superintendent annually by the 1st May

(ii) The bills for printing for local bodies at private presses will not be checked by the Collector's office Reference may be made to the Superintendent, Government Press, as regards the rates tendered

Indents for General Work and the Supply of Paper

9. *Correspondence, orders and indents* should be addressed to the Superintendent, Government Press, at the branch concerned, as mentioned in paragraphs 2 to 5, and with the exceptions noted above, confidential work and reminders thereon being sent to the Superintendent personally All references and inquiries regarding forms should specify the group and form number as well as the subject and date of indent No

foreman or subordinate is allowed to open covers or to receive any work or take instructions direct from an outside office without special permission Work addressed to a press subordinate is liable to be refused or delayed As no employee of another office is allowed to enter a press department, clerks should not, except in special circumstances, be sent to make additions to proofs in the press, wait for copies, etc , unless they are asked by the press to attend to settle queries in, or take delivery of, very urgent and special work.

10. *Printing* —The printing work ordinarily undertaken by the press is divided into three main classes —

(*a*) Ordinary printing, such as Government orders, notes, circular letters, proceedings of heads of departments, etc

(*b*) Printing of forms

(*c*) Printing of periodicals, reports, returns, etc

11. All officers mentioned in Appendix A are authorized to order *ordinary printing*, subject to the limitations noted in certain cases and to the restrictions in paragraph 22 as regards the minimum number of copies Any addition to the list requires the sanction of Government

12. Forms, as a rule, are standardized by Government, and any alterations in, or additions to, them require the sanction of the same authority Certain heads of departments and other officers (indicated by the letter F against their names in Appendix A) have, however, been authorized to sanction modifications in existing forms or the standardization of new forms *for offices subordinate to them* In all such cases the officers sanctioning the standardization of forms should be careful to see that the general rules governing the printing of forms are not infringed and that (except in special cases the reasons for which should be recorded in the sanctioning orders) no form is printed unless at least fifty copies of it are required per annum The Superintendent, Government Press, should bring to the notice of Government any cases in which he considers the spirit of the rule is being infringed

13. A list of *reports*, *returns*, *estimates*, etc , which may be printed is given in Appendix B Any addition to this list requires the sanction of Government

14. *Work of an unusual character*, reports, etc., not included in Appendix B, periodical publications, and long letters received from any source, should not be printed without the authority of Government When the Superintendent is in doubt in any case, he should ask the head of the department

concerned to apply to Government for sanction He is authorized to suggest any methods of executing work which he may consider advisable, and is vested with discretion to refuse to adopt expensive methods of printing, binding or other work, until the sanction of Government has been obtained by the indenting officer, and he shall not be held responsible for any delay which may be caused by such refusal owing to non-compliance with these rules

15. *Printing for officers of the Central Government* is governed by the Government of India Rules for Printing and Binding, and is undertaken only with the specific sanction of the Controller of Printing, Stationery and Stamps Such sanction is not required, however, in the case of the following —

(i) Work done on cash payment for Central Officers

(ii) Central Officers whose printing work is done subject to a monetary allotment, or in the case of an officer who meets printing expenses from his own contingent grant The cost of work done for these officers is not to be debited to the head "46 Stationery and Printing—Central"

(iii) Printing work done for the Superintendent of Census Operations, Madras, the expenditure involved in printing being debitable direct to the Census Department

(iv) Officers of the Indian Posts and Telegraphs Department, the expenditure in printing being debitable direct against the Indian Posts and Telegraphs Department The only condition on which work should be accepted from the officers is that necessary budget provision for the purpose exists

(*a*) In the case of the following officers work may be undertaken only when it is specifically sanctioned by the Central Printing office, but the expenditure involved in printing is to be debited against the department mentioned against each —

(i) Government Examiner of Railway Accounts, Madras and Southern Mahratta Railway (Accountant-General, Railways)

(ii) Senior Government Inspector of Railways, Madras (Railway Department—Railway Board)

(*b*) The cost of printing work (if sanctioned by the Controller) done for the Coorg Administration is to be debited direct to that administration

(*c*) Work for military officers will be subject to the usual sanction.

16. *Indents* :—All matter sent to the press must be accompanied by an official memorandum or indent addressed to the Superintendent showing the name of the office and signed by the head of the office sending the work The memorandum will state the nature of the material sent, whether it is complete or otherwise, the size and style of printing and the number of copies (signature, spare, etc) which will eventually be required and whether the type is to be kept standing , if so, the date when and for what work further copies or extracts will be wanted For blank books the number of leaves should be stated If a form is sent direct, the memorandum should quote the authority exempting it from the general rules of supply Work sent to the press incomplete in these respects may be returned

17. *Government Orders and Proceedings* —When papers are sent to the press enclosed in dockets, or with press slips, no separate memorandum need be sent, but clear instructions as to what papers are to be printed, whether in full, in abstract or headings only, the order in which they are to appear, and whether proofs are required, should be noted on the docket when the manuscript is first sent to the press together with the number of spare and signature copies required

18. When complete files are sent, it will be understood that *all* currents, annexures and enclosures are to be printed unless clear instructions are given on the memorandum as to what papers are to be printed, in full or in abstract and in what order they should be printed

19. When any part of a paper is to be published in the gazette or issued in another form, a separate note must be sent or the order should be communicated to the press separately as action cannot be taken on papers sent for printing only

20. The order for printing the full number of signature, spare, press circulation, and other copies should be given at one and the same time The practice of printing off copies in small batches causes delay, increases the cost considerably and leads to errors.

21. *Printing up of Secretariat notes, intermediate correspondence, etc* —Advantage should be taken of any interval in the progress of important cases caused by the postponement of orders, references for further information, etc , to print up the notes and correspondence Type should not be kept standing longer than three months without special orders signed by the Secretary of the department concerned.

and, whenever the circumstances of the case permit, the matter should be printed off and not kept in proof Copies of incomplete notes, etc , that may be printed in instalments will be kept in the press till the whole case is completed

22. *Number of copies* —No work shall be printed at any Government, district or private press unless at least fifty copies are actually required, nor any form or register unless the annual consumption is not less than fifty copies The minimum number admissible for printing envelopes as 'variants' is a total on the whole of 400 of each kind and for other standardized forms a total of 2,000 annually Matter which can be conveniently or more cheaply copied by type-writing or duplicating machines should not be printed, e g , annual indexes of which only a limited number of copies is required Exception is made to this rule in certain cases where a few copies of returns or forms are required to be submitted in print to the Government of India or the India Office, and with Government sanction to biennial or triennial indents of standard forms when the printing of the number used annually is not justified The restriction as to the minimum number of copies does not apply to Government orders, Board's proceedings or memoranda or work included in Appendix B

23. The number of printed copies required of any paper or form should be calculated carefully for all anticipated requirements so that unnecessary reprinting may be avoided

24. *Reprints or additional copies of reports, etc* —The reprint in full of proceedings of one department in the proceedings, circulars or office orders of another department or office should be avoided Circulars based on Government orders should contain only a precis of the subject-matter and not the Government order itself with connected correspondence To prevent unnecessary resetting of type, sufficient spare copies of the final orders should be asked for when submitting proposals to Government or other authority. A note stating the number of spare copies required shall be made in red ink at the foot of the originals of all important letters or reports to Government or the Board or of the orders thereon, if a larger number of spare copies than usual is required For annual reports, the Board will arrange to give intimation to the press of the full number of copies to be printed immediately after the reports have been submitted to Government Sanction of the authority issuing the order or publication may be required for reprinting copies when

this course is not followed, or when the type has been broken up See also paragraph 221 (*e*) for procedure in the case of reports circulated to the press before review.

25. When the Board of Revenue communicates Government orders in full to subordinate authorities the proceedings should usually be printed on a separate leaf to which spare copies of the text of the Government order can be stitched, except in cases of short orders or a large number of copies when the press will adopt the most convenient course The press should in such cases be informed, immediately after the report has been submitted, of the full number of copies required of the Government order and of any report by the Board, also if the type will be required for other purposes such as gazettes, manuals or circulars

26. *Reprints and revised editions* of manuals, codes, etc , require the sanction of Government Such work should, as far as possible, be sent to the press during the months of April to September They are liable to be delayed in other months by more pressing work

27. *Confidential printing* costs nearly twice as much as ordinary printing and should be avoided as far as possible Papers which are temporarily confidential and ordinary class examination papers can usually be printed with safety in the press as 'care,' or semi-confidential, papers at ordinary rates Examination results are not treated as confidential in the press As few copies as possible should be printed of confidential papers

28. Confidential papers shall be enclosed in double covers, the inner cover being sealed, marked 'Confidential,' and superscribed only with the name of the Superintendent, the outer cover being addressed to him at Mint Buildings by his official designation ' Care ' and similar papers should be enclosed in single covers marked ' personal ' All instructions should be written on the first page of the manuscript or proofs sent and *signed* and dated, all sheets numbered and all blank sheets removed before such work is sent to the press. When this is done, the separate memorandum referred to in paragraph 16 is not required for confidential work

29. *Type and paper* —The kind of type and the size and quality of paper will ordinarily be decided by the Superintendent, the work being arranged to suit some regular fraction of a standard size to avoid cutting slips to waste, etc , the quality being the cheapest commensurate with the importance of the work and the period for which it is to be preserved It should be noted that the cost of paper of the

same kind is proportionate to its weight and thickness as expressed in pounds per ream Uniformity of size of type will not be observed by the press when it is economical to use standing matter, e g , when a gazette notification appears as a resolution, etc Government orders which occupy half or less than half of a foolscap size page should be printed in quarto size paper, copies required for binding purposes alone being printed in foolscap folio size paper When matter that might suitably be printed in double columns is received in the press, the Superintendent, Government Press, Madras, should on the specific case raise the question of printing it in double columns for the decision of the head of office concerned

30. *Sizes* —All reports, books, publications and returns, except those forming part of a continued series or edition, are to be printed in one of the following sizes. foolscap folio, $13\frac{1}{4}'' \times 8\frac{1}{4}''$, imperial octavo, $10\frac{3}{8}'' \times 6\frac{7}{8}''$, or royal octavo, $9\frac{7}{8}'' \times 6\frac{1}{8}''$

31. All new form work shall be in one of the following sizes —double foolscap, $27'' \times 17''$, foolscap, $17'' \times 13\frac{1}{2}''$, foolscap folio, $13\frac{1}{2}'' \times 8\frac{1}{2}''$, foolscap quarto, $8\frac{1}{2}'' \times 6\frac{3}{4}''$, foolscap octavo, $6\frac{3}{4}'' \times 4\frac{1}{4}''$, also for cheques and receipt books foolscap long quarto, $13\frac{1}{2}'' \times 4\frac{1}{4}''$, or foolscap long octavo, $8\frac{1}{2}'' \times 3\frac{3}{8}''$ The width of papers used for official and demi-official correspondence shall be ordinarily $8\frac{1}{2}$ inches, if less $4\frac{1}{4}$ inches, if wider any multiple of $8\frac{1}{2}$ inches The use of royal paper ($20'' \times 25''$) for registration volumes, acquittance rolls, etc , where it is more convenient may be permitted, but such sizes as demy, medium and imperial are inadmissible

32. *Supply of paper* —The whole quantity of paper required for printing for all offices (including offices of the Central Departments) should be obtained by the press from the Stationery office on a consolidated annual indent and the cost debited to the departments concerned at the end of each year Heads of departments and offices should not indent on the Stationery office for paper required in their departments or offices for printing

Wastage allowance —Except for cheques or water marked paper, additional paper to allow for printing wastage is calculated at the following scale —

Up to 100 copies—2 sheets.
Above 100 to 500 copies —4 sheets
Above 500 to 1,000 copies —6 sheets.
Above 1,000 to 10,000 copies — 4 sheets per 1,000
Above 10,000 copies — 2 sheets per 1,000

URGENT WORK

33. *Urgent work* is considerably more expensive than ordinary printing, and no work will be treated as urgent unless it is forwarded with a covering letter or with the press slip signed by the head of the office concerned, or in the Secretariat by an officer of not lower rank than a Superintendent, who will take proper measures to see that the press is not asked to print papers urgently when such a course can be avoided Calls for immediate printing or for work timed for return within 24 hours shall be made only by a gazetted officer and not by another officer for him Telephonic messages will not be accepted as equivalent to the signed memorandum unless confirmed, and no notice will be taken in the press of unsigned requisitions for urgent treatment When the item is large, or the necessity for urgency is not clear, the Press Superintendent may refer the question to the head of the department concerned

4 *Page* 11, *paragraph* 34 —*Insert* the following at the end of this paragraph —

"Departments of Secretariat should, when printing work is likely to be required urgently, furnish definite information to the Superintendent, Government Press, of the amount of work to be done and the time when it will reach the Press Failure to do this will involve a risk of the printing work not being executed by the required time for which the Press Superintendent will not be held responsible

[Government Memorandum No 27276 3, Finance (Pension), dated 3rd November 1930 and G O No 2075, Development, dated 15th November 1930]

[First list]

35. The usual hours of closing the different presses are as follows, and instructions regarding special work should reach the press at least half an hour before these times —

Central Press	5-30	p m ,	Saturdays	3-30	p m
Mount Road Branch	5-30	,,	,,	1	,,
Ootacamund ,,	5-45	,,	,,	5-15	,,
Penitentiary ,,	4	,,	,,	4	,,

36. *Sundays and holidays* —As the Factory Act requires that men employed on Sundays must be given a day's leave during the early part of the week no useful purpose is served by working on Sundays on large works Work on

Sundays and holidays is paid for at special rates as overtime in most cases The press will not open on Sundays, nor on the holidays mentioned in the following paragraph, unless a Secretary to Government or the Private Secretary to His Excellency the Governor certifies that a special work is so urgent that it must be done on that day Orders for Sunday and holiday work at other times will be given at the discretion of the Superintendent

37. The press is not open to receive work on the following days, sectional leave being granted also for certain other holidays —

New Year's day	King's birthday
Pongal	Tamil New Year's day
Vaikunta Ekadasi	Telugu New Year's day
Mahasivarathri	Mahalaya Amavasya.
Good Friday and Saturday following	Vinayakachaturthi
Avani Avittam	Solar eclipse
Ayuda Puja	Lunar eclipse (involving ceremonies)
Dipavali	Christmas day, December 26th, 30th and 31st

NOTE —Should in any year New Year's day or Christmas day or December 26th, 30th or 31st fall on a Sunday an extra holiday will be allowed This extra holiday may be availed of during the year at any convenient time

PREPARATION OF MANUSCRIPTS AND STYLE OF ORDINARY PRINTING

38. *Preparation of manuscripts for press.*—Defective arrangements on the part of those who send work to the press cause delay and expense The time required for the execution of printing largely depends on the proper preparation of the copy The Superintendent may, at his discretion, refuse defective material stating his reasons in a letter addressed to the head of the office All heads of offices should personally see that the tendency to send imperfect manuscript to the press and to call for repeated proofs is checked

39. With the exception of notes and proceedings of Government, all material sent to the press must, as a rule, be complete, and in all cases the manuscripts should be typewritten if possible—on one side of the paper only, if urgent—with the pages numbered and arranged in consecutive order, and the matter carefully edited with names, paragraph numbers, notes and other references inserted exactly as

required in the final copies Names, designations, headings, etc , to enclosures or letters should be edited whether to be run on in one paragraph, in abstract or as a heading in each case, it is useless merely to send a sample for illiterate compositors to follow Footnotes should ordinarily be written next to the lines to which they refer and not at the foot of the page of manuscript A duplicate copy of printed matter should be sent when both sides are to be reprinted

40. The press cannot trace out or supply sheets of gazettes or other publications as copy for compositors, nor fill in figures or references for indexes, etc

41. All officers who correspond with Government will give attention to the way in which their letters are copied They should be, if not typed, written in a clear, bold hand without erasure, in dark coloured ink, properly punctuated and paragraphed, so that they may be in a state fit to be put at once into the printer's hands Marginal notes and entries should be avoided as far as possible

42. The paper on which manuscripts for the press are prepared shall normally be 13 inches in length and 8½ inches in width, in cases where wider paper is found necessary, the width shall be some multiple of 8½ inches Enclosures shall be on paper of similar size, except where there is special cause for variation (e g , in the case of a sketch or plan)

43. *Spelling and transliteration* of Anglo-vernacular terms, names of places, persons, etc , in manuscripts sent to the press should be in accordance with the recognized system and the instructions in Part II of this Manual, the use of symbols, other than those which denote the long and short vowel being discontinued in ordinary publications When the work of several writers is to appear in one publication (such as enclosures to a report), all spellings should be edited and made uniform with the body of the publication before the manuscript is sent to the press Papers are liable to delay when this has to be done in the proof This applies also to the use of capitals, italics, punctuation, unusual or technical abbreviations, side headings, notes, chapter and section headings, etc , and to the form of official address used in correspondence Unless special instructions are given on the signed memorandum which accompanies the work when it is first sent to the press, or the work is one of a special series, subsequent alterations of 'style' in the proof by the author will not be attended to by the press.

44. *Manuscript for statements and periodical returns* — The type of tabular matter in annual reports is usually kept standing and it will save time, and tend to ensure accuracy, if paper is pasted over the columns that require alteration in the statement last printed, and the altered figures are written thereon, using one side only, instead of writing fresh statements in full This method of altering reprint matter to serve as manuscript for the press is equally economical in the case of periodical returns, establishment lists, etc , also for a series of statistics of the same kind when all cannot be put in type at once

45. The reprinting of statements, with the figures in some of the columns removed for office purposes, is as expensive as resetting type, causes mistakes, and is not allowed except in the case of Finance budget estimates Paper can be pasted over the figures not required and the new figures written thereon as suggested in paragraph 44

46. *Tabular matter* is an expensive form of printing which can in many cases be saved, if the contents of the statement or 'table' are run on as ordinary letterpress The expense of tabular printing should be avoided whenever it is possible to do so In tabular statements which are prepared in a prescribed form, *nil* columns and items should as far as possible be omitted, a few entries of remarks can be inserted as footnotes District and taluk names or other matter common to two or more pages or columns can be arranged as a headline instead of placing each in a blank column, etc Much space may at times be saved by converting the column matter into the heading and vice versa The omission of lines between 'rupees, annas and pies,' 'acres and cents' and 'month and day of the month' will reduce the number of columns, save time and money and add to the legibility of the statements The smaller the number of columns and the fewer the blank spaces, the lower will be the cost, and the more quickly will the work be printed Before prescribing the form of heavy statements which will have to be put in type, the office concerned should consult the press as to the best form for printing purposes

47. Numbering of columns is rarely required in a printed statement and will be omitted unless there are special reasons for its use Setting of large blanks for future corrections in tables such as establishment lists, etc , is nearly as expensive as reading matter Such blanks are not permitted, interleaved copies can be used for corrections

48. Tables of statistics should not appear in the body of a report, and in other cases should not be printed lengthways on a page unless distinct economy of space results thereby They should be arranged as far as possible to fill pages without spreading out the type by unnecessary gaps between the lines The foolscap folio size lends itself easily to the printing of tables with their heading across instead of along the length of the page, especially if remarks, etc , are relegated to their proper place as footnotes

49. The Press Superintendent will make suggestions for compression of matter sent to him for printing, such as (*a*) the deletion of 'nil' statements and unnecessary half-title pages, etc , (*b*) the reduction or re-arrangement of tabular matter, and (*c*) the omission of column headings in registers, and should refer the matter for the orders of Government if his suggestion is disapproved by the officer ordering the printing

50. In the case of reports for incorporation in the Presidency Administration Report all tabular matter not absolutely necessary should be scrupulously eliminated even in appendices

51. *Non-tabular form* —This style is to be adopted for electoral rolls, lists of voters and of candidates, abstract statements of proceedings, disposal lists, catalogues of books, notifications of appointments, notifications under section 6 of the Land Acquisition Act, indexes, and for most establishment lists, when this form is economical

52. *Specimen forms* appended to rules or prescribed in orders, etc , need not be printed in full size but should be compressed The tabular form will not often be necessary and headings can be numbered and run on as text matter especially in the case of sample forms of application for appointments in advertisements This does not refer to the preparation for the printer of copy of the *actual forms to be used*, which should be carefully drawn out to size

53. *Marginal notes* and entries and references entail much trouble, increase the cost and should be avoided as far as possible in preparing the manuscripts for printing The subject heading of rules or paragraphs can be more legibly inserted in small capitals or italics as a side heading run on with the text, and Government orders or other authorities quoted can generally, with equal advantage, be inserted at the end of the last line of the paragraph, enclosed between parentheses or brackets The position to which such notes are to be

transferred in print should be clearly marked in the manuscript If marginal notes are absolutely necessary, they should by preference be cut in the text

54. *Printing in half margin* is also an expensive method for which sanction of Government is required, except for Madras Bills

55. *Reports* —The body of a report should be almost entirely in narrative form It will occasionally be necessary to introduce tables of comparative statistics into the narrative, but such tables should be brief and simple and their number rigidly restricted Reports should be printed in foolscap folio or royal 8vo size in solid pica (12-point) with the extracted matter and appendices in small pica (11-point) or long primer (10-point) and statistics in brevier (8-point) or nonpareil (6-point) and will be so printed as to admit of the type being readily converted into the form of Government proceedings When maps are given, it is convenient to place them at the beginning or at the end of the volume, but the number should be restricted.

56. The number of pages fixed as the maximum limit of the report should be printed on the page containing the table of contents and should not be exceeded A foolscap folio page of report type contains about 680 words and royal octavo 310 words When reports and returns are printed before submission to Government, the earliest date they should bear is the date on which the *last* manuscripts are sent to the press

57. *Enclosures* should be omitted as far as possible, their substance being embodied in the covering order letter or report When necessary, enclosures and appendices to Government orders should be printed immediately after the order In the printing of correspondence read in a Government order, the amount of matter should be reduced as much as possible by careful editing It is not necessary to print replies of a routine nature, nor enquiries seeking information on matter of minor importance When possible, also, the Government order should be made self-contained, thus obviating the necessity for the printing of any previous correspondence If an original paper or an enclosure appears in full and again without material alteration as an annexure or appendix, it need only be quoted in the first instance and printed in full as an annexure

58. *Standing matter* —Type will be kept standing at the discretion of the Press Superintendent As a rule, ordinary Government orders of eight pages and under will be kept in type for seven days and larger papers two weeks after the

despatch of final copies. The type of Board's proceedings, jobwork, books and manuals, disposal lists, indexes and contents is distributed immediately copies are printed, but instructions will be taken before the type of technical publications of the Chief Engineer, P W D , is broken up When it is evident from the subject matter or address lines that a paper making more than two pages will be printed again by the same or another department (as when draft rules are to be considered at a later date, when a report is submitted to Government for orders, or when a lengthy paper of one department is communicated to another, etc), the type may be kept standing for one month The type of papers communicated to the Board of Revenue, Surgeon-General or the Director of Public Instruction will be kept for fourteen days in case the papers are required for proceedings or circulars, after which time the type will be distributed without notice Registration and Police notifications are kept standing only till the next issue of the Registration or Police Gazettes, respectively Other gazette notices are not generally kept in type after the issue of the next district gazettes, and any spare copies required must be asked for at the time when the notice is sent for publication

59. The type of Madras Bills is also kept till it is required to be put into Act form Large statements for reports, establishment lists, etc , reprinted periodically within intervals of twelve months are kept standing permanently as far as possible

60. The head of the office should state on the indent when a work is first sent to the press, whether copies will be required for any other purpose, and if the press is for reasons stated asked to keep the type standing, the type may, if it can be spared, be kept for two months but not longer

61. *Resetting type* —The Press Superintendent may require the previous sanction of Government when type is required to be reset owing to intimation to keep standing not having been given or owing to delay longer than fourteen days in sending Government orders, notifications, etc , to be reprinted in Board's proceedings, circulars, correction slips, gazettes, etc

62. *Parliamentary papers* —In the case of any lengthy document on a subject of special public interest, not a periodical, the type is not to be broken up until Government shall have ascertained whether further copies will be required for England, and the office sending in the work shall inform the press whether there is any possibility that copies of the printed

papers may be required for Parliament so that type may be kept standing The copies sent to England for office use, etc , should be stitched and bound, but those intended for utilization as Parliamentary papers including maps and plans should be forwarded in sheets without title page or cover The pages shall be of the usual report size, not with wide margins, and ordinary printing paper shall be used Maps and plans should be printed and folded with a sufficient margin to permit of their being stitched in the text In every case the Secretary of State for India should be advised of the expense incurred for paper, striking copies and freight of the whole consignment sent home, including copies for official use, in order that the amount may be recovered from His Majesty's treasury

63. *Coloured inks* —A word or even a letter printed in a different colour from the text of the work causes an additional printing operation and is not permitted except for special reasons Where it is desired to give prominence to a paragraph or note, it can be printed in the same colour in bolder type or underlined Such words as 'Confidential,' or 'For record,' on covers or dockets of proceedings can be printed boldly in black instead of in ink of another colour A second printing on forms requires the sanction of Government

64. *Indexes and lists of contents* to manuals, reports, etc., cannot be prepared or checked in the press They are to be printed in narrow columns in non-tabular form and should be as brief as possible consistent with indicating the purport of the text Indexes or lists of Government orders, letters, etc , received in an office are not to be printed

Proofs

65. *Proofs* should not ordinarily be called for in the case of Government orders, notes, resolutions, etc

66. Proofs of matter already in print should rarely be required, and the Superintendent, Government Press, is authorized to ask that the orders of Government should be taken in any case in which he may be asked for proofs of printed matter.

67. *Number of copies of proofs* —Ordinarily only one copy of each proof will be supplied. No more than three copies of a proof shall be called for except over the signature of a gazetted officer This restriction to three copies applies to the total ordered when supplemental indents for copies of the same set of proofs are made.

68. *Form of proofs.*—The supply of proofs in book form causes delay and leads to errors Proofs will be sent in loose sheets, printed on one side only of thin (double foolscap 16 lb) paper (not bound or stitched), and subsequent clean proofs, if any, will also be sent in the same form unless it is inconvenient to the press except for final white paper copies of reports for Government When work contains columns or headings inserted on several pages of the same description, proofs of the varying columns or headings only will be sent 'Made-ready' proofs of colour work or illustrations are not submitted

69. *Corrections* —It may cost more to make extensive alterations in a proof than to reset the type Manuscript matter should therefore be carefully and completely edited before it is sent to the press for proof The attention of heads of departments is specially drawn to the necessity of avoiding excessive 'author's corrections' in proofs A statement of avoidable expenditure from this cause is given annually in the press report To avoid mistakes, corrections should be marked strictly in accordance with the list of proof-reader's signs and the instructions given in Part II When the same matter has to be corrected by more than one person the changes made should be neatly and carefully transferred to one proof so that only one is returned to the press If proofs are recalled from the press, any additional corrections should be made in ink of a different colour to prevent mistakes Proofs should not be corrected in pencil

70. *Return of proofs.*—Proofs sent for correction should be returned promptly In cases of delay of more than a week the Superintendent will send a reminder, and in cases of unusual delay he will bring the matter to the notice of Government

General and Standardized Forms

71. *Classification* —Forms include any printed works in which additional matter has to be filled in , also labels, envelopes, 'flags' and bound registers, if printed, colour-embossed, or ruled, and circulars, etc , which are used regularly by the indenting offices Jobwork includes notices, handbills, circulars, invitations, memoranda, office orders, etc , which are complete in themselves or are required only on special occasions Forms and jobwork may, subject to these rules and those in the Stationery Manual, be printed when it is more economical to resort to printing than to employ clerical labour, or when returns or forms have to be submitted to Government or the India Office in print.

72. *Forms* are grouped in the following classes :—

(i) *Standardized—general*, or 'common,' i e , common to two or more departments or offices and included in 'Appendix XII of the Stationery Manual for supply on annual indents to certain offices as units of consumption or for further distribution where necessary

(*a*) General forms, as above, on biennial indents when the number required does not justify printing more frequently

(*b*) General forms on triennial indents if the number required warrants it

(*c*) General forms on quinquennial indents if the number required warrants it

(ii) *Standardized—departmental* —Special to a department, or common to two or more departments or offices, arranged in groups according to their nature, and supplied on indents as class (i) above

(iii) *Standardized—temporary* —Such as plague, settlement or famine forms, the necessity for which cannot be foreseen at the time when the annual indents are submitted and in regard to which the period during which they will be required is not known These are supplied on special indents as required

(iv) *Special* —Forms which for departmental reasons have been excluded from the above lists, or the printing of which on occasional indents has been sanctioned by Government (Appendix E) These involve considerably greater expenditure than the printing of standard forms and they should be restricted as much as possible

(v) *Stock forms* as per list (Appendix G) and other standardized forms contained in a general price list which have been prescribed by Government for supply to district and taluk boards and municipalities at any time on request Those forms which are for sale are printed in advance and kept in stock at the Government Press, Mint Buildings, Madras A few stock forms are also stocked and supplied from the Mount Road Branch for the Ecclesiastical Department in some cases free, and in others on payment

(vi) *Forms supplied on payment* —In the case of forms such as those for the Port and Marine funds, Court of Wards estates, commercial concerns under the Industries, Fisheries or other departments (vide Appendix I), etc , the cost of which is recovered direct or debited to the department concerned, the indents are sent direct to the press and are complied with

as received, but it is more economical for the offices to send only annual indents The Presidency Port Officer, Madras, also keeps a stock of forms for sale to merchants, etc. (Appendix G)

73. *'Variants'*—The following are instances of variants · when paper of more than one size or quality is required for any reason for the same form or cover, when copies are required in more than one language of a standard form, when minor variations, such as in the franking of a cover or in the address have been permitted, when the same form is printed in inks of different colours, etc. Variants require the same sanction for printing as the original form They bear the original number, but are distinguished by the addition of letters in italics The restriction that, except in special cases, it is not permissible to print any envelope of which less than 400 copies are required annually and less than 2,000 in case of forms applies equally to variants

74. *Indents for forms*—Officers who are authorized to send consolidated indents for standard forms are indicated in Appendix A Standardized forms in classes (i) and (ii) are supplied only on annual indents which must be sent through the head of the department to the Superintendent of Stationery on prescribed dates in accordance with the cycle of indents given in the following table The indents after being checked and (in the case of forms used in more than one department) · consolidated by the Stationery office, and retrenchments or alterations notified to the offices concerned, are sent to the press with originals of any new or modified forms sanctioned during the year Copies of forms are then supplied direct by the press to officers and subordinates according to the distribution lists accompanying the indents, but any change in the unit of supply requires the sanction of Government Indenting offices are to ensure that the distribution statements are correctly prepared and that no copies are supplied from a central departmental office to subordinate offices which are units of direct supply from the press

75. Indents are prepared for the groups shown in column 1 of the cycle printed below Printed forms of indent are not supplied in all cases of standard forms and are unnecessary for officers who have very few or no subordinates The indents shall ordinarily be based on the average consumption of the two supply years preceding that in which the indent is made and shall be for quantities which, together with the balance expected to remain on hand on the first day of the supply year following, will suffice for the consumption of twelve months

in the case of ordinary forms and two, three and five years in the case of biennial, triennial and quinquennial forms In the case of forms special to the Registration Department, the indent should be made to bring the stock up to eighteen months average consumption Each distribution list should contain the postal address and nearest railway station of the offices mentioned therein or of the forwarding agent to whom parcels are to be consigned Correspondence regarding forms passed for supply should be addressed to the Superintendent of Stationery by officers recognized as units for indents

*Cycle of indents for supply of standardized forms.**

Group name and number	Latest date for receipt of indent in the Stationery office	Latest date of transmission of indents to the press	Probable date of supply by press †	Press in which usually printed (but all demi official paper and envelopes to Mount Road)
Survey—				
S I Special to Survey Parties	15th Oct	15th Dec	15th Mar	Mint Buildings
II Central Survey office ..	Do	Do	Do	Do
III Common to all ..	Do	Do	Do	Do
Covers and labels ..	Do	Do	Do	Do
Revenue—				
R F I Accounts (Revenue)	1st July	15th Oct.	Do	Penitentiary
II Taluk Accounts—				
A General	Do	Do	Do	Do
B Malabar, S Kanara and Nilgiris	Do	Do.	Do	Do
III Village Accounts—				
A and E. General .	Do	1st Oct	Do	Do
B Malabar district .	Do	Do	Do	Do
C S Kanara district	Do	Do	Do	Do
D Nilgiri district	Do.	Do	Do	Do
F Village Panchayats	Do	Do	Do	Do
IV Agricultural statistics	Do	15th Oct	Do	Do
V. Birth and Death Registration	Do	Do	Do	Do
VI. Budget ..	Do	Do	Do	Do.
VII Cattle mortality	Do	Do	Do	Do
VIII Cattle pound .	Do	Do	Do	Do
IX Civil suits	Do	Do	Do	Do
X Disposal number system	Do	Do	Do	Do
R F XI District press .	Do	Do	Do	Do
XIII. Inams ..	Do	Do.	Do.	Do
XV. Irrigation ..	Do	Do.	Do	Do
XVI. Jamabandi ..	Do	1st Oct	Do.	Do.
XVII Land records .	Do	15th Oct	Do.	Do
XVIII Disposal of land—				
A. Acquisition of land	Do	Do.	Do.	Do.
B Assignment of land	Do	Do	Do	Do
C Encroachment .	Do	Do.	Do	Do
D Transfer of land .	Do	Do.	Do.	Do.
E Lands, miscellaneous	Do	Do	Do.	Do.

* Including covers, special or common, for the departments concerned Forms required biennially or at longer intervals are indented for at the same time as annual indents but on separate indents for the class of forms according to the period.

† The dates of supply from the press do not apply to bound volumes which will be sent in batches.

Cycle of indents for supply of standardized forms—*cont*

Group name and number.	Latest date for receipt of indent in the Stationery office	Latest date of transmission of indents to the press	Probably date of supply by press	Press in which usually printed
Revenue—cont				
XIX Loans	1st July	15th Oct	15th Mar	Penitentiary
XX. Mines	Do	Do	Do	Do
XXI Minor irrigation works	Do	Do	Do	Do
XXII Office forms—				
A. Common to Land Revenue and Settlement departments of Board of Revenue	1st Dec	15th Jan	Do	Do
B Board of Revenue (Land Revenue)	Do	Do	Do	Do
C Board of Revenue (Settlement)	Do	Do	Do	Do
D Inam Commissioner's office	Do	Do	Do	Do
F Common to Collectors, Divisional officers, etc	15th Sep	15th Nov	Do	Do
G Director of Agriculture and subordinates	Do	Do	Do	Do
G-1. Common to Agricultural College, Veterinary College, etc	Do	Do	Do	Mount Road
I Special Settlement Officers	Do	Do	Do	Penitentiary.
J Superintendent, Civil Veterinary Department, and subordinates	Do	Do	Do	Do
J-1 Common to above, to Veterinary College and private Veterinary hospitals	Do	Do	Do	Do
J-2 Veterinary College	Do	Do	Do	Do
K Registrar, Co-operative Societies, etc	Do	Do	Do	Do
L. Common to Inam Commissioner, Collectors, etc.	1st July	15th Oct	Do	Do
M Collectors' offices ..	Do	Do	Do	Do
N. Treasury Deputy Collectors' offices	Do	Do	Do	Do.
O Divisional offices .	Do	Do	Do	Do
P Taluk offices	Do	Do	Do	Do.
Q. Revenue Inspectors' offices	Do	Do	Do	Do
R. Village officers' offices	Do	Do	Do	Do.
XXIII. Pattas and sanads .	Do	Do.	Do	Do
XXIV. Petty construction and repairs.	Do	Do.	Do.	Do.
XXV. Prices . ..	Do	Do	Do.	Do.
XXVI. Revenue Recovery Act.	Do.	Do	Do	Do
XXVII Season	Do.	Do	Do	Do
XXVIII. Security bond ..	Do.	Do	Do.	Do.
XXIX. Special Funds Code	Do	Do	Do	Mint Buildings.
XXX Stamps (general) .	Do.	Do	Do.	Penitentiary
XXXI Trade ..	Do	Do	Do	Do
XXXII. Sub-treasury forms ..	Do	Do	Do	Do
XXXIV Veterinary	Do	Do	Do	Do.

Cycle of indents for supply of standardized forms—*cont*

Group name and number	Latest date for receipt of indent in the Stationery office	Latest date of transmission of indents to the press	Probable date of supply by press	Press in which usually printed
Revenue—cont.				
XXXV Temporary forms—				
A. Famine (special indent)	.	.	..	Mint Buildings
B. Inams .	1st July	15th Oct	15th Mar	Penitentiary
C Land records	Do	Do	Do	Do.
E Settlement .	15th Sep	15th Nov	Do	Do
XXXVI. Miscellaneous—				
C Estates Land Act	15th Apr	Do	Do	Do
D Street survey .	15th Sep	Do.	Do	Do
R C Labels—				
A Presidency town addresses	Do	Do	Do	Mint Buildings
B Common to Revenue offices	Do	Do	Do	Do
C Land Revenue and Settlement departments	Do	Do.	Do.	Do
D Board of Revenue (Land Revenue department)	Do	Do	Do	Do
E Board of Revenue (Settlement department)	Do.	Do	Do	Do.
F Director of Agriculture and subordinates	Do	Do	Do	Do.
G Collectors' offices	Do	Do.	Do	Do
Excise—				
S R B (1) Office of the Commissioner of Excise	1st Mar.	15th May	15th Aug	Do
(2) Assistant Commissioners and Inspectors.	Do	Do	Do	Do.
(3) Collectors' offices	Do	Do	Do	Do.
(4) Common to Collectors, Inspectors and Assistant Commissioners of Excise	Do	Do	Do	Do
Licences used from April to March (C S, F L and H D, forms) and distillery and warehouse licences.	15th Jan	15th Feb	15th Mar	Do
Licences used from October to September (O_2 and T T 5)	15th July	10th Aug	1st Sep	Do.
Stamps—				
R F XXXVI-B Collector of Madras and Superintendent of Stamps	1st Dec.	1st Feb	1st Mar	Penitentiary.
Forest—				
R F. XII-A Forest Code ..	1st Aug	1st Nov	15th Mar	Mint Buildings
B ,, permits .	Do	Do	Do	Do.
XXII-E Forest Conservators and subordinates	Do	Do	Do	Do.

Cycle of indents for supply of standardized forms—*cont.*

Group name and number.	Latest date for receipt of indent in the Stationery office.	Latest date of transmission of indents to the press	Probable date of supply by press.	Press in which usually printed.
Registration—				
Regn I Inspector-General's office	1st June	1st July	15th Oct	Penitentiary and Mount Road
II Subordinate offices	Do	Do	Do	Do.
III. Common to Inspector-General and subordinates	Do	Do	Do	Do
Labels ..	Do	Do	Do	Do.
Reg.-Genl A Office of Registrar-General of Births and Deaths	Do	Do	Do.	Do.
Reg.-Genl C Special under Malabar Marriage Act	Do	Do	Do	Do
C F XVIII Common to Registrars of Births and Deaths.	Do	1st Sep	15th Dec	Mint Buildings.
C.F. XIX Common to Registrar-General and Registrars of Births and Deaths.	Do	Do.	Do.	Do
C F XX Common to Registrar-General and Registrars of Births, Deaths and Marriages.	Do	Do	Do.	Do
General Administration—				
Ch S I. Political Department.	1st Oct	1st Dec.	1st Jan	Mount Road.
II. Public Department	Do	Do	Do	Do
III. Secretariat Library	Do	Do	Do	Do
IV. Special to Chief Secretariat.	Do.	Do	Do	Do
V Judicial Department	Do	Do	Do	Do.
Finance Department Forms special to the Finance Department.	Do	Do.	Do	Do
Rev Sec.—Revenue Secretariat	Do	Do,	Do	Do
L.S.G. I Local Self-Government Department.	Do	Do	Do.	Do.
II Plague Branch ..	Do.	Do.	Do	Do.
Law Dept I Law (General) Department.	Do	Do	Do.	Do.
II. Law (Legislative) Department.	Do.	Do	Do.	Do.
III Legislative Council office	Do	Do	Do.	Do.
Sec. II.—Common to two or more Secretariat departments.	Do	Do	Do	Do
Special covers and labels ..	Do	Do	Do	Mint Buildings
M R.O.—Madras Record office.	Do	Do.	Do.	Do
P.S.—Private Secretary to His Excellency the Governor.	Do	Do.	Do.	Mount Road.
M.S.—Military Secretary to His Excellency the Governor.	Do.	Do	Do.	Do.

Cycle of indents for supply of standardized forms—*cont.*

Group name and number	Latest date for receipt of indent in the Stationery office.	Latest date of transmission of indents to the press	Probable date of supply by press	Press in which usually printed
General Administration—cont.				
C F I to XVII. Forms common to two or more departments	15th Apr	1st Sep	15th Dec	Mint Buildings
XXI Common to Collectors and chairmen of municipal councils	Do	Do	Do	Do
XXIV Miscellaneous for P.W D, Registration and Revenue departments	Do	Do	Do	Do
A Common covers . ..	Do	Do	Do	Do.
Economy labels .	1st Sep	1st Dec.	1st Mar	Do
R.F XXXIII T & A Treasury Manual and Account Code forms.	15th Mar	15th July	15th Oct	Do
R F XXXV-D Plague (temporary).			24 hours	Do
Forms prescribed under Special Acts—				
I Indian Arms Act—				
A Prescribed under rules	15th July	30th Sep	15th Dec	Mount Road.
B Do by Government orders	Do	Do	Do	Do.
C. Other forms	Do.	Do	Do	Do.
II Indian Explosives Act—				
A and B as above .	Do	Do.	Do	Do.
III. Petroleum Act—				
A. Prescribed under rules	Do	Do	Do	Do
B Other forms .	Do	Do	Do	Do
IV Poisons Act—				
A. Prescribed under rules	Do	Do	Do.	Do
B Prescribed by Government orders.	Do	Do	Do	Do.
V Miscellaneous forms .	Do	Do.	Do.	Do
VI Motor Vehicles Act	Do	Do	Do	Do
VII. Motor Vehicles International Act	Do	Do	Do	Do
VIII Press and Books Act—				
A Prescribed under rules	Do	Do	Do.	Do
B Prescribed by Government orders.	Do	Do	Do	Do.
C. Other forms	Do	Do	Do	Do
IX. District Municipalities Act.	Do	Do.	Do.	Do.
XII Assam Labour Act .	Do.	Do.	Do.	Do.
XIII. Indian Emigration Act.	Do	D .	Do.	Do
XIV. Indian Factories Act .	Do	Do	Do	Do.
XV. Miscellaneous forms .	Do	Do	Do	Do.
XVI. Lunacy Act .. .	Do.	Do.	Do.	Do
XVII Indian Christian Marriage Act— .				
A Prescribed under rules	Do.	Do	Do	Do.
B. Prescribed by Government orders	Do	Do	Do	Do.
C. Other forms .	Do	Do	Do	Do

Cycle of indents for supply of standardized forms—*cont.*

Group name and number	Latest date for receipt of indent in the Stationery office	Latest date of transmission of indents to the press	Probable date of supply by press	Press in which usually printed
Forms prescribed under Special Acts—cont				
XVIII-A Special Marriages Act	15th July	30th Sep	15th Dec	Mount Road
XIX Indian Ports Act	Do	Do	Do	Do
XX Criminal Tribes Act	Do.	Do.	Do	Do
XXI Railway Protection Act	Do	Do.	Do	Do
XXII Public Resort Act	Do	Do	Do	Do
XXIII Cinematograph Act ..	Do	Do	Do	Do
XXIV. Coffee Stealing Prevention Act.	Do	Do	Do	Do
XXV. Cotton Ginning and Pressing Factories Act.	Do	Do	Do	Do
Jails and Convict Settlements—				
J. I. Inspector-General of Prisons	1st Feb	1st Apr	15th June	Mint Buildings
J II. Subordinate offices	Do	Do	Do	Do
C F XXII Common to Jails and Sub-jails	15th Apr	1st Sep	15th Dec	Do
XXIII Common to Sub-jails under Magistrates and the five Sub-jails under the Inspector-General	Do	Do	Do	Do
Administration of Justice—				
C C C —City Civil Court office forms	1st June	1st Aug	1st Oct	Mount Road
S C C —Court of Small Causes Office forms	Do.	Do	Do	Do
Adv -Genl —Advocate-General Office forms	Do	Do	Do	Do
G Pl —Government Pleader.	Do.	Do	Do	Do.
P P —Public Prosecutor .	Do	Do	Do	Do
G S —Government Solicitor ..	Do	Do	Do.	Do.
O R —Official Receiver .	Do.	Do	Do	Do
Ck Cr —Clerk of the Crown .	Do	Do.	Do	Do
L R —Law Reporter ..	Do	Do.	Do	Do.
S M —Sheriff of Madras	Do	Do.	Do	Do
P M —Presidency Magistrates-				
A. Common to Egmore and Georgetown	Do.	Do.	Do.	Mint Buildings.
B. Special to Egmore ..	Do.	Do.	Do.	Do
C Special to Georgetown.	Do.	Do.	Do	Do.
Cr. P.—Crown Prosecutor .	Do.	Do.	Do.	Mount Road.
P.L Act.—Prescribed under Planters' Labour Act	Do	Do.	Do.	Penitentiary.
A.O.T.—(Administrator-General and Official Trustee, Madras)—common and d o.'s special forms	Do	Do	Do	Mount Road.
Agt. Tanj —Prescribed for Government Agent, Tanjore	Do	Do.	Do.	Penitentiary.
Agt. Ganj. & Goda.—Prescribed by Government for Agency offices, Ganjam and Godavari	Do	Do	Do.	Do.

Cycle of indents for supply of standardized forms—*cont*

Group name and number	Latest date for receipt of indent in the Stationery office	Latest date of transmission of indents to the press.	Probable date of supply by press.	Press in which usually printed
Administration of Justice—cont				
Cr Mis.—Criminal Miscellaneous	1st Mar	1st July	1st Oct	Penitentiary
Cr J —Criminal Judicial ..	Do	Do	Do	Do
Cr J Mis —Criminal Judicial Miscellaneous	Do	Do.	Do	Do
Cr Reg —Criminal Registers	Do,	Do	Do	Do
Cr —Office forms for Mufassal Criminal Courts	Do	Do.	Do	Do
M Cl —Office forms for Mufassal Civil Courts	Do	Do	Do.	Do
C P C —Civil Procedure Code forms	1st May	Do	Do	Do
C M —Civil Miscellaneous forms	15th May	15th July	15th Oct	Do
C R —Civil Registers .	Do	Do.	Do	Mint Buildings
Police forms, covers and labels —				
Pol. A Office of Inspector-General of Police	1st Dec	15th Feb	15th May	Penitentiary
B Subordinate offices .	Do	Do	Do	Do
C Common to A and B	Do	Do	Do	Do
D Commissioner of City Police.	15th Jan	1st Mar	Do	Mount Road
E Deputy Inspector-General of Police, Railways and C I Department	Do	Do	Do	Do
F Assistant Superintendent of Police, Coorg	1st Dec	15th Feb	Do.	Penitentiary
Ports and Pilotage—				
G C.—Agent for Government Consignments	1st Oct	1st Dec	1st Jan	Mount Road.
Education—				
Edl A Director of Public Instruction.	3rd Jan	15th Mar	15th June	Mint Buildings
B. Common to two or more subordinate officers	Do	Do	Do.	Do.
C.—I to XIV Special to individual subordinate offices	Do	Do	Do.	Do
Medical—				
I. Special to subordinate offices.	1st Mar	1st May	Do	Mount Road
II Common to State Medical institutions	Do	Do	Do	Do.
III A Surgeon-General's office	Do	Do	Do.	Do.
III B General, Royapuram, Royapetta and Victoria Hospitals	Do	Do	Do	Do
III C Maternity and Victoria Hospital	Do	Do	Do	Do
III D. Ophthalmic Hospital	Do.	Do	Do	Do
III E Mental Hospitals ..	Do	Do	Do	Do
III F Leper Hospital .	Do	Do	Do.	Do
III G Tuberculosis Hospital	Do	Do	Do	Do.

Cycle of indents for supply of standardized forms—*cont.*

Group name and number.	Latest date for receipt of indent in the Stationery office.	Latest date of transmission of indents to the press.	Probable date of supply by press.	Press in which usually printed.
Medical—cont				
III H Medical College and Schools	1st Mar	1st May	15th June	Mint Buildings
III K Board of Examiners, Medical College	Do	Do	Do	Do
I M Indian School of Medicine	Do	Do	Do	Do
C Exr.—Chemical Examiner	Do	Do	Do	Do
Public Health—				
D P H —Director of Public Health	Do.	Do	Do	Do
H I —Health Inspectors	Do	Do	Do	Do
K I P -King Institute, Guindy	Do	Do	Do	Do.
Agriculture—				
Gar —Curator, Government Gardens and Parks	15th Sep	15th Nov	15th Mar	Ootacamund Branch.
C Pl.—Director, Government Cinchona Plantations	Do	Do	Do.	Do
Scientific—				
Mus —Government Museum ..	1st Mar.	15th Apr	15th June	Mount Road
Miscellaneous—				
Bd Ex —Board of Examiners	Do	Do	Do	Do
G Exs —Commissioner for Government Examinations	Do	Do.	Do	Do
S L C — Do School-Leaving Certificate forms.	Do	Do	Do	Do
S I B —Senior Inspector of Steam-boilers, etc	Do	Do	Do	Do
Fac —Inspector of Factories ..	Do.	Do	Do	Do
Industries—				
Dr F —Director of Fisheries	Do	Do	Do	Do
D.I.—Director of Industries ..	Do	Do.	Do	Do
Stationery and Printing—				
Sty —Stationery office	1st Dec	1st Feb	1st Mar	Mint Buildings
G P —Government presses	Do	Do	Do	Do.
Civil Works—				
P W.S I Chief Engineer and Secretary to Government	15th Mar	15th June	15th Sep	Mount Road
II. Chief Engineer for Irrigation.	Do	Do	Do	Do
P W.D. I Superintending Engineers	Do.	Do.	Do.	Do
II. Division officers	Do	Do	Do	Do
III Subdivision and Section officers	Do	Do	Do	Do.
IV. Public Works Workshops and Stores	Do.	Do.	Do	Do.
V Common to department.	Do.	Do	Do.	Do.

Cycle of indents for supply of standardized forms—*cont.*

Group name and number.	Latest date for receipt of indent in the Stationery office	Latest date of transmission of indents to the press	Probable date of supply by press	Press in which usually printed.
Civil Works—cont.				
VI. Account forms	15th Mar	15th June	15th Sep	Mount Road
VII Special to Sanitary Engineer.	Do	Do	Do.	Do
VIII Special to Electrical Inspector.	Do	Do	Do.	Do.
IX. Special to Superintending Engineers	Do	Do	Do	Do
X Special to Divisional officers	Do	Do	Do	Do
XI Special to Subdivision and Section officers.	Do	Do	Do	Do
XII. Common to two or more P W D departments	Do	Do	Do	Do

76. *Periodical alterations in forms.*—In the few cases in which minor alterations are required to be made periodically in standard forms, such as the change of fasli years in R F No. III A-54, the head of the department, or the consolidating officer, should forward a corrected form *with* the indent in order that the standing form may be altered The fact that sanction for the alteration of such form has been obtained is to be entered in the indent form, or the press will print copies from standing stereotypes

77 *Delayed or excessive indents* —It is essential that indents should be correctly and completely prepared and submitted by due date, otherwise the supply of forms relating to a group to the whole of the Presidency will be delayed Any case in which the working of the rules is retarded by an indenting officer is to be brought to the notice of Government. When the Superintendent of Stationery considers that the demand for any treasury or account form is unnecessary or excessive, he should report the case to the administrative authority immediately superior to the indenting officer concerned

78. *Supplementary indents* are as a rule inadmissible, and will be passed for supply only after full explanation. If the explanation is considered unsatisfactory, the indent shall be complied with only after the sanction of Government has been obtained by the officer concerned Supplemental indents due to an exceptional demand can usually be avoided by obtaining

a loan of the copies required from another office in the same locality, though the practice should be avoided as much as possible. As no stocks of any standard forms are kept in the press, such indents necessitate special printing which may cause delay in supply No indent for standard forms is to be sent direct to the Government Press

79 *Paper* —After indents and distribution statements have been checked with due regard to economy, and where necessary consolidated, the quantity of paper required is estimated by the Stationery office, and sent with the indent to the press for printing In cases of large quantities of the commoner kinds of paper, the total quantity to be sent will be intimated to the Superintendent, Government Press, who will then inform the Superintendent of Stationery in what monthly quantities, and to which press, deliveries may be made

80. *Standard forms* are supplied only from the central presses in Madras, and they should on no account be printed at a private, district or jail press whatever the number required, nor any additions be over-printed on such forms without the sanction of Government

81 *Files of standard forms* are maintained at the Stationery office and at the Government Press for purposes of reference and not for issue or loan Every officer should keep files of all classes of forms sanctioned for use in his office Files are not made up in the press for this purpose

New or Modified Forms

82. *Printing of non-standardized or new forms* —In the case of forms for use in the offices of heads of departments and for general forms or those common to two or more departments, no form which is not included in the lists of standardized forms may be printed at any press, nor may any additions to, or alterations in, the lists (or in the forms, paper or binding prescribed) be made without the sanction of Government The administrative departments of Government and the following heads of departments are empowered to sanction the printing of other forms prescribed for their subordinate offices —Board of Revenue (Land Revenue and Settlement), Inspectors-General of Police, Registration or Prisons, Registrar of the High Court, Chief Engineer, Public Works Department, Surgeon-General, Director of Public Instruction, Director of Agriculture and Director of Public Health (for Sanitation and Vaccination only).

83. Standard forms are not in any case to be prescribed contrary to the general orders detailed in this Manual, such as the restrictions as to the minimum number required annually, over-printing on forms, printing in ink of more than one colour, die-stamping, wide spacing, names in columns of registers and lists, etc The addition of such forms to the standard lists requires the sanction of Government even when heads of departments have been authorized to sanction the printing of forms for subordinate offices

84 *Introduction of new forms* —A copy of every order of Government, or of the head of the department authorized above, sanctioning additions to, or alterations in, the lists or in the forms shall be communicated to the Superintendent of Stationery and the Superintendent, Government Press, the order for copies being sent through the former In the absence of specific instructions copies of a new form will be supplied only from the next annual indent If immediate supply is necessary, the number required for each officer should be furnished to the Superintendent of Stationery with the order prescribing the form

85. In urgent cases the authority directing the printing of a new or modified form may also order immediate supply of that form Before fixing a date for the introduction of a new system requiring a large number of forms, etc , inquiries should be made whether the press can get the copies ready in time

86. *Modified forms* —When one standardized form is ordered to be modified or substituted for another, the change shall, except in special circumstances, be effected only at the time of the next annual indent As long notice as possible should be given before the revision of any form is ordered so that old stocks in offices may be used up As the forms are stereotyped, trivial alterations should be avoided as they necessitate resetting type and the destruction of stocks in offices

87. If one department wishes to modify a form which is used by it in common with another department, it should be done in consultation with the other department, obtaining the sanction of Government when necessary

88. *Proofs of new or modified forms* can be furnished only after the indent for the supply of copies is received

89. *Style and size of new forms* —Manuscripts of new and modified forms should be of the same size as the paper on which the forms are to be printed, with sample entries filled in in the columns so as to enable the press to judge the width of

each column. The forms prescribed should be drawn up to suit one of the standard sizes of paper and the headings should be compressed as much as possible If headings containing long particulars are necessary, the items can often be inserted in a list of instructions prefixed to the register, with the column number or a brief abstract only in the headings, thus giving space for more items in each page When a form is intended for a single entry, or for fewer entries than the number of columns, it is usually better to arrange the usual headings in lines at the left hand side in columns with the column matter as a heading Numbers to columns are rarely wanted and they encroach on the space for entries

90. *Inner sheets* —In the case of forms containing a number of sheets with a common heading the inner sheets should not be cut in order to have the heading for all the sheets, but the heading should be printed in each sheet

91. *Quarto forms* —Except for correspondence with Government and the Board of Revenue, quarto forms should always be used in preference to folio size, and all forms in foolscap quarto size should, as far as possible, be printed lengthways of the page for convenience in filing with folio sheets of the same width

92. Half-width dockets are to be printed always on the left hand side of the folio sheet and on the back of a printed sheet intended only for one page letters The practice of attaching a separate printed half-width docket sheet to manuscript papers having the last page blank is wasteful

93. *Form numbers* —Every new form must be given a number in the standard list, such additions to the numbers being intimated to the press When printed, each form should bear in small type in an inconspicuous position initials showing the department or group number, the form number and variant letter, if any, in the standard list, the number of copies printed and the date of printing and number of ruling pattern or number of size of cover, e g , 'R F III-A, 16 (*a*) 1,000—12—1—16 (4)' indicates Revenue Form, Village Accounts General No 16, variant (*a*), 1,000 copies printed 12th January 1916, pattern 4 ruling, or if a cover, size $14\frac{3}{8}'' \times 5\frac{1}{4}''$ The number is needed only in one part of a form The group, number and letter as well as the name are to be mentioned in all correspondence to avoid mistakes.

94. *Special modifications* of forms or jobwork, such as printing in a different size and style for office copies, the insertion of a name, designation or place of an office in a

standard or stock form, over-printing on printed forms; printing of names in attendance registers, acquittance rolls, village lists, registers, subscription books and similar lists, inserting the date or year in standard forms, printing or alteration of figures representing years in any form, indents for the same form more than once in a year, or printing of addresses on labels and envelopes of which less than 400 copies are used annually are prohibited for every department Exceptions are specified in Appendix E.

95. A District Collector may order the printing at a district or jail press or at the Government Press, Madras, of forms not included in Volume III of the Stationary Manual 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, in the case of printing in Madras, a duplicate of the order should be sent to the Superintendent, Government Press, with the specimen form to be printed Duplicates of all orders sanctioning such printing at a district or jail or private press, together with specimens of the forms printed, should be forwarded by the Collectors of Coimbatore, Ganjam, Malabar, North Arcot and the Nilgiris to the Superintendent, Government Press, once a quarter, not later than the 10th January, April, July and October The Superintendent will transmit them with his remarks to the Board of Revenue not later than the 20th of these months

When specially urgent work cannot be dealt with by the district or jail press or Government Press in time the ordinary rules for printing at private presses are applicable (paragraphs 240 and 241) Such work should, however, be reduced to a minimum as the Government presses can undertake all the printing work of the collectorates, including old district records, in addition to the district gazettes Old records and indexes should be sent to the press during the slack season, i e , April to September.

Special Forms.

96. *Court of Wards forms.*—Collectors should invariably obtain supplies of forms Nos 13 to 19, 21, 25, 26, 32 to 34, 36 to 45, 56 to 58, 60, 61, 65 to 73, 77, 78, 80 to 88 of the Court of Wards Manual by indent on the Superintendent, Government Press, Madras, direct The annual indent for forms required for the Court's office is due at the press on 1st July. The cost of printing these forms is charged for exclusive of paper, which is supplied free from the press stock Collectors may make their own arrangements for the supply of audit registers and any of the other forms prescribed in Part III

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

98. Code forms of the department cannot be altered without the previous sanction of the Government of India, and local forms must not be introduced by any officer unless the permission of the Madras Government has been obtained and the forms included in the sanctioned lists of forms

99. *Cheque and Remittance Transfer Receipt forms* are printed and supplied by the Controller of Printing, Stationery and Stamps, Delhi, to officers under the Local Government free of charge These as well as the supply bill forms, the cost of which is under the existing orders debited to Central Revenues, are not printed at the Government Press, Madras. The Accountant-General, Madras, will indent on the Manager, Government of India Press, Calcutta, for the forms and supply them to the officers of the Madras Government free of charge when required

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

100. *Ecclesiastical forms* are stocked at the Mount Road Branch Press and supplied direct on indent by or through the Roman Catholic Bishops, the Registrar of the Diocese, Bishop's Registrar, Travancore and Cochin, the Presidency Senior Chaplain, Church of Scotland, the District Magistrate, or the Senior Marriage Registrar for the town of Madras as the case may be Each person licensed under section 6 or 9 of Act XV of 1872 will be supplied free with one full set of registers and forms prescribed under the Act. Additional copies will be supplied on payment of cost (Appendix G). Registers

and forms under the Act are supplied under similar conditions to ministers and persons in Mysore territory and in His Exalted Highness the Nizam's Dominions licensed under the Act, on indent through the Registrar-General of Births, Deaths and Marriages, Madras Marriage Registrars who are also Government servants are exempt from payment Forms of returns of baptisms and burials required by Ecclesiastical officers and private missionary bodies should be obtained from the Registrar-General of Births, Deaths and Marriages

101. *Forms, etc , for district boards and municipalities* — Forms for budgets, annual reports and other general returns to Government are printed at the Government Press and supplied to all municipal councils and district boards 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 Veterinary Services, who keeps small stocks The forms mentioned in Appendix G are also supplied 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 2 annas) 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

102. Account forms common to two or more district boards or municipal councils are supplied direct at contract rates by private presses in Madras under the supervision of the Examiner of Local Fund Accounts

103. *Jobwork 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

104. *Receipt 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 need only 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, inquiries should *at once* be instituted at the

post office or at the railway station and the fact communicated to the Superintendent In all correspondence about forms the group name and form number and letter, if any, should be specified to avoid mistakes. It is useless to address the press regarding the supply of forms until after intimation has been received that the Stationery office has sent the indent for the group concerned to the press.

105. *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 press but be retained pending instructions as to their disposal. The Superintendent cannot be responsible for demurrage, freight and other charges incurred for parcels sent without a requisition from the press In any case of surplus stocks of forms which are not likely to be required, the Superintendent of Stationery 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

106. *Local delivery* of forms and other work is not made by the press, 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 Presidency Town 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 press may send the forms, the coolie charges, etc , being paid by the office concerned The Superintendent will enter the amount to be paid on the memorandum which accompanies the work

107. *Freight* of forms, etc , sent by rail or steamer to Government offices is prepaid by the press under the credit-note system except for the Excise Department On forms returned to the press on requisition freight is paid by the press In all other cases, the cost of carriage is not borne by the press Carriage is not paid on forms, etc , supplied to local boards, municipalities, private parties, Collectors (on account of Court of Wards), or on other chargeable work

108. *Stocks of printed forms in offices* are required by the rules in the Stationery Manual to be placed in the custody of a responsible officer and stored with the same care as stocks of stationery. The examination and check of stocks shall be made once a year at the date of indent so that calculation from stocks may be taken from that date.

The officer who has the custody of forms will be held responsible for any shortage in them and Government may require that the cost of the missing forms shall be recovered from him.

Ruling and Numbering.

109. *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 Form ruling is not done at District or Jail presses 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.

110. *Standard patterns of plain line ruling*—

No 1	Lines	$\frac{3}{16}$	inch apart.	For printed lines closely spaced.
„ 2.	„	$\frac{1}{4}$	„	For note books.
„ 3.	„	$\frac{2}{7}$	„	For printed column matter spaced.
„ 4	„	$\frac{5}{16}$	„	The rulings adopted when no number is specified
„ 5.	„	$\frac{1}{3}$	„	
„ 6	„	$\frac{7}{16}$	„	Registration volumes and important ledgers
„ 7	„	$\frac{1}{2}$	„	
„ 8.	„	$\frac{3}{4}$	„	For gun registers subject to additions for ten years
„ 9	„	1	„	Lines for separating entries not for guidance in writing as Judicial II—9, and Small Cause Court petition book.
„ 10.	„	2	„	

111. *Ruled paper* is treated as stationery and not as a printed form, and printed entries should not be made on such paper merely to show the number of the form Cut slips and sheets, notes, draft order and continuation sheets, half margin or one-third margin ruled or unruled, and blank economy labels are also treated as articles of stationery. Officers requiring unprinted paper to be ruled, to be cut to any size, to be punched, or to be made up into tear-off blocks or note-

books should include such requisitions in their annual indents for stationery. Whenever possible, obsolete forms and proofs should be cut up and utilized for slips required for office use, for pasting index slips, etc.

112. *Numbering.*—When typed 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 numbers should be arranged in a straight line across the sheet.

113. The Superintendent, Government Press, 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

114. *Die stamping*, or embossing, is more expensive than ordinary printing, and colour-embossing is restricted to the Secretariats and certain heads of departments specified in Appendix D Papers and envelopes embossed in colour are subject to the same rules as forms and are supplied, with or without printing, on annual indents with other standard forms Special or service crests or more than one die are not to be embossed on any paper at Government expense

115. *Plain embossed demi-official papers and envelopes* not requiring printing as well are stocked and supplied direct by the Stationery office with the annual indents for stationery All these have the same 'Government of Madras' die, and no demi-official papers or envelopes of any other class are provided except blank papers for colour-embossing All die-stamping and printing of demi-official papers and covers is done at the Mount Road Branch.

116. The rules regarding printing at private presses apply to embossing also and the certificate of the Superintendent, Government Press, is necessary before such work can be given to a private press.

Envelopes or Covers.

117. *Envelopes.*—Unprinted or plain-embossed demi-official and lined envelopes are supplied as stationery direct from the Stationery office Colour-embossed and printed covers are classified as standard 'forms' and supplied direct from the press; the rules for the supply of forms apply to them also.

The superscription "On His Majesty's Service only" should be printed on the left hand top corner of demi-official and official covers and labels. The printing of the words "Confidential," "Secret," on envelopes used for confidential correspondence has been discontinued.

118. *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)

No	Size	
1	16″ × 11¾″	For bulky correspondence through post (made from brown paper royal, 40 lb)—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.	14⅞″ × 9⅞″	As above or for confidential inner covers (made from brown double foolscap, 24 lb)

Ordinary Covers

3.	16¼″ × 6″	For weighty or bulky contents through post (made from brown royal, 40 lb) 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	14⅜″ × 5¼″	For light contents (brown demy, 28 lb)
5	10″ × 4½″	For foolscap weighty contents folded twice breadthwise or quarto folded lengthwise (brown royal, 34 lb) and as outer cover to No. 6
6	9⅜″ × 4⅛″	(Brown demy, 20 lb) No larger size to be used for single sheets of foolscap
7	7″ × 3⅛″	As No 6 and confidential inner covers to No 6 (brown double foolscap, 24 lb).

Special exemptions

Any of the sizes mentioned above for which brown paper is prescribed to be made of azure laid royal 44 lb paper for the use of Honourable Members of the Executive Council

Demi-official Envelopes

No.	Size	
8.	8″ × 5″	For outer cover to No 10 (paper as for No 10).
9	5½″ × 4¼″	For large post 8vo, and as outer cover when No 11 is used as confidential (paper as for No 10)

Demi-official Envelopes—cont

No	Size.	
10.	7″ × 4½″	For quarto note paper in three qualities to correspond with paper to be used, as follows.— (i) Special quality with glazed finish or surface, (ii) Special quality with ordinary or mill surface, (iii) first quality (foolscap cream wove, 15 lb, smooth), or (iv) second quality (ordinary cream wove, 28 lb) for subordinates
11	4¾″ × 3¼″	For octavo note, once folded, in qualities (i) to (iv) as above

Special Covers

Size		
15½″ × 11″	Commissioner for Government Examinations	
2¼″ × 1 7/16″	Pocket shape for quinine (double foolscap, 16 lb).	
6¼″ × 3⅛″	Government Gardens (⅛ double foolscap brown, 28 lb)	
5⅝″ × 2½″	Do	(⅛ do do)
3⅛″ × 1⅝″	Do	(⅛ do do.).
8⅞″ × 2″	Do	(1/16 do do)
2¾″ × 1¼″	Do	(1/16 do do)
12 3/8″ × 7½″	Criminal Investigation Department	
5⅞″ × 5″	Criminal Investigation Department (brown) and Private Secretary (double foolscap, 28 lb)	
16⅞″ × 11½″	Private Secretary (English-made white cartridge)	
15½″ × 9½″	Do	(do)
10½″ × 4¾″	Do	(do)
10¼″ × 7⅞″	Do	(do)
9½″ × 4½″	Do	(do)
8¼″ × 5⅞″	Do	(do)
7⅞″ × 5¼″	Do	(do)
7⅝″ × 5¼″	Do	(do)
5½″ × 5″	Do	(Printing paper)

119. 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

Illustrations.

120. *Maps, diagrams and illustrations.*—It is desirable to restrict the number of maps and diagrams as work of this nature is 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

121. Diagrams and maps required by the Superintendent, Government Press, in connexion with the printing work executed by him for the several Government departments will be obtained from the Central Survey office, Madras The purchase of blocks required for the illustration of publications will be arranged for by the Superintendent, Government Press, in cases where he considers that blocks are more suitable than lithographic or other methods of printing and where the Survey office cannot economically and satisfactorily prepare them The Superintendent will decide which process of reproduction is suitable and he should be consulted before originals of any work containing a large number of illustrations or diagrams are prepared. No bills on account of blocks or illustrations will be passed by the Accountant-General for payment without the countersignature of the Superintendent, Government Press. In the absence of special orders to the contrary the cost of diagrams, maps and blocks required in connexion with the printing work 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 is not fixed, the horizontal dimension of the illustration after enlargement or reduction should be stated The orders in paragraph 248 for printing in England apply equally to the preparation of maps, plates, etc , required for the illustration of works intended to be issued in India.

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

122. 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.

123. The spelling of names, etc , in maps should follow the authorized system (See Part II) to agree with the text.

124. Where diagrams 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 colours, the reasons should be stated in writing, and the Press Superintendent should refer the matter to Government if in any case he 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

125. The following are the reproductive 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 a 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 redrawing. 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 or fresh tracing cloth The lettering should be not smaller than one-eighth inch and cross hatching

proportionately open 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 facsimile 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 reproductions 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 photograph 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-colour 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 small 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, Chepauk, 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. 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 detail is not so important as when blocks or the vandyke process is resorted to The standard symbols for topographical 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 the scale required in the printed copies Originals 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 for 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 adapted 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 drawings must be smaller than 36″ × 24″ They must be firm and black on *thin* or semi-transparent smooth white paper or on tracing cloth Nothing should be written on the back or pasted on the front Originals should not be folded and it is important that there should be no erasures Small lettering may be entered in pencil in the proper place to be typed on later in the press, as typing is more legible Corrections cannot be made Colours can be printed, but no colour should appear on the original. A separate drawing in black of the parts required in each colour exact to size has to be made for the separate colour-printing plates.

(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) *Photogravure or heliogravure and collotype.*—Photographs required in large numbers in a superior style can be reproduced by these processes by the Surveyor-General's office, Calcutta This monochrome process is slow and expensive, but the result is usually good When this process is to be adopted, the original object or a good negative or print should be sent 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 Trusts and Railway Companies is done on payment.

126. 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 redrawing 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

127. 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

128. *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, Calcutta, under the conditions mentioned in paragraph 125 (i) above, and mounted copies of district maps published locally are kept in reserve at the Central Survey Office, Chepauk, and supplied free of charge when required for the public service Unmounted copies are also available for sale. Village maps are sold at the offices of tahsildars and not at the Survey office The price depends on the area and the number of sheets (2 annas per sheet) subject to a minimum price for each village irrespective of the number of sheets.

Gazettes, Acts and Bills

129. The "Fort St. George Gazette" is issued weekly at noon on Wednesday, and bears Tuesday's date.

130. *Latest time for receipt of copy and proofs* —Notifications (accompanied by a signed order or memorandum) must reach the Superintendent, Government Press, by the time specified below and he is authorized to withhold till the next issue matter for the gazette which does not reach the press in accordance with these instructions When the day specified or any Tuesday is a Government holiday, the preceding working day shall be taken to be due date—

Part I —Manuscripts of notifications for leave, appointments, etc., before 2 p m. on Monday and proofs to be returned to Press before 12 noon on Tuesday (Similar notifications relating to Public Works Department will, however, be accepted up to 5 p m on Monday and no proof will be sent in respect of them) General notifications not later than 12 noon on Saturday.

Papers received in the Government Press subsequent to the hours fixed will be inserted in the current gazette only if a gazetted officer has certified that they are extremely urgent.

Parts I-A, I-B, II and III and Supplements —Madras Observatory and Plague statements by 4 p.m on Monday Leave, appointments, Corporation of Madras notices, monthly season reports, and all private advertisements before 12 noon on Monday, subject to the following exceptions :—

Manuscripts of notifications for leave, appointments, etc , of I M S. officers will be accepted till 2 p m on Monday and the proof till 12 noon on Tuesday as in the case of notifications under Part I.

All other notifications, Abkari and examination notices and results and similar notices, before 12 noon on Saturday

Weekly season reports, 4 p m on Tuesday.

Proofs of these parts and proofs of all supplements should be returned to Press by 5 p m on Monday except in the case of notifications relating to I M.S. officers.

Part IV —Manuscripts of notifications, etc., before 10 a m. on Monday.

All other matter, 10 a m. on Saturday.

Proofs of all notices, Acts, etc , not later than 5 p m on Monday.

131. Notifications which are exceptionally long, but received within the prescribed time, may be held over by the Superintendent, he will, however, on receipt of the notification, inform the department concerned of his inability to insert it in the gazette about to issue

132. *Gazettes Extraordinary* cannot be issued without the sanction of the Secretary to Government, Finance Department, 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 a Sovereign, a declaration of war, the conclusion of a peace, the assumption of charge by a Governor or a Member of Council, the appointment of Ministers, or the arrival of officers of high rank such as a Viceroy or a Naval or Military Commander-in-Chief Loans notifications may be reprinted on the request of the Accountant-General, and are "Republished by order of His Excellency the Governor in Council" over the signature of the Secretary to Government, Finance Department

133. *Part I* is restricted to appointments, leave, notifications, etc , by Government and the Military and Private Secretaries to His Excellency and the list of papers placed at the disposal of the press

Notifications by Returning Officers in connexion with Legislative Elections are published as a supplement to Part I

Rulings issued by the Accountant-General under the Fundamental rules and subsidiary rules thereto and the Madras Travelling Allowance rules may be published below notifications of the Finance Department

14 *Page* 48, *paragraph* 134.—*For* "(2) Notifications by the Registrar-General of Panchayats" *read* "(2) Notifications by the Inspector of Municipal Councils and Local Boards"

[G O Ms No 569, L & M, dated 24th February 1931.]

[First list]

(c) Notifications on Local Govern... lectors and Local Authorities, and notifications under the Hindu Religious Endowments Act

NOTE —Notices of elections of chairmen and vice-chairmen of municipalities must be sent through the Collector of the district Notices of elections of presidents and vice-presidents of taluk boards must be sent through the president of the district board

135. *Part I-B* is restricted to notifications, notices, etc , in connexion with the Education Department, also

(*a*) *District Secondary Education Board, Madras.*—Electoral rolls and notifications pertaining to the election of members

(*b*) *Students' Advisory Committee.*—Standing information may be published permanently and proceedings and circulars when required.

2 *Page* 49, *paragraph* 136 —*Insert* the following as a new paragraph :—

12 *Page* 49, *paragraph* 136 —*Insert* the following as a new sub-paragraph —

"Tender notices, in shortened form, for the supply of raw materials to the manufactory departments in Jails and Borstal schools may be published thrice in the *Fort St George Gazette*"

[G O Ms No 558, Law (General), dated 7th February 1931]

[First list

of the Local Legislature only being published in vernacular.

138. (*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 employees from re-appointment in the public service

(*b*) *Lists of casualties* among Indian troops received from the Government of India are to be published

(*c*) *Treasure trove notifications* intended for publication in the *Gazette of India* should be forwarded direct to the publisher of that gazette

139. *Bills* —When Bills are forwarded to this Government for publication in the gazette, whether in English alone, or in English and vernaculars, all orders relating to such publication should issue in the Law (Legislative) Department, the advice of the administrative department concerned being obtained as to the vernaculars, if any, in which also the publication should be made

India Bills and Acts in no way affecting Madras are not republished Other India Bills are to be republished once only Translations of Bills affecting the Madras City only will not, without special instructions, be issued with any district gazette except Chingleput

140. *Vernacular italics* —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 vernacular edition, an explanatory footnote being printed on the first page.

141. *Supplements* —Long resolutions or notifications of the Government of India, 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

142. The electoral rolls of the constituencies of the Legislative Council, the Legislative Assembly and the Council of State should be issued as separate supplements and the price thereof should not be included in the ordinary subscription to the *Fort St. George Gazette* The sale-proceeds should be credited to the head ' XXXIV Stationery and Printing— Provincial— Secretariat Press Receipts—(*b*) Sale of gazettes and other publications—Subscriptions to gazettes, etc

143. *Vernacular translations* of notifications in Part I are published in a supplement to that part It is desirable, however, to exclude vernacular matter from the gazette as much as possible, and no departmental notifications will be published in diglot except when they are required by law to be published in the vernaculars, e g , notifications of wrecks found which appear in English and vernaculars in Part II

144. *Vernacular Acts* —As soon as an Act of the Madras Legislature has been finally assented to, it shall be published in the gazette in English and in the vernacular languages of the parts of the Presidency affected by its provisions The translators to Government will see that the vernacular translations of Acts 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

145. *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.

146. *Republication of Government of India papers* — When the Government of India 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 or the Deputy Secretary to Government

as the case may be in the department which orders its republication, but no other communications from the Government of India should be republished in the gazette, either in their actual form or in abstract, without the previous sanction of the Governor-General in Council A resolution or notification republished by one department in the local Gazette should not be published again for another department

147. *Errata* —Where typographical or other errors in any notification, 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

148. *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 authorized 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

149. *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 jobwork, 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 218

150. *Advance proofs* —Advance proofs of Parts I, I-A and I-B, after they have been finally passed by the Secretariats, may be supplied free to the Editors of the *Madras Mail*, *Hindu*, *Swadesamitran*, *Andhra Patrika*, *and Justice* every Tuesday morning if they send for them Similar proofs are supplied to others on payment in advance of an annual subscription of Rs 10 for delivery at the press, or Rs 12-8-0 if sent by post.

151. *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 the Cauvery-Mettur Project, and such of the notifications from Central officers, other Provincial Governments and Administra-

tions in India and Indian States 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 one 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 Central 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

22 *Page* 52, *paragraph* 152 —*Insert* the following between the words 'Councils' and 'and' in the fourth item under this paragraph —

" and district boards "

[G O No 593, Finance, dated 15th August 1924]

[First list]

Presidents of Taluk Boards
Notice regarding the Tagore Law Professorship
Advertisements sent by the Public Service Commission, India, New Delhi
Electoral rolls and notifications pertaining to the election of members to District Secondary Education Boards

153. Notices, etc , for the following offices are also published, setting and printing only being charged —

Administrator-General (schedules only)
Official Assignee
Postmaster-General
Superintendent of Telegraphs

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

Bengal Council of Medical Registration and the State Medical Faculty
Andhra University
Annamalai University
University of Madras
Corporation of Madras
Madras Port Trust
Port Funds
Hindu Religious Endowments Board
Receiver of Wrecks
High Court (Apprentices Examination)

155. *Advertisements inserted on payment* —Notices regarding loss of currency or promissory notes, or other property, or of official receipts given by the Public Debt office in acknowledgment of Government promissory notes 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 II of the Gazette are charged for at private rates (vide paragraph 176) 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 is less than the schedule charge

19 *Page* 53, *paragraph* 156 —*Add* the following to the sixth item " Change of name " —

" including that of an institution, company or firm "

[Government Memorandum No 16306 1, Finance (Pension), dated 26th May 1931 and G O No 690, Public, dated 15th September 1905]

[First list]

Admission to partnership

Application for letters of administration

Appointment of liquidators

Authorization to sign the name of a firm or company

Balance sheets of Life Assurance Companies and Security Life offices.

Change of name

Changes in the staff of the Imperial Bank

Closing of the Imperial Bank on holidays

Closing of the account of estates of deceased persons

Dissolution of partnership

Enrolment in the High Court

General meetings of companies or societies

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

Notice of payment of dividend of the bank.

Notices inviting claimants to estate of deceased persons.

Notices of leave, vacancies, etc , by municipalities and local boards.

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

Notices of the Monegar Choultry

Notices under the Insolvency Act received from private parties.

Recovery of sums due under a suit

Statement of money received and expended on account of the Memorial Hall, Madras

Winding up of a company or fund

157. When private advertisements tendered for publication in the gazettes do not fall under any of the abovementioned heads, and the Superintendent is doubtful as to the propriety of their publication, he should refer the matter for the orders of Government

158. *Insolvency notices* —Notices under sections 30 and 37 (2) of the Provincial Insolvency Act, 1920 (V of 1920), received through a Government official will be published in one issue only at the actual cost of printing, while those under section 64 of the Act will be charged for at the actual cost plus 25 per cent—

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

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

(3) *Section* 64 —Notice to creditors to prove their claims before final dividend

159. 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

District Gazettes.

160. A monthly official gazette is published in all districts in two or more editions, one in English and the other in the vernacular or vernaculars of the district, on the following dates.—

District	Latest date of receipt of manuscript by Treasury Deputy Collector *	Latest date of receipt of manuscript in press *	Date of publication †	Press at which printed.
Anantapur	28th	30th	4th	Mint Buildings, Madras.
Bellary .	10th	12th	17th	Do
Chingleput .	25th	27th	1st	Mount Road, Madras.
Chittoor .	7th	8th	13th	Mint Buildings, Madras
Coimbatore ..	15th (22nd if urgent)	22nd	1st	Coimbatore Jail
Cuddapah	20th	22nd	27th	Mint Buildings, Madras
Ganjam .	23rd	23rd	1st	District Press (temporary)
Godavari, East .	15th	16th	21st	Mint Buildings, Madras
Do West	30th	2nd	7th	Do
Guntur .	10th	12th	17th	Do
Kistna	2nd	4th	9th	Do
Kurnool	26th	28th	3rd	Do
Madura	30th	2nd	7th	Mount Road, Madras
Malabar	23rd	25th	1st	Cannanore Jail
Mettur	13th	14th	19th	Mint Buildings, Madras
Nellore .	24th	25th	1st	Do
Nilgiris, The	25th	26th	1st	Ootacamund Branch
North Arcot	23rd	24th	1st	Vellore Jail
Ramnad ..	15th	17th	21st	Mount Road, Madras
Salem ..	9th	11th	15th	Do
South Arcot .	19th	21st	25th	Do
South Kanara	17th	19th	24th	Mint Buildings, Madras.
Tanjore .. .	6th	7th	12th	Mount Road, Madras
Tinnevelly	29th	1st	5th	Do
Trichinopoly .	8th	9th	13th	Do
Visagapatam	4th	6th	11th	Mint Buildings, Madras

* Or if the date falls on a Sunday or a gazetted holiday on the previous working day

† Or if the date falls on a Sunday or a gazetted holiday on the next working day The penultimate Saturday is not deemed to be a holiday as far as the issue of the gazette is concerned

(1) The gazette should be prefaced by a carefully prepared table of contents, giving concisely the purport of each notice or article It should ordinarily contain the following statements monthly—(1) cultivation and rainfall, (2) price list, and (3) stocks of agricultural implements in Government depots and their prices, annually—(1) vaccination statements, (2) returns of births and deaths, and (3) statement showing the working of hospitals and dispensaries. The gazette should also contain all orders of a general nature; notices of appointments, promotions, leave of absence, deaths, resignations, etc , among the district servants, subject to the

exceptions mentioned in paragraph 167 (v), abridgments or brief notices of orders of Government or Acts of the Legislatures and other matters concerning officials or the public at large, such as rolls of unclaimed sums in regimental cash chests; sales of land, sale notices, etc , all circulars issued by the local authorities when of the nature of standing orders, circular orders of the Board of Revenue and of the High Court, matters relating to the administration of excise revenue, changes in postal rules, the progress of railway and other public works, lists of maps of villages and taluks in the district available for sale at the Survey office, the proceedings connected with local exhibitions, advertisements inviting tenders for contracts, notices of the date of preliminary and other hearings in the civil courts The places where the Collector will hold his cutcherry during the ensuing month and similar items of intelligence should also be notified Advertisements may be inserted subject to the provisions of paragraphs 155, 156, and 176 Editorial articles, mere news or correspondence on any subjects and comments on the proceedings of the courts or cutcherries have no place in an official gazette

(ii) The Collector while at headquarters, and in his absence the officer in charge, will be held responsible for all that appears in the district gazette Everything in the gazette should generally be in two languages, and the land acquisition notices always, but when the officer forwarding a notice is of opinion that its publication in one language is sufficient no translation should be printed, unless the Collector considers it desirable to publish an abstract in English or the vernacular as the case may be, the abstract is then prepared in the Collector's office It is the duty of the Treasury Deputy Collector to scrutinize both the matter and form of the district gazette to see that it is correct and useful, and that when the work is done at a jail or district press wasteful and extravagant methods of printing are avoided All matter is to be sent to the press through him and not direct

161. *Maritime districts* —Notifications ordered for such districts will be issued only for Chingleput, Ganjam, Godavari East, Godavari West, Guntur, Kistna, Malabar, Nellore, Ramnad, South Arcot, South Kanara, Tanjore, Tinnevelly and Vizagapatam

162. *Supplements* to the district gazette should be avoided as far as possible, but the following may be published when necessary, both in English and in vernacular, with the exceptions noted Notifications, etc , appearing in the general

gazette or in any supplement are not to be republished in any other part of the district gazette.

Co-operative supplement

Forest supplement containing notifications concerning the management of forest and abstracts of important orders and communications of general interest

Excise supplement

Village supplement containing notifications relating to the village panchayats constituted under Madras Act XV of 1920 in the vernacular of the district concerned

Police supplement (one only) A and B lists, descriptive roll of K Ds, and rewards statements to be in non-tabular form

Voters' lists for Local Boards (final), vernacular only, non-tabular A list of changes in the final register of the previous year to be issued in the gazette instead of a complete preliminary roll

Proceedings of Local Fund Boards and Municipal Councils in the compressed form prescribed in G O No 843 M, dated 27th April 1914, and of Port or Conservancy Boards printed in separate supplements at the expense of the local body concerned may be circulated with the corresponding edition of the district gazette free of cost They must bear the same date as the gazette with which they are circulated If the proceedings are printed in diglot they will issue only with the vernacular edition Cyclostyled copies of proceedings are not accepted for circulation with the district gazettes This does not authorize the circulation of separate notices or handbills of local bodies or port authorities about other matters, such as advertisements for tenders, tolls, etc, with the gazette They are charged for as advertisements

Fort St George Gazette General Extract supplement, both in English and in vernacular

Village supplement of *Fort St George Gazette* extracts, including plague notices (vernacular only)

Bills of the Government of Madras (vernacular only)

Acts of the Government of Madras (English and vernacular)

Administration Reports of District Boards and Municipal Councils

Re-settlement Scheme Reports, with Appendices in diglot in both editions.

Index of gazette contents annually at beginning of year—to be prepared by the press clerk of the district

is ready during the month. Notices that do not reach the press by the dates specified in paragraph 160 and lengthy notices for which insufficient time has been allowed will ordinarily be held over until the following month. When notifications of exceptional urgency are received late and published as a special case, they may be inserted at the end and not in classified order.

(i) Printed copies of notices, postings, etc , required for office use must be ordered when the original manuscript is sent. They will be supplied by the press to the Treasury Deputy Collector for all offices. As type is not kept standing after the issue of the gazette, copies ordered subsequently cannot be supplied

(ii) The manuscript of notices sent to the press must be written clearly and the part of the gazette or supplement in which they are to be published should be stated thereon If notices are cyclostyled or typed, good first impressions should be sent The transliteration, spelling, etc , given in Part II of this Manual should be followed strictly.

(iii) Translations must be on separate sheets of paper for each language Interlineal diglot manuscripts will be published only in the vernacular.

(iv) Notices should be complete for each language in order that a reader who knows only one can read the whole of the notice Manuscripts incomplete in this respect (e g , when an English notice relating to a sale appears with only a Telugu list of items to be sold and is unintelligible to any one not reading both languages) will be returned unpublished

(v) The matter appearing in the gazettes should be compressed as far as possible Notices of the following nature are not to be published, except as noted —

Orders on budget estimates of local bodies.

Monthly or annual calendars.

Lists of pensioners.

Press notices more often than once a year.

Specimen agreement or application forms.

Vaccination tours and jamabandi programmes in tabular form—the non-tabular form may be published.

Vaccination tours only in Village Sheets

Repetition of the same matter in different supplements or parts in the same issue or in a number of successive issues.

Appointment, leave, etc , of officers below the rank of Deputy Tahsildars in the Revenue department, of subordinates in the Forest department, and of officers in other departments of a lower rank than those notified in the *Fort St George Gazette*, unless their dealings with the general public are such as to require publicity to be given to any changes in officers, or are required by law

Appointments, leave, etc , of officers employed under local bodies drawing less than Rs 125 per mensem

Modified and corrected editions of Acts reprinted only for sale

Notices about destruction of documents filed in cases under Criminal Rules of Practice No 135 (7) may be published in January of each year, but this does not apply to papers like casual leave registers, chalans, etc.

Notifications and appointments which have no special relation to the district, such as those of members of councils, inspectors of schools, etc

Maximum and minimum stocks kept in toddy, etc , shops

Names of persons debarred from bidding at abkari sales

Orders requiring arrack depot-keepers to seal supplies

Delegation of powers for issue of special permits

Conditions of licences in more than one issue Section 69 of Abkari Act for two issues applies only to notifications under the Act

Forest statements of receipts and expenditure

Registration documents unclaimed—in the language of the document only

3 *Page* 60, *paragraph* 168 —*Insert* the words "in the approved form" between the words 'gazette' and 'in' in the eighth line of this paragraph

[G O Ms No 2585, P H , dated 16th October 1930]

[First list]

published in the district gazette in one issue only

Notices of inquiry as to separate assessment under section 2 of Act I of 1896 are to be published in three successive issues

Treasure Trove notifications—four issues

169. *Notices published in two or more gazettes* —No district or jail press is to set in type matter which has to appear in printed form elsewhere Heads of departments, when

submitting or issuing notifications which require publication in one or more district gazettes as well as in the *Fort St. George Gazette*, will be careful to instruct the Superintendent, Government Press, regarding the districts in which publication is required and avoid the expense of re-setting. The Central Press will prepare a monthly General Extract Supplement of such papers for circulation with the gazette of the districts. The Treasury Deputy Collectors of all districts should also send to the Government Press, Mint Buildings, weekly statements in the following form, specifying the notifications or matter appearing in the *Fort St George Gazette* which they require to be republished in the gazettes of their districts but which has not been ordered by the department concerned :—

Serial No	Date of the *Fort St George Gazette*	Part	Page	Notification number	Subject

Such requisitions should reach the Government Press at least five days before the issue of the district gazette or they will be held over until the following month

(1) In the case of notices that are to appear in the gazettes of two or more districts but not in the *Fort St George Gazette*, the department requiring the publication should inform the Superintendent, Government Press, on the manuscript forwarded to the Collector in order that copies of the notification may be printed in one press only and supplied to the other presses when it is considered economical

170. *Translations* of all rules and notifications, lists of plague-infected areas, etc , which apply to several districts, also of the Board's Standing Orders affecting the public, will be made by the Translators to Government when requested, and copies will be included in the monthly supplement by the Madras press for issue with the vernacular editions of the several district gazettes Notices applying to one district only, such as those for land acquisition, should be translated locally. Translations of draft notifications should be published expeditiously to ensure publication before the dates prescribed for receiving objections.

171. *Languages of districts* —In the absence of special instructions, publication of notices and the supply of forms in the several vernaculars is restricted to the following districts :—

(*a*) *Tamil.*—Chingleput, Coimbatore, Madras (*Fort St George Gazette*), Madura, North Arcot, Ramnad, Salem, South Arcot, Tanjore, The Nilgiris, Tinnevelly and Trichinopoly

(*b*) *Telugu.*—Anantapur, Bellary, Chittoor, Cuddapah, Ganjam, Godavari East, Godavari West, Guntur, Kistna, Kurnool, Nellore, and Vizagapatam. For Registration notices and forms Telugu is also deemed to be commonly used in parts of Chingleput, Madras, North Arcot and Salem

(*c*) *Kanarese* —Bellary and South Kanara, and for Registration purposes also parts of Coimbatore, Salem and the The Nilgiris

(*d*) *Malayalam* —Malabar, and for Registration purposes Anjengo and parts of South Kanara and The Nilgiris

(*e*) *Hindustani* —Madras Translations are not sent to any other district unless specially requested For Registration purposes also parts of Chingleput, Chittoor, Kistna, Kurnool, Madura, Malabar, North Arcot, The Nilgiris and Trichinopoly

(*f*) *Oriya* —Ganjam and Vizagapatam

18 *Page* 62, *paragraph* 172 —*Delete* item (*a*) and *re-number* (*b*) to (*e*) as (*a*) to (*d*)

[G O Ms No 593, Finance, dated 15th August 1924]

[First list]

(*b*) Minutes of proceedings and annual reports of District Educational Councils on the condition of elementary education together with the Reviews of the Director of Public Instruction thereon in English and in the vernacular of the district concerned.

(*c*) List of backward classes for elementary schools received from the District Educational Councils through the Director of Public Instruction should be published in the

gazette of the district concerned once in six years, the amendments to the list being alone notified from time to time during the interval.

(*d*) The notification referred to in rule 15 of the rules framed under the Madras Village Panchayat Act, 1920, and issued under G O No 395, L. & M , dated 28th February 1922, as well as the rulings issued by the Accountant-General under the Fundamental Rules and the subsidiary rules thereto and the Madras Travelling Allowance rules

(*e*) Electoral rolls and notifications pertaining to the election of members to District Secondary Education Boards

173. *Distribution of the District Gazette* —A copy of every issue of each district gazette issued and all supplements thereto, but excluding papers which are supplied from the Government Press for publication with the district gazette, such as copies (generally vernacular) of Bills before the Legislative Council, Acts, etc , and papers with which the Board has no concern, such as proceedings of Local and Municipal bodies, Local and Municipal reports and Government orders thereon, should be submitted on the date of publication to the Board of Revenue and in the case of those not printed at Madras to the Superintendent, Government Press They are supplied gratis to all officers specified in the lists given in Appendix K, care being taken to supply only editions in the language used for reference by the officers to whom they are sent Collectors may authorize the supply of more than one copy or a copy in more than one language to each of such officers, and copies to other officers of Provincial departments of similar standing not provided for in the lists when such officers are serving in their districts The free distribution of the gazette and its component parts should be restricted as much as possible

(1) The presses mentioned in paragraph 6 are merely printing agencies The Treasury Deputy Collector's office will receive subscriptions for district gazettes, sell spare copies and recover the cost of chargeable advertisements, etc , from private parties and local and other authorities, an abstract of such receipts being sent to the Superintendent, Government Press, quarterly. It will also maintain the distribution lists, official and private, prepare and address the wrappers, and arrange for the posting and local distribution of copies by hand

174. *Subscriptions, etc* —The monthly issues of the district gazettes may be supplied on payment of the following subscriptions —

	PER ANNUM		
	RS	A	P
Full Gazette, English edition only	2	0	0
,, Vernacular editions, each language separately, except for Bellary—Kanarese	1	8	0
,, Kanarese edition in Bellary	0	6	0
Village Supplement or other Supplements, English, each	0	8	0
Village Supplement or other Supplements, vernacular, each Supplement in one language	0	6	0

Subscriptions should be paid quarterly in advance, either by cash, money order or treasury chalan, to the Treasury Deputy Collector to the credit of "XXXIV—Stationery and Printing —Provincial—b Sale of gazettes and other publications "—[Secretariat presses, Collectorate Press, Chatrapur, or Jail Presses as the case may be], and not to the Government Press, Madras, no subscriptions for less than a quarter will be received Subscribers to the full gazette receive all supplements in the languages subscribed for, including the proceedings of local bodies printed at private presses

(i) Single copies of the full gazette or of ordinary district supplements may also be sold separately at the rate of 6 pies per sheet of four pages or fraction thereof for English copies, 4 pies per sheet for vernacular copies, and 3 pies per sheet for Acts and Bills whether in English or vernacular excluding postage in each case, but Acts, Bills, Local Board supplements or special or occasional supplements will not usually be available for supply with sale copies of the gazette Separate spare copies of supplements or proceedings of local and other bodies must be obtained from the office of the authorities concerned

(ii) Copies of electoral rolls of the constituencies of the Legislative Council, the Legislative Assembly and the Council of State may be sold to the public at the prices fixed by Government, and are not included in subscription rates.

175. *Official advertisements* —In regard to notices, advertisements, proceedings, and reports and all matter relating to local bodies or the Hindu Religious Endowments Board which

under any Act or rule have to be published in the district gazette, no charge will be made for circulation with the ordinary issue of the district gazette and the option is given of getting them printed either at the Government Press or in any private press provided the paper used is of the same size and of about the same quality as that of the gazette concerned When these bodies prefer to get the printing done in the Government Press actual cost plus 25 per cent will be charged If a gazette extraordinary has to be issued the cost of packing and postage will be recovered Matter thus circulated for local bodies will form the Local and Municipal section of the district gazette.

Advertisements in Government Publications

176. *Private advertisements* published on payment in the Fort St George and District Gazettes (vide paragraphs 155 and 156) should appear under a distinct heading at the end of the main gazette, English or vernacular, and will be charged as follows —

For a line of average number of words in—

	Single column printing in foolscap folio			Double column printing in foolscap folio		
	RS	A	P	RS	A	P
First insertion	0	12	0	0	6	0
Second insertion	0	10	0	0	5	0
Third insertion	0	8	0	0	4	0
For every subsequent insertion	0	6	0	0	3	0

Tabular matter to be charged at double the rates for the same number of words Payment should be made in advance

(1) For the purpose of charging advertisements in advance before they are put in type, the average number of words equivalent to a line in English and vernacular are given below, no matter how many lines the advertisement occupies in print Any excess over a multiple of these numbers to be charged as a full line Each group of initials or figures to be counted as a word

	Single column printing	Double column printing
English .. .	11	6
Tamil, Telugu and Kanarese .	8	4
Malayalam	7	4
Oriya . . .	9	5

(ii) The Superintendent is authorized to admit to the Indian Law Reports any class of advertisements except those relating to patent medicines

(iii) Advertisements are also accepted for publication on the wrapper of the Madras Quarterly Civil List

THE POLICE GAZETTE

177. This is published weekly on Saturdays in two parts. The first part is devoted to departmental orders, and the second to appointments, promotions and reversions, rewards, leave, etc , of officers both superior and subordinate. Extracts from the Indian Law Reports are sometimes published separately in a supplement Only notices received through the Inspector-General of Police are inserted Copies are not supplied by the press.

178. *Private notices* in the *Police Gazette* are charged for except in the following cases —(1) Notice of property lost in criminal cases, (2) notice of disappearance of persons where there is ground to suspect foul play, (3) notice of the loss or recovery of arms and ammunition In cases of doubt, reference should be made to the Inspector-General of Police who will decide whether any recovery should be made The cost of advertising such private notices is recovered by the Inspector-General of Police and credited to " XXXIV Stationery and Printing—Provincial—c Other Press Receipts—Secretariat Presses "

THE REGISTRATION GAZETTE

179. (i) *The Registration Gazette*, issued on the second Saturday of every month, includes notifications regarding limits of districts and sub-districts and transfers of villages, Registration rules and table of fees, notifications under the stamp Act, extracts from the *Fort St George Gazette* relating to the appointments of Sub-Registrars as Special Magistrates, appointments, postings and leave of Sub-Registrars, District Registrars' orders regarding leave to Sub-Registrars and acting appointments, the first general notification regarding holidays under the Negotiable Instruments Act relating to a year and special notifications announcing holidays not included in the general notification, orders of general application to the department, extracts from Law Reports and copies of judgments containing rulings bearing on Registration and Stamp Laws, and rulings of the Accountant-General No private advertisements are inserted. All manuscripts are due in the press not

later than the evening of the Wednesday preceding the issue and any received later is withheld till the following issue If a press holiday should occur between Wednesday and Friday in the week of publication all fresh matter should be sent to the press by Tuesday evening Copies are distributed by the Inspector-General.

(ii) Notifications in the *Fort St George Gazette* under the Indian Companies Act, the Provident Insurance Societies Act and the Life Assurance Companies Act, and departmental orders relating to these Acts, and any other matters with which the District Registrars alone are concerned, will be published on a separate supplemental sheet headed "Supplement to the Registration Gazette" under the signature of the Inspector-General of Registration and distributed to District Registrars only

BOOKBINDING

180. *Classes of work* —The work which may ordinarily be bound at Government expense, except for Secretariat offices, is divided into three classes —

(*a*) *Publications, reports, manuals, etc* , printed at the Government Press and issued bound in a style suitable for the purpose for which they are intended, they are not to be rebound in a different or more expensive style in any press, library or office without the sanction of Government

(*b*) *Standard forms* which are prescribed for use as registers, etc , and blank books for permanent records can be obtained in book form on indent through the Stationery office No forms should be returned to the Government Press or sent to district presses, jails or private firms to be bound

(*c*) *Periodical publications, orders or papers* which it is necessary to preserve for permanent reference and those included in the list in Appendix F any addition to this appendix requires the sanction of Government

181. The binding at Government expense of other classes of papers or documents such as those mentioned below is prohibited, files of correspondence, manuscript inspection notes, circulars and orders, petition, disposal, attendance and absentee lists, taluk records, April returns, price lists, manuscript indexes, etc. Should it be necessary to preserve in handy form these papers or standard forms supplied in sheets, such as acquittance rolls after they have been filled up, they should be stitched in strong wrappers in the office concerned or enclosed in hinged file boards or filing slips

182. *Indenting officers* —Heads of departments and officers mentioned in Appendix A are authorized to order binding subject to these rules. Any addition to the list requires the sanction of Government.

183. In cases where a special staff for binding and the supply of materials are not sanctioned, libraries of Government educational institutions should ordinarily entrust their binding work to the cheapest private agency in the locality concerned, with due regard to reliability and efficiency, subject to the verification of the charges by the Superintendent, Government Press, Madras, unless the Government presses or the jails mentioned in paragraph 185 require the work to be sent to them at any time The Connemara Public Library, the Government Oriental Manuscripts Library and the High Court may, subject to the same conditions, entrust their binding work to private agency or to the Government Press, Madras, as is convenient to them

184. *Registration records*, such as registers and original and duplicate indexes, thumb impression and settlement registers (but not other forms, manuals or correspondence) may be bound and repaired in the offices concerned on contract subject to the prescribed style, and usual check of charges by the Superintendent, Government Press

185. (i) Binding work of the classes authorized for all offices in the following districts should be sent to the local jails :—

Bellary.	North Arcot (Vellore)
Chittoor (Vellore Jail)	Salem
Coimbatore.	South Arcot (Cuddalore)
Godavari (Rajahmundry)	Tanjore
Ganjam (Berhampur)	Tinnevelly (Palamcottah).
Madura.	Trichinopoly.
Malabar (Cannanore).	Vizagapatam.

In the Nilgiris such work should be sent to the Ootacamund Branch Press and in Chingleput to the Mount Road Branch In all other districts, the binding work should be sent to the Government Press, Madras, or, if they can undertake the work, to jails, or in the last resort entrusted to private agencies. Professional bookbinders should not be employed in Collectors' offices, nor shall any muchi or menial be employed exclusively on binding work.

(ii) Rough-binding or stitching of files and records should be carried out by muchis or attenders attached to the office concerned.

(iii) When records are destroyed, the boards rejected and not required for filing should be sent to the nearest press or office authorized to do binding work to be utilized again.

186. *Binding materials* for offices allowed to bind their own books and for stitching rough records in other offices are supplied by the Stationery office with the annual indents for stationery, etc , and should not be purchased locally.

187. *Style of binding* —The nature of the binding is left to the discretion of the Superintendent, Government Press He may, however, consult, as far as practicable, the wishes of the officers concerned, having regard to the locality, the nature of the papers and the purposes for which they are required In cases of those offices for which binding by private agency is allowed, heads of offices are not to permit extravagance in the style of binding and in the number of papers bound Gilt lettering should not be adopted for bound forms, manuscripts, etc It may be used for manuals, etc , issued by the press, for library works, and for Government orders and other permanent printed papers for the Secretariat and the Board's office and for the Secretary of State Paper labels may be printed at the time when books of other descriptions are bound, but not for stitched office files of forms, correspondence, etc In other cases the restriction as to printing of less than fifty copies applies equally to labels for books District and jail presses cannot undertake gilt lettering, nor can other jails print paper labels

188. *Colours of binding.*—The following colours are to be used for the wrappers and binding of publications of the different departments so that they may be readily distinguished on book shelves .—

Departments.	Colours
Board of Revenue (L R & Sett)	Green paper and cloth
Do (Separate Revenue)	Do
Chief Conservator of Forests	Do
Commissioner of Excise	Do
Court of Wards	Do
Development	Do
Finance	Mottled grey paper and grey cloth.
Do (Pension)	Yellow paper and cloth
Do (Marine)	Pink paper and brown cloth
Do (Ecclesiastical)	Brick red paper and brown cloth
Law (Education)	Red paper and light red cloth.
Do. (Registration)	Yellow paper and cloth
Do (General)	Salmon paper and brown cloth.
Do (Legislative)	Salmon paper and black cloth
Local Self Government (L. & M.)	Brick red paper and dark red cloth.
Local Self Government (Public Health).	Brick red paper and black cloth.
Public	Orange paper and cloth.

Departments	Colours.
Public (Political)	Blue paper and purple cloth
Do (Police)	Yellow paper and cloth
Public Works and Labour	Mottled grey paper and dark blue cloth
Revenue	Green paper and cloth.

189. *Indents for binding* must be signed by the head of the office, or in the case of routine work for subordinate offices a copy of the order of the head of the department sanctioning the binding should be attached Orders for printed forms should specify the number of leaves required per book. Printed journals and periodicals, the binding of which has been sanctioned, should be carefully examined and arranged before despatch to the press, and no volume of gazettes, etc , that is incomplete should be forwarded unless Government has ordered the supply of the missing parts by the press In the latter case a copy of the Government order should be sent The books should bear the office name or stamp for purposes of identification If the books are to be bound to match a particular style, a specimen copy should be sent Consignments must be prepaid A duplicate list of the papers should be sent, one copy of which will be signed and returned to the indenting officer.

190. Copies of notes and diagrams or separate parts of a paper should not be returned to the press merely to be stitched or pasted together, nor should work be sent merely to be stitched in paper covers

191. *Rates of binding* —The rates paid to private persons for binding, including the supply of all materials, should not exceed those specified in Appendix J, the decision of the Superintendent, Government Press, being accepted in all cases of dispute

Miscellaneous Supplies

192. *Letter flags.*—Flags are treated as forms and are supplied by the press on consolidated annual indents with forms through the Superintendent of Stationery Heads of departments may not indent for flags for subordinates not in the sanctioned list and are desired to see that unnecessary destruction is avoided

193. *Trays, cases and racks* for forms, stationery cards, etc., are not supplied by the press; they should be made of wood or tin and treated as office furniture.

194. *Flat-file cases, hinged file boards, file books, filing slips and blank books,* though manufactured in the press, are supplied by the Superintendent of Stationery on indent. The

printing or pasting of names of offices on flat-file cases or boards is prohibited. Two kinds of boards are supplied to all offices, *buff* for ordinary and office, *pink* for urgent. In regard to file boards for "immediate" cases urgent file boards should be used with "special" blue labels fastened to flaps.

195. Flat-file cases are not supplied annually and they are not to be used for maintenance of records or for despatch of papers nor are they to be made in offices out of strawboards. All ordinary repairs should be arranged for locally, but in the case of offices in Madras flat-file cases which are past repair by office servants should be sent to the Superintendent of Stationery for renewal or (if he so directs) to the press for repair Worn-out cases may be destroyed by the Superintendent, Government Press, when beyond economical repair

196. Blank books are not to be used for purposes for which forms are supplied

197. *Tear-off blocks* made in the press are supplied by the Stationery office in blocks of 100 each in the following sizes to certain officers :—Foolscap long quarto $13\frac{1}{2}'' \times 4\frac{1}{4}''$, foolscap octavo $6\frac{3}{4}'' \times 4\frac{1}{4}''$, and $10\frac{1}{2}'' \times 4''$ white or pink paper 'urgent,' special to the Military Secretary to His Excellency the Governor

Supply of Publications, Books and Manuals

198. *Prices.*—All publications intended for sale whether printed at a Government or private press should have the selling price printed on the cover, half-title or title page, and the names and addresses of the agents for sale of Government publications should be printed on the back of the half-title if there is one or on any other spare page. other non-confidential publications should have the words "For official use only" or "Gratis" printed on wrapper or title. The price is calculated to the nearest suitable even figure by dividing the press cost by the full number of copies printed and adding a percentage to cover the commission paid to selling agents. When other expenses in addition to the ordinary charges of administration have been incurred or when it is required that literary works should be charged at ordinary publisher's rates, the previous orders of Government should be taken before fixing the price. In other cases, the instructions of the office concerned should be taken before placing books on sale.

199. The sale price and the number of copies to be printed of all Central Department publications printed at the Government Press will be fixed by the Manager, Government of India Central Publication Branch, Calcutta. For this purpose the

press will, as soon as a publication is ready for printing, inform the branch of

(*a*) the cost incurred,

(*b*) an estimate of all further costs including paper, binding materials, blocks, plates, etc.

The sale of any publication at a price lower than the prescribed rates is prohibited without special sanction of the Manager, Government of India Central Publication Branch, Calcutta, and such sanction will in no case be given unless it is applied for and full reasons given for departure from the rules when the original requisition is submitted One first proof copy of every publication will be sent as soon as ready to the Central Publication Branch by the press

200. The selling prices of Government orders and smaller reports are at the rate of 1 anna per 8 pages or fraction thereof and 6 pies for every diagram, with a total charge in whole annas, but such prices are not printed on the copies Technical circulars of the Chief Engineer not exceeding 30 pages will be priced at one rupee per copy for supply to private parties and non-Government bodies.

9 *Page* 72, *paragraph* 201.—*Insert* the following as a third item under "Exceptions" —

"List of fares and distances should be sold at 2 annas a copy or each language"

Section 33 (2) of the Madras Hackney Carriage Act, 1911, Madras Act V of 1911]

[First list]

College calendars are [illegible] of 12 annas each, college library catalogues costing up to two rupees, 6 annas each, and those costing more than that sum, 8 annas each, but to students, the calendars of the Kumbakonam College may be sold at 2 annas a copy and those of other colleges and school library catalogues at 4 annas each Copies of the Forest College Calendar will be stocked and sold to the public by the Principal, Forest College, Coimbatore, and not at the Government Press

202. *Report of issue of publications* —When any new non-confidential publication not in either of the three standard lists (see paragraph 203) is about to issue, the Superintendent in the case of works done at the Government Press or the head of the department concerned in the case of publications printed at a private, district or jail press, will report the fact a fortnight before such issue to the administrative department of the Secretariat, which will consider whether copies shall be for-

warded to the India Office and the British Museum, and intimate the decision to the Superintendent or the head of the department as the case may be. In the case of publications printed for Central and Military departments the usual intimation need not be sent by the press.

203. *Recurring and periodical publications.*—The standard lists include three classes: (*a*) publications which are invariably sent, (*b*) ephemeral publications which as a rule are not sent; and (*c*) unimportant publications which need not be sent. Correction slips shall be treated in the same way as the original publications to which they relate without reference, and their issue need not be intimated No intimation is required for publications in these lists, but officers having work done at any press other than the Government Press, are responsible that advance and ordinary copies are sent to the Superintendent for despatch to the India Office Copies of reprints without corrections need not be sent to the India Office.

204. No new publication should be forwarded direct to any addressee in Europe so that it can reach its destination before a copy has been received in the India Office If for any reason addressed copies are sent to England for distribution in advance of the usual supply for that office, at least one copy must be sent at the same time for record purposes

205. The British Museum and the India Office are to be supplied immediately after issue with at least one copy of every Government publication, excepting those of an ephemeral or confidential nature as per standard lists (or white paper copies of reports which are of the nature of proofs), but including correction slips and revised editions In the case of publications which are confidential or are intended for official use only, two copies should be sent to the Keeper of the Records of the Government of India, Calcutta, by his designation Confidential publications should, however, be placed in double covers, the inner cover being marked confidential in bold letters. One or two copies may also be required by the Registrar of Books, Madras, and officers should allow for these four copies when fixing the number to be printed. If two editions of a report are issued, one with the proceedings of Government and the other without, copies of both are to be forwarded to the India Office.

206. *Supply and distribution of new works or of periodical publications.*—Only publications and reports (not in Government order form) published by the Secretariats, special Parliamentary papers, Acts, Madras Law Reports, gazettes,

publications of other Governments, or private publications, for which special distribution lists have been sanctioned by Government, are despatched by the press. The Director of Fisheries may, as an exception, add to or alter distribution lists of Fishery pamphlets and bulletins which have been sanctioned by Government. Copies of Government orders (except for issue to editors), departmental manuals, returns, reports, etc., are distributed to subordinates and others by the departments responsible for their issue. In the case of certain publications of other Governments, the department which receives the bulk of the copies distributes the remainder to Madras officials Copies of publications intended for sale and for distribution to the India Office and British Museum, etc , for official use should be sent direct to the High Commissioner, except in cases where direct supply to the India Office has been prescribed. Advance copies of general administration and other annual reports should be sent to the High Commissioner by post The copies intended for free distribution to private individuals and institutions in the United Kingdom should be packed and addressed in the press and sent to the High Commissioner in box packets with ordinary invoice forms and with a distribution list In forwarding to the High Commissioner official publications intended for free distribution to private individuals and institutions in the United Kingdom the instructions communicated in G O No 302, Finance, dated 12th April 1894, should be followed Copies for distribution in the Continent, America and Australia, etc , should be sent to the departments of the Secretariat. Separate invoices marked "Central Revenues" should be sent with publications of the Department of the Government of India so as to enable the High Commissioner to maintain separate accounts for such publications Agents abroad obtain copies for sale through the High Commissioner for India.

207. *Additional or special copies of publications.*—The heads of offices, etc., included in Appendix C are empowered, subject to the limits of cost specified therein, to obtain from the Government Press, free of cost, copies of any Act, code, or set of rules published by the press under the authority of Government. This applies only to work of the classes mentioned and not to every publication in stock, and it does not apply to publications of this or other Governments for which special distribution lists have been fixed; the sanction of Government is required for the supply of such books. Indents for extra copies of reports or publications issued by any department should be made before the order for printing is

given. All indents must be signed by the head of the indenting office; requisitions over the initials of clerks or by telephone will not be complied with.

208. The Superintendent, Government Press, is not the agent for the supply of the Law Reports of other provinces. Heads of departments who require such reports should indent for copies required from the publishers sending at the same time a copy of the indent to the Accountant-General, Madras, for adjustment They should also request the Superintendents of the printing presses of the local Governments concerned to send consolidated bills to the Accountants-General of their provinces showing the designation of the officers, the number of copies supplied and the amount and rate charged. The Accountant-General of the province concerned will then arrange to pass on the debits for the amounts to the Accountant-General, Madras, through his exchange account. The debits will be adjusted by the Accountant-General, Madras, as usual and charged against the grants under non-contract contingencies The Indian Law Reports Series of Calcutta and Lahore alone should be obtained on payment of cash.

209. Indents for Acts, codes, rules, etc , may be complied with if they appear reasonable irrespective of the fact that copies have been distributed according to a sanctioned list. Copies required to replace those missing will not usually be supplied free without sanction. When the cost is recovered from the party responsible for the loss, it should be credited to "XXXIV. Stationery and Printing—Provincial—(*b*) Sale of Gazettes and other publications—Secretariat Presses". The Superintendent will bring to the notice of Government any case in which he considers the application for the free supply of publications to be in excess of reasonable requirements or of doubtful necessity.

210. When the necessity for continuing the supply of a periodical or other publication to any one on the lists is doubtful, a slip should be attached to the copy stating that, unless an acknowledgment is received, it will be assumed that no further copies are required.

211. *Correction and addenda slips* of rules, manuals, codes, etc., are supplied by the agency which distributed the original publication. Only the same number of copies as of the original work is printed, so additional copies cannot be supplied for reference, or to replace those lost or missing, nor can copies be issued to those who were not supplied with the original volume. Correction slips are not cut up or pasted in publications by the press.

212. *Indexes.*—The rules for correction slips apply to indexes which are issued separately, such as Legislative Council proceedings, the gazette, etc , and additional copies, apart from the publication, cannot be supplied.

213. *Acts.*—A stock of all India and Madras Acts for which there is a demand is kept at the press to meet the demands of Government officers and the public

The following words should be printed at the head of every Act issued by the Government Press in book form —

" Printed under the authority of the Governor of Fort St. George in Council by the Superintendent of the Government Press, Madras "

Vernacular translations of Acts of the Indian Legislature are not published in the *Fort St George Gazette*, but copies of translations in any vernacular or vernaculars of such of the India Acts as are considered necessary by Government will be printed in octavo size and made available for sale at the Government Press As the Government Press stocks only a limited number of the Government of India Acts and other important publications to meet the demands of the public, all heads of departments and departments of the Secretariat should make arrangements with the Manager, Government of India Central Publication Branch, 8 Hastings Street, Calcutta, for their regular supply as soon as they are issued

214. *Amending Acts* —Extra copies of short Acts in English which amend important Acts will be supplied printed on one side of thin paper for correcting copies of the original Acts, the same number as of the Act originally supplied being distributed These thin paper copies may be supplied free, as far as available, to purchasers of thick paper copies of the original Act All references to Acts in this manual apply equally to Ordinances and Regulations

215. *Reports of Indian States* are supplied by the Darbars concerned.

216. *Sale agents.*—All demands from agents in Europe and England for copies of books, publications, reports, etc , are complied with through the Office of the High Commissioner in London, and others direct from the Mount Road Branch.

217. *Copyright.*—(1) Under the provisions of the Indian Copyright Act, 1914, copyright in Government publications vests in the Crown, and any reproduction, without consent, of a work first published by Government, ordinarily constitutes

an infringement of copyright. The Government of India consider it desirable that the public should be at liberty to reproduce certain Government publications, and they are pleased to grant general permission to reproduce—

(*a*) Any matter which has appeared in the *Gazette of India* except

(i) Acts of the Indian Legislature,

(ii) Matter not first published by the Government of India

(*b*) Acts of the Indian Legislature, subject to the condition that these are reproduced together with original material, e g , commentaries,

(*c*) Vernacular translations of Acts of the Indian Legislature,

(*d*) Reports of any committee appointed by the Government of India or the Indian Legislature

(2) Permission to reproduce other Government publications will be given in special circumstances Applications for permission should be forwarded to the Surveyor-General in the case of maps, charts, plans and other documents published by or on behalf of the Survey of India and to the Secretary to the Government of India in the Department of Industries and Labour in all other cases

(3) In the case of works first published by local Governments, application for permission to reproduce such works should be made, in the absence of any special orders passed by the local Government, to the local Government concerned.

(4) Any reproduction without consent of a work first published by the Madras Government Museum constitutes an infringement of copyright Copyright of all photographs of objects in the museum also vests in the Government Application for permission to reproduce anything published, or illustrations or photographs, by the museum should be made to the Superintendent, Government Museum

218. The *Fort St George Gazette*, or any of its parts, is 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 annually 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 Superintendent. Requisitions for additional copies or back numbers are sanctioned by Government.

219. *Subscriptions* —The gazette, or any of its parts, is supplied to other persons or bodies on payment of the subscription rates in advance, but no subscription will be received for less than one quarter In the case of subscribers, reminders will be sent a month before the 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 or supplement

220. *Government orders*, reports, etc , in Government order or proceedings form are not distributed to addressees and officials by the press. Indents for spare copies of such papers should be sent to the Secretariat offices concerned

EXCEPTIONS —A few copies of epigraphy and other reports on special distribution lists are sent direct by the press

221. *Papers placed at the disposal of the Press* —Government orders, etc , which are supplied to certain newspapers direct from the press, and are sold to the public, are said to be 'placed at the disposal of the Press' They are of two classes A, of general importance and interest, B, of local importance and interest, the latter not being sent to journals and institutions outside this Presidency A list is printed weekly in the gazette, and a quarterly list is printed and issued free to any applicant

(*a*) (1) Press papers and the Presidency Administration Report are classified and priced for subscription as follows —

Classification	Price per annum			Postage		
	RS	A	P	RS	A	P
(1) All Administration Reports—Madras Presidency and Government Departments	35	0	0	4	8	0
(2) All Administration Reports—Government Colleges, etc ,	1	0	0	0	6	0
(3) All Administration Reports—Municipalities and Local Boards	7	0	0	3	6	0
(4) All Government orders of general interest	12	0	0	3	0	0
(5) All press communiqués	1	8	0	0	12	0

In the case of departmental reports in item (1) and of reports in items (2) and (3) the orders of Government on the reports are included

(2) The papers will be delivered in Madras free and postage as noted against each class will be charged extra for addresses outside Madras City Payments should be made to the Superintendent, Government Press, Madras, annually in advance

If all the papers placed at the disposal of the Press and the Presidency Administration Report are required they will be supplied post free by the Superintendent, Government Press, on payment of Rs. 50 per annum in advance

These orders do not affect any newspaper, periodical, institution, etc , admitted to the privileges of Press supply or supplied with the Presidency Administration Report gratis, or any newspaper selected from time to time by Government for free supply of press communiques.

The list of newspapers, institutions and officials admitted to the privileges of Press supply is revised annually and any alteration therein requires the sanction of Government

(3) Copies of the list published weekly in the *Fort St. George Gazette* of papers placed at the disposal of the Press will be given free of cost to applicants in person at the Government Branch Press, Mount Road, or on payment of postage in advance at Rs. 1-8-0 per year if the lists are to be sent by post The Superintendent, Government Press, will send copies of the list to all newspapers regularly supplied with all papers placed at the disposal of the Press.

(4) A list of papers placed at the disposal of the Press during each quarter will be printed by the Superintendent, Government Press, and a copy, to which the general public should have access, will be kept in each Taluk and Divisional office For this purpose, the Superintendent, Government Press, will supply copies to each Collector for distribution among Taluk and Divisional offices

(*b*) Press papers are delivered to local daily newspapers and certain institutions daily, and posted to mufassal papers weekly on Thursdays or the next working day if the press is closed on that day Copies for local weekly papers are delivered to their messengers on the same day or when they call for them. Cases in which delivery is not taken within a month are to be brought to the notice of Government. Orders on reports issued bound in book form must wait till the report concerned is ready, except those of the Educational and Legislative Departments, which may be sent without waiting for the reports Other annual reports are not sent to editors until they have appeared in the weekly list and the official distribution has been completed.

(*c*) Papers received from the Government of India for distribution to the Press are sent to those newspapers in the Presidency which are entitled to Press privileges and which have no representative at headquarters.

(*d*) No copy of any report or communication which is submitted to Government, or of any Government order, should

be supplied by the Government Press to newspapers, or others admitted to the privileges of Press papers, until it has been passed by Government.

(*e*) In order to reduce delay in the publication of Departmental Administration Reports which are reviewed and placed at the disposal of the Press they should, after such preliminary scrutiny in the Secretariat as may be found necessary, be published in advance of the reviews thereon. Copies required for communication to officers of Government along with the review should be printed at the same time as those required for the Press so as to enable the press to distribute the type at once These copies should, unless orders to the contrary are issued, contain the full report including any matter which may have been excised from copies to be supplied The review should be printed separately

(*f*) Instructions to supply copies to newspapers and the public are usually given by the insertion of the word ' Press ' as an address line on the original, a duplicate fair proof of papers so marked, with a red label ' Press paper ' attached, shall be sent by the Government Press to the department concerned which will check and pass it for issue. Papers containing no instructions on the copy as to ' Press ' are treated by the Government Press as ' Not for Press ' If the ' Press paper ' proof returns before the ordinary proof, copies are not printed before the return of the latter, but it may be issued before it appears in the gazette list

(*g*) The inclusion of a Government order of any department in the weekly gazette list is sufficient authority for placing it at the disposal of the Press, but the usual proof with coloured slips is sent before issue When sending the manuscript list for publication in the gazette, each department will mark against each entry the number of pages and diagrams so that the selling price may be fixed

(*h*) *Special editions for Press.*—Any department may require a special set printed for Press distribution, whether order only, or part of the order In such editions the address line ' Press ' is printed in thick type, other addresses being deleted Special communications for the newspapers are at times issued by the Secretariats as a Press communiqué or note Proofs may be required, but the papers may be supplied to editors without further instructions when the order to strike copies is received

(*j*) Press papers printed at the Ootacamund branch are sent by the Manager to the Madras Press for distribution, unless a Secretary to Government issues instructions

that they are of such importance that they should be despatched direct to daily newspapers All papers issued from this branch may be delivered daily to the messengers of the *South of India Observer.*

222. *Supply of publications, etc , to non-official members of the Legislative Council* —The non-official members of the Legislative Council will be supplied by the Superintendent, Government Press, free of cost and without application being made, with the copies of the following publiactions —

(i) Proceedings of the Madras Legislative Council

(ii) All published reports of the various branches of the administration of the Madras Presidency, including the Presidency Administration Report, and

(iii) The *Fort St George Gazette* including supplements, the supply of vernacular supplements and vernacular Acts being limited to one language

The Superintendent, Government Press, will supply non-official members of the Legislative Council any papers placed at the disposal of the Press on receipt of intimation from a non-official member of his requirements within ten days of the publication of the list of papers in the *Fort St George Gazette.*

The non-official members will be supplied free of cost with any other publications of the classes usually available to the public for which they may specially apply

NOTE —(i) The supply will be restricted to publications dealing with administrative matters and likely to be needed by a non-official member in the exercise of his function, and will not permit the supply of books merely of general or literary interest

(ii) Publications of permanent value such as Codes, Statutes, Manuals, should be returned at his own cost to the Superintendent, Government Press, by the non-official member to whom they are supplied on the termination of his tenure of office

(iii) The application should be addressed to the Secretary, Legislative Council, who will forward them to the Superintendent, Government Press

223. *Sale of books and publications.*—Save in a few cases, Government publications intended for sale to the public are sold at the Mount Road Branch Press, or by agents authorized by Government They are advertised in the *Fort St George Gazette* weekly as published and monthly lists are also issued For gazette see paragraphs 174, 218 and 219.

224. Moore's " Manual of Family Medicine " is supplied by the press at reduced rates to subordinates in Government offices only on requisitions countersigned by the head of the

office Only one copy of an edition is supplied at the concession rates to the same person Copies are supplied free only with the sanction of Government.

8. *Page* 82, *paragraph* 225 —*Substitute* the following *for* the second sentence —

"Payment may also be made by cheque *uncrossed* or by ordinary postage stamps of 1 anna or lower denominations for amounts of 4 annas and less, cheque on mufassal banks should include the amount of discount also"

[Government Memorandum No 29595-3, Finance (Pension), dated 26th November 1930]

[First list]

sent per value payable post to local bodies and approved customers.

226. *Copies on loan.*—Publications are not sent out by the press for reference and return, nor can they be used as copy for compositors.

227. *Supplies by other offices* —The free supply to Government officers by the undermentioned publications is not made by the press, but by the office specified against each All purely departmental manuals, publications and reports are distributed by the department which publishes them

(1) Madras Supplement to the Civil Service Regulations —Accountant-General

(2) Jail and Sub-Jail Manuals—Inspector-General of Prisons

(3) Board's Standing Orders—Board of Revenue (Land Revenue)

(4) Rules and codes framed by the High Court—Registrar, High Court

(5) Agricultural leaflets and calendars—Director of Agriculture; also sold at the press

(6) Civil Service Regulations will be supplied by the Government of India free of charge to all officers of the Provincial Government until the Fundamental (Pension) Rules have been introduced.

228. *Priced publications of the Government of India* (except those required for the administration of Central subjects and certain codes and manuals which will be supplied free to local Governments by the Auditor-General and the subordinate Audit officers) should be obtained by indent on the

Manager, Government of India Central Publication Branch, 8, Hastings Street, Calcutta A debit less 25 per cent discount will be raised against the department requiring the publication at the time of issue and will be finally adjusted against the local Government by book debit at the end of the financial year Discount is not allowed on priced publications of the local Government to officers included in Appendix B of the Government of India Rules for the supply and use of stationery stores, viz , Officers of the Opium, Army, Finance (Military), Railway and Northern India Salt Departments, Medical Store Depots, etc The publications of the Army Department including those required for the administration of Central subjects should be obtained on cash payment No discount is allowed in respect of the purchase of Army publications.

(ii) The procedure that should be adopted in respect of the sale of Government of India Acts and publications is prescribed below —

(*a*) Government of India publications issued to Provincial Government Book Depots or Presses for sale to the public will be issued free of cost, i e , on debit account vouchers

(*b*) Provincial Government Book Depots or Presses will credit all sales less 25 per cent commission to XXXIV Stationery and Printing—Central

(*c*) Provincial Government Book Depots or Presses will forward to the Manager, Government of India Central Publication Branch, 8, Hastings Street, Calcutta, as soon after October 1st and April 1st as possible a half-yearly stock return showing stocks, receipts and sales during the half-year for each publication in the following form —

(i) Number in stock at commencement of half-year
(ii) Receipts during half-year (with reference to voucher)
(iii) Total
(iv) Number of copies sold during the half-year.
(v) Price of publication.
(vi) Sale-proceeds
(vii) Amount credited to Central Revenues
(viii) Number of copies returned to Central Publication Branch (with reference to voucher).
(ix) Balance at the end of half-year
(x) Remarks

N B —Issues may be made to Provincial officers from sale stocks provided that the value (less 25 per cent commission) is credited to Central Revenues

(*d*) In the case of important publications, Acts, etc., the Manager, Government of India Central Publication Branch, will issue copies for sale to Provincial Government Book Depots or Presses and will use his discretion as regards the number to be sent with regard to the importance of the publication and the location of the Book Depot. In the case of less important publications, he will issue only on indents received from the Book Depots.

(*e*) Book Depots or Presses will be supplied with copies of all catalogues, lists and leaflets of new publications and announcements of future publications as soon as issued to enable them to indent for stocks

(*f*) Provincial Government Book Depots or Presses may arrange to return stocks no longer required for sale at any time, and the Manager, Central Publication Branch, will be responsible for recovering all unsold copies from Provincial Book Depots either to replenish his stocks or when no further local demand exists

229. *Publications of other Provincial Governments.*—The priced publications of other Provincial Governments and administrations will be obtained on cash payment by indent on the officers in charge of the sale of the publications This does not confer on heads of departments any power of sanction in excess of those at present enjoyed by them.

No discount will be allowed in respect of the supply of their priced publications by other Provincial Governments and administrations except the Baluchistan Agency, Central India Agency, Rajputana Agency, Ajmer-Merwara, Delhi and North-West Frontier Province, who will allow a discount of 25 per cent on the sale price of their publications.

EXCEPTION —All publications of the Punjab Government required by the Connemara Public Library, Madras, will be supplied free.

(*a*) The following are the officers in charge of the sale of publications of the Provincial Governments referred to .—

Name of the Government	Designation of the officers to whom requisitions should be sent
Bombay	Superintendent, Government Printing and Stationery, Poona.
Bengal	Officer-in-charge, Bengal Secretariat Book Depot, Calcutta.
United Provinces .	Superintendent, Government Printing, United Provinces, Allahabad.
Assam	Officer-in-charge, Assam Secretariat Book Depot, Shillong.

Name of the Government	Designation of the officers to whom requisitions should be sent
Central Provinces	Superintendent, Government Printing, Central Provinces, Nagpur.
Bihar and Orissa	Superintendent, Bihar and Orissa Government Printing, Gulzarbag.
The Punjab	Superintendent, Government Printing, The Punjab, Lahore.
North-West Frontier Province	Officer in charge, Book Depot, Government Printing and Stationery Office, Peshawar
Coorg Administration.	Secretary to the Chief Commissioner of Coorg, Bangalore

3

11 *Page* 85, *paragraph* 230 —*Insert* the following at the end of the 'Exceptions' —

"No debit should be raised against the Governments of Central Provinces, Bihar and Orissa, Bengal, and of India for the supply of priced publications in cases where the amount of a single voucher does not exceed 4 annas excepting corrections to Codes and Manuals or regular supply of new Acts or periodical publications the cost of which should be adjusted irrespective of their prices at the time of issue, at the end of each financial year against the officers concerned either by book debit or cash payment, if the total claim exceeds 4 annas"

[G Os Ms No 1, Finance, dated 3rd January 1931, Ms No 678, Finance, dated 24th October 1930, Ms No 758, Finance, dated 30th October 1928, and Ms No 714, Finance, dated 12th October 1928]

[First list]

count of 25 per cent

Free distribution of publications to the India Office, Indian States, private individuals and institutions will continue in accordance with Government Orders

All publications of the Madras Government required by the Punjab Public Library will be supplied free of cost

RUBBER STAMPS.

231. *Rubber stamps* of approved descriptions are supplied free from the Government Press on indent to the officers specified in Appendix A, if their supply has been sanctioned in the first instance by Secretaries to Government, the High Court, Board of Revenue, and heads of departments specified in Appendix H A list of rubber stamps the supply of which has been sanctioned is maintained separately by the Superintendent, Government Press. Sanction is required for the

supply of stamps of a new kind A copy of all orders referring to rubber stamps should be communicated to the Superintendent, Government Press

232. Facsimile stamps are not made at Government expense and payment for their purchase or repair by private firms is prohibited.

233. *Indents* for rubber stamps, pads and tin boxes shall be made on the Superintendent, Government Press, in the prescribed form (C F 341) Ink and brushes will be obtained from the Superintendent of Stationery The Press Superintendent shall comply with the indents only after he is satisfied with the explanation of the indenting officer, otherwise the sanction must be obtained by the officer concerned

234. *Instructions* should be legibly written in ink to avoid mistakes Proofs of stamps will be sent only in special cases The selection of type for all stamps is left to the discretion of the Superintendent, Government Press

235. *Repairs* to rubber stamps supplied to public officers are carried out by the press Stamps requiring repair, or old stamps for which new ones are to be supplied, may be forwarded by any gazetted officer with an indent, or if, in the latter case, this is found inconvenient, an impression shall be made on the indent form If duplicate stamps are required full explanation of the necessity for same shall be furnished Old and obsolete stamps shall be returned to the Government Press on receipt of new ones

236. The Superintendent will bring to the notice of the sanctioning authority, or the head of department, any instance in which a stamp has been misused, or when indents are excessive, and may stop the supply pending sanction Stamps not in the sanctioned list will not be repaired or renewed

237. *Brass seals* are not necessary where rubber stamps are prescribed, nor are they manufactured by the press

238. *Supplies on payment.*—Rubber stamps, etc , for the use of the district boards and other local boards from which the cost is recoverable may be supplied and charged for at cost price plus a 25 per cent addition

239. *Care of stamps.*—Should the dates at any time fail to make an impression, bring the date bar to a level with the face of the rubber stamp by loosening the side screws and raising or lowering the date bar as may be necessary When level screw up tight to avoid slipping To ensure a good impression, press the stamp firmly and evenly on the paper

and under no circumstances beat or hit hard on the paper, otherwise the stamp will give a blurred appearance A few drops of ink well soaked into the pad will be sufficient to give a hundred impressions, too much ink will fill up the letters and make the impression illegible After the day's use the stamp should be gently wiped with a damp soft rag and put back into the box The stamp should not be left face downwards in contact with the pad, but should be hung up or turned on end when not in use.

Work at Outside Presses and for Private Parties, etc

240. *Printing at private presses.*—When printing, ruling or die-stamping work cannot be done by the district or jail press at the nearest station, the department concerned should make a reference to the Superintendent, Government Press, Mint Buildings, Madras, in all but very urgent cases, before the work is given to a private press In exceptional cases, however, printing and binding at private presses is permissible up to the limit of appropriations for the purpose On every bill for the cost of printing, embossing, etc , executed at a private press, there should be a declaration signed by the Superintendent, or other responsible officer, to the effect that the work could not have been undertaken by the Government Press either at Madras or at the station without inconvenience to the interests of the public service In no circumstances will the certificate be given for the printing of standard forms which are supplied by a central agency All printing for the Criminal Investigation Department should, however, be done at the Central Press, Madras

Exceptions —This certificate is not required for the following works, but the bills require the certificate of verification referred to below —

(*a*) Sessions judgments at private presses or district or jail presses as may be convenient, subject to the condition that the charges do not exceed the rates specified in Appendix J

(*b*) Emergent cases for the Madras Students' Advisory Committee

(*c*) Vernacular lists of stolen property, lost property, rewards or similar notices of special character that demand immediate circulation for the District Superintendents of Police, provided they are printed on annual contract

(*d*) Work sanctioned by District Educational Officers. Inspectors of European Schools and Inspectresses of Schools and heads of Colleges.

(*e*) Resettlement registers of the villages of the Madras Presidency and the Memoirs in English of each such village printed at the following private presses —Messrs Hoe & Co , Madras, Murthy & Co , Madras, Thompson & Co , Madras, and the Commercial Press, Madras, at the rates stipulated below which include also the cost of paper—

	RS	A	P
Registers finally struck off—full page of about 70 lines with the exception of the first page and exclusive of the heading of the said registers for which no charge shall be made	1	13	0
Do over half page	1	13	0
Do half page and less	0	14	6
Memoirs finally struck off—full page	1	14	0
Do over half page	1	14	0
Do half page and less	0	15	0

Additional copies of memoirs and registers which should be restricted to 25 copies—four annas per form of four pages or fraction thereof The binding of the settlement registers will be done at the Government Press

241. *Verification of bills* —The bills of charges for printing, binding, ruling, etc , at private firms must be verified by the Superintendent, Government Press To ensure strict compliance with the rule, every bill of whatever amount for such work executed at a private press in India shall, in addition to the declaration referred to in paragraph 240 above, bear a certificate by the Superintendent, Government Press, Madras, that the charges have been verified and passed by him The bills should be forwarded to Mint Buildings for verification, and each bill should be in duplicate, accompanied by vouchers for the number of copies received, and by a file copy of each piece of printing or binding work to be retained by the Superintendent for audit purposes As the purchase of paper is prohibited by the Stationery Manual, charges on this account cannot be passed in bills for printing though the rates for binding include materials When it is inconvenient or expensive to send to Madras copies of books which have been bound, full details as to the size and number of the leaves, the thickness of the volume, the nature of the binding and the kind of lettering, etc , should be sent with the bill

242. *Municipalities and Local Funds.*—Contracts for printing work (other than account forms) may be entered into by presidents of district boards and chairmen of municipal councils without reference to any outside authority, and they

may obtain the advice of the Superintendent, Government Press, as regards the rates Tenders for printing work should be called for by municipal councils in form No 9-A, or for local boards in form No 44-A

243. Officers sending work to private presses will be responsible 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 Superintendent, Government Press, and that no higher rates than those specified in Appendix J will be paid The decision of the Superintendent is final

244. *Court of Wards works* —All ordinary printing charges may be incurred on the Collector's own authority The Court's sanction should be obtained before incurring any extraordinary printing charges (such as the printing of land and survey registers and other special papers) Estimates for printing at private presses may be sent to the Superintendent, Government Press, for opinion as to whether the rates are reasonable

245. Printing for private parties at a Government Secretariat Press requires the special sanction of Government Private work may be undertaken by a District or Jail Press subject only to paragraph 7 of this Manual Private work specially sanctioned by Government is charged at 25 per cent above cost unless ordered to be done free of cost or at special rates Government 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 When other work is undertaken the local body concerned should settle the rate in each case in advance before entrusting the work to the Press. The estimated amount of charges should ordinarily be required to be paid in advance A list of works 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 Government Press

246. *Fees* for checking bills for printing and other work done at private presses on behalf of the Madras, Andhra and Annamalai universities, and other local bodies, and for printing work for parties to suits in the High Court, are levied at the rate of 1 per cent on the value of the bills checked Printing bills for work for parties to appeals to the Privy Council and for Government offices are checked free of charge

247. *Presses in departmental offices* are expensive and inefficient and the establishment of small presses in any office or jail and the purchase of printing and binding plant require the special sanction of Government The Superintendent, Central Museum, is, however, permitted to print labels, etc , and the Director, Madras Survey, 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

248. *Works printed out of India.*—All printing and publication under the orders of Government shall be done in India, except in special cases where there are good reasons to the contrary, and in such cases arrangements are to be made only in communication with the Government of India or High Commissioner This applies also to the preparation of plates, maps, etc , required for the illustration of works intended to be issued in India

249. *Debit of cost.*—The cost of printing and binding work done is incorporated in the Government Press Annual Report Except where otherwise specially ordered, all printing and binding work done for commercial departments and undertakings under the local Government and for officers of the Central Government will be charged for and recovered in accordance with the procedure laid down in the Madras Financial and Account Code The list of officers to whom the cost of work done is furnished is given below —

Accountant-General, Madras, and the Controller of Printing, Stationery and stamps, Delhi—Expenditure for printing and binding works executed for officers subordinate to Central Departments (consolidated for adjustment)—Actuals

Accountant-General, Madras, and the Financial Adviser, Military Finance, Delhi—Expenditure for printing and binding works executed for officers subordinate to Army Department (consolidated for adjustment)—Actuals

Currency Department—Expenditure for printing work done —Approximate—Actuals

Indian Posts and Telegraphs Department—Accountant-General, Madras, and Postmaster-General, Madras—For recovery of cost

Director-General of Observatories—For recovery of cost for printing Monthly and Annual Rainfall Tables.

Parliamentary Papers—To Government for Secretary of State—At the time of despatch of copies

Provincial Departments

Accountant-General, Madras—Errata list to the settlement registers of the inam villages of Tanjore and Trichinopoly districts—For recovery of cost

Collector of the Nilgiris—Cost of printing and binding works done for district boards and municipalities—For recovery of cost.

Commissioner for Government Examinations—Secondary 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

250. *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 Superintendent, Government Press, 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.

7 *Pages* 93—99, *Appendix A.—Delete* the symbol 'T' occurring against certain items and the words "T may be supplied with tear-off blocks" at the bottom of the pages

[G O. No 333, Finance, dated 5th May 1928]

[First list]

AND OTHER CLASSES OF WORK

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5 *Land Revenue.*

Director of Land Records * B
Do Survey (or Deputy Director) * B
Inam Commissioner (or Manager of his office) * B
Special Settlement Officers *

6 *Excise*

Commissioner of Excise * B F
Inspector, Excise Intelligence Bureau, C I Gazette supplements

7 *Stamps*

Superintendent of Stamps * B

8 *Forest*

Chief Conservator of Forests * B F T
Conservators of Forests * B
District Forest Officers *
Principal, Forest College, Coimbatore * B
Special Forest Officer, Parlakimedi Maliahs

9 *Registration*

Inspector-General of Registration * B F T
Do Personal Assistant
Registrars District Gazette advertisements, monthly establishment lists and blank document forms only.

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* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

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

T May be supplied with tear-off blocks

Agent to the Governor, Ganjām B
Agent to the Governor, Vizagapatam B
Board of Revenue (Land Revenue and Settlement)—Members B F T
Board of Revenue (Land Revenue and Settlement)—Secretary B T
Board of Revenue (Land Revenue and Settlement)—Assistant Secretary
Board of Revenue (Land Revenue and Settlement)—First Assistant
Collectors * B Also forms required for temporary use
Curator, Madras Record Office * B T
District Magistrates * B
Examiner of Local Fund Accounts * B
Government Agent, East Gōdāvari, Gōdāvari B
Hindustani Translator to Government * B
Inspector of Municipal Councils and Local Boards B
Members of the Executive Council B T
Military Secretary to His Excellency the Governor * B T
Do Office Manager Routine work only
Ministers B T
Private Secretary to His Excellency the Governor * B T
Do Office Manager Routine work only
Secretariat—Chief Secretary to Government B F T
Do do Under or Assistant Secretary, Chief Secretariat B T
Do Secretary to Government, Revenue Department B F T
Do Under or Assistant Secretary to Government, Revenue Department B T
Do Secretary to Government, Law Department B F T
Do Deputy Secretary to Government, Law Department B F T
Do Assistant Secretary to Government, Law Department B T
Do Secretary to Government, Finance Department B F T
Do Deputy Secretary to Government, Finance Department B F T
Do Assistant Secretary to Government, Finance Department B T
Do Secretary to Government, Development Department B F T
Do Under or Assistant Secretary to Government, Development Department B T

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* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

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

T May be supplied with tear-off blocks

22 *General Administration*—cont.

Secretariat—Secretary to Government, Local Self-Government Department B F T
Do Deputy Secretary to Government, Local Self-Government Department B F T
Do Assistant Secretary to Government, Local Self-Government Department B T
Do Secretary to Government, Public Works and Labour Department B F T
Do Assistant Secretary to Government, Public Works and Labour Department (General) B T
Do Superintendents Routine work only.
Madras Legislative Council Secretary B
Do Assistant Secretary Routine work only
Secretary, Madras Services Commission
Senior Translator to Government * B
Surgeon to His Excellency the Governor
Treasury Deputy Collectors—Gazette matter only

24 *Administration of Justice*

Administrator-General and Official Trustee, Madras * B
Advocate-General * B
Chief Presidency Magistrate, Egmore * B
City Civil Judge * B
Clerk of the Crown * B
Court of Small Causes, Chief Judge * B
Do Registrar
Crown Prosecutor B R
District and Sessions Judges * B
Government Pleader, Madras * B
Government Solicitor * B
High Court of Judicature, Registrar * B F T
Do Deputy Registrar (for work already sanctioned)
Law Reporter * B
Public Prosecutor B
Rules Committee—Secretary
Second Presidency Magistrate, Georgetown
Sheriff of Madras *

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* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

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

T May be supplied with tear-off blocks

25 *Jails and Convict Settlements.*

Inspector-General of Prisons * B F.
Superintendent, the Penitentiary, Madras
Do Civil Jail, Madras
Superintendents of Central Jails
Do of District Jails
Superintendent of Borstal School, Tanjore
Do of Reformatory School, Chingleput B

26 *Police*

Assistant Inspector-General of Police B T
Commissioner of Police B T
Deputy Inspector-General of Police, Railways and C I D (Special forms, gazette supplements, abstracts and circulars) B T
Do Personal Assistant Routine work only T
Do Manager Routine work only
Inspector-General of Police, Madras * B F T
Superintendents of Police (circulars, special notices and gazette advertisements)

27 *Ports and Pilotage*

Agent for Government Consignments, Madras * B

30 *Scientific Departments*

Superintendent, Government Museum and Principal Librarian, Connemara Public Library * B

31 *Education*

Deputy Inspectors 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 T (any work except standardized forms)
Heads of Secondary schools (examination papers if not less than 25 copies are required)
Headmaster, School of Commerce, Calicut and Vizagapatam (examination papers if not less than 25 copies are required)

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* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

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

T May be supplied with tear-off blocks

31 *Education*—cont.

Heads of Training Schools (examination papers if not less than 25 copies are required and 25 copies of nominal roll)
Inspector of European Schools (examination papers, school catalogues and report of Examiners of European schools examinations 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
Principal, Institute of Commerce, Madras
Sub-Assistant Inspectors or Inspectresses of Schools (for lists of schools and grants sanctioned only)
Superintendent, School of Engineering, Vizagapatam
Text-Book Committee—List of Books dealt with

32 *Medical*

Board of Examiners—Medical—President (examination papers and circulars only)
Chemical Examiner * B
District Medical Officers for medical examination of subordinates (examination papers and circulars only)
Presidency Surgeons *
Medical officers in charge of Government hospitals *
Principals of Medical Colleges, Madras and Vizagapatam B
Principal, Government School of Indian Medicines—(i) School calendar and prospectus, (ii) examination question papers and circulars relating thereto if not less than 25 copies are required and (iii) Siddha Text Books when the whole matter is ready for printing
Superintendent, Mental Hospital, Calicut
Do do Madras
Do do Waltair
Superintendents of Medical Schools
Surgeon-General with the Government of Madras * B F T
Do do Personal Assistant Routine work only

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* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

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

T May be supplied with tear-off blocks

33. *Public Health*

Director, the King Institute of Preventive Medicine (reports and circulars) * B
Director of Public Health (F for sanitation forms only) * B T
Director of Town-planning (General circulars and reminders to local bodies)
District Medical Officers (for Deputy Inspectors of Vaccination)
District Health Officers (for Health Inspectors)
Sanitary Engineer to Government * B

34 *Agriculture*

Agricultural Chemist
Curator, Government Botanical Gardens, Ootacamund Routine work only
Deputy Director of Agriculture—Cinchona * B
Deputy Directors of Agriculture B
Deputy Registrars of Co-operative Societies (repair and renewal of rubber stamps only)
Director of Agriculture * B F
Do Veterinary Services * B
Government Mycologist
Planting Expert
Principal, Agricultural College, Coimbatore * B
Do Veterinary College, Madras * B
Registrar of Co-operative Societies * B (any work except standardized forms)

35 *Industries*

Director of Fisheries * B
Do Industries * B F
Superintendent, School of Arts B

37 *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
Do of Labour * B
Do under Workmen's Compensation Act * B

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* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

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

T May be supplied with tear-off blocks.

37 *Micellaneous Departments*—cont

Chief Inspector of Factories (for annual report only)
Registrar-General of Births, Deaths and Marriages * B F.
Secretary to Commissioner for Government Examinations * B
Chief Inspector of Steam-Boilers and Prime-Movers Routine work only *
Electrical Inspector to Government * B

45 *Civil Works*

Chief Engineer, Irrigation * B F T
Do P W Department General Buildings and Roads * B F T
Do Hydro-Electric Development * B F T
Consulting Architect to Government T
Executive Engineers
Do T R S Division
General Superintendent, P W D Workshops
Superintendent, P W D Stores
Superintending Engineers * B

46 *Stationery and Printing*

Superintendent of Stationery * B
Do Government Press * B

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* Officers who submit consolidated indents for standard forms through the Stationery office

B Officers authorized to send papers for binding

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

T May be supplied with tear-off blocks

APPENDIX B

[*See paragraph* 13]

ANNUAL REPORTS, RETURNS, ESTIMATES, ETC , WHICH ARE SUBMITTED TO GOVERNMENT IN PRINT OR WHICH MAY BE PRINTED WITHOUT SPECIAL SANCTION

Administration Reports

Agent to the Governor in Ganjam—Ganjam Agency Annual Administration Report—f fo

Do Vizagapatam—Vizagapatam Agency Annual Administration Report—f fo

Board of Revenue—Survey Department Annual Administration Report—f fo

Do Jamabandi Annual Administration Report (2 vols)—Royal 8vo (vol i, 100 pages, vol ii, 25 pages)

Chief Conservator of Forests—Forest Annual Administration Report (2 vols)—Royal 8vo, with not more than 6 pages of half-tone illustrations

Do Sylvicultural Research Annual Administration Report—Royal 8vo

Chief Engineer (G B and R)—P W D Annual Administration Report (2 parts)

Chief Engineer, Hydro-Electric Development Annual Administration Report—Royal 8vo

Chief Inspector of Factories—Annual Administration Report

Chief Secretariat—General Annual Administration Report—Royal 8vo

Commissioner of Excise—Excise Annual Administration Report—Royal 8vo (100 pages)

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 Act—Royal 8vo

Accounts and Reports on the working of the criminal tribes settlements and schools

Annual Report on the Reclamation of Kallars—Royal 8vo

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

Director of Agriculture—Annual Administration Report (2 vols)—Royal 8vo, with not more than 6 pages of half-tone illustrations

Do Agricultural Department Operation Report—Royal 8vo—Annual,

Administration Reports—cont

Director of Agriculture—Agricultural Station Reports—Royal 8vo
Do Season and Crop Report—f fo
Do Subordinate Officers Report—Royal 8vo —Annual
Director of Fisheries—Annual Administration Report—Royal 8vo, with not more than 6 pages of half-tone illustrations
Do Supplement—Royal 8vo
Director of Industries—Annual Administration Report—Royal 8vo, with not more than 6 pages of half-tone illustrations
Director of Public Health—Annual Administration Report—f fo
Do Vaccination Annual Administration Report—f fo
Do National Health and Baby Week Annual Report—f fo
Director of Public Instruction—Annual Administration Report (2 vols)—Royal 8vo
Director of King Institute, Guindy—Annual Administration Report—f fo
Do Supplement—f fo
Director of Town Planning—Annual Administration Report—Royal 8vo—Annual (25 pages)
Director of Veterinary Services—Annual Administration Report—Royal 8vo, with not more than 6 pages of half-tone illustrations
Government Agent, East Godavari—East Godavari Agency Annual Administration Report—f fo
Inspector-General of Police—Police Annual Administration Report —f fo (40 pages)
Do Prisons—Jail Annual Administration Report —f fo (30 pages)
Do Registration—Registration Annual Administration Report—f fo (10 pages)
Inspector of European Schools—Examiners' Annual Report on European Schools—f fo
Registrar of Co-operative Societies—Annual Administration Report —Royal 8vo, with not more than 6 pages of half-tone illustrations
Registrar, High Court—Statistics of civil courts—f fo
Do Statistics of criminal courts—f fo
Surgeon-General—Civil Hospitals and Dispensaries Annual Administration Report—f fo
Superintendent, Government Hospital for Women and Children—Annual Administration Report—f fo.
Do. General Hospital—Annual Administration Report—f fo
Do Mental Hospital, Madras—Annual Administration Report—f fo
Do Ophthalmic Hospital Annual Administration Report—f fo.
Superintendent, Government Press—Annual Administration Report —Royal 8vo. (14 pages)

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 —
31 Education
37 Miscellaneous Departments
Appendix F (Irrigation)
Appendix G (Civil works)
Finance Department—Civil Budget Estimates—Consolidated

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)
Commissioner for Government Examinations (once in five years) —Addenda and Corrigenda every year in the interval
Forest College Calendar (triennial)
Industries—Prospectuses of Industrial and Trade Schools under the Director of Agriculture—Royal 8vo (Annual)
Village calendars in five languages (Annual)

Establishment Lists

Agent to the Governor in Ganjam—Education Department—Royal 8vo—Annual
All civil courts—Mufassal—One for each court—Royal 8vo—Annual
All Collectorates—One for each district—Royal 8vo
All Secretariats—Royal 8vo—Non-tabular—Annual
Board of Revenue—(Land Revenue and Settlement) Office establishment including Court of Wards and Inam Commissioner—Royal 8vo—Annual
Do Revenue Settlement parties—Royal 8vo—Annual
Chief Conservator of Forests—General list of Rangers—Royal 8vo—Annual
Do do Foresters—Royal 8vo —Annual
Chief Engineer (G B and R)—Classified List and Distribution Return—Royal 8vo—Half-yearly
Do Distribution Return of Executive Establishment—f fo — Half-yearly
Chief Engineer, Hydro-Electric Development—Establishment List (Annual)—Royal 8vo.

Establishment Lists—cont

Chief Secretariat—List of Gazetted Officers—Royal 8vo—Monthly
Do List of Gazetted Officers—26 Departments—Consolidated—Royal 8vo—Quarterly
Do List of Gazetted officers—Individual departments—Royal 8vo—Quarterly.
Do Annual Supplement—Royal 8vo—Annual
Do History of Services (Accountant-General)—Royal 8vo—Annual
Do History of Services (P W D)—Royal 8vo—Annual
Commissioner of Excise—Royal 8vo—Quarterly
Do do Half-yearly
Do History of Services—Imperial 8vo—Annual
Commissioner of Labour—Royal 8vo—Non-tabular—Annual
Director of Agriculture—Royal 8vo—Non-tabular—Annual
Do Fisheries—Royal 8vo—Non-tabular—Annual
Do Industries—Royal 8vo—Non-tabular—Annual
Do Public Health—Royal 8vo—Non-tabular—Half-yearly
Do Public Health—Health Inspectors—Royal 8vo—Half-yearly
Do Public Instruction—Educational Department—Non-Gazetted Officers—Royal 8vo—Quarterly
Do Educational Department—Gazetted Officers—Royal 8vo—Quarterly
Director of Survey—List of Nos 1 to 5 each of the upper and lower subordinates—Royal 8vo—Non-tabular—Annual
Director of Veterinary Services—Royal 8vo—Annual
Examiner, Local Fund Accounts—Audit Department—Royal 8vo—Annual
Inspector-General of Police—Royal 8vo—Half-yearly
Do Prisons—Jail Department—Royal 8vo—Half-yearly
Do Registration—Royal 8vo—Half-yearly
Do Registration—Graded list of clerks—Registration districts—f fo —Annual
Registrar, Co-operative Societies—Royal 8vo—Annual
Do High Court—Royal 8vo—Annual
Do High Court—Seniority List—Royal 8vo—Annual
Senior Translator to Government—Royal 8vo—Annual
Secretary, Legislative Council—Royal 8vo—Annual
Superintendent, Government Press—Establishment list of Government Presses, Royal 8vo—Annual
Superintending Engineer, Madras Circle—Seniority List of clerks, typists and peons—Royal 8vo—Annual
Do Tanjore Circle—List of clerks, etc —Royal 8vo—Non-tabular—Annual.

[illegible] cont

15 *Page* 104, *Appendix B —Insert* the following against "Inspector-General of Police" at the end —

"Pamphlet containing important circular orders—Annual."

[illegible]

4

16 *Page* 104, *Appendix B —Insert* the following as a fourth item under "All Collectors" —

"List of Periodical reports and returns"

[G O Ms No 1074, Revenue, dated 19th May 1931]

[First list]

Annual

Board of Revenue—Special Settlement Officers' Report—in advance of final orders to District Gazettes—at the Secretariat Press only

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

Do Panchayat (Forest) Progress Report —Quarterly

Chief Engineer, (G B and R)—Statement of final modification of grants

Chief Inspector of Factories—List of Factories in the Madras Presidency and Indian States (Annual)

Chief Secretariat Library—Accessions—f fo —Monthly

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

Director of Agriculture—Statistics (Agriculture)—f fo —Annual

Do Industries—Results of Boring operations—Royal 8vo —Annual

Inspector-General of Police—Addenda and Corrigenda to Police Order Book—Quarterly

Inspector-General of Registration—Correction list to the Registration Manual—Royal 8vo—Annual

Law Reporter—I L R —Royal 8vo—Monthly

Do Annual Index—Royal 8vo

Superintendent, Government Press—Catalogue of Government Publications—Demy 8vo—Half-yearly

Do List of Official Publications —Royal 8vo—Half-yearly

Do List of Acts and Publications —Demy 8vo—Half-yearly

Superintendent of Stationery—Price list of articles issued from the Stationery Stores—Royal 8vo—Annual, not to be published in the Gazette.

APPENDIX C.

(*See paragraph* 207)

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

Non-official Members of the Legislative Council will be supplied free of cost and without application being made with copies of the following publications —

(*a*) Proceedings of the Madras Legislative Council

(*b*) All published reports of the various branches of the administration of the Madras Presidency, including the Presidency Administration Report, and

(*c*) *The Fort St George Gazette*, including supplements, the supply of vernacular supplements and vernacular Acts being limited to one language

(*d*) Any other official publications of the classes usually available to the public for which they may *specially apply*

Note —(i) The supply will be restricted to publications dealing with administrative matters and likely to be needed by non-official member in the exercise of his function and will not permit the supply of books merely of general or literary interest

(ii) Publications of permanent value, such as Codes, Statutes and Manuals, should be returned at his own cost to the Superintendent, Government Press, by the non-official member to whom they are supplied on the termination of his tenure of office

(iii) The applications should be addressed to the Secretary, Legislative Council, who will forward them to the Superintendent, Government Press

Supply to Official Members requires the special sanction of Government

Administrator-General and Official Trustee *
Advocate-General *
Assistant Secretaries to Government
Board of Examiners, President
Board of Revenue, Secretary
Chemical Examiner
Chief Engineer for Irrigation *
Chief Engineer, Public Works Department, General Buildings and Roads
Chief Engineer, Hydro-Electric Development
Chief Judge, Court of Small Causes
Chief Presidency Magistrate
Collectors *
Commissioner of Excise
Do for Government Examinations
Do of Police *
Do of Labour *

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

Commissioner under Workmen's Compensation Act *
Consulting Architect *
Deputy Secretaries to Government
Director of Agriculture
Do Fisheries
Do Industries
Do Land Records
Do Public Instruction
Do Veterinary Services *
Do Public Health *
Do Survey *
District and Sessions Judges
District Magistrates
Examiner of Local Fund Accounts *
General Hospital, Senior Medical Officer
Government Solicitor *
High Court Registrar
Hindustani Translator to Government *
Inspector-General of Police
Do Prisons
Do Registration
Judge, City Civil Court
Kanarese Translator to Government *
Librarian, Chief Secretariat
Mallayalam Translator to Government *
Military Secretary to His Excellency the Governor
Private Secretary to His Excellency the Governor *
Registrar-General of Births, Deaths and Marriages *
Registrar of Co-operative Societies
Sanitary Engineer *
Secretaries to Government
Secretary, Rules Committee
Senior Translator to Government *
Special Settlement Officers *
Superintendent, Government Museum
Superintendent of Stamps *
Do Stationery
Superintending Engineers *
Surgeon-General
Telugu Translator to Government *
Under Secretaries to Government

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

2

5 *Page* 107, *Appendix D —Insert* the following above the item "Superintendent, Government Museum" —

"Chairman, Madras Services Commission"

[G O Ms No 714, Finance, dated 10th November 1930]

[First list]

Chief Secretary
Director of Public Health
Director of Public Instruction
Inspector-General of Police
Do Prisons
Do Registration
Members of the Executive Council
Military Secretary to His Excellency the Governor
Principal, Engineering College—Diplomas
Private Secretary to His Excellency the Governor
Registrar, High Court of Judicature
Secretaries to Government—Colour embossing of crests on forms used in the Secretariats will be confined to letter, order and memorandum forms and demi-official papers and covers
Secretary to the Legislative Council—Plain embossed forms of Royal Arms and inscription "Legislative Council," and blue embossed note paper and envelopes for sale to Members of the Legislative Council
Superintendent, Government Museum—Plain embossing on standard form No 5
Surgeon-General

5

21 *Page* 108, *Appendix E —Insert* the following as the first item under " Secretariat Presses " —

" Accountant-General as Treasurer of Charitable Endowments —Forms required for the administration of charitable endowments "

[G O Ms No 655, Finance (Pension), dated 17th October 1931]
[First list]

Secretariat Presses

Application for appointment of sub-registrars as magistiates (supplied direct from Government Press to District Magistrates)

Board of Revenue (Land Revenue and Settlement)—Rules regarding selection, felling, etc , of sandalwood—to be printed with the forms to be appended to the pamphlet
Record labels in two colours
Descriptive memoir forms
Diglot register headings—and inner sheets
Diglot registers and memoirs
Forms for Special survey operations, Madras
Errata slips to Settlement registers

Cinchona Plantations—Instructions for self-treatment

Co-operative Societies—List of—in the Presidency—to be printed once in a year or eighteen months in solid form, spelling of names to agree with authorized list in Printing Manual

Court of Wards forms for estates or for the estates branch of Collectors' offices

Court of Wards Manual forms not included in rule 71 (ii) thereof—
Statement of tour performed
Miscellaneous—Covering dockets
Routine—Covering dockets
Court of Wards tapal forms.
Reference order forms
Proceedings with docket
Court of Wards draft forms
Half-margin ruled sheets
Docket for currents
Despatch bundle forms.
Index double forms
Record dummy slips.
Record bundle docket
Year slips
Circulation slips.
Reminder forms issued for Court of Wards records.

Court of Wards—Notice regarding grouping of villages in Chittoor.
Criminal Investigation Department—Exempt only as far as annual indents for special forms are concerned.
Do. Name slips for pasting on covers.

23. *Page* 109, *Appendix E.—Insert* the following after the item "Excise Intelligence Bureau, etc." :—

"Excise Circles—Note-books of General Information."

[G.O. No. 685, Finance, dated 3rd November 1931.]

[First list]

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 books for detailed study in Indian languages for T.S.L.C. Examination.

Excise Licensing Board—Minutes.

Excise Intelligence Bureau—Confidential list of smugglers of contraband drugs.

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

Forest College Day—Invitation cards—Annual.

Forest kancha permits for Chingleput (diglot).
Do. working plans forms for Malabar.

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 standardized for the Military Secretary and Private Secretary.

FIRST LIST OF CORRECTIONS TO THE REVISED PRINTING MANUAL—PART I

1 *Page* 110, *Appendix E —Delete* the first sentence in the second item " Indents for European stores, etc " and *substitute* the following —

" 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 C F 275, the maximum number of copies being restricted to 12 "

[G O Ms No 665, Finance, dated 15th October 1930]

[First list]

Depressed Classes Hotel, Calicut

(5) Form of application for admission to the Sundaracharlu Hostel, Salem

(6) Form of expenditure register for hostels

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

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

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

Irrigation—Statement of advances

Gauging of discharges in rivers by meter

Slips for river charts of the Coleroon, III Circle

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 move to the Hills—On indent of officer of not lower rank than Assistant Secretary

Labels of addresses for gazettes and other regular publications at Madras presses

Do Registration department for District Registrars

Labels for maps of reserved forests (five copies)

Land Revenue—Lease deed form

Law Reporter—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

Madras Museum and Marine Aquarium—Labels for specimens

Medical College—Dissection cards for Anatomy classes, five kinds.

Do Labels for bottles, 41 kinds

Do do for Hygiene department

Do Application form for stipends to women students.

Passports for criminal tribes—Chittoor only.

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

Plague—List of officers to be submitted in print, but need not be reprinted monthly, minor alterations being made in manuscript

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

Public Health and Vaccination forms

Public Works Department—Forms of water readings in Godavari (pending standardization)

Standard specification for circles

Register of public buildings in a special form interleaved

Register of Electrical Installations (interleaved copies)

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

Register of births and deaths—Names of villages may be printed on slips on biennial indents for pasting in—

Registers of licences under the Arms Act, Forms A-1 and A-2

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

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

Special Revenue Inspectors on palm disease, Godavari and Kistna—Work bill form and diary form for—

Veterinary Department—Medicine label books Also circulars and other communications of professional and scientific importance—if more than 50 copies are required (not routine circulars)

District Collectors—

Abkari receipt voucher

Agency shop licences

Detail list of arrears of excise revenue

Excise D C B posting book

Do Particulars of D C B statement

Do List of deposits for bids

Do Register of deposits by purchasers

Do do excess collections

Form for resale of shops

District Collectors—*cont*

Forms showing the land-cess account of shrotriyam and zamindari villages—Cost to be recovered from the local boards concerned
Future adjustment enclosure to D C B statement
Initial deposit receipt
Land Revenue D C B statements
Lump collections under minor excise heads
Memorandum of results of examination of accounts
Notice regarding resale of shops.
Opium and ganja passes
Particulars of duty on country spirits
Permit under the Abkari Act to transport
Provisional demand forms A, B and C
Receipt sale, etc , of abkari books
Receipts and sales of dram measures and bung-rods
Register of results of auction sales of shops
Statement of excise receipts for Collector
Statement of wastages of arrack
Taluk chitta
Land cess forms, A and B Each Collector may use his own form
T T -9A—Names of toddy shops overprinted on—forms on triennial indents
T and A form 118—Separate slips with names, etc , of pensioners to be pasted on this form
Agreements relating to Forest contracts—Appendices XXI to XXVII, Forest Code
Labels of addresses for gazette distribution after Board's sanction
Proceedings or memorandum of Collector confirming sales
Bid list of toddy, opium, etc , shops
Sale list of toddy, arrack, opium, etc , shops

Coimbatore Jail Press

Standing Orders of the Forest College, Coimbatore—to be re-printed when necessary (triennial)—50 copies staff edition and 130 copies student's edition

Ganjam District Press

Agency licence form, arrack shops—Oriya

Cannanore Jail Press

A-3 Statement of excise collections, and enclosure
Notice suspending abkari shop licences
Order to adhikaris about suspending shops
Posting statement of transaction in arrack depots
Resale report form
Monthly list of T T -7-A receipts granted
Account particulars of miscellaneous items
Amindivi coir statement for Port Officer
Notice regarding resale of shops

Vellore Jail Press

Registration of road traffic forms.

Special exceptions to other rules

Covers of the Board of Examiners for despatch of papers to examining officers are exempt from rule 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

File-books for the Inspector-General of Registration are treated as 'forms' and supplied by the press to units on consolidated indents

Proofs, more than three copies—(See paragraph 67)

Law Reports—one set of ten

Legislative questions and answers—four each

Legislative Council Proceedings—six proofs

Secretariats—Weekly indexes —

Development Department—twelve

Finance Department—twelve

Law and Education Department—fourteen

Local Self-Government Department—twenty

Public Department—ten

Public Works and Labour Department—twelve

Revenue Department—seventeen

APPENDIX F

(*See paragraph* 180)

CLASSES OF BINDING WORK WHICH MAY ORDINARILY BE BOUND AND SPECIAL EXEMPTIONS SANCTIONED (RULES 180 TO 191)

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 Excise Department Bills should not be bound for Registrar's or any such offices

Acts, Regulations and Ordinances of Imperial Legislature—annually, with printed label

Army Lists—for Secretariats only

Board's proceedings and Government orders for subordinate offices —not lower than those of tahsildar, inspector in Excise and Educational Departments

Board's proceedings and indexes—at Madras for district supply—cheap and durable form

Books—Secretary, Madras Legislative Council

Case sheets—Surgical and Medical—Presidency hospitals

Cases for preservation of records—Madras Record office

Circulars of the High Court and Surgeon-General, 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 filed, not bound

Criminal Intelligence Gazette, Excise Supplement—all offices, in three-yearly volumes for Assistant Commissioners of Excise

Criminal Intelligence Gazette, Madras, and Secret Abstracts—for all offices in the Presidency

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

Cultivation sheets of the Agricultural Department

Current Registers of the Administrative department of the High Court—half leather

Director's proceedings—Educational officers not lower than Inspectors

Disposal lists, printed—Board of Revenue

District Gazettes—Educational portion only—in the Director's and inspectors' offices only

District Gazettes of all districts—Secretariat and Board of Revenue (Land Revenue and Settlement), 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—List of officers in the Registration Department—three copies, cardboard, others, paper wrapper

Field measurement books—for Director of Survey

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

Finger-print registers—Criminal Investigation Department

Flat file boards, thin (forty) annually—Commissioner of Police, Madras

Gazettes—Portions relating to Examinations—Board of Examiners.

Gazettes, Fort St George, India, and other Provinces and Countries—Secretariats, Board of Revenue, High Court, and Madras Record office

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, Superintendent of Stationery, Educational officers not lower than inspectors, Madras Record office, Deputy and Assistant Commissioners of Excise Department, King Institute, Superintending Engineers, Conservators of Forests, and Director of Town-Planning Gazettes are not to be bound for district registrars, tahsildars, libraries, hospitals, schools, inspectors of Excise department, assistant inspectors 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

Inam and quit-rent registers—Inam Commissioner

Indexes to Proceedings—quarterly paper covers, annually in stronger binding for Secretariats

Indexes, printed—Secretariats and Board of Revenue (half rexine and cloth)

Indexes, manuscript—Inspector-General of Registration

Indian appeals—Secretariats, Board of Revenue, High Court, District and Sessions Judges, and Inspector-General of Registration

Law Reports—all offices

Legislative Council Proceedings, Madras, and other Legislatures, and publications of other Governments received unbound—Secretariat, Board of Revenue, Madras Record office and Private Secretary

10. *Page* 116, *Appendix F.—Insert* the following additional item under 'Portfolio' —

"Full cloth boards without gilt letterings on the front—

13 *Page* 116, *Appendix F —Add* the following at the end of the item "Map mounting" —

[illegible] and Local Boards"

17 *Page* 116, *Appendix F —Add* the following below "Settlement Registers and Maps" —

"Suit Registers of mufassal civil courts—by private agency on contract"

[G O Ms No 3092, Law (General), dated 18th August 1931]

[First list]

Financial and Account Code, except [illegible] required for future reference or use and year books, etc , supplied in publisher's bindings—all offices including Director of Town-planning and Electrical Inspector to Government except offices below Inspectors in the Educational Department when used for reference and not for library purposes Six kinds for Chief Inspector of Factories —For College of Agriculture, to be sent to Ootacamund Branch of local Jail Press

Police Gazettes—in Inspector-General's and Superintendents' offices only To be filed in other cases

Portfolio Half morocco or roan and cloth, gilt sides—Secretariat

Quarterly Civil Lists, Madras (full cloth, paper label) and other Provinces (quarter cloth boards)—Private Secretary, Secretariats and Madras Record office

Registration Gazette and Inspector-General's circulars—Secretariats, Inspector-General and District Registrars' Offices Sub-registrars' offices (in five-yearly volumes) To be filed in other cases

Registration records (as paragraph 184) including also appeal orders, encumbrance certificates, list of records transferred, translations, subsidiary indexes, deposition books, power-of-attorney files, but not current and despatch registers, files of correspondence, etc —by private agency on contract

Reports on the working of Agricultural stations in one volume for Director of Agriculture (two bound copies and three in pamphlet form)

Settlement registers and maps—at Madras Presses

Table of effect of legislation—Secretariats, Board of Revenue and Inspector-General of Registration

Table pads—morocco, gilt and blind lines—Secretariat

Vernacular calendars—Judicial departments and Registration offices only (in fifteen-year volumes).

APPENDIX G

(See paragraphs 72 V and VI, 100 and 101)

Forms supplied to other than Government Offices

Forms stocked by the Government Press (Mount Road Branch)

Ecclesiastical forms

Certificate of marriage—English, Tamil and Telugu
Certificate of receipt of notice—English, Tamil, Telugu, Malayalam and Hindustani
Indent form (free)
Notice of Marriage—English, Tamil, Telugu, Kanarese, Malayalam, Hindustani and Oriya
Notice of Marriage form—English, Tamil, Telugu, Kanarese, Malayalam, Hindustani and Oriya
Register of Marriages of Indian Christians—English, Tamil, Telugu, Malayalam and Kanarese (free)
Register of Marriages of Europeans
Register of Marriages and counterfoil—English
Register of Marriages—English, Tamil, Telugu and Kanarese
True extract from register book—English, Tamil, Telugu and Kanarese
Certificate of no occurrence
T & A 7—Certificate of transfer of charge to the Ven'ble the Archdeacon of Madras and Presidency Senior Chaplain, Church of Scotland (free)

Factory forms on sale, or free to Government offices

Form G —Abstract of Act and Rules under the Indian Factories Act XII of 1911, and Rules made thereunder on broadsheet—English, Tamil, Telugu, Kanarese and Malayalam
Notice to all factory employees—English, Tamil, Telugu, Malayalam, Kanarese and Oriya
Instructions for First Aid to the Injured—English
Cards of instructions for the treatment of electric shock (supplied on payment only).

For sale to dealers in arms and ammunitions

Forms A to D appended to G O No 391, Public, dated 4th April 1929—revised verification rules

For sale to mineowners

Abstract of the Indian Mines Act (IV of 1923)—English, Tamil, Telugu, Kanarese and Malayalam.

20 *Page* 118, *Appendix G—Add* the following to the list of "*forms* supplied on payment" to the District Educational Councils —

"C F 6—Register of books, etc, received
„ 98—Reminder form with space for reply
„ 184—Register of books issued from the library
„ 193—Application for casual leave.
„ 194—Application for leave other than casual leave.
„ 197—Requisition to Surgeon for medical or health certificate
„ 199—Register of casual leave

Leave account forms

T & A. 14—Periodical increment certificate
„ 32-N—Special bill of contingent charges for service postage stamps"

[G O Ms No 1768, Education, dated 8th October 1931]

[First list]

C F 68—Disposal Register
C F 70—Disposal Docket wrapper
C F 96—Reminder form—post card
C F 106—Receipt book
C F 118—Cash book (expenditure only)
C F 119—Cash book (receipts and disbursements)
C F 120—T A Register of offices
C F 228—Pay acquittance roll
C F 345—Register of Stationery
C F 444—Daily stamp account
Common covers and economy labels with printed addresses
T & A 1—Chalan
T & A 3—Voucher for miscellaneous payments
T & A 9—T A bill of gazetted officers
T & A 11-A—Establishment pay bill, halt sheet
T & A 13—Absentee statement
T & A 15—Travelling allowance bill of establishment
T & A 31—Detailed contingent bill (general use)
T. & A 44-A—Register of contingent charges (general use).
R F XXII—N 35—Objection statement (outer sheet)
R F XXII—N 35-A—Objection statement (inner sheet)

FORMS PRESCRIBED FOR THE USE OF OFFICIAL RECEIVERS.

List No I

Indent to be submitted in triplicate to the High Court on 1st April.

To be supplied free of cost

1—Quarterly statement of receipts and expenditure
2—Dividend Register (C R No 67)

3—Register of assets (C R No 68)
4—Register of insolvency petitions received (C R No 7)
5—Register of insolvency petitions disposed of (C R No 13)
6—Register of proceedings in insolvency subsequent to order of adjudication (C R No 13-A)
7—Cash Book (C R No 70)
8—Register of commission bills (C R No 72)
9—Register of dividend bills (C R No 73)
10—Diary Register (C R No 16)
11—Official Receiver's Hearing Book
12—Register of leases
13—Treasury Pass Book (T & A No 158)
14—Remittane chalan (T & A-1 to 1-c) in diglot
15—Contingent Bills (T & A No 30)
16—Ledger Book (T & A No 132)
17—Contract Contingent Bill Forms (T & A No 32-c)
18—Pay Bill Forms (T & A No 11 or 11-A)
19—Contingent Bill Forms for service postage label, etc (T & A No 32-N)

List No II

Indent to be submitted to the High Court on 1st March

To be supplied on payment

1—Contingent Register—English
2—Counterfoil Receipt Books (machine numbered)—English
3—Notice by the Official Receiver to be affixed to the notice board —English
3-A—Notice by the Official Receiver to be affixed to the notice board—Tamil
3-B—Notice by the Official Receiver to be affixed to the notice board—Telugu
3-C—Notice by the Official Receiver to be affixed to the notice board—Malayalam
3-D—Notice by the Official Receiver to be affixed to the notice board—Kanarese
3-D—Notice by the Official Receiver to be affixed to the notice board—Oriya
4—Notice of hearing to be sent to parties—Tamil
4-A—Notice of hearing to be sent to parties—Telugu
4-B—Notice of hearing to be sent to parties—Malayalam
4-C—Notice of hearing to be sent to parties—Kanarese
4-D—Notice of hearing to be sent to parties—Oriya
5—Sale notice cards—Tamil
5-A—Sale notice cards—Telugu
5-B—Sale notice cards—Malayalam
5-C—Sale notice cards—Kanarese
5-D—Sale notice cards—Oriya
6—Dividend notice card to creditors—Tamil
6-A—Dividend notice card to creditors—Telugu

6-B—Dividend notice card to creditors—Malayalam.
6-C—Dividend notice card to creditors—Kanarese
6-D—Dividend notice card to creditors—Oriya
7—Notice cards to creditors under Section 64 of Act V of 1920—Tamil
7-A—Notice cards to creditors under Section 64 of Act V of 1920—Telugu
7-B—Notice cards to creditors under Section 64 of Act V of 1920—Malayalam
7-C—Notice cards to creditors under Section 64 of Act V of 1920—Kanarese
7-D—Notice cards to creditors under Section 64 of Act V of 1920—Oriya
8—Letter forwarding notices for publication in the Gazette—English
9—Letter to Court for sanction to sell book debts of the insolvent by publication—English
10—Notice under Section 64 for publication—English—Tamil
10-A—Notice under Section 64 for publication—English—Telugu
10-B—Notice under Section 64 for publication—English—Malayalam
10-C—Notice under Section 64 for publication—English—Kanarese
10-D—Notice under Section 64 for publication—English—Oriya
11—Statement A showing receipts and expenditure in an insolvency petition—English
12—Statement B showing amount available for the distribution of dividend in an insolvency petition according to statement A—English
13—English report forms under Rule 16—English
14—Notice to contesting respondents to set aside alienations—Tamil
14-A—Notice to contesting respondents to set aside alienations—Telugu
14-B—Notice to contesting respondents to set aside alienations Malayalam
14-C—Notice to contesting respondents to set aside alienations—Kanarese
14-D—Notice to contesting respondents to set aside alienations—Oriya
15—Notice cards to respondents to discuss the method of realizing the outstandings—Tamil
15-A—Notice cards to respondents to discuss the method of realizing the outstandings—Telugu
15-B—Notice cards to respondents to discuss the method of realizing the outstandings—Malayalam
15-C—Notice cards to respondents to discuss the method of realizing the outstandings—Kanarese
15-D—Notice cards to respondents to discuss the method or realizing the outstandings—Oriya
16—Cheque Books (Bank) (C M F No 14)—Book of 100 forms

17—Cheque Books (Treasury) (C M F No 15)—Book of 100 forms.
18—English letter forms to return summonses to Court after acknowledging their receipt (C F No 53)
19—English letter forms to send sale proclamation to Courts (C F No 52)
20—Proclamation of sale (C P C No 65) of movable property—English
20-A—Proclamation of sale of movable property (C P C No 65-A)—Tamil
20-B—Proclamation of sale of movable property (C P C No 65-B)—Telugu
20-C—Proclamation of sale of movable property (C P C No 65-C)—Malayalam
20-D—Proclamation of sale of movable property (C P C No 65-D)—Kanarese
20-F—Proclamation of sale of movable property (C P C No 65-L)—Oriya
21—Proclamation of immovable property (C P C No 66)—English
21-A—Proclamation of immovable property (C P C No 66-A)—Tamil
21-B—Proclamation of immovable property (C P C No 66-B)—Telugu
21-C—Proclamation of immovable property (C P C No 66-C)—Malayalam
21-D—Proclamation of immovable property (C P C No 66-D)—Kanarese
21-E—Proclamation of immovable property (C P C No 66-E)—Oriya
22—Official Receivers' Proceedings and note paper (C.P C No 112)—Judges' note paper
23—English Schedule Forms
24—(28 to 28-D)—Vernacular Batta Memo Forms—Tamil
24-A—(28 to 28-D)—Vernacular Batta Memo Forms—Telugu
24-B—(28 to 28-D) Vernacular Batta Memo Forms—Malayalam
24-C—(28 to 28-D) Vernacular Batta Memo Forms—Kanarese
24-D—(28 to 28-D) Vernacular Batta Memo Forms—Oriya
25—Covers (big size)
26—Covers (small size)
27—Deposition forms (C M F No 70 or C F No 394)—English standardized in G O No 1870 of 1924, dated 23rd June 1924
28—Index Form (C M F No 71)—English standardized in G O No 1870 of 1924, dated 23rd June 1924
29—T A Bill form (T A No 15) of establishment
30—T A Bill form (T A No 15-A) yellow form, not payable
31—Local Delivery Book (C F No 61)—Book of 100 pages
32—Detailed Register of Documents and Court Fees (C R No 17) —Book of 200 openings each
33—Daily Register of Court Fees (C R No 18)—Book of 120 openings
34—Salary Acquittance Roll (C F No 228)—Book of 100 forms.

35—Register of papers / letters received (C R No 55)—Book of 200 openings
36—Register of papers despatched (C R No 56)—Book of 200 openings
37—Document Register (C R No 69)—Book of 50 openings
38—Account book of service postage stamps (C R No 57)—Book of 100 openings
39—Skeleton indent for forms to be supplied on payment to Official Receivers.
40—Skeleton indent for forms to be supplied free to Official Receivers
41—Skeleton indent for stationery articles to be supplied on payment to Official Receivers

FORMS SUPPLIED TO LOCAL BODIES AND OTHERS ON ANNUAL INDENTS OR STOCKED FOR SALE (MINT BUILDINGS)

Forms printed on indent and supplied free

Comparative Annual Account and Budget Estimate forms for District Board, Taluk Board and Municipalities (consolidated)
Abstract of Comparative Annual Account and Budget Estimate forms:—
Part I A General Account
Part II Particulars of net surplus or deficit under general fund
Special Service Accounts
Statement of assets and liabilities
Comparative Annual Account and Budget estimate forms for Union Boards
Abstract of Do do
C F 30—Letter form to Government

Veterinary Forms

Veterinary forms are supplied direct to local and private bodies in charge of veterinary institutions on payment of cost on consolidated indents sent through the Director of the Madras, Veterinary Department, with his own requirements, annually He keeps small stocks for supply at other times for the newly opened institutions

List of standardized and stock forms, etc., for supply to Local Bodies by Government Press (prescribed in G O No 2764, L & M, dated 31st July 1925)

Indent form for forms with chalan

R F XXII-N Group

12—Register of estimates and allotments, L F 75 (Book of 40 forms)
13—Miscellaneous agencies register of works, L F 94 (Book of 25 forms).

15—Register of alteration of grants, L F 125 (Book of 60 forms)
18—Audit register of wages paid to maistries, L F 157 (Book of 25 forms)
19—Travelling Allowance Audit Register, L F 158 (Book of 25 forms)
20—Contingent Audit Register, L F 159 (Book of 75 forms)
30—Account of expenditure out of special provincial grants, L F 181 (Book of 20 forms).
35—Objection statement (outer sheet)
35-A—Objection statement (inner sheet)
11—Register of receipts and expenditure on account of endowments —English
14—Register of investments
23—Register of receipts of local fund cash deposits
23-A—Register of repayments of local fund cash deposits
33—Statement of lapsed deposits
34—Statement of provident fund subscriptions
42—Memorandum of alterations to be made in the local fund treasury account

R F III-A Group

8—Enclosure C to No 2, statement of Government and private plantations and topes
10—Enclosure E to No 2, statement showing particulars of ayacut
11—Statement No 3, register of charges of entry of fields
15—Statement No 5, Part I—Land Revenue remissions
20—No 7, statement of miscellaneous revenue
25—No 10, section I, individual chitta
26—No 10, section II, showing details of settlement
33—Statement No 14, abstract of daily collections from each individual
38—No 16, statement showing the liability of each individual
41—Register of births, where Madras Act III of 1899 is not in force (In diglot)
42—Register of births, where Madras Act III of 1899 is in force (In diglot)
43—Register of deaths, where Madras Act III of 1899 is not in force (In diglot)
44—Register of deaths, where Madras Act III of 1899 is in force. (In diglot)
47—Register of cattle disease and mortality (In diglot)
48—Statement showing mortality among cattle and horses (In diglot.)

R F VII Group.

2—Statistics of mortality among cattle, horses and ponies

R F XXII-O Group

1—D Distribution register (in 5 volumes)

R F XXIX Group

11—Receipt for impounded cattle (Book of 100 forms) (In diglot)
12—Receipt for fines and feeding charges paid (Book of 100 forms) (In diglot)
13—Pound-keeper's register (Book of 50 forms) (In diglot)
37—Establishment Audit Register L F 156 (Book of 25 forms)
44—Further remarks on the replies to the objection statement on the audit and examination of the accounts [S F 45 (*a*) and L F 167 combined]

Irrigation Cess Fund Forms

1—Demand register of irrigation cess (No 20)
2—Statement showing channelwar demand of irrigation cess (No 21)
3—Statement showing the channelwai collections of irrigation cess (No 22)
4—Demand register of irrigation cess (No 23)
5—Register of channelwai expenditure (No 24)
6—Demand, collection and balance of irrigation cess fund (No 26)
7—Statement showing the financial position of the irrigation cess fund (No 27)
8—Revised and budget estimates of receipts and charges of the irrigation cess fund (No 28)
9—Posting register of receipts and charges of the irrigation cess fund (No 50-A portion)
10—Statement showing receipts and charges under the irrigation cess fund (No 51)
11—Irrigation cess fund voucher list [No 24 (*a*)]

R F XVIII-A Acquisition of Land

9—Statement to be jointly prepared by an officer of the department requiring lands and an officer of the Revenue Department and to be signed by the District Collector

Treasury and Account Code Forms

1—Chalan forms (In diglot)
3—Voucher for miscellaneous payments, white (In diglot)
3—Voucher for miscellaneous payments, yellow (In diglot)
5—Last-pay certificate
6—Gazetted officer's salary bill
6-A—Gazetted officer's salary bill—yellow form (not payable)
9—Travelling allowance bill of gazetted officers
9-A—Travelling allowance bill of gazetted officers, yellow (not payable)
11—Establishment pay bill (full sheet) payable at Treasury.
11-A—Establishment pay bill (half sheet)
12-A—Establishment pay bill (yellow form, half sheet)
13—Absentee statement
13-B—Absentee statement (small size)

14—Periodical increment certificate
15—Travelling allowance bill of establishment
30-A—Detailed contingent bill (Land Revenue District Administration)
31—Detailed contingent bill (general use)
31-A—Detailed contingent bill (general use) yellow form
44-A—Register of contingent charges (general use)
54—Statement showing compensation awarded for land taken up
96—Details of vouchers debited to heads of expenditure
104—Treasury cash book or day book (Accountant's use)—Book of 100 forms
116—Pensioners' receipts—single (In diglot)
118-A—Pensioner's receipt (consolidated form without certificate)
218—Chalan for Government transactions with the Imperial Bank and its branches—Book of 200 forms
252—Detailed statement of establishment as it stood (office copy)
253—Detailed statement of establishment as it stood (fair copy)
253-A—Statement of permanent establishment
254—Detailed statement of new names (office copy)
255—Detailed statement of new names (fair copy)
256—Abstract of sanctioned scale

Common Forms

1—Current register for disposal system (Book of 50 forms)
3—Current register of periodicals (Book of 50 forms)
5—Register of petitions (Book of 50 forms)
6—Register of books, etc, received
8—Personal register of papers (Book of 50 forms)
9—Register of distribution of papers (Book of 100 forms)
13—'Confidential' docket
16—Drafts, half-margin, ruled
16-A—Drafts, half-margin, ruled (small)
17—Drafts, half-margin, unruled
17-A—Drafts, half-margin, unruled (small)
24—Red slips—'Urgent'
28—Red slips—'Confidential'
32—Letter form, general (full sheet)
32-A Do (half sheet)
32-B Do (post card)
33—Memorandum (full sheet)
34 Do (half sheet)
34-A Do (post card)
41—Endorsement form (post card)
44—Letter acknowledging receipt of communication and stating that early attention will be given to (post card)
56—Memorandum forwarding vouchers or other documents
60—Despatch register (Book of 50 forms)
61—Local delivery book (Book of 50 forms)
67—Index forms
68—Disposal register (Disposal system) (Book of 100 forms).

Common Forms —Cont

70—Disposal docket wrapper
71 & 72—Flat-file disposal docket
73—Slips for papers taken out of records
74—Record issue register (Book of 100 forms)
Label for record bundles—
76—Spare copies
79—Disposal files
80—Disposal files (small)
82—Lodged papers (small)
83—Arabic figures
86—Slips for 'Proceedings'
87—Slips for 'Office registers'
88—Current register extract slip
90—List of papers issued from the record and not returned
92—Requisition for records (in counterfoil)
96—Reminder form (post card)
98—Reminder form with space for reply
99—Call book
103—Receipt of books (articles) lent to students from library (stores) In counterfoil book of 100 forms
107—Acknowledgment for the receipt of money or cheques (triplicate)
118—Cash book (expenditure only) (Book of 100 forms)
119—Cash account (receipts and disbursements)
123—Audit slips in triplicate
125—Objection statement on vouchers for pay bills
154—Register of cheques received (Book of 100 forms)
155—Application for remittance transfer receipt
175—Register of waste papers sold
180—Statement of irrigated lands on which a separate charge for water is levied
183—Catalogue of books in the library
184—Register of books issued from the library
186—Attendance register
188—Late and absent register
192—Register of clerks attending office on close holidays
193—Application for casual leave
194—Application for leave other than casual
196—Memorandum to produce medical certificate
197—Requisition to Surgeon
199—Register of casual leave
200—Register of leave other than casual leave
204—Register of service books (Book of 100 forms)
208—Confidential register
211—Defaulter book
212—Establishment fine book
213—Statement showing punishment inflicted on subordinates
221—Memorandum on application for employment
222—Register of applications for appointment
228—Pay acquittance roll (Book of 100 forms)

Common Forms —Cont

235—Service roll (inferior servants)
238—Application for pension gratuity
239—First page of pension gratuity
242—Pension payment order of conveyance
Sanction of certificate for hire of conveyance, etc —
249—Form A
250 Do B
251 Do C
252—Certificate for actual expenses by special means of conveyance under article 1037, Civil Service Regulations
253—Certificate for actual expenses of a messenger for journeys made under article 1087, Civil Service Regulations
256—Statement of immovable property acquired or transferred (In diglot)
269—Register of unserviceable articles
270—Register of articles broken, lost or damaged
271—Register showing disposal of condemned articles
286—Register of articles kept in cash chest
287—Security register (Book of 100 forms)
291—Notice inviting tenders
298—Measurement book (100 pages)
Do (50 pages)
Do (25 pages)
299—Carbon book
309—Requisition for tickets for indigent persons proceeding to or from Pasteur Institute, Coonoor (Book of 25 forms)
310—Form of information of despatch of patients to the Pasteur Institute for anti-rabic treatment
319—Schedule of subscription to General Provident Fund
320—Statement of deductions on account of Postal life insurance fund
342—Indent for stationery articles
342-A—Blank annual indent for stationery articles
343—Supplementary indent for stationery articles
345—Stock book of articles of stationery and printed forms (Book of 100 forms)
346—Stock book of articles periodically or occasionally used (Book of 100 forms)
349—Skeleton form of indent for forms
355—Flag—
Capitals (set of 26 letters—A to Z)
Small letters (set of 26 letters—a to z)
Roman figures (set of 10 figures—I to X)
Arabic figures (set of 10 figures—1 to 10)
360—Register of field stones (all *vernaculars*)
362—Rainfall register
375—School fee register for colleges and schools
376—Register of admission and withdrawal—colleges and secondary schools
378—Mark register for colleges.

Common Forms —Cont

381—Conduct certificate for schools and colleges
382—Transfer certificate for schools and colleges
383—Attendance register for colleges and schools
397—Notice of birth
398—Notice of death
399—*Nil* certificate of births and deaths
400—Certificate of truth of copies of entries sent to the Registrar-General
430—Levelling books (large)
431 Do (small)
440—Personal register (Book of 50 forms)
441—Fair copy register (Book of 25 copies)
442—Distribution register (book of 25 copies)
443—Register of new cases
444—Daily stamp account (Book of 25 forms)
445—Periodical register (Book of 50 forms)
446—Index slips (cut slips punched with two holes)
447—Index binders
448—'N' reference slips
449—Arrear list
Leave account forms (outer)
Do (inner)
464—Step index

Common Covers (Blank)

8 (1)—Size $16'' \times 11\frac{3}{4}''$
8 (3) Do $16\frac{1}{4}'' \times 6''$
8 (4) Do $14\frac{3}{8}'' \times 5\frac{1}{4}''$
8 (5)—Size $10'' \times 4\frac{1}{2}''$
8 (6)— Do $9\frac{3}{8}'' \times 4\frac{1}{8}''$
8 (7)— Do $7'' \times 3\frac{1}{8}''$

Survey Forms

23—Section paper or Field Measurement Book.
51—Town survey register, rough (outer)
51-A Do rough (inner)
51-B Do fair (outer)
51-C Do fair (inner)

Indian Petroleum Act

2—Licence to possess dangerous petroleum otherwise than in bulk in quantity exceeding 40 gallons—Form B (English and vernaculars)

Indian Factories Act

7—Factory Inspection report—Extract for District Health Officers —Form N

Madras Places of Public Resort Act

1—Licence under section 7 of the Places of Public Resort Act II of 1888 (English)

Medical I

1—Statement A
2 Do B
3 Do. C
4 Do D
5—Supplement to C-I, C-II, D-I, D-II and E
6—Statement E
7 Do F
8 Do G
9 Do H
16—Temperature chart
23—O P prescription tickets
25—Certificate of physical fitness for uncovenanted servants
26—Sick certificate form
41—Extra requisition for medicines for the use of hospitals and dispensaries
43—Pharmacopœia of stock medicines
49—Diet sheet (bedhead ticket), $\frac{1}{4}$ sheet
Nominal register of out-patients—
52— I size (Book of 50 forms)
53—II size (Book of 25 forms)
Nominal register of in-patients—
54— I size (Book of 100 forms)
55— II size (Book of 50 forms)
56—III size (Book of 10 forms)
Operation register—
57— I size (Book of 100 forms)
58— II size (Book of 50 forms)
59—III size (Book of 10 forms)
60—Daily register showing the disease of in- and out-patients (Booklets)
61—Daily register showing the classes and sexes of in- and out-patients (Booklets)
66—Admission and discharge certificate
67—Medicines label book
68—Poisons label book.

Medical II

15—Accident book
Stock ledger for medicines—
59— I size (Book of 150 forms)
60—II size (Book of 75 forms)
Stock register for surgical instruments, surgical appliances and sundries—
61— I size (Book of 150 forms)
62—II size (Book of 75 forms)
63—Case sheet (Medical)
64—Case sheet (Surgical)
65—Continuation sheet (Medical and Surgical).

Medical III-B

2—O P prescription tickets (for State hospitals)

Civil Medical Form for Ayurvedic Dispensaries

1—Nominal register of out-patients for Ayurvedic dispensaries (Book of 100 forms)
4—Daily register showing the disease of in- and out-patients for Ayurvedic dispensaries (Booklets)
5—Daily register showing the classes and sexes of in- and out-patients for Ayurvedic dispensaries (Booklets)

Health officers Forms

1—Monthly abstract of work of the District Health Officer.
2—Posting registers of daily statistics of epidemics—

White.	Red
Yellow.	Blue.

3—Yearly consolidated statement of epidemics
4—Card index for weekly epidemics—

White	Red.
Yellow.	Blue.

5—Registers of fairs and festivals
6—Diary of Municipal Health officers
7—Register of Health Propaganda in municipalities
8—Quarterly Propaganda statement in municipalities
9—Register of smallpox in municipalities
10—Register of epidemics
11—Inspection reports of District Health officers

Health Inspectors Forms

Notice to village headmen and others regarding visit of villages for vaccination and inspection (Form B)—
4—English
5—Tamil
6—Telugu
7—Malayalam
8—Kanarese
9—Oriya
16—Punishment roll
17—Prosecution roll (Form L)
21—Monthly abstract of work done in connexion with vital statistics by the District Health Staff (Form H-1)
22—Notice—Rules under sections 137 and 199 of the Madras Local Boards Act of 1920 (English, Malayalan and Kanarese only), (Form N)
35—Abstract of the work of the vaccinator
36—Abstract return of the work of the vaccinator.

Educational B Group

Statement showing the teachers employed and the average attendance of pupils—
8—English
9—Tamil
10—Telugu
11—Kanarese
12—Malayalam
13—Hindustani
13-A—Oriya

39—Demand, collection and balance statement

40—Quarterly return of receipts and charges

Application for recognition on behalf of elementary schools—
49—English
50—Tamil
51—Telugu
52—Malayalam
53—Kanarese
54—Urdu
55—Oriya
56—Application for recognition on behalf of secondary schools
57—Application for recognition on behalf of schools for special education

66—Annual Return No $\frac{2\ (a) \text{ or } 3\ (a)}{4\ (a) \text{ or } 5\ (a)}$

71 Do 16

102-A—Bill for Government scholarships (white)

102-B—Bill for Government scholarships (colour)

120—Schedule I—Form of medical inspection

121—Schedule II—Form of inspection report on schools and colleges

122—Schedule III—Form of inspection report on boarding schools and hostels

123—Consolidated report on medical inspection of pupils

124—Information for parent or guardian (post card)

Administration Forms

Part II—Statistical enclosure—Local Boards (Booklets)
I (*d*)—Financial Summary—Management
II (*f*)—Financial Summary—Communications
IV (*g*)—Financial Summary—Public Health
Part II—Statistical enclosure—Municipalities (Booklets)

Electoral Roll Forms (for taluk and union boards only)

I—Electoral roll (all vernaculars)
II-IV—Notice of preliminary electoral roll and forms II to IV combined (all vernaculars)
II—Preliminary electoral roll notice (all vernaculars)
III—Notice of claim (all vernaculars)
IV—Notice of objection (all vernaculars)
V (*a*)—List of claims (all vernaculars)
V (*b*)—List of objections (all vernaculars)
V (*c*)—List of corrections (all vernaculars)

Election Forms (for taluk and union boards only)

I—Nomination paper (diglot)
II—List of nominations received (diglot)
III—Valid list of nominations (diglot)
IV—Tendered votes list (diglot)
IV (*a*)—List of challenged votes (diglot)
V—Ballot paper—above 8 names (all vernaculars) Book of 100 forms or fraction thereof
Do Tendered in red colour
Ballot paper—from 4 to 8 names
Do Tendered in red colour
Ballot paper—up to 3 names
Do Tendered in red colour
VI—Statement sent by polling officers (diglot)
VII—Statement showing the list of ballot paper and ballot box, etc (diglot)
VIII—Return showing the results of election (diglot)

Stock Forms (L & M)

4-B—Monthly return of vaccination for municipalities
5-A—Register of births for municipalities
5-B—Register of deaths do
6—Standing Sanitary Report Book, Parts I and II, combined
Priority application form

(*Forms prescribed in G O No* 910 *M, dated 2nd June* 1908)

1—Diary of Health Inspector
2—Programme of work to be done by Sanitary Assistant.
3—Diary of Sanitary Assistant
4—Report on the sanitary conditions by Surgeon
4-A—Report on the inspection of schools by District Health Officer
5—Statement showing how births liable to compulsory vaccination, etc
6—Nominal register of vaccination in municipalities
7—Nominal list of unprotected children in municipalities
8—Nominal register of vaccination for district and taluk boards.
10—Monthly programme of work to be done by Health Inspector
11—Nominal list of unprotected children in the village

12 & 13 $\frac{\text{Weekly}}{\text{Monthly}}$ return of births and deaths in the municipalities.
14—Daily report of cholera or smallpox in municipalities.
15—Daily report of cholera or smallpox in the taluk
16—Monthly return of births registered in the village
16-A—Diary of District Health officers (outer)
Do (inner)

Water-works Department

17—Weekly statement of daily issues of stores, etc
18—Monthly statement of pumping, etc
18-A—Annual statment do
19—Indent form
20—Stock book of water-works materials
21—Receipts for stores
22—House service register
23-A—Requisition for water—English and Tamil
23-B—Requisition for water—English and Telugu
24—Diary of Water-works Overseer, Municipality
25—Muster roll of labour
26—Application for house service
27—Abstract and detailed estimate, etc
28—Notice under District Municipalities Act IV of 1884

Educational Stock Forms

1—Register of admission, withdrawals, etc , for elementary schools
2—Register of admission, etc , for secondary schools
3—Register of attendance, fees, etc , for elementary schools
4—Register of attendance, fees, etc , for secondary schools
5—Register of attendance for masters
6—Register of corporal punishments
7—Register showing the history of former students
8—Register of progress and conduct in elementary schools
9—Register of scholarships
10—School fee register for the term.

Vaccination Forms for Municipalities only.

II-A 8—Statement of children born in—who have been removed therefrom without being vaccinated (Book of 100 forms—English)
8-B—Birth certificate (English and vernaculars in diglot)
9—Notice for production of child for vaccination—Municipalities Book of 100 forms—English and vernaculars)
10—Notice to persons to produce their children for inspection about the result of vaccination—Municipalities (Book of 100 forms—English and vernaculars)
11—Intimation regarding failure of parents to produce children for vaccination or inspection—(English)
12—Certificate for postponement of vaccination.

Vaccination Forms for non-municipal areas

E Return of vaccination
K Notice of parents or guardian, etc (English and vernaculars).
M Notice for production of child for vaccination (English and vernaculars)

K.I P (Vaccination Forms)

18—Monthly statement showing results of cases vaccinated with vaccine

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LIST OF STANDARDIZED FORMS, ETC , FOR SUPPLY TO CO-OPERATIVE INSTITUTIONS BY THE GOVERNMENT PRESS ON PREPAYMENT OF COST

(*Prescribed in G O Mis No* 163, *Finance, dated 9th March* 1928 *and G O Mis No* 317, *Finance, dated 30th April* 1928)

Indent form for forms with chalan

R F XXII-K Group

11—Loan recommendation order—Tamil
11-A—Loan recommendation order—Telugu
11-B—Loan recommendation order—Malayalam
11-C—Loan recommendation order—Kanarese
11-D—Loan recommendation order—Oriya
14-A—Application for loan from societies—Tamil
14-B—Application for loan from societies—Telugu
27-A—Application form for registration as a co-operative society—Tamil
27-B—Application form for registration as a co-operative society—Telugu
27-C—Application form for registration as a co-operative society—Malayalam
27-D—Application form for registration as a co-operative society —Kanarese
28—Property statement form—Tamil, Telugu, Malayalam and Kanarese
29—Interim audit report for primary societies.
29-A—Final audit report for primary societies.
33—Reconciliation memo form
34—Reconciliation memo—Union figures

Treasury and Account Code Forms.

1—Chalan (English and Tamil)
1-A—Chalan (English and Telugu)
1-B—Chalan (English and Kanarese)
1-C—Chalan (English and Malayalam)
3—Voucher for miscellaneous payments (English—Tamil)
3-A—Voucher for miscellaneous payments (English—Telugu)
3-B—Voucher for miscellaneous payments (English—Malayalam)
3-C—Voucher for miscellaneous payments (English—Kanarese)
3-D—Voucher for miscellaneous payments (English—Oriya)
44-A—Register of contingent charges (general use)

Common Forms

1—Current register for disposal number system (Book of 50 forms)
2—Current register, in other cases
9—Register for distribution of papers (Book of 100 forms)
16—Drafts, half-margin, ruled
16-A—Drafts, half-margin, rule (small)
24—Red slips—' Urgent '
32—Letter form, general (full sheet)
32-A—Letter form, general (half sheet).
32-B—Letter form, general (post card)
60—Despatch register (Book of 50 forms)
61—Local delivery book (Book of 50 forms)
62—Issue register (for offices in which disposal number system is not in force)
68—Disposal register (Disposal system) (Book of 100 forms)
71—Flat-file disposal docket
73—Slips for papers taken out of records
Label for record bundles—
79—Disposal files
80—Disposal files (small)
81—Lodged papers (large)
82—Lodged papers (small)
94—Arrear list and progress register (loose forms)
95—Reminder for returns (post card)
96—Reminder form ordinary memo (post card)
98—Reminder form with space for reply
106—Acknowledgment for the receipt of money or cheque (in duplicate)
107—Acknowledgment for the receipt of money or cheque (triplicate)
117—Permanent advance account (Book of 100 forms)
117-A—Permanent advance disbursement ledger (Book of 100 forms)
154—Register of cheques received (Book of 100 forms)
155—Application for remittance transfer receipt
182—Application for books
183—Catalogue of books in the library.

Common Forms—cont.

184—Register of books issued from the library.
186—Attendance register
193—Application for casual leave
194—Application for leave other than casual
196—Memorandum to produce medical certificate.
197—Requisition to Surgeon
199—Register of casual leave
200—Register of leave other than casual leave
204—Register of service books (Book of 100 forms)
205—Extract from the service register
211—Defaulter book
212—Establishment fine book
218—Application for appointment
221—Memorandum on application for employment
222—Register of applications for appointment
228—Pay acquittance roll (Book of 100 forms)
245—Travelling allowance acquittance roll (Book of 100 forms)
345—Stock book of articles of stationery and printed forms (Book of 100 forms)
355—Flag—
Capitals (set of 26 letters—A to Z)
Small letters (set of 26 letters—a to z)
Roman figures (set of 10 figures, I to X)
Arabic figures (set of 10 figures, 1 to 10)
440—Personal register (Book of 50 forms)
441—Fair copy register (Book of 25 copies)
442—Distribution register (Book of 25 forms)
443—Register of new cases
444—Daily stamp account
445—Periodical register (Book of 50 forms)
446—Index slips (cut slips punched with two holes)
447—Index binders
448—N Reference slips forms
449—Arrear list forms
456—Notice prohibiting spitting—(English—Tamil)
457—Notice prohibiting spitting—(English—Telugu)
458—Notice prohibiting spitting—(English—Malayalam).
459—Notice prohibiting spitting—(English—Kanarese)
460—Notice prohibiting spitting—(English—Oriya)

Common Covers (Blank)

8 (3)—Size $16\frac{1}{4}'' \times 6''$
8 (5)—Size $10'' \times 4\frac{1}{2}''$
8 (7)—Size $7'' \times 3\frac{1}{8}''$

Economy labels

10-A—To the Registrar / Deputy or Sub-Deputy Registrar / Inspector of Co-operative societies

10-B Do (small)

11-A—To The Secretary / President Co-operative Central Bank / Credit Society

11-B Do (small)

55-A—To the District Labour Officer

55-B Do (small)

FORMS SUPPLIED TO CERTAIN OFFICES UNDER SPECIAL CONDITIONS

Standard forms for town surveyors (on indent through Collector—at two-thirds of cost for local bodies in the mufassal and one-quarter cost for Madras City)

Forms for Union Surveyors (on indent through the Collector at one-third of the cost)

Official Tablet Diaries (indent should be sent before the end of October)

Flags and flag cases for district boards (at cost—one set when actually required)

FOR SALE BY THE PRESIDENCY PORT OFFICE, MADRAS

Import form of application (1 pie)
Export ,, (1 pie)
Ground-rent ,, (1 pie)
Cranage hire ,, (1 pie)
Application for refund of dues (1 pie)

FOR SALE TO THE PUBLIC BY THE DISTRICT SUPERINTENDENTS OF POLICE

Permit form B (under section 10 of the Madras Coffee Stealing Prevention Act, 1878)

FORMS STOCKED BY DISTRICT SUPERINTENDENTS OF POLICE FOR SUPPLY TO DISTRICT MAGISTRATES

Notice under section 7 (2) of the Criminal Tribes Act, 1911

FOR SALE TO MEMBERS OF THE LEGISLATIVE COUNCIL BY THE SECRETARY, LEGISLATIVE COUNCIL

Note papers, quarto size, and envelopes with the Royal arms and the inscription "Legislative Council, Madras" embossed in blue.

6 *Page* 138, *Appendix H —Insert* the following below the item "Secretaries to Government" —

"Chairman, Madras Services Commission"

[G O Ms No 714, Finance, dated 10th November 1930]

[First list]

STAMPS FREE

Board of Revenue (Secretary)
Chielf Engineers, P W D and Irrigation, and Hydro-Electric Development
Chief Conservator of Forests.
Commissioner of Labour
Commissioner of Excise.
Commissioner under Workmen's Compensation Act
Director of Agriculture
Do Fisheries
Do Industries
Do Public Health
Do. Public Instruction
Do Survey
Do Veterinary Services
High Court
Inspector-General of Police
Do Prisons
Do Registration
Military Secretary to His Excellency the Governor
Principal, Veterinary College
Private Secretary to His Excellency the Governor
Registrar of Co-operative Societies
Secretaries to Government
Special Settlement Officers
Surgeon-General

Supplies on payment

Cinchona Plantations
Industrial Engineer's Workshops, Madras
Mount Stuart Forests
Nilambur Valley Forests
Officers employed on the Cauvery-Mettur Project
Officers under Madras Port Department
Presidents of District Educational Councils
Registrar of Joint Stock Companies and his subordinate officers—repairs only
The Kerala Soap Institute, Calicut
The Government Industrial Institute, Madura

NOTE —All Gazetted Officers to whom the initial supply of rubber stamps has been sanctioned by competent authority may indent upon the Government Press for their repair and renewals (see paragraph 235)

APPENDIX I.

(See paragraph 245)

PRINTING WORK DONE FOR PRIVATE PARTIES, LOCAL AND MUNICIPAL AND OTHER BODIES

Accountancy Diploma Board—free

Administrator-General—Half-yearly schedules of estates and notifications relating to estates advertised in the Gazette charged for, other work, free

Agent, M & S M Railway—Memorandum for the guidance of patients proceeding for anti-rabic treatment, free—see also Railway Administrations

Agri-Horticultural Society—Quarterly Proceedings, annual report and schedule of the annual exhibition and flower and poultry show—printing free—paper to be supplied to press

Ampthill Nurses' Institute—Free, paper to be supplied to press

Andhra University—Publication of notifications in the *Fort St George Gazette* at private printing rates

Annamalai University—Publication of notifications in the *Fort St George Gazette* at private printing rates

Cantonment Funds—Proceedings printed free, all other work chargeable at private printing rates

Cauvery-Mettur Project—Officers employed—at cost

Chairman, Madras Bar Council—All work including notices in the Gazette—at private printing rates

Commercial Departments and Government Commercial undertakings—At private printing rates (Cash bill to be submitted for amounts up to Rs 50)

1 Cinchona Plantations
2 Industrial Engineer's Workshops
3 Kerala Soap Institute
4 Mount Stuart Forests
5 Nilambur Valley Forests
6 The Government Industrial Institute, Madura

Co-operative Building Societies—Loan ledgers at cost price

Cotton Specialist—At cost to be paid out of the funds of the Indian Central Cotton Committee

Countess of Dufferin's Fund—Free, but paper to be supplied for all form work

Court of Wards, Madras—Printing, at cost—Paper, free

District Educational Councils—List of recognized and aided elementary schools—At cost

N B—Recognized list of elementary schools should be printed in two parts once in five years, the first part containing entries more or less permanent and the second part comprising the remaining headings The headings and particulars in the first part shall be printed, while the headings alone in the second part shall be printed the particulars being filled in manuscript from year to year In printing the list sufficient interspace should be left to admit of easy incorporation of subsequent additions and alterations No printing should be undertaken if the cost is likely to exceed budget provision.

Estates under Court of Wards—All work including advertisements in the Gazette—At cost (including paper).

Government of India (including those under the administrative control of the local Government)—At cost—(Under the specific sanction of the Controller of Printing in all cases except Indian Posts and Telegraph Departments, Superintendent, Census Operations, Officers whose printing work is done subject to monetary allotment, and work done on cash payment).

Hostels of Government Colleges—All work for the office at cost.

Imperial Bank of India, Madras—Notices in the Gazette to be charged at advertisement rates, forms relating to business transacted on behalf of Government—free—other forms at cost.

Local and Municipal funds, district and taluks boards and municipalities, including the Madras Corporation—Spare copies of the proceedings of Government and of notifications in the Gazette also flat-file cases, reports, proceedings and circulars done at district presses are charged at private printing rates Standardized and special forms, as per Appendix G, other forms which are not printed at a state press for convenience or uniformity are charged at private printing rates Advertisements in the Gazette at schedule rates

Madras Medical Council—Printing free, paper to be supplied to press

Madras Nurses and Midwives Council—Printing free—Paper and materials to be charged for

Madras Port Trust—Reports and other papers which are re-printed in the Proceedings of Government printed free, extra copies and all other work including notices in the Gazette at private printing rates

Madras University—Notices and advertisements of publications in the Gazette, spare copies and printing of examination papers chargeable at private printing rates Publications are printed at private printing rates and stocked and sold in press or by agents at 50 per cent above printing charge, but free copies are distributed by the University, large stocks are not kept and the press is not responsible for the damage thereto

Madura Technical Institute—Forms free

Municipal High School, Villupuram—Printing of terminal examination question papers at confidential rates plus 25 per cent

Indian States—Standardized forms (including Registration forms) administration reports and Budget Estimates—at cost

Official Assignee—All work at private printing rates

Pleadership Examination Board—At cost

Port Funds—Presidency and Mufassal Port Officers, Deputy Conservator of Port, Port Health Officers and Harbour Engineer-in-Chief to Government—All work including flat-file cases, and notifications in the Gazette at private printing rates.

Private parties—Such work (specially sanctioned by Government) charged at private printing rates, unless ordered to be done free, at cost, or at special rates In all cases in which paper is charged the cost is reckoned at 10 per cent above purchase price to include freight, etc

N B—Notifications in Gazette under 'vacancies' and 'Private Advertisements' are charged at line rates, other notices at cost

Private presses—Legal advertisements in vernacular or other small work requiring special types are set up on payment of cost, electros of royal arms required for printing District Gazettes supplements are also supplied on payment

Railway Administrations—Plague notices free—rules for State Railways—at cost

Registrar—Election Court—Printing work of evidence connected with the enquiry into the election petitions, etc , and other work at private printing rates

Public Health forms for Health Inspectors—Printing free

Students' Advisory Committee—Printing free

APPENDIX J

(See paragraphs 191 and 240)

SCHEDULE OF RATES PAID FOR GOVERNMENT PRINTING AND BOOKBINDING AT PRIVATE PRESSES

These scales apply to work for which there are no special agreements or contracts

(1) COMPOSITION

Rates per page of solid matter for the sizes prescribed for Government Bookwork, Gazettes, Proceedings, etc.

Size	Pica ems	Pica or 12-point	Small pica or 11-point	Long primer or 10-point	Brevier or 8-point	Nonpareil or 6-point
		RS A	RS A	RS A	RS A	RS A
Foolscap folio ,,	35 × 62	1 8	1 14	2 10	3 12	6 0
Imperial 8vo	28 × 47	1 3	1 8	1 14	2 7	3 13
Royal 8vo	26 × 47	1 2	1 6	1 11	2 4	3 6
Do	24 × 47	1 0	1 5	1 9	2 1	3 0
Do	22 × 47	0 15	1 3	1 8	1 14	2 10
Demy 8vo	22 × 40	0 13	1 0	1 5	1 11	2 4
Foolscap 8vo	18 × 32	0 7	0 10	0 13	1 2	1 9

N B —Half a page or less in area in any type or blank is a treated as half page, more than half as a full page for sizes smaller than folio Folio is measured to the nearest quarter page, more than three-quarters is reckoned as a full page

The rates are for solid pages and they may be reduced proportionately when lines are unnecessarily spaced out

(*a*) Tabular statements of three to five columns to be charged one-half extra, above five columns if heavy, double the above rates, if light or open less than these extras Rs a p columns are treated as one column

(*b*) Blank or skeleton tabular statements in bookwork up to five columns, at plain matter rates of text type, six or more columns, at jobwork rates

(*c*) Standing or proof matter *overrun* to a different measure to be charged one-half composition rates This includes re-imposing where necessary

(*d*) Standing matter *reprinted*, if re-made up only, to be charged one-fourth composition rates of pica If reprinted with alterations one-half the rate for text type for the pages altered Re-imposition with or without alteration or insertion of headlines, one anna six pies per page Reprint without alteration, six annas per full sheet form for laying up, etc , and three annas for a smaller form.

These standing matter charges are for work reprinted or altered at intervals of less than three months and for work, such as establishment lists, altered periodically at intervals of less than twelve months For other work standing for longer than three months a

resetting charge is allowed unless the press has been informed that the type will be wanted, or an order has not been given to print copies, when a standing charge at the rate of 10 per cent per annum calculated on half the new value of the text type kept out of use will be paid in addition to the above rates for the full period

(*e*) Secret and confidential papers to be charged at double rates except that the customary inclusive charge for setting and striking copies of examination papers for mufassal colleges is Re 1-8-0 per page, foolscap folio, and proportionately less for other pages

(*f*) Marginal notes cut into the body of the work, 3 pies per line

(*g*) Marginal notes when placed at the side of a folio page, As 1-6 per page, octavo and smaller sizes, As 1-1 per page

(*h*) Title pages—Foolscap folio=1 page pica, royal and demy octavos and smaller sizes=1 page small pica, twelvemos=1 page long primer

(*i*) Half-title pages and full page dockets are paid for as one page pica in all sizes

Rates per page for Circulars and Jobwork generally.

Description of matter	Octavo	Foolscap 4to	Foolscap folio	Royal folio
	Rs A	Rs A	Rs A	Rs A.
Plain matter or ruled forms of 5 columns and under with heading only	0 15	0 12	1 8	2 10
Forms of 6 columns with one or two columns of plain matter, or 6 to 11 columns with or without one column of matter	1 2	0 15	1 14	3 4
Forms of 6 to 11 columns with 2 or 3 columns of matter, or 12 columns and upwards with heading only	1 6	1 2	2 4	3 15
Forms of 6 to 11 columns with 4 or more columns of matter, or 12 columns and upwards with one or more columns of matter	1 11	1 5	2 10	4 9

For jobs containing repeated headings and different column matters fresh setting for not more than two forms is paid, and the setting and insertion of column matters in the composed forms (up to three columns per page) is paid for at the rate of one-half page setting for the pages actually affected except that one-quarter only is paid for altering dash lines, etc, in facing pages

(*j*) Letter headings to be charged as half page of foolscap folio, viz, 12 annas.

(*k*) Envelopes of sizes Nos 7 to 14 to be charged 6 annas, larger sizes 12 annas

N B—(i) Works of a peculiar nature, such as algebraical or mathematical works, to be paid for on their own merits Sizes not specified in either the Book or Jobwork schedules are calculated in proportion to their area on a foolscap folio basis

(ii) In special cases, hour account at 3 annas per hour is paid for alterations of columns, etc, and for author's corrections if heavy on production of proofs with alterations shown, no charge is allowed for author's corrections not requiring more than ¼ hour per page average on the whole work.

(2) Printing.

(*a*) Rupees 3 for the first 1,000 impressions per full sheet form or 12 annas for every 250 or fraction thereof Rupees 1-8-0 per 1,000 after the first 1,000, or 6 annas for every 250 or fraction thereof

(*b*) Impressions in coloured inks other than black, 25 per cent extra on the rate per 1,000 If two colours are printed at one impression 50 per cent extra on the single charge

Note —Each work is to be charged as if produced by the most economical method, no matter how it was actually done, e g , for 20,000 copies of a page of foolscap quarto set 4 at As 12 each and 5,000 impressions, Rs 9, or its 12, instead of one set As 12 and 20,000 impressions Rs 31-8-0= Rs 32-4-0 Tabular matter with a heading set and body ruled is paid as actually done In the same way the ruling charge will be calculated on the full sheet of paper supplied

N B —Bills for verification should be submitted in duplicate with specimen of work done, or they will be returned

Sessions Judgments —The charge for composing, printing four copies, stitching and supply of paper must not exceed 6 annas per 175 words completed and for the remaining words Re 0-1-6 for every 50 words or fraction thereof The page to be foolscap folio and type not smaller than small pica (11-point) leaded The calculation is made with reference to the number of words in each case taken separately A group of four figures or abbreviations is reckoned as a word When tabular statements, genealogical trees and the like are an integral part of a judgment and must also be printed, a special rate for printing them should be fixed by the court concerned in each case

The printing and binding work of the Madras, Andhra and Annamalai Universities and the Estates under Court of Wards, as also Vernacular police lists of stolen property, rewards or similar notices of special character that demand immediate circulation are subject at present to special contracts Local Board and Municipal Council and the Taluk and Union Board printing is also executed under contracts in the form prescribed in G O No 843 M , dated 27th April 1914

(3) Bookbinding and Warehouse work

	Maximum each		
	Rs	A	P
Full binding with spotted or plain sheepskin, with label, royal folio	4	8	0
Full binding with spotted or plain sheepskin, foolscap folio	2	10	0
Full binding with spotted or plain sheepskin, 8vo (imperial, royal and demy)	1	14	0
Half morocco, cloth sides, gilt labels, royal 4to	4	0	0
Do. demy ,,	3	8	0
Do. crown ,,	3	0	0
Do royal 8vo	3	0	0
Do demy ,,	2	12	0
Do crown ,,	2	8	0
Do. foolscap folio ...	3	12	0

		Rs	A	P.
Half calf, cloth sides, gilt labels,	royal 4to	3	8	0
Do	demy ,,	3	4	0
Do	crown ,,	3	0	0
Do	royal 8vo	2	8	0
Do	demy ,,	2	4	0
Do	crown ,,	1	12	0
Do	foolscap folio	2	12	0
Half sheep, cloth sides, gilt labels,	royal 4to	2	0	0
Do	demy ,,	1	12	0
Do	crown ,,	1	10	0
Do	royal 8vo	1	8	0
Do	demy ,,	1	6	0
Do	crown ,,	1	0	0
Do	foolscap folio	1	12	0
Full calico or cloth, gilt label,	royal 4to	2	0	0
Do	demy ,,	1	12	0
Do	crown ,,	1	10	0
Do	royal 8vo	1	6	0
Do	demy ,,	1	2	0
Do	crown ,,	1	0	0
Do	foolscap folio	1	8	0
Half calico or cloth, marble sides, gilt label,	royal 4to	1	4	0
Do	demy ,,	1	0	0
Do	crown ,,	0	12	0
Do	royal 8vo	0	8	0
Do	demy ,,	0	6	0
Do	crown ,,	0	5	0
Do	foolscap folio	1	0	0
Quarter cloth, marble sides, foolscap folio		0	6	0
Quarter cloth, marble sides, 8vo		0	4	6
Do do	with plates, etc , 8vo	0	6	0
Quarter cloth, printed wrapper, 8vo		0	3	0
Limp cover (paper or thin board) half cloth with printed coloured wrapper, foolscap		0	1	6
File boards or pads, foolscap		0	9	0
File books, half sheep, cloth sides, folio (125 leaves)		1	2	0
Tear-off blocks, foolscap folio		0	2	3
Do	4to	0	1	6
Do	8vo	0	0	9
Stitching with wrapper and cutting foolscap folio (100 leaves and upwards)		0	0	4
Do	(below 100 leaves)	0	0	3
Cutting (paid only when full sheets are printed, or ruled to reduce impression charges)	per 100	0	0	2
Cutting cards do	,,	0	0	4
Folding and pasting (including cutting), 2 sheets	,,			
Folding and stitching 2 forms	,,	0	12	0
Do 3 to 5 forms .	,,	1	2	0
Do 6 to 10 forms	,,	1	8	0
Do. 11 to 15 forms	,,	1	14	0

		Rs	A.	P.
Folding folio	,,	0	0	6
Do 4to	,,	0	0	7
Do. 8vo	,,	0	0	10
Do. 12mo and 16mo	,,	0	1	1
Numbering, single	,,	0	1	6
Do double	,,	0	2	3
Do treble	,,	0	2	7
Do quadruple	,,	0	3	0
Perforating (calculated on the number of cuts in a full sheet)	,,	0	3	0
Punching and eyeletting	,,	0	3	0
Gumming flaps	,,	0	3	0
Embossing in colour	,,	0	12	0
Do plain	,,	0	3	0
Eyeletting and supplying and inserting tape	,,	0	15	0
Ruling, plain, under 1,000 (including pen settling—all parallel ruling of one or more colour or stops to be charged as one ruling To be done in full sheet whenever economical)	,,	0	6	0
Ruling, plain, above 1,000	,,	0	4	6
Do to printed lines	,,	0	9	0
Envelopes, cutting, folding and pasting—				
Size $16\frac{3}{4}'' \times 11\frac{3}{4}''$ and larger (No 1)	,,	0	12	0
,, $14\frac{7}{8}'' \times 9\frac{7}{8}''$ (Nos 2 and 4)	,,	0	10	6
,, $16\frac{1}{4}'' \times 6''$ (No 3)	,,	0	7	6
,, $14\frac{3}{8}'' \times 5\frac{1}{4}''$ (Nos 5, 6 and 7)	,,	0	6	0
,, $8'' \times 5''$ and all demi-officials with gumming (Nos 8, 9, 10 and 11)	,,	0	6	0

Ten per cent extra is allowed for work done in the Nilgiri district

These rates are for small quantities Larger quantities and work of other descriptions to be paid by special contract

APPENDIX K

(See paragraph 173)

Officers to whom District Gazettes are supplied free of charge

Gazettes of all districts

Secretary to Government, Revenue Department
Secretary to the Board of Revenue (Land Revenue and Settlement)
Registrar of the High Court—December issue only (without supplements)
Collectors—Gazettes of their own districts and gazettes of adjacent districts where required
Superintendent, Government Press, Madras, for gazettes not printed in Madras (no L & M Proceedings Supplements)

Gazettes of the Districts comprised in their jurisdiction as detailed below —

District Agricultural Officer, Vizagapatam—Ganjam and Vizagapatam districts
Rajahmundry—East Godavari and West Godavari
Bellary—Bellary and Anantapur
Kurnool—Cuddapah and Kurnool
Vellore—North Arcot and Chittoor
Cuddalore—Chingleput and South Arcot
Madura—Madura and Ramnad districts (except Srivilliputtur and Sattur taluks of Ramnad district)
Tinnevelly—Tinnevelly district and Srivilliputtur and Sattur taluks of Ramnad district
Coimbatore—Coimbatore district
Salem—Salem district

Gazettes of the districts in which they are employed or which are included in their charge

District Judges, Subordinate Judges, District Munsifs — Main gazettes without the departmental supplements When there is more than one Court in any station, one copy only need be supplied to the Principal or the Superior Court which will have it circulated among the other Courts in that station

Sub-Collectors
Assistant Collectors
Deputy Collectors in charge of Treasuries
Do. on General Duty
Tahsildars including Land Records Tahsildars (no supplements to Land Records Tahsildars).
Deputy Tahsildars
Revenue Inspectors including Land Records Inspectors (no L & M. Proceedings Supplements)
Conservators of Forests (districts in their circles only).

District Forest Officers (no Police and L & M Proceedings Supplements)
Deputy Directors of Agriculture
Officers in charge of Survey Parties and Town Survey detachments—Gazettes (no supplements except Forest Supplement) of all the districts in which survey operations are going on under their control
Officers in charge of Settlement Parties—*Two* copies of the gazettes of the districts in which settlement operations are going on under their control (no supplements except Forest Supplement)
Land Records Superintendents—Gazettes of all the districts comprised in their group (without supplements)
District Medical Officers (no Forest and Police Supplements)
Non-Official Members of the Legislative Council
Civil Surgeons (no Forest and Police Supplements)
Deputy Inspectors-General of Police—Gazettes of districts in their circle (no supplements except Police and Village Supplements)
Superintendents, Assistant and Deputy Superintendents of Police—Gazettes of adjoining districts also (no supplements except Police and Village Supplements)
Inspectors of Police (no supplements except Police and Village Supplements)
District Registrars of Assurances (no supplements)
Sub-Registrars of Assurances (no supplements)
Superintendents of Jails (no supplements except Police and Village Supplements)
Superintending Engineers (no supplements)
Executive Engineers (no supplements)
Subdivisional Officers of the Public Works Department
District Educational Councils—the issues containing their proceedings
Sub-Deputy Registrars of Co-operative Societies
Educational officers (no supplements except Local and Municipal Proceedings Supplement)
- District Educational Officers
- Inspectresses of Girls' Schools
- Assistant Inspectresses, Erode and Madras Girls Ranges
- Sub-Assistant Inspectresses of Girls' Schools
- Deputy Inspectors of Schools
- Deputy Inspectors of Schools, Muhammadan Range
- Sub-Assistant Inspectress of Schools, Anantapur Girls' Range, Anantapur
- Sub-Assistant Inspectress of Schools, Tanjore Girls' Range, Tanjore.
- Sub-Assistant Inspectress of Schools, Palghat Girls' Range, Palghat
- Sub-Assistant Inspector of Schools, Kistna Girls' Range, Ellore

Training Schools for Masters—
Government Higher Elementary Training School, Villupuram.
Government Secondary Training School, Guntur.

Educational Officers—cont

Training Schools for Masters—*cont*

Government Higher Elementary Training School, Mayavaram.
Government Higher Elementary Training School, Tirupati
Government Lower Muhammadan Elementary Training School, Bellary
Government Higher Elementary Training School, (Kanarese) Hospet
Government Higher Elementary Training School, Narasaraopet
Government Higher Elementary Training School, Srivilliputtur
Government Lower Elementary Training School, Erode
Government Lower Elementary Training School, Badagara

Ganjam district—
Berhampur Secondary
Russellkonda Lower Elementary
Chicacole Higher Elementary

Vizagapatam district—
Vizagapatam Higher Elementary
Parvatipuram Lower Elementary (Telugu)
Bimilipatam Secondary

East Godavari district—
Rajahmundry Higher Elementary
Amalapuram Higher Elementary

Secondary Training Class—
Training College, Rajahmundry

West Godavari district—
Ellore Secondary
Narasapur Higher Elementary

Kistna district—
Masulipatam Higher Elementary.
Bezwada Higher Elementary

Bellary district—
Bellary Secondary
Bellary Muhammadan Lower Elementary
Hospet Higher Elementary

Cuddapah district—
Rayachoti Higher Elementary.

Kurnool district—
Kurnool Higher Elementary

Anantapur district—
Anantapur Secondary

Guntur district—
Guntur Secondary
Ongole Higher Elementary
Guntur Muhammadan Higher Elementary
Narasaraopet Higher Elementary

Nellore district—
Nellore Secondary
Kanigiri Higher Elementary

Madras district—
Madras Muhammadan Higher Elementary
Government Training School, Madras (Higher Elementary)

Chittoor district—
Chingleput Higher Elementary

Secondary Training Class—
Teachers' College, Saidapet

North Arcot district—
Ranipet Higher Elementary.
Arcot Muhammadan Lower Elementary

South Arcot district—
Villupuram Higher Elementary
Cuddalore Higher Elementary

Chingleput district—
Tirupati Higher Elementary
Chittoor Secondary.

Educational Officers—cont

Training Schools for Masters—*cont*

Tanjore district—
Tanjore Secondary
Mayavaram Higher Elementary
Salem district—
Salem Higher Elementary.
Trichinopoly district—
Trichinopoly Higher Elementary
Coimbatore district—
Coimbatore Secondary
Erode Lower Elementary
Madura district—
Dindigul Secondary
Ramnad district—
Ramnad Higher Elementary
Srivilliputtur Higher Elementary
Tinnevelly district—
Tinnevelly Secondary
Koilpatti Higher Elementary
North Malabar district—
Secondary Training Class, Tellicherry
Calicut Secondary
Cannanore Higher Elementary
Badagara Higher Elementary
South Malabar District—
Palghat Higher Elementary.
Malappuram Higher Elementary
South Kanara district—
Mangalore Secondary
Mangalore Higher Elementary

Training Schools for Mistresses—

Government Higher Elementary Training School for Mistresses, Tellicherry.

Headmistress, Government Training School for Mistresses, Madras
Government Secondary and Training School, Rajahmundry
Guntur Muhammadan Lower Elementary
Cuddalore Secondary and Training
Tanjore Palace Higher Elementary
Trichinopoly Muhammadan Lower Elementary
Coimbatore Secondary and Training
Calicut Higher Elementary
Mangalore Secondary and Training

Deputy Inspector of Muhammadan Schools
Waltair Muhammadan Range
Bezwada
Cuddapah
Kurnool
Madras
Vellore
Tanjore
Trichinopoly
Madura
Tinnevelly
Mangalore

Deputy Inspector of Schools—
Tellicherry Mappilla Range
Calicut Mappilla Range
Badagara Mappilla Range

Secondary Schools for Boys—

Headmaster, Government Muhammadan Secondary School, Georgetown, Madras

Headmaster, Government Muhammadan Secondary School, Vellore

Headmaster, Government Muhammadan Secondary School, Kurnool.

Secondary Schools for Girls—
Superintendent, Queen Mary's High School, Vizagapatam.
Headmistress, Cannanore Girls' High School
Headmistress, Lady Ampthill's Secondary School, Masulipatam
Headmistress, Secondary and Training School, Anantapur
Headmistresses, Government Middle School for Girls, Mayavaram
Government Training School for Mistresses, Tellicherry

Deputy Commissioners of Excise
Assistant Commissioners do
Inspectors of Circles do
Assistant Inspectors of Excise in charge of Factories, Distilleries and Ganja Storehouses
Sub-Inspectors of Excise and officers in charge of warehouses
} (no supplements except Excise).

Gazettes of certain districts only

Deputy Registrar, Vizagapatam—Ganjam, Vizagapatam and Godavari East
Deputy Registrar, Bezwada—Kistna, West Godavari, Guntur and Nellore
Deputy Registrar, Bellary—Kurnool, Anantapur, Bellary and Cuddapah
Deputy Registrar, Vellore—Salem, North Arcot and Chittoor
Do Madras—Chingleput and South Arcot
Do Trichinopoly—Trichinopoly and Tanjore
Do Madura, Madura—Ramnad and Tinnevelly
Do Coimbatore—Coimbatore, The Nilgiris, Malabar and South Kanara
Assistant Registrar, Coonoor—The Nilgiris
Do Conjeeveram at Madras—Chingleput
President of the Godavari Irrigation Advisory Board (excluding L & M Supplements)—Godavari
The Nilgiris Library, Ootacamund—The Nilgiris
Irrigation Advisory Board, Godavari Delta—Kistna
Extra Assistant Registrar of Co-operative Societies, Vizagapatam—Ganjam, Vizagapatam and Godavari
Subdivisional Officers in the Godavari Western * and Kistna Eastern † Divisions—Portions of the District Gazettes of East Godavari, West Godavari and Kistna containing notifications regarding exclusions and inclusions in the delta ayacut

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* Northern Subdivision (Bezwada)
Southern Subdivision (Masulipatam)
Gudivada Subdivision (Gudivada)
Cowtaram Subdivision (Cowtaram)

† No 1 Subdivision (Ellore)
No 2 Subdivision (Undi)
No 3 Subdivision (Tanuku)
No 4 Subdivision (Narasapur)

Gazettes of certain districts only—cont.

Deputy Assistant Registrar, Co-operative Societies, Ganjam Agency, Berhampur, Ganjam
Assistant Director of Industries, Coimbatore—Malabar
Principal Agricutural College and Research Institute—Coimbatore (no supplements)
Principal, Madras Forest College—Coimbatore (no supplements except Forest Supplement)

Forest Supplement only

Assistant and Extra Assistant Conservator of Forests not holding district charges
Forest Rangers.
Deputy Rangers
Foresters (Vernacular edition)
Forest Guards (Vernacular edition)
Subordinates in charge of Forest Guards' beats (Vernacular edition)
Principal, Madras Forest College—The Nilgiris and Malabar
Diwan of Travancore—Tinnevelly, Madura, Trichinopoly, Coimbatore, Salem and Malabar

Local and Municipal Supplement only

Secretary to Government, Local and Municipal Department
Presidents of Taluk and Union Boards (Supplement of respective district)

Plague-infected areas and notification station list

To all who have village supplement in the vernacular

Village Supplement only

Secretaries of Agricultural Associations

Village Supplement and Forest Supplement (vernacular)

Headman of each village

Supplement containing extracts of "Fort St George Gazette"

Presidents of Taluk and Union Boards (Supplement of respective district)
Registrar-General of Panchayats, Fort St George.
Honorary Organizers of village panchayats
Village panchayats constituted in their respective districts

Supplies on payment.

All Port officers except the Port officer at Tuticorin (Gazette of the district in which the officer concerned is stationed).

Excise Supplement.

Officers of the Excise Department.

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Government of Madras

PRINTING MANUAL

PART II—PROOF-READING AND STYLE FOR SPELLING, TRANSLITERATION, PUNCTUATION, ETC

NOTE.—The style herein laid down will be followed in all work sent to the Government Press for printing, unless, for special reasons, the press is requested to follow 'copy,' in which case the department concerned will be responsible for accuracy and uniformity

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PROOF CORRECTIONS

1. The signs and abbreviations commonly used to indicate the corrections to be made in a proof are given on pages 4 to 7 They should be adopted for all works sent to the Government Presses, as time will be saved and greater accuracy will be ensured

2 Every correction should be marked neatly in ink in the margin of the proof exactly opposite the line in which the correction is to be made All corrections to be made in the left half of the page should be written in the left-hand margin of the proof with the first correction written nearest the edge of the paper, the second alteration in the same line being by its side to the right nearer the type, the third on the inner side of the second and so on till the middle of the line is reached, when the corrections in the right half are written in the right margin but in inverse order, the first alteration in the same line being made close to the print, the second on the outer side of the first in a line with it, the third still nearer the edge of the paper and so on with the remainder, as shown in the ninth line of the specimen proof on page 4 In each case a ^ or other mark is made in the line to indicate the place where the correction marked in the margin is to be made It is important that this order is followed and that a long / stroke is placed after every correction written in the margin, except those which are indicated by special signs While every endeavour is made to ensure accuracy, the press takes no responsibility for corrections not written in ink in the margin

3 Corrections to be made in two or more pages or in several places in the same page must be repeated in full in every case Corrections referred to in a separate note or letter cannot be attended to as there is no staff available to transfer them to the proofs The proof is taken as the sole guide in the press

4 When it is necessary to transfer matter from one page to another the change should be marked in both pages The proofs should not be cut up in such cases nor when any matter is deleted

5 Nothing should be written against the printed matter on a proof except to show individual corrections Any special instructions or remarks should be encircled and, if possible, written with ink of a different colour, otherwise the compositors may incorporate such remarks in the text Instructions as to the number of copies required, etc , should, except for confidential work, be given only on the signed memorandum sent with the proof

6 It is particularly requested that queries made by the press on a proof may be settled before the proof is returned, as the press will assume that the matter is correct if no reply is given The press is not responsible for questioning the accuracy of a statement, etc Deviations from copy will be made by the press only where there are palpable errors in dates, spelling, or of style, and when it is evident that there has been no attempt at systematic punctuation, spelling, etc , as prescribed in this publication.

CORRECTED PROOF

Good proofs

There is a practice in many offices of sending out uncorrected proofs Those which do this plead that it saves time and gives a customer an idea of the appearance of his matter Still other offices send out proofs, whether corrected or uncorrected, which are common paper, and without regard to margin the recipient is ashamed to show it, and makes the marks he finds necessary with haste, hoping that he will receive no others looking like it Both practices are wrong If time could be afforded, the printer before it became necessary to put it in the hands of the messenger Proofs not are intended for tyros to practise upon, and experience shows that ninety-nine per cent of business men cannot tell whether the work has been done properly or not if a sheet or galley be given them, they correct a portion of the printers errors the remainder being invisible to their eyes but they do see many faults in workmanship, although they are unable to indicate why they seem wrong it weakens their belief in the ability of the printer for they are unable to discriminate between the errors that he is certain to see and those which he will probably overlook The latter will form a very small fraction of the whole, but the outsider cannot judge of this

He sees a wrong figure in his address, a turned letter elsewhere, a couple of leads between some lines when one in other places, or he may notice a wrong name These errors diminish his confidence If a proof has been taken upon good paper, with care, the author can at least imagine how his work will appear, so far as the type is concerned There is a certain pleasure in seeing ones productions in print, as may be witnessed everywhere *Distinguished* literary men are not exempt from this weakness, as Dickens and Jerrold both showed How great, then, to such men must appear the deformities of a proof which, while pretending to set forth their very words, gives them something entirely different, or at least disfigures the page with bad and turned letters, wrong founts, and

* Fisher's *Letterpress Printing*, page 333

(*Explanation of correction marks referred to by numbers is given on pages 6 & 7.*)

MATTER AS CORRECTED

GOOD PROOFS *

THERE is a practice in many offices of sending out uncorrected proofs Those who do this plead that "it saves time and gives a customer an idea of the appearance of his matter" Still other offices send out proofs, whether corrected or uncorrected, which are on common paper, and without regard to margin. The recipient is ashamed to show it, and makes the marks he finds necessary with haste, hoping that he will receive no others looking like it *Both* practices are wrong If time could be afforded, the printer should never send a proof unless every effort had been exhausted upon it before it became necessary to put it in the hands of the messenger Proofs are not intended for tyros to practise upon, and experience shows that ninety-nine per cent of business men cannot tell whether the work has been done properly or not, if a sheet or galley be given them, they correct a portion of the printer's errors, the remainder being invisible to their eyes But they do see many faults in workmanship, although they are unable to indicate why they seem wrong—it weakens their belief in the ability of the printer, for they are unable to discriminate between the errors that he is certain to see and those which he will probably overlook The latter will form a very small fraction of the whole, but the outsider cannot judge of this He sees a wrong figure in his address, a turned letter elsewhere, a couple of leads between some lines when there is only one in other places, or he may notice a wrong name These errors diminish his confidence

If a proof has been taken upon good paper, with care, the author can at least imagine how his work will appear, so far as the type is concerned There is a certain pleasure in seeing one's productions in print, as may be witnessed everywhere Distinguished literary men are not exempt from this weakness, as Dickens and Jerrold both showed How great, then, to such men must appear the deformities of a proof which, while pretending to set forth their very words gives them something entirely different, or at least

* Fisher's *Letterpress Printing*, page 333

EXPLANATORY REMARKS

The numbers are of course merely for reference to these remarks and are not marked on the proof

Reference No on specimen proof	Instructions conveyed to compositor
1	Turn the letter round, it is upside down.
2	Delete or take out the letter or word through which the stroke is made
3	Substitute the letter or word written in the margin of the proof The diagonal stroke, termed the separatrix, is placed after most corrections to keep them apart
4	Insert the letter, word, etc, written in the margin in the place indicated by the caret
5	Insert a space This mark indicates the normal or thick space, a single ┼ mark may be made when a thin space is required, a ╪ mark for a middle space, and ≠ for an en space The mark for the thin and middle space, respectively, are distinguished from the single dagger † and double dagger ‡ by the reference marks being followed by the diagonal stroke
6	Insert space equal in ems to the number of spaces written in the margin, thus, □ one em, □□ two ems, □□□ three ems, etc An em is a space equal to the depth of the type.
7.	A portion of the manuscript too long to be written on the proof has been omitted, refer to the manuscript
8	Close up the letters, no space is required
9	Transpose the marked portions When more than three words are to be transposed their correct position may be indicated by figures
10	Begin a new paragraph
11	Join up the matter, a new paragraph is not required
12	Let it stand. The dots are marked only under words or letters which have been struck out in error but which are to remain as they are without alteration
13	Insert a full stop
14	Insert an apostrophe The curve is attached to the separatrix or / stroke to distinguish this punctuation point from the comma. All superior characters, such as *¹²ᵃᵇ", printed near the top of the line are marked in a similar manner and, conversely, those below the line as in chemical equations have a curve above them
15.	Insert quotation marks
16.	Insert a hyphen
17	Insert a one-em dash or line The horizontal stroke should be longer and the vertical stroke shorter for an em dash than for an en or half em dash, thus, ⊢ For longer dashes the line written should be marked off by short lines, thus, ⊢⊣ 2 ems, ⊢⊢⊣ 3 ems, ⊢⊢⊢⊣ 4 ems

Reference No on specimen proof	Instructions conveyed to compositor
18.	Insert a comma. All other punctuation marks, except the full stop and 'superiors,' should have the separatrix attached like letters.
19.	Push down the space which is level with the type face, making an unnecessary black mark Should these be numerous the part of the page in which they appear may be encircled.
20	Equalize the spacing Take some space from the place marked [and add it to the places marked /
21	Change the imperfect type
22	Substitute a 'ligature' (joined letters) for the single letters The single ‿ sign is made under the letters which are written in such cases, as distinguished from the 'close up' sign (No 8) ⁀ which occurs in the margin by itself This is a technical detail to be attended to by the press
23	Bring the words out to the end of the line, no indention is required When words are to be indented the mark ⊄ is used to indicate that the line is to be set back to the place indicated by the perpendicular portion of the sign, or No 6 sign may be inserted, or the word 'Indent' may be written in the margin
24	Place the words in the middle of the line
25	The spacing (or word division) is incorrect Take over the letters marked to the preceding (or following) lines to make the lines end where the marks are made
26	The lines are bent or letters have slipped, put them straight
27.	Insert space between the lines The number or kind of leads should be specified by the professional reader only For spaces deeper than 7 thick leads the depth is expressed in 'ems' of one-sixth inch.
28.	The line is loose and the type is 'off its feet'
29	Take the lines cut off by the mark 'over' to the following or 'back' to the preceding page as the case may be. This is a technical detail always left to the press.
30.	Insert a line.
31.	Alter the words underlined into italic, one straight line.
32.	" " " " small capitals, two lines.
33	" " " " capitals, three lines
	" " " " clarendon, antique or any other special type, a single waved line, thus ~~~~~~~, with the name of the type written in the margin
34.	Change the words underlined to roman or ordinary type.
35.	Alter to lower case or small letters.
36	A wrong fount, substitute a letter of the correct face
37	Reset in the type named Abbreviations are used thus Br. for Brevier, P. for Pica, 10-pt for 10-point, etc.

SPELLING

In the absence of special instructions the spelling in these lists is to be adopted by typists, clerks, copyists, compositors and proof-readers, except in reprints, legal work, old records, communications of other Governments and of the Secretary of State, even if the style of the whole work is not uniform Enclosures, etc , from officials of the Madras Government improperly prepared are to be edited in accordance with the style prescribed here *before they are sent to the press*

Alternative or difficult spellings —The following list includes the spelling to be followed for words which admit of two or more ways or which are frequently mis-spelt, and of homonyms often improperly used The use of the terminations ' able,' ' ible,' ' ise,' ' ize,' ' or,' or ' our,' and foreign and vernacular words and phrases will be found in separate lists in this Manual to which reference should also be made —

NOTES TO REFERENCE MARKS USED

* Nearly all others for the same kind not included here end in 'ant,' 'ance,' or 'ancy '

† Most words of this class not in this list take 'tion '

‡ This list contains examples of, and deviations from, the rule that words of one syllable (and words of more syllables when the accent is on the last syllable) ending with a consonant preceded by one vowel usually double that consonant on adding 'ed' or 'ing '

§ This follows the rule that words ending with single 'e' omit it when 'ing' is added The principal exceptions are noted in this list

|| With a few exceptions, civil titles have 's' added to the first part for the plural, and military titles generally have the 's' at the end of the second part

¶ Similar cases of nouns of foreign origin in frequent use which still follow the inflexion of those languages and not the rule for English words are included here

** The principal exceptions to the rule that the plural of nouns ending in 'o' with a consonant preceding the 'o' is formed by adding 'es' are included in this list Others and those with a vowel before the 'o' takes 's '

†† This list contains all the more common compounds with 'man' the plurals of which are formed by adding 's' and not by the termination 'men '

‡‡ The position of 'i' in this class of words may be known by remembering that when the derivative noun ends in 'tion' the verb is spelt with 'ei,' otherwise it is 'ie '

§§ 'k' is usually added to 'c' before terminations beginning with 'e,' 'i' or 'y '

abate, abating §	abridgment (not ge)	abstinence
abattoir	abscissa (pl -æ)	abut, -ted, -ting‡
abhorrence, -ied,	abscission †	abysmal
above-board [rent*	absence	abyss
above-cited	absorbent *	accede, -r
abovesaid	abstersion	accessary

accessory
accommodate
accompanist
achieve ‡‡
acknowledgment
acquirement
acquit, -tal, -tance, -ted, -ting ‡
adaptable
addorsed
adherence, -ent *
adhesion
adieu (pl -x) ¶
adjudgment
Adjutant-Generals ||
admission
ado
advancement
advertency, -ent
advertisement
Advocates-General ||
ægis
æolian
æon
aerated
aerial
aerie
aeronaut
aeroplane
Æsop
æsthetic
ætiology
affluence, -ent
afield
afterwards
aftward
ageing
aggrandizement
aggrieve ‡‡
aglow
agree, -ing
agriculturist
aigrette
ail (ale, beer)
a-kimbo
albino (pl -s) **
albumen (of egg)
albumin
alchemy
alienation
align, -ment
alkali
allege
allegory
all fours
allot, -ted, -ting
all right
almanac
alter (altar, table)
altogether (but all together in a body)
alumnus (pl alumni) ¶
amanuensis (pl -es)
ambidexterity
Amir
ammeter
amortize
ampere
amuck
amyl (alcohol)
anæmia
anæsthetic
analys/e -is (pl -es)
ancestress (not -trix)
ancient
ancillary
aneurism
aniline
animalculum (pl -a)
ankle (not -cle)
annulment (one l)
anomalous
ante-act
antecedence, -ency
antechamber
anterior
ante-room
antithesis (pl -es)
anybody (two words, any number)
anyhow
anyone (two words, of a number)
anything
anywhere
apophthegm
apostasy
appal, -led, -ling
appanage
apparatus (pl also)
apparel, -led, -ling
apparent
appendix (pl -ices) ¶
appraise (but apprise, to inform)
aqueduct
arc (but ark, ship)
arcanum (pl -a)
archæology
archidiaconal
ardent
Argentinian
armadillos **
armful
arrack
arrow-root
arrow-toothed
artisan
artist (-e, performer)
asafœtida
asbestos
ascendancy *
ashlar
ashore
aspirate (-erate, [roughen)
assassin
athenæum
atlas
attar (not otto)
Attorneys-General ||
aught (ought, cipher)
augur (auger, tool)
auntie
auto-infection
auto-inoculation
auto-intoxication
automaton (pl. -a)
automobile

For notes to reference marks see page 8

avid (greedy)
aweing
awesome
awful
awhile, adv.
ax
axis (pl -es)
ay (always)
aye (yes)

bade (past of bid)
bail (bale, bundle)
balk (not au)
ball (bawl, shout)
ballot, -ed, -ing
bandoleer
banjo (pl -s)
banneret (law), -te
banns
banquet, -ed, -ing
banyan
Barbados
bare (bear, animal)
bark (ship)
barouche
barque (bark, of tree)
barrage
barrel, -led, -ling
barren (Baron, title)
basin
basis (pl -es)
baton
battalion
battledore
bay (Bey, Governor)
bayonet, -ed, -ing
bazaar
beach (beech, tree)
beat (beet, plant)
bedroom
beer (bier for dead)
befall
beg, -ged, -ging ‡
behoof
behove
beldam
belief ‡‡
believe
bell (belle, lady)
belligerent
beneficence
benefit, -ed, -ing
benevolence
benumb
benzene
benzol
benzoline
bereavement
besiege ‡‡
bethrall
bevel, -led, -ling
biannual (half-yearly)
biased
biennial (two-yearly)
bigot, -ed, -ing †
bijou (pl -x)
bilious
billet, -ed, -ing
bindery [place)
birth (berth, sleeping
bistre (pigment)
bivouac, -ked, -king §§
bi-weekly
blanket, -ed, -ing
blissful
blizzard
blond (f -e)
blouse
blueing
bluey
bluish
boar, bore, boor
bodice
bogie (truck)
bogy (goblin)
bonanza
bonnet, -ed, -ing
bookbinding
book-learned
booze (boose, stall)
boulder
Brahma (deity)
brahma (fowl)
braise (cook)
braze (to solder)
brake (break, de-
brand-new [stroy)
Brazilian
breach
breech, of gun
bric-à-brac
bridal (-dle, harness)
brier-root
Britannia
broach
brooch (ornament)
browse
bryony
Buddha
buddhi (intelligence)
Buddhism
Buddhist
budget, -ed, -ing
buffalo (pl -es)
buffet, -ed, -ing
bulrush
burden (not th)
bureau (pl -x)
burglar
burnt (burnt lime, etc)
but (butt with head)
by and by
by-election
bygone
by-lane
by-law
byname
bypath
by-play
by-product
by-road
by the by
by-way
byword

cactus (pl -i)
caddis (larva)
calcareous (not -ious)

For notes to reference marks see page 8

calendar (-er, to smooth)
caliph
calligraphy
calliper
caltrop
calyx (pl -ices)
cancel, -led, -ling
cannon, -ade
canon (law or rule)
cañon (Spanish)
canst
can't
canto (pl -s) **
canvas (n)
canvass (v)
capital (chief, money)
capitol (edifice)
carafe
carat (-et, mark)
carburetted
carcass (not -se)
cargo (pl -es)
carol, -er, -ing
carpet, -ed, -ing
carrot (root)
cartography
casein
cashmere (fabric)
catamaran
catarrhine
catalytic
cat's paw (nautical)
cauldron
caulk
caviare
cavil, -led, -ling
cayman (pl -s)
cede (but seed, grain)
ceiling
celluloid
celtic
centipede
centre, ed, -ing (centering, framing)
cerulean
champagne (wine)
champaign
channel, -led, -ling
chant
char, -red, -ring
chassis
cheetah
cheque (on bank)
chequered career
chestnut
chic (style)
chick (blind)
Chile (but, Chilean)
chillness
chilly (chilli, plant)
chirrup, -ed, -ing
chock-full
chrysal/is (pl -ides)
chutney
cider
cinchona
cipher
circumference
circumflexion
claimant
clamant
clarinet, -tist
clench (but clinch)
clerestory (argument)
clinic
clinometer
clique
cliquism
cloak (not cloke)
cloth (pl -s)
clothe (v)
clothes (n)
clue (clew, of sail)
coagul/um (pl -a)
coalesce
cocaine
coconut
cod/ex (pl -ices)
coefficient
coercion
coeval
coexist
coextensive
cognizance
coheir (f -ess)
coherence, -ent
cohesion
coincidence, ent
colander
colic, -ky
collapsible
coloration (see '-or')
colour
colourist
coma (pl -æ)
combat, -ed, -ing
come-at-able
commit, -ted, -ting
commonplace
commonsense (as adj only use hyphen)
compel, -led, -ling
competence, -ent
complacent (complaisant, obliging)
complement (full-
completion [ness)
complexion
compliment (praise)
compulsion
concede
conceive
concur, red, -ring
condescension
condolence
confer, -red, -ring
conference
confession
confidant (f -e)
confident (positive)
confidence
confirm
confluence, -ent
conform
connexion
conning
connivance
consensus
consequence, -ent

For notes to reference marks see page 8.

consistence, -ent, -cy
constituent
constrained
consular
contemporary
conterminous
continence, -ent
contract, -ed, -ion
control, -led, -ling
Controller (Comptroller, India Treasury)
convenience
conversion
cony
coolie, -s
coolly
co-operate, -tive
co-ordinate
copier
coquet (-tte, n , t -te)
coquet, -ting, -tish
co-respondent (joint)
cornfield
corollary
corpulence, -ent
corralling
correlat/e, -ive
correspond, -ence
correspondent (writer)
corrupt, -ed, -ion
corrupter
corslet
corvette
cosy
cotillion
cottar (-er, pin)
council (body), -lor
counsel, -led, -ling
counter-attack
courtesan
court martial
courts martial
cousin-german
cousins-german
cranium (pl -a)
creak (creek, n)
cricket, -ing
criteri/on (pl -a)
critic (person), -ize
critique
crotchet, -ed, -ing, -y
crosier
crucifixion
cruse (jar)
crystallized
Cuban
cumul/us (pl -i)
cuneiform
currency
current (-ant, fruit)
curricul/um (pl -a)
curtsy
cyclopædia
cyst

dacoit
dam (bank)
damn (condemn)
dais
datum (-pl a)
daybreak
day (Dey, governor)
dead lock
dear (deer, animal)
debarkation
debonair
deceit ‡‡
deceive
decern (discern, see)
declaration
declension
decolour (decolorize)
decrepit
decursion
defence
defer, -red, -er,-ring
deflexion
delinquent, -ency
demarcation
demesne
demurred
dengue
dependent, -ence
deponent
depositary (person) depository (place)
depulsion
deshabille
desiccate, -d
desideratum (pl -a)
desistance
despise (*not* di-)
despondency, -ent
desuetude
detector
deterrent
develop, -ment
devilling
dhow
diaconate
diæresis
dialyse
diameter
diarrhœa
didos
differ, -ence
diffidence, -ent
diffluent
diglot
dike
dilettante (pl -i)
diligence
dimension
dinghy
disbursement
discolour, -ed, -ment
discoloration
discomfit, -ed, -ing
discomforted
disconnexion
discreet (prudent) discrete (separate)
discussion
dishevelled
disk
dispatch
dispensary
dissension

For notes to reference marks see page 8.

distension
distil
distrait (f. -e)
disyllable
divers (-e, different)
divest
divulsion
docket, -ed, -ing
doggerel
doleful
dolman (pl. -s)
domino (pl -s), mask
dominoes (game)
dose (doze, sleep)
dote, dotage
drachm
draft (rough sketch)
draftsman (of documents)
dragoman (pl -s)
draught (air, drink)
draught-board
draughtsman (of plans)
drier, -est
drop, -ped, -ping
drought (scarcity)
dryly
dry-rot
duel, -ling
dullness
duly
duodecimo (pl -s)
duress
dyeing (colouring)
dying (expiring)
dynamo (pl -s)

echelon
echoes
ecstasy
ecstatic
eerie
efficiency, -ent
effluxion
effluvium (pl -a)
egoistical
electro-galvanize
elicit (ill-, unlawful)
ellipsis (pl. -es)
embargo (pl. -es)
embark
embarkation
embarras, n. (-s, verb)
embassage
embed, -ded, -ding
embezzlement
embitter
embolden
emboss
embouchement
embowelled
embower, -ed
embrasure
embroil
embryo (pl -s)
emeritus (pl -i)
emersion
emigrant, out (immi-, into place)
emigration (immi-, moving in)
eminence, -ent, -ency
empanel, -led, -ling
emphasis (pl -es)
empirical (experiment)
emporium (pl -a)
enamel, -led, -ler, -ling
encase
enclasp
enclave
enclose, enclosure
encrust
encumber
endorse, -e, -i, -ment
endow, -ed
enfeeblement
enfranchisement
engagement
engraft
engrain
engross, -ed
enlargement
enrol, -led, -ler
enrolment
ensconce
ensheath
ensuing
ensure (make safe) insure (financial), assure (life)
enthral, -led, -ling
enthrone, -d
entrap, -ped (not in-)
entrench, -ment, -ed
entrust
envelop, v (-e, noun)
enveloped
envelopment
epaulet, -ted
equal, -led, -ling
equalization
equipage
equipped
equivalent
equivoque
erratum (pl -a)
escheat
Eskimo (pl -s)
estoppel
estrangement
eucalyptus (pl -i)
eulogium
euphemism
euphuism
evasion
evermore
everyday
every one
everything
everyway
everywhere
evulsion
exaggeration
exceed
excellence (pl -s)
Excellency (pl -cies)
excerpt
excision
Ex coupon
excursion
existence, -ent
expanse (space)
expediency, -ent
expense
expulsion

externally
exude, exudation
eye, -ing
eyewitness

facet, -ed, -ing
facula (pl -æ)
fæcal
faggot
faint (fe- pretence)
fair (fare, food)
fairway
faithful, -ly
fantasy
farinaceous
farrago
farther (distance)
feculence, -ent
feldspar
fellah (pl -een)
fencing
ferret, -ed, -ing
ferrule
fetid
fetor
fez (pl -es)
fiasco (pl -s)
fibrilla (pl -æ)
fibrin
fidget, -ed, -ing, -ily
filigree
fillet, -ed, -ing
fillip, -ed, -ing
finicking
first-hand
fistula
fizz
fledgeling
flee (flea, insect)
flexion
floatage
floculence, -ent
flotation
flotsam
flourished
fluky
flunkey
fluorspar
flyer
focus, -ed, ing, -es
fœtus
foggy, misty
fogy, (pl -ies)
forbade
forbear
foregone
forehead
forejudge (for- law)
foretell
for ever
forgo
forte (fort, building)
forth (fourth, ordinal)
formula (pl -æ)
foundry
fourfold
fraudulent, -ence
freeze (frieze, cloth)
frenzy
fresco (pl -es)
frolic, -ked, -king
frowsy
fuchsia
fuelled
fulcrum (pl -a)
fulfil, -led, -ling
fullness
fungus (pl -i)
further (addition to)
fuse, -e, fusil
fusilier
fusillade

gaby
gage (gauge, measure)
gaiety
gaily
gallipot (jar)
galipot (resin)
gallon
gallop, -ed, -ing (galop, dance)
gambol, -led, -ling
garish
garlic, -ky
gasolene
gaucho (pl -s)
gauntlet (glove)
gelatin
genealogical
genius/ (pl -es, also genii)
genus (pl -genera)
genre (art)
genuflexion
German (pl -s) ††
get-at-able
ghoul
gibbet, -ed, -ing
gibe
gild (guild, a society)
gilt (guilt, culpability)
gimlet
gipsy
glazier (-zer, polisher)
gloss (but gloze over)
glue, -y, gluing
gneiss
goal
godmother
God-fearing
godlike
good-bye
good day
good humour
good-humoured
gossip, -ed, -er, -ing
gouge
gourmand
grandam
granddaughter
grandmother
grand-nephew
greasy
great (grate, sound)
grey, greyish
grievous
grisly (grizzly bear, or grey)

. For notes to reference marks see page 8

grovel, -led, -lıng,
gruesome [-ler
guarantee
guerrılla warfare
guerdon
gun-shy
guttural
gymkhana
gymnasıum (pl -a)

hadst
hæmatıte
hæmorrhage
hæmorrhoid
haggard
haır (hare, anımal)
half-caste
half-dozen (half a dozen)
half-hour
half-ınch (half an
half-way [ınch)
hallo!
halo (pl -es)
handful
handıcap, -per, -pıng
handıwoık
hand-made
handmaıd
handsel
handy-man
haphazard
harangue
harass
hare-brained
harrıdan
harrıer
hauler
haulm
hauteur
havoc
hazard
head-dress
healthful
heard (herd, cattle)
hearken
heart (hart, stag)
hectogram
hectolitre
heresy
hıeıng
hındmost
hındrance
hınge, -ıng
hoard (horde, troop)
hoeıng
holıday
holey, wıth holes
holy
homœopathıc
hopıng (to hope)
hoppıng (to hop)
hornblende
horoscope
horse-flesh
horse-power
horse-race
horseshoe
horsewhıp
horsy (not ey)
hostler
hour-glass
hoveller, -ıng
human (pl -s)
humerus (bone)
humorıst, -ıze
humorous, -ly, -ness
humour, -ed, -some, -somely, -someness
hussy
huzza
hyena
hypotenuse
hypothesıs (pl -es)

ıcıng
ıdeograph
ıdıocy (not -tcy)
ıdıosyncrasy
ıdle, ıdly, ıdlıng
ıdyll
ıgnoramus (pl -es)
ıll-fated
ıll-health
ıllness
ımbroglıo (pl -s)
ımmanent
ımmersion
ımmınence, -ent
ımpale
ımpasse
ımpatıence, -ent
ımpellent
ımperıl, -led, -lıng
ımpressıon
ımprudence, -ent
ımpudence, -ent
ımpulsıon
ınamorato (f -a)
ınasmuch
ıncıpient (ınsı, foolısh)
ıncubus (pl -ı, ıncubous, botanical)
ıncumbency, -ent
ıncursıon
ındenture
independence, -ent
ındexes (ındıces, ındıct [math)
ındıscreet (ındıscrete, not dıvıded)
ındıte (compose)
ındolence, -ent
ındoor
ınductıon
ıne, chem suffix (-ın for neutral bodıes)
ınfer, -ence, red,
ınflexıon [-rıng
ınfra-auricular
ınfra-axıllary
ınfra-red
ıngenıous
ıngenuous (candıd)
ınherence, -ent
ınıtıal, -ed, -ıng
ınnocuous
ınnuendo
ınoculate
ınquıre, ınquıry (ınto)
ınsıght (ıncıte, stır
ınstall, -ed [up)
ınstalment
ınstıl, -led, -lıng
ınsure (see ensure)

intention (intension, stretching)
intercede
interment
intermittent
inter, -red, -ring
interregnum (pl -a)
intitule (but entitle)
intransigent
intrusion
inure
inveigle
inweave
iodine
ipecacuanha
iridescence, -ent
iris, irises
irrelevant

jactation
jactitation
jail, -er (not gaol)
jam, v (jamb, n)
janizary
jarrah (wood)
jejune
jetsam
jettison
jewellery, -led, -ler
jews' harp
jostle, -r, jostling
judgment
jugful
junket, -ed, -ing
Junto (pl -s)

keepsake
kennel, -led, -ling
kernell, -ed, -y
kerosene
ketch (vessel)
keynote
khaki
khedival
kidnap, -ped, -per,
kilolitre [-ping
kilometre
kilowatt
kimono (pl -s)
kleptomania
knick-knack
knobby
kopje
Koran
kotow

label, -led, -ling
lac, resin
lachrymal
lachrymose
lack, without
lackey
lacquer
ladylike
lain (lane, road)
lakh, money
lambent
lambskin
lamb's-wool
lamella (pl -æ)
lamina (pl -æ)
lantern
lap, -ped, -ping
lapel, -led
largess
larva (pl -æ)
larynx (pl -nges)
lascar
lasso, -ed (pl -s)
latency, -ent
lath (lathe, machine)
latrine
letter (later, behind)
laurel, -led
legerdemain
leniency, -ent
lens (pl -es)
lesson (-en, to re-
lettuce [duce)
level, -led, -ler, -ling
lexicon
libretto (pl -i)
licence, n (license,
lich-gate [v)
life-like
lifetime
lilies
limb (limn, draw)
liquefy
liquorice
litigious
litre
loadstone
loan (lone, solitary)
loath, averse
loathe, hate
lodestar
lodgment
loping (-ping, cut-
ting)
lory (lorry, wagon)
lounge, lounging
lucre
lumbar, adj
lumber, n

macintosh
macroscopic (mi-,
small)
madregal (fish)
madrigal (song)
maelstrom
magniloquence, -ent
mahout
malapropos
malevolence, -ent
mamma
management
mandatary, person
mandatory
mandolin
mandrel (-rill, ba-
mango [boon)
mangosteen
manifesto (pl -es)
manikin
manoeuvre, -d
manumit, -ted, -ting
market, -ed, -ing
marque (letters of)
marquess
martin (-en, animal)
marvel, -led, -ling
masterpiece
mattress
maul

maŭsoleum (pl. -a)
maybe
mayst
maze (maize, corn)
meagre
meantime
meanwhile
mediaeval
mediocre
meet (meat, flesh)
memoriter
mendacity (untruth)
mendicity (begging)
merino (pl -s)
mestizo (pl -s)
metal, -led, -ling
metamorphosis (pl
mete, to measure [-es)
meter, measure
metre, verse
miasma (pl -ata)
microcosm (ma-,
midday [great)
mid-ocean
mightst
mileage
millenary
millennium
millepede
milligram
millimetre
millionaire
mimic, -ked, -king
minutiae (sing -a)
miscall
missfire
misspell, -ing
misspent
misstate, misspeak
mistake
mizen, -mast
mizzle
mnemonics
mob, -bed, -bing
moccasin
model, -led, -ling
modicum
modified
modifying
mollient
mollusc
momentum (pl -a)
moneyed
moneys
mosquito (pl -es)
Moslem
Montenegrin
mottoes
mould
moustache
mucous, adj
mucus, n
mungoose
muscle (-sel, bivalve)
Mussalman (pl -s) ††

nap, -ped, -ping
naphtha
naught (nothing)
nautilus (pl -i)
nebula (pl -æ)
negotiate, -tion
neighbourhood
net (no deduction)
net, -ted, -ting
never-ending
nevermore
new-comer
newfangled
newsvendor
Nicaraguan
niche
nickel, -ed, -ing
ninth
nip, -ped, -per, -ping
noisome
nonesuch
nonpareil
nonplus, -sed, -sing
nonsuit (one word)
noonday
no one
nostrum (pl -s)
nosy
noticing
novitiate
nowadays
nowhere
nucleus (pl -i)
nurse, nursing
nursling

oasis (pl oases)
obedience, -ent
obsession
occasion
occur, -red, -rence,
ochre [-ring
octavo (pl -s)
octopus (pl -es)
œsophagus
offence
offer, -ed, -ing, -tory
off-hand
offsaddle
offshoot
oft-times
omit, -ted, -ting
omniscience, -ent
one-and-twenty
one-eighth, etc
one-half (a half)
oneself
onrush
onset, -ter, -ting
opulence, -ency, -ent
orangeade
Ordinance (Act)
ordinal, -ance, -ary
ordnance (military)
orgy, orgies
orient
osculatory
osier
Ottoman (pl -s) ††
ought (cipher)
out-and-out
outdoor (out house)
out-of-date
out-of-door
outrageous

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outstrip, -ped, -ping
overalls
overcharge, -d
over-glad
overleaf
oversea
oxide, oxidize

packet, -ed, -ing
pad, -ding
pain (pane, glass)
palæography
palanquin
pale, palish
pallet (palette, board)
Pan-American, etc.
pander
panel, -led, -ling
pannel (of saddle)
pannikin
paraffin
parakeet
parallel, -ed, -ing
paralyse, -d
parcel, -led, -ling
parenthesis (pl -es)
pariah
parol (law; -e, word
parsnip [of honour)
partisan
pasha
pastille (pastel, art)
patent
pater/familias (pl
patience, -ent [patres)
patrol, -led, -ling
pavilion
peas
peccadillo (pl -es)
pedagogy
pedal, -led, -ling
pedlar
pellet, -ed, -ing
pendant, n (pendent, suspended)
penitence, -ent
peon
peony
percentage
perforce
permanence, -ent, -cy
permit, -ted, -ting
persistence
pertinence, -ent
pestilence, -ent
petrify
petrol (-el, bird)
piano (pl -s)
phalanx (pl -es)
phallus (pl -i)
phenomenon (pl -a)
phenyl
physic, -ked, -king §§
physique (of person)
picket, -ed, -ing
picnic, -ked, -king
pigmy
pilot, -ed, -ing
pince-nez
pincers
piquant (f -e)
pittance
plaguy
plain (plane, smooth)
plane sailing (nauti-
plaster [cal)
plateau (pl -x)
plum (-b, vertical)
poculent
pomade
pommel, -led, -ling
poniard
pony
portray
postilion
Postmasters-General
posy
potato (pl -es)
potent, -cy
practice (-se, verb)
precede (but proceed)
precedence, -ent
prefer, -red, -ence
prefix, -ed
prehistoric
premises (property)
prescience, -ent
presence, -ent
president, -cy
pretence
prevail, -ed, -ing
preventive
primeval
principal (chief),
principle [-ally
procession (pre-, equi-noxes)
proficiency, -ent
programme
prominence, -ent
promissory
prophecy, n (sy, v)
proprietary
propulsion
proviso (pl -s)
prudence, -ent
pseudonym
publish, -ed, -er, -ing
pundit, (f -a)
purulence, -ent
putrefy
pygmy
pyjamas

quarantine
quarrel, -led, -ling,
quartet [-ler
quarto (pl -s)
quartodeciman (pl
queue [-s)
quiet, -ed, -ing
quinine
quinsy
quintessence
quintet
quit, -ted, -ter

rabbet, -ed, -ing (joint)
rabbit, -ing (rodent)
racket (bat)
rackets (game)

For notes to reference marks see page 8.

racoon
racy
radical (-cle, bot.)
radium
radius (pl radii)
radix (pl radices)
rag, -ged, -ging
rail-borne
rarefaction
rarefy, rarefying
rase (erase)
ratios
rattan, n.
ratten, molest
ravel, -led, -ling
raze (destroy)
react
reappear
rearrange
rearward
rebel, -led, ling
rebut, -ted, ting
recall
recede
receive
recension
recipe
recommit, -ted, -ting
recompense
recompose
reconnoitre
re-cover (see 'Compounds')
recur, -red, -ring
recurrence, -ent
recursion
redoubt
reducible
re-enforce (to put in force)
reinforce (strengthen)
refer, -red, -rer, -ring
referee
reference
refill
reflection
refluence, -ent
regret, -ted, -ting,
reimburse [-ful
reinstall
reinstate
relation (connexion)
relative (relation to)
relied, relying
relieve
remission
remit, -tance, -ter
renaissance
renascence
reopen
repel, -led, -lent
reprieve
residence, -ency, -ent
resistance, -ant
resolvent
resplendence, -ent
respondent
resuscitate
retrieve
retrocede
revel, -led, -ling, -ler
reverence
reversion
revise, -d, revising
revision
revulsion
rhyme
ribbon (not riband)
rickety
rid, -ded, -ding
ride, riding
rifling
riot (ryot, peasant)
rival, -led, -ling
rivel, -led, -ling
rivet, -ed, -er, -ing
Roman (pl -s)
rosin
rout, v (route, n, way)
russet, -ed, -ing, -y

sack, -ful (saque, [coat)
saltpetre
salt-cellar
salt-spoon
salutary
salvo (pl. -s)
sampled, -ing
sanatorium (pl. -a)
sanatory (healing)
sandal, -led
sang-froid
sanitary (healthful)
sapodilla
sap-rot
satchel
scallop, -ed, -ing
scandalize
scansion
scathe, scathless
sceptre
schism
schoolmistress
school-teacher, -ing
sea-borne
seamstress
secede
second-hand
secrecy
secretory (secretion)
seidlitz
seigniorage, -al, etc
seine, -ing
seirospore
seismal, -mic, etc
seize, grasp (see 'ise')
self-earned
selfhood
self-made
selfsame
sentient
separate
sergeant (military)
serjeant (law)
sexto (pl -s)
sheath, n (-e, v)
sheer (shear, cut)
she'll (no space)
shellac, -ked
shoe, shoeing
shouldst
shovel, -led, -ling, -ler
show (v and n)
shrillness
shrivel, -led, -ling

sibyl
sibylline
siege
sienite
sierra
siesta
sieur
sieve
siliceous
sing, -ing (song)
singe, singeing
siphon
siren
sirocco (pl -s)
skiagraph
skilful, -ly, -ness
skull, -less
slight (sleight, trick)
slue (slew, killed)
slyly
smallpox
smell, -less
smooth, -s not es
snivel, -led, -ling
solo (pl -s)
solvency
somebody
some one
sometime (adv only)
somnolency, -ent
spadeful
spectrum (pl -a)
speculum (pl -a)
spelt (not -led)
sphinx (pl -es)
spirituous
spoliation
sponge
spoonful
staid
stanch
stare (stair, step)
stationary (fixed)
stationery (paper)
steadfast
stencil, -ler, -ling
step (-pe, bare plain)
stile (style, manner)
still, -ness
stimulus (pl. -i)
stop, -ped, -ping
story (both senses)
straight (strait, n)
stratum (pl -a)
stratus, cloud (pl -i)
studios
stupefy
subdivision
sub-district
sub-genus
sub-heading
subpœna
sub-section
subserviency, -ent
subsidence, -ency
subsistence, -ent
subtle (subtile, fine)
succeed
succulent
such-like
sue, sued, suing
superintende/nt,
supersede [-nce, -ncy
suppository
surfeit, -er, -ing
surge (serge, cloth)
Surgeon-Generals
suspicion
Swedish
swing, swinging
swinge, swingeing
sycamore
syllabus (pl -es)
synonymous

tablespoonful (pl -s)
talc, -ky
talisman (pl -s)
tallness
tariff
tattoo
tear (tier, a row)
tease
teetotal, -ism, -ler
tell-tale
temporary
tension
tessellate, -d
theocracy (-sy, union of soul with God)
thesis (pl -es)
thin, -ner, -nish
thrash, not thresh
thyme (herb)
tinge, tingeing
tinsel, -led, -ling
tire (of wheel)
title-page
tobacco (pl -s)
toboggan, -ing
to-day
to-do (commotion)
toilet
tomato (pl -es)
to-morrow
ton (tun, cask)
to-night
topsy-turvy
tornado (pl -es)
torque
traffic, -ked, -king
trammel, -led, -ling
tranquillize, -d
tranquillity (no other word doubles 'l' on adding -ity)
transcendent
transcursion
transfer, -red, -ring
transference
transient
transparency, -ent
travail (to toil)
travel, -led, -ling, -ler
treaties (agreements)
treatise (discourse)
trepan, -ned, -ning
trestle
trim, -med, -ming
trinket, -ed
trousered
trousers
truing
truly
trumpet, -ed, -ing
tumour
tunnel, -led, -ling

turbulence, -ent
Turkoman (pl. -s)
turn-tree
tying, not tie
tyro (pl -s)
twingeing (-ging, mu)
twofold, fourfold (but a hundred fold)

ultimatum (pl -s)
unbiased
under way
unmistakably
unparallel, -ed, -ing
unrival, -led
unroll
unskilful, -ly, -ness
until
up-to-date (adj only)

vacuum (pl -a)
Venezuelan
veranda
verdigris
vermilion
version
vertical (-cle, axis)
viceregal
Vice-Regent, -ency
victual, -led, -ler,
vilify, vilified [-ling
villainy, villainous
virago (pl -es)
virtu (articles of)
virtuoso (pl -s)
virulence, -ent
viscus (pl -viscera)
volcano (pl -es)

wabble, not o
wagon, -er, -ette
wainscot, -ed
waive (wave, undu-
wakeful [late)
waler (horse)
waste (waist, of body)
wavy
weal (flesh mark)
weir (for water)
weird
welfare
we'll (no space)
wellnigh
Welsh
wharf (pl. wharves)
whereas
wherever
whilom
whisky
whitewash
whiting
whitish
wholly
whooping-cough
widespread
wilful
wiseacre
withal
withhold
woeful
wooed, woos
wool, -len
worship, -ped, -ping
wreath, n (-e, verb)
wrongdoing
wroth (wrathful)

xylonite

yolk

zero (pl -es)
zigzag, -ged, -ging

Terminations

'*Able*'—With certain exceptions the 'e' is omitted in words ending in silent 'e' when 'able' is added, but if 'able' is preceded by 'ce' or 'ge' the 'e' is retained to indicate the soft sound Words ending in 'ee' retain both letters, and a final consonant before 'able' is usually doubled, others generally take the termination without any change in spelling of the root word The following spellings of exceptional or doubtful words are to be adopted.—

abatable
abdicable
acidifiable
acquirable
admirable
admittable
adorable
advisable
aggrandizable
agreeable
analysable
arguable
ascribable
assessable
atonable
authorizable

balanceable
baptizable
believable
biddable
blameable
bounceable
bribable
bridgeable

changeable
chargeable
clubbable
cognizable
committable
conferrable
confinable
contractable
conversable
creatable
crystallizable

damageable
datable
debatable
declarable
defaceable
defamable
deferrable
definable
delineable
desirable
dilatable
dispensable
dissoluble
dissolvable
dissyllable
distastable
drivable

endoisable
enduable
endurable
enforceable
enfranchisable
evadable
evolvable
exchangeable
excisable
excusable
exercisable
extractable

forgettable
forgivable
framable

gettable
giveable

honourable

ignitable
immeasurable
immovable
impassable (see ible)
improvable
incognizable
incurable (no cure)
incurrable (liable to)
indefatigable
indispensable
infeiable
inflammable
inflatable
irreconcilable
irrefragable

knowledgeable

lapsable
likeable
liquefiable
liveable
lodgeable
lovable

mailable
malleable
manageable
marriageable
mistakable
mixable
movable

nameable
negotiable
noticeable

overcomable

palatable
partakable
passable (see ible)
peaceable
perceivable
pleasable
pleasureable
pledgeable
presumable
provable
purchasable

rateable
realizable
rebukeable
rebuttable
receivable
reconcilable
re-dressable
redoubtable
regrettable
relapsable
removable
replaceable
representable
reputable
rescuable
resolvable
resumable
retraceable
retractable
revisable
rideable
rulable
saleable
salvable
scalable
seizable
serviceable
sizable
solvable
tameable
tenable
traceable
transferable
transformable
tuneable
unmistakable
unsaleable
unserviceable
usable

'*Ible*'—The following are the words in general use ending in 'ible', most others commonly employed take the termination 'able' Note that the e' is dropped when 'ible' is the terminal —

accessible
adducible
adjustible
admissible
annexible
apprehensible
audible
avertible
bipartible
coercible
combustible
comestible
comminuible
compatible
comprehensible
compressible
conductible
congestible
contemptible
contractible
controvertible
convertible
convincible
corrigible
corrodible
corrosible
corruptible
credible
crucible
deceptible
decoctible
deducible
defeasible
defectible
defensible
depictible
deprehensible
depressible
descendible
destructible
diffusible
digestible
dirigible
discernible
discerptible
dismissible
dissectible
distensible
distractible
divisible
docible
edible
educible
effectible
effervescible
eligible
eludible
enforcible
evasible
evincible
exhaustible
exigible
existible
expandible
expansible
expendible
expressible
extendible
extensible
extractible
fallible
feasible
fencible
flexible
forcible
frangible
fusible
gullible
horrible
ignoscible
illegible
immersible
immiscible
impartible
impassible, without feeling (but impassable, cannot be passed)
impatible
impedible
imperceptible

impermissible
impersuasible
implausible
impossible
impressible
inaccessible
inadmissible
inapprehensible
inaudible
incoercible
incognoscible
incombustible
incommiscible
incompatible
incomprehensible
incompressible
inconcussible
incontrovertible
inconvertible
inconvincible
incorrigible
incorrodible
incorruptible
incredible
indefeasible
indefensible
indelible
indestructible
indigestible
indiscernible
indivisible
inducible
ineligible
ineludible
inevasible
inexhaustible
inexpansible
inexpressible
infallible
infeasible
inflexible
infractible
infrangible
infusible
inscriptible
insensible
instructible
insubmergible
insuppressible
insusceptible
intactible
intangible
intelligible
intervisible
inventible
invincible
invisible
irascible
irreducible
irrefrangible
irremissible
irreprehensible
irrepressible
irresistible
irresponsible
irreversible

legible

mandible
manifestible

negligible

omissible
ostensible

passible (susceptible)
partible
perceptible
perfectible
permissible
persuasible
pervertible
plausible
possible
prehensible
prescriptible
producible
productible
protrusible

receptible
redemptible
redressible (also a)
reducible
reflectible
reflexible
refrangible
remissible
rendible
reprehensible
repressible
reproducible
resistible
responsible
reversible
revertible
risible

seducible
sensible
solvible
suasible
subdivisible
submergible
submersible
subventible
suggestible
supersensible
suppressible
susceptible
suspensible

tangible
terrible
traducible
transgressible
transfusible
transmissible
transmittible
transvertible

unadmissible
unconvertible
uncorruptible
undiscernible
unexhaustible
unexpressible
unfeasible
unfusible
unimpressible
unintelligible
unreducible
unresponsible

vendible
vincible
visible
vitrescible

'Ise' or 'ize.'—The following with their compounds and derivatives should be spelt with 'ise', nearly all others of the same class require 'ize'.—

advertise
advise (advice, n)
affranchise
appraise
apprise (to inform)
apprize (value)
arise

braise (braze, to solder)

chastise
circumcise
comprise
compromise
contrariwise

demise
despise
devise
disfranchise
disguise

emprise
enfranchise
enterprise
excise
exercise (but exorcize)

franchise

galliardise

improvise
incise

manumise
merchandise
misadvise

premise (v and logic)
prise up (but a prize)

reprise
revise
rise

seise (law)
supervise
surmise
surprise

treatise

'Or' or 'our'—The following are the principal words ending in 'or' which are often misspelt others generally take 'er' as the termination The spelling to be preferred for words ending in 'our' which are spelt in two ways is also noted here The 'u' is usually omitted in 'our' when 'ous,' 'able,' 'ary,' 'ton,' and similar terminations are added·—

abbreviator
abductor
abettor, law (also -er)
abjuror
abnegator
accelerator
accentor
acceptor, law (accepter, receiver)
accommodator
accumulator
actor
addressor
adductor
adjudicator
adjutor
administrator (f. -rix)
admonitor
adulator
adulterator
affector
aggressor
agistor
agitator (f. -rix)
alienator

alligator
alliterator
ameliorator
ancestor
animator
annihilator
annotator
annunciator
antecessor
anticipator
apparitor
appellor
appreciator
appropriator
arbitrator
arborator
arbour
ardour
armour, armoury
arrestor
assassinator
assentor, law (also -er)
assertor, advocate (-er, who asserts)

assessor
assignor
assisinator
assistor, law (also -er)
assuror, underwriter (also -er)
associator
attestor
attractor
auditor
auscultator
author

bachelor
bailor, law (also -er)
bargainor, law (also -er)
behaviour
belabour
benefactor
bettor (-er, superior)
buccinator

calculator
calumniator
camphor

candour
capitulator
captor
carburettor
castigator
castor, roller or oil (er, one who casts)
caveator
celebrator
censor (censer, vessel)
circulator
clamour
clangor
coadjuator
coadjutor
coagulator
cognisor
collaborator
collator
collector
collimator
colour, colorable
commendator
commentator
commiserator
committor, judge (-er, one who commits)
communicator
comparator
competitor
compositor
compressor
compurgator
conciliator
concoctor
conductor
confessor
confiscator
conjuror, by oath (-er, juggler)
conqueror
consecrator
conservator
consignor
conspirator
constrictor
constructor
contaminator
contemplator
contestor
contour
contractor
contributor
conveyor, law (-er, one who conveys)
convictor
corrector
coregidor
corridor
corrugator
councillor, member
counsellor, adviser
covenantor, law (-er, [history)
creator
creditor
cultivator
cunctator

debtor
decimator
declarator
declinator
decolour, decolorize
decorator
defensor
delator, accused
demeanour
demonstrator
denominator
denunciator
depopulator
depositor
deprecator
depreciator
depredator
depressor
desolator
destructor
detector
deteriorator
detour
detractor
deviator
devisor, giver (-er, dictator [originator)
dilapidator
dilator
director
disfavour
dishonour
dissector
disseisor
disseminator
divisor (factor)
doctor
dolour, dolorous
dominator
donor

editor
educator
eductor
effector
ejector
elaborator
elector
elevator
elisor (law)
elucidator
emancipator
emendator
emperor
emptor
emulator
enactor
endeavour
enumerator
enunciator
equator
equivocator
eradicator
erector
escheator
estimator
evacuator
exactor
examinator
exasperator
excavator
exceptor
excitor (nerve, -er, who excites)
executor (law, -er, one who executes)
exhibitor (law, -er)
explicator
explorator
expositor
expostulator
expurgator

extensor
extenuator
exterminator
extirpator
extractor

fabricator
factor
favour, favorite
fervour
fictor
flavour, flavorous
flexor
fornicator
fulgor
fumigator

generator
gesticulator
gladiator
governor
graduator
grantor, law (-er, one who grants)

harbour
honour, honorary
humour, humorist, humorous

illuminator
illustrator
imitator
immolator
impostor
impropriator
inaugurator
incensor
inceptor
incisor
incubator
inculcator
inferior
inheritor
initiator
innovator
inquisitor
insinuator
inspector
instigator
institutor
instructor
insulator
intercessor
interior
interlocutor
interpolator
interrogator
inventor
investigator
investor (also -er)

janitor
juror

labour, laborious
languor, languorous
laxator
lector
legator
legislator
lessor (-ee, smaller)
lictor
liquor
lithotritor

macerator
malefactor
manipulator
manor
masticator
mediator
metaphor
minor (-ee, of mines)
mirror
misdemeanour
mitigator
moderator
modulator
monitor
mortgagor, law (also mutilator [-er)
multiplicator

narrator
navigator
negotiator
neighbour
newsvendor
nominator
non-juror
numerator

objector
obligor, law (-er, who obliges)
observator
obstructor
odour, odourless, odourize, odorous
operator
oppressor
orator
originator
ornamentor
oxidator
oxygenator

pacificator
palliator
paritor
parlour
participator
paviour
peculator
percolator
perforator
perpetrator
persecutor
personator
perturbator (also -er)
populator
possessor
preceptor
precipitator
precursor
predecessor
predestinator
predictor
prelector
premonitor
prepositor
pretor
prevaricator
procrastinator
procreator
proctor
procurator
proditor
professor
progenitor
projector
prolocutor
promisor (also -er)

promulgator
propagator
propitiator
proprietor
prosecutor
protector
protestator
protractor
provisor
purveyor

questor

radiator
rancour
recaptor
recognizor (law)
reflector
refractor
refrigerator
regenerator
regulator
relator
releasor (-er, one who releases)
renovator
repudiator
reservor, law
resonator
respirator
reverberator
reviser
revivor, law (-er, refresh)
rigor, medical
rigour, rigorous
ruminator
rumour

sailor, man (-er, ship)
salvor (-er, tray)
saviour
savour (-er, who saves)
scarificator
scrutator
sculptor
sector
selector
senator
separator
sequestrator
servitor
settlor, law (-er, who settles)
simulator
solicitor
spectator
speculator
spoliator
sponsor
stipulator
stupor
successor
succour
suitor
superior
supervisor
suplicator
suppressor
surveyor
survivor
suspensor
tabour (drum)
tailor
tambour
tenor
terminator
terror
testator
tormentor
torpor
tractor
traitor
transgressor
translator
tremor
tumour
tutor

vaccinator
valour, valorous
valuator
vapour, vaporous
variegator
vector, math
vendor, law (also -er)
venerator
ventilator
vindicator
violator
visitor
visor
vouchor, law (also -er)

warrantor, law (also -er)

FOREIGN WORDS NOT ITALICIZED

Italic type is not required to distinguish words of foreign origin which have become anglicized or are in frequent use. The following are the most common of those not included in the other lists which are to be printed in ordinary type unless specially underlined *in the manuscript* They are not to be altered in the author's proof

Abbé
acariasis (and all other diseases)
actinia (and all zoological terms)
A D (but *Anno Domini*)
ad absurdum
addendum (pl -a)
ad infinitum
ad interim
adipsom (and medical terms)
ad libitum
ad nauseam
ad valorem
adversaria
advocatus diaboli
a fortiori
agendum (pl -a)
aide-de-camp (pl aides)
à la française
à la mode
albuminuria, etc.
alfresco
alga (pl -æ)
alias (except legal)
alibi
alma mater
alto-rilievo
amœba (pl -æ)
amour-propre
anchylosis
anno domini
annum
ante
a posteriori (not à)
a priori
à propos or apropos
aqua vitae
areola (pl. -æ)
argot
attaché
au revoir
aurora borealis
auto-da-fé

bacillus (pl -i)
ballet
bas-relief
battue
beau (pl. -x)
beau-ideal
beau-monde
bel esprit
belladonna (plant)
belle
belles-lettres
bezique
bijou (pl -x)
bisque
bizarre
blancmange
blasé
bona (law)
bona fide
bonne-bouche
bon ton
bon-vivant
boudoir
bouilli
boulevard
bouquet
bourgeois (f -e)
bric-à-brac
bulletin
bureau (pl -x)
café (but *café au lait*)
camera obscura
cap-à-pie
carte blanche
carte-de-visite
cascara
casus belli
causerie
caviare
cent (no point)
centum
certiorari
chalet
chapeau
chaperon
chargé d'affaires
château (pl. -x)
chauffeur
chiaroscuro
cicerone
ci-devant
cirque
cirro-stratus
clairvoyant (f -e)
claquer (but *claqueur*)
cliché
clientele
cloisonné
commissionaire
communiqué
confrère
congé
connoisseur
contango
contra
contretemps
conversazione
corpus (*corpus vile*)
corrigendum (pl -a)
cortège
coterie
coup d'état
coup de grâce
crèche
critique

crux (pl. cruces)
cubiculum (pl. -a)
cul-de-sac
cum (cum dividend)
cuvée

danseuse
debacle
debauchee
debris
début
decennium (pl -a)
decigram
decimetre
decorum
delicatesse
dementia (and all diseases)
demoiselle
demos
depot
desideratum (pl -a)
detour (but *détour*)
detritus
de trop
devoir
diablerie
dictum (pl. -a)
dilemma (pl. -s)
dilettante (pl -i)
dishabille
doctrinaire
dossier
double entente
doyen
dramatis personæ
duenna

eau-de-Cologne
eau-de-vie
eau-sucrée
éclat
édition de luxe
effluvium (pl -a)
e g
élan
élite
eloge (but *éloge*)
embouchure
employee (*employé*)
empyreuma (pl. -ata)
en bloc
enceinte
encomium
encore
ennui
ennuyé
en rapport
en route
ensemble (but *tout ensemble*)
entrée
entrepôt
entresalle
entresol (floor)
ephemera (pl -æ)
ephemeris (pl -ides)
ephemeron (pl -a)
equisetum (pl -s)
erratum (pl -a)
escritoire
et cetera (or etc)
etiquette
et seq (pl et sequentes)
ex (out of)
ex cathedra
excreta
exegesis (pl -es)
exempli gratia (or e g)
exequatur
ex-libris
ex officio
ex parte
exposé
extempore (but *extempore*, at the time)
ex-voto

façade
facetiæ
facia
facsimile (or fac)
faience
fainéant
fantasia
fascia (arch) (pl. -æ)
fascicle
fascine
faubourg (cap F with name)
fauteuil
feme covert
feme sole
femur (pl femora)
fête (but *fête champêtre*)
feuilleton
fiancé (f -ée)
finis
fjeld
f l (but *falsa lectio*)
flambeau (pl -x)
fleur-de-lis
flora
Flustra (pl -æ)
fondant
format
foulard
foyer
franc (and all coins)
furore (but *furor*)

gamin
garage
gastronome
gauche (but *gauche*, Fr , left)
gaucherie
genus (pl genera)
gourmand (but gourmet)
gourmandize)
gramme
grammetre
gratis
grille (grating, but *grillé*)
gryllotalpa
guana (lizard)
guano (manure)

habeas corpus
habitué (f. -ée)
hamadryad
hauteur
hectogram
hiatus (pl -es)
honorarium
hors-d'œuvre
hydrangea
hypochondria

idem (but *id.*)
i.e. (but *id est*)
ignis fatuus (pl ignes fatui)
impasse
impedimentum (pl
imprimatur [-a)
in camera
incubous (botanical)
Index Expurgatorius
inertia (but *vis in-*
in extenso [*ertiæ*)
in extremis
ingesta
innuendo (pl -es)
insignia (pl)
in situ (but *in re*)
inter alia
interim
in toto
ipomœa (botanical)

kilogram, etc

laches
lacuna (pl -æ)
lapis lazuli
lapsus calami
lapsus linguæ
layette
lazaretto
lemma
lese-majesty
levee
libretto (pl -i)
lieu
lingua franca
litchi
literati
litre
littérateur
loc cit (*loco citato*)
locum tenens (pl
[-tes)
mandamus
maraschino (liqueur)
maté (tea)
materia medica
matinée
maximum (pl -a)
mêlée
memento (pl -es)
memorandum (pl -a)
mensem
menu (French names of dishes in italic)
metre (and all foreign measures)
minimum (pl -a)
minus
moiré

naive
naiveté
nisi prius
nota bene
nuance
nux vomica

olla podrida
omnium gatherum
onus (*onus probandi*)
op cit (*opere citato*)
optime
otolith

papier mâché
pari mutuel
parterre
parvenu
passim
pater familias
patois
per (by, for)
per annum (but *per capita, per se*, etc , italic)
per cent(*per centum*)
per diem
per mensem
per pro
personnel (but *persona grata*)
plebiscite
plus
p m. (*post meridiem*)
poste restante
posteriori, a (not à)
post mortem
précis
prestige
prima donna (but *prima buffa*)
primâ facie
pro and con (but *pro et contra, pro forma, pro rata, pro tem*)
protégé (f -ée)
proximo (not prox)

quasi
quietus
qui vive
quondam
quorum
q v (but *quod vide*)

raconteur
rationale
réchauffé
recherché (f. ée)
reconnaissance
recto
regime
regina
rendezvous
repartee
repertoire
replica
repoussé
requiem
résumé
réveillé
reverso
revoir ! (au)
rex
rigor mortis
rôle
rostrum (pl. -a)

sanctorum
sanctum
savants
scholium (pl -a)
séance
secretaire

secundus
Senhor (f. -a), Port
Señor (f -a, -ıta), Sp.
separatum (pl. -a)
seraglıo
serıatım
s g d g. (ıtalic in full)
sıesta
Sıgnor (ab Sıg)
sobriquet
soı-dısant
soırée
soırée dansante
solatıum (pl -a)
solıdus
soupçon
sputum (pl -a)
stratum (pl -a)
stratus (pl ı)
sub *pro tem.* (*sub*, under, *sub judıce*, etc)
suıte
supra
s v (*sub vıce* or *verbo*)
table d'hôte (tables)
terra-cotta
terra firma (but *terra*
tıtle rôle [*incognıta*)
trousseau (pl -x)
ultımo (not *ult*)
ultra vires
vade-mecum
valet de chambre (but *valet de pıed*)
verbatım
verso
versus (but *v*)
vertebra (pl -æ)
vertebrata (pl)
vıa (but *vıa medıa*)
vıce versa (*vıce* alone,
vıde
vıngt-et-un (game)
vıs-à-vıs
vısa (sıgnature)
vısé (sıgned)
vıva voce (pl voces)
vız (but *mdelıcet*)
vraısemblance

VERNACULAR TERMS

Vernacular or Anglo-Indian terms are not to be used in ordinary papers and especially in correspondence intended to go beyond the Local Government, except when they have no brief or exact English equivalent Strict uniformity in words admitting of more than one way of spelling should be observed The following list contains the Anglo-Vernacular terms in common use which may be treated as English words and do not require to be printed in italic or to be quoted—" "

Vernacular terms of infrequent occurrence and not included in the list below should, like proper names of persons and places be transliterated from the vernacular according to the equivalent roman letters or combination of letters shown in the transliteration table (page 89) Such transliterated words are to be printed in italic and should be followed by a translation in ordinary type, but if the vernacular character is used or the terms occur frequently, as in works on language, archæology, etc , the transliterated terms are to be printed in ordinary type

abīr (yellow powder)
abishegam
abkāri
achandrarkam (I) *
achar (relish)
acharyapurusha (I)
achkat
achukattus
adad (pulse)
adāiyolai-manyam (I)
adalat
adamanam
adangal
adavu
addigai
adhara
adhela (copper coin)
adhikar (I)
adhikara
adhikarapatra
adhikari
adhyāpakam
adhyayanam (I)
Adi-Dravida (C)
Adiga
ādīnam
adirvedi (I)
Adiya
adivar (tenant)
agadi
Agamas
Agamudaivan (C)
agar (perfume, tree)
Agaru (C)
Agasa (C)
Agni
Agnipuman (I)
agraharam
ahar (reservoir)
ahīr (pastoral tribe)
ain (tree)
Aivarakam (C)
Ajallu (fees)
ajlāf
akar (estimate)
akarband
Akhiri chahar sham-
Akkasari [ba (F)
akki
Akshaya (1866, 1926)
āl (dye plant)
Alagar (F) festival
alam
Alavan (C)
aliyasantana (law)
almirah
alotti (I)
alsi (linseed)
amah
aman (late rice)
amanat
amani
amaniya (I)
amaram (I)
Amavasya
ambadi (plant)
Ambalakkaran
ambalam (I)
ambali (I)
Ambattan (C)
ambiga
ambigar (I)
amildar
amin
amla
amli (vear)
Amratmahal
amsam
anai
anaikkaran (I)
anakala (I)

* I, inam, C, caste, B, Bengal, Bo, Bombay, F, festival; N I., Northern India.

anamat
Ananda (1854, 1914)
anandravan
anchal (post)
Andı-samadhı (I)
Anduran (C)
angam (courtyard)
Angazala (I)
Angırasa (1872, 1932)
anicut
anjalı
anjan (tıee)
anna
annachatram
annakavadı (I)
anna shıotrıyam (I)
anubhavam
anubhogam
āppas (oppeıs)
aıaı (I)
aranal
arasukaval (I)
archaka
aıchanabhagam (I)
ardhamanyam (I)
Aıē (C)
areca (nut)
arıack
Aıudıa Darısanam
aruga (mıllet) [(F)
arugu (platform)
aıuva
Aıuvattumuvar
Arya Samaj (sect)
arzı
Asadı (I)
asalmınha (tenure)
asāmı
Asarı (I)
ashur-khana (I)
asti
Atharvana (Veda)
Atsu-kavali (I)
Atur (I)
avadhani
Avani
avargal
avatar (Vishnu)
Avittam
awarjā
ayacut
ayah
ayan
ayanjamā
Ayuda Puja
azmaısh

babar (grass)
babat
babet (wet lands)
Babu
babul (tree)
Bad (I)
Badaga
Badagı (C)
badaı (I)
Badhōyı (C)
Badı-bad (I)
badmash
bafta (sılk)
bagayat
bagh
baghla (boat)
Bagh-marı (I)
Bahadur
Bahudhanya (1878)
bahula (dark fort- bailu [nıght)
bairagi (mendicant)
baısurī (weed)
bajavari
Baja-wala (I)
bajıbandu
bajra (boat)
bajrı (graın)
bakı
Bakr-ıd
baksheesh
Bakta (C)
Bale (I)
Balıja (C)
balla
Banagar (I)
Banajıga (C)
banali
bandar (harbour)
Bandela (I)
bandicoot
bandobast
bandy
bangaı (hıgh land)
bangı (load)
banıan (vest)
Baniya (merchant)
banjar
banjara
bankshall
banteng (cattle)
bantı (mıllet)
Bantumana (I)
banyan (tree)
bāa (kınd of rıce)
baıadhaıı (house)
baıasıngha (deer)
Barat-gatı (I)
Barat-Wafat
baıaward (estımate)
barıka
Baıikı (I)
Basıvı (I)
bastı (vıllage)
batela
batta
bavto (mıllet)
Bavurı (C)
Bayınıdı (I)
bechoba
Bedar
Beduga (I)
bedukula
begah
begarı (I)
Begam (tıtle)
Beldar (I)
benamı
bendaıkkaı
bendı (fruıt)
Bengalı
Benya (C)
ber (shrub)
berı berı
beriz
Besta
betel (nut or vine)
bhadoi (crop)
Bhagavad Gīta
Bhagavatam

Bhaira
bhakti (faith)
bhaiyāchārā (tenure)
bhajanai
bhajanakutam
Bhale-log (I)
Bhandari (I)
bhang
bhangi
bhanwar (soil)
bharal (sheets)
Bhāiata
Bharati (I)
bharty
bhatamanya
Bhatrazu (C)
Bhatta-vritti (I)
bhattia
Bhava (1874, 1934)
bhavi
bheesty
Bhil
bhōgam
Bhogam (C)
Bhogi Pandigai
bhogya
bhogyadar
Bhōyi (palanquin-bearer)
bhum (tenure)
bhumi
Bhūmia (C)
Bhūmiā (landholder)
bhūmiat (land)
bhūr (light soil)
bhūsa (fodder)
bhūstiti
bhūta-bali (I)
Bi, Bibi
bidri (metal work)
bidukula
bigi, bigha (measure)
Bihari (language)
bil (swamp)
bilmukta (I)
bilvarchana (I)
Bissoyi (bearer, chief)
Bolasi
boli (speech)
bommalata
bor (tree)
boro (rice)
Bōya (C)
boyā (grass)
Brahma
brahmadayam
Brahman (pl -s)
Brahmo Samaj
brahmotsavam
brahmottara
Brahūi (language)
brattles
brinjal
budgerow
buggalow (boat)
bulakku
bund (embankment)
bungalow (house)
Burki (I)
Burma
Buruj (I)
Byagara

cabob (meat)
cadi (judge)
cadjan (leaf)
cajan (pea)
calingula
candy (500 lb)
Carnatic
cash (a coin)
cashew
casuarina
catamaran
catechu
cawny (ca)
chabūtra (platform)
Chaitra
chaitya (chapel)
chak-bandi (I)
Chakkiliyan (C)
chakla (subdivision)
chakram (coin)
chalan
chalgeni
chalka (soil)
chamar (I)
chambeli (flower)
champak (tree)
Chandāla (C)
Chandanayatra (F)
chank
chapath
chapati (cake)
chaprasi (messenger)
char (land)
charan
charas (hemp resin)
charpoy
chatak (1/16 seer)
chatak (20 gandas)
chatram (rest-house)
chatty (pl -ies)
chatui-bhagam (I)
Chaudhari (I)
chaudri (headman)
chauki
chaukidar
chaunkhar (tree)
chauth (revenue)
chavadi
chela (pupil)
chellan
chembu
chenna (millet)
Chenchu (C)
Chera
Cheruman (C)
cheruvu
chik
chinā (food tuber)
chinkāra (gazelle)
chinna melam (I)
chir (tree)
chironji (tree)
chit
chita
chitak ($\frac{1}{8}$ seer)
chital (spotted deer)
Chitrabhanu (1882)
chobdar
chokra
cholam (large millet)
Cholas
chota-hazri
cholī (bodice)
choultry
chowry
chuckler
chuddar (garment)

chunam (lime)
Cingalese
Circais
coir
compound
cooty
copra
Cotaui
cotta (measure)
cowle
cowry
coyee
crore (100 lakhs)
cumbly
cumbu (millet)
cumin (spice)
cummerbund (not ku)
curry
cuscus
cutch
cutcherry

dacoit
dacoity (robbery)
dadsal (tree)
daffadar
daftar
daftarband
daftari
dah (knife)
dak
dakhala
Dakshinayana-
punyakalam (F)
dalayat
dalwa
dām (old coin)
daman (hill range)
Dandāsi (C)
Dandiya (I)
danduga (I)
dani (palm)
Darbar
dargāh (shrine)
dari (rug or carpet)
darkhast
daroga
darwan (door keeper)
darwāza (gateway)
Darzi (I)

Dasara
Dāsari (C)
Dāsi (C)
dastur
dasturi
Davandai (I)
dayabhaga
dāyādi
Deccani
Dega (I)
Dehat (I)
dekshais
deodar (a cedar)
dera
desai (official)
desakaval (I)
desam
desh (country)
deshmukh (official)
despandi
Despandya (I)
deva (deity)
devadasi
devadayam
Devanagari (alpha-
Devanga [bet)
devasthanam
devata
Deyvamadi (I)
dhāk (tree)
dhana (weight)
dharda (tree)
dharma
dharmadayam (I)
Dharmakarta
dharmasāla
dharmāsanam (I)
Dhatu (1876, 1936)
dhatura (drug)
dhenkli (picottah)
dhobi
dhole
dholl (pulse)
Dhon
dhoni
dhoti (loin cloth)
dhurrie
dhurya (I)
diāra (alluvial land)
dighī (tank)

Dikshitars (R)
Dipavali
dittam
divi-divi
Diwan (minister)
Diwan Bahadur
diwani
Dolabehara (I)
Doluva (C)
Dombō (C)
Dommara (C)
donga
donka (path)
doolie (not dh)
doratanam
doruvu
dravyam
dubash
Dūdēkula (C)
Dumbala (I)
dūn (valley, N I)
Dundubhi (1862)
dungaree (cloth)
Durga puja
durien (tree)
Durmati (1861, 1921)
Durmukhi (1896,

ejman [1956)
ekabhogyam
Ekādasi
Ekari (C)
ekfasli
ekka (cart)
elam
elandai (tree)
endi (silkworm)
eng (tree)
eri
eribhūmi
Erukala (I)
Eruman (C)
Eruvaka (I)

faisaljasti
faisaltirwai
fakir
fanam
farman (order, grant)
fasali (luni-solar year)

fasljastı
fasılkammı
faslı (Revenue year)
fātwa
faujdar (magıstrate)
faujdarı (court)
fazıl (surplus revefirka [nue)

Gabrūn (cloth)
Gadaba (C)
Gadabalu (I)
Gaddateru (I)
gade
gadı (throne)
Gaekwar
Gajapatı
Gamalla (C)
Ganacharı (I)
Gāndla (oıl pressers)
ganj
ganja (drug)
garadı (I)
garah (cloth)
garce
garige (I)
Garu (honorific), see garudakkal (I) [guru
Garuda Utsavam (F)
Gaud (C)
gauda (headman)
gaur (bison)
Gaura (trıbe)
gayal (cattle)
genı waıg
ghaır dakhala (I)
gharı
gharıyal (crocodile)
ghatwal (tenureghaut [holder)
Ghāzi
ghi
Ghor (I)
gıngelly (oıl-seed)
Godıya (C)
godown
godugu (I)
goglet
Gokulashtamı
gola (warehouse)
golandāz (artıllery
Golla (C) [man)
Gondı (language)
Gondwana
gopuram (gateway)
Gosāın (devotee)
Gosayı (C)
gosha
gotra (caste dıvısıon)
Gowrıvrıtham
gram (graın)
gramabhagam (I)
grama gharba kandrıka (I)
grama kattubadı (I)
grama kaval (I)
gramam
grama manyam (I)
grama nattam
grama samudayam
gramōpadhyāya
Grantha
gudrı (daıly maıket)
Gujaratı (language)
Gujaratıs (people)
gumasta
Gunaıı (I)
gunny
gunta (land measuıe)
guntha (Bo measure)
gup (gossıp)
guı (crude sugaı)
gural (antelope)
gurjan (tıee)
Gurkha
gurrapu (I)
guru (preceptor)
Gurukkal

hackery
Haddı
hadjı (pılgrım)
hafiz (scholar)
haısk (mıllet, B)
Haje
hājır
Hajjam (I)
hakeem (doctor)
hakım (ruler)
hakku
halalkhor (sweepeı)
Halalkhor (I)
Halēpaık
halı (current cōın)
hamsaya (neıghbour)
Hanuman (God)
Hanumantha Jayanhāor (maısh) [thı
Har-sal-makta (I)
havıldar
havıs (early rıce)
Hazık-ul-mulk
Hebbar
Hegdı
Hegıra
henga (harrow)
Hevılambı (1897)
hılsa (fish)
Hındı
Hındu
Hındustan
Hındustanı
hıssa
hıssa (shıotrıyam I)
hıssadhar
hıver (tree)
Holeya (C)
Holı Pandagaı
hookah (pıpe)
hoonadah (dıvısıon)
howdah
htı (pagoda top)
Huggı manyam (I)
hugui
hukum
hukumnama
hummal
hundı
huralı
hurla (water weed)
huzur

id
Idaıyan (C)
Idgah (festıval place)
Idıga (C)
Idıge (I)
Id-ul-fitr

Id-uz-zahu
ıjāra (lease)
ıjāradār (renter)
ılaka, -dai
Illamagan (C)
Ilavarasu
illom
Iluvan (C)
iluppai (tree)
imte (tamarind)
inam
inamdar
inam sirpu
ippu (tree)
irsal
Irula (C)
Irumbukattı (I)
Islam
ismwar
istimrar
istimıardar
Isvara (1877, 1937)
Itihāsa

Jada
jadabillai
Jaggali (C)
jaggery (crude sugar)
jaghir
jaghirdar
jagni (oil-seed)
Jain
Jālāri (C)
jalkar
Jam (title)
jama (gown)
jamabandi
jamadar (officer)
jama-vasul
jambul (tree)
jāmin
jampulu
Janappan (C)
Jandra
Jangam
jangama
janmabhogam
janmam (land
janmi [tenure)
janmkar
japti
jari
jarib (measure)
Jat (Mussalman)
jātapu
jatka
jaud (tree)
jawabnavis
jawari
Jaya (1894, 1954)
Jayanti (Sri)
jettis (wrestlers)
jharibhumi
jhil (swamp, B)
jhool
jhūm (cultivation)
jihad (religious war)
jimiki
jinar (I)
jinayati
jirga (council)
jitavirtti (I)
jitotra (I)
jivitam (I)
jodi
Jōgi (juggler)
jola (cholam)
joshi
josyar
jowar (millet)
jula natkar (I)
jumla (I)

Kabbera (C)
Kabul
Kabūli
kabuliyat
kacha (inferior)
kachār (land)
kachchat
kadagam
Kadaimukham (F)
kadaiyam (I)
Kadaramba
kadukkan
Kaduppattan
kaifiyat
Kaikolan
kakar (deer)
kala azar
kalam
kalapani
kalar (salt land)
kalavadi (sweepings)
Kalayukti (1858,
Kali (age) [1918)
Kāli (goddess of puja)
Kalibhumi
kalinga manyam (I)
Kalingi
Kaliyuga (era)
Kallan
kalva
kalvay pannadi (I)
kal-velai (I)
kamati (I)
kambakkaran (I)
kambamkattı (I)
kambhartı (I)
kāmdīi (official)
kami (grass)
kamil (full)
Kamma
kammal
Kammalan
kammar (tree) (C)
Kammara (C)
kammaibattı
kammayi vettu (I)
Kamsala (C)
Kanakkan (C)
kanakupillai
kanam (lease), -dar
kancha (lease)
kanchan (measure)
kanchani (tenure)
kandachar (I)
kandi (10,000 sq yds)
kanezo (tree)
kangani
kanger (pan)
kanji
kanom
kānungo (inspector)
Kappiliyan (C)
kappu
kapu (reddi)
kar (grain)
karai

Kārālan
karambu
kaıanj (tree)
karar
karbhaıı (manager)
kārez (tunnel)
karızı (I)
karkatagavu (F)
karkhana
kārkun (cleık)
karma (doctrıne)
karnam (accountant)
karnavan
karpura dıpam (I)
Kartıga Dıpam
kaıumpuıattan
kaıvand (tıee)
kasaı (I)
kasba
kasumālaı
kattadaka
kattakanam (lease)
kattalaı
kattayam (I)
kattııbavalı
kattubadı
kattugutta (I)
kattu kodıge (I)
kavadı
kavalkar
Kavanam (C)
Kavandan (C)
Kavaraı (C)
kavıiayan (I)
kavıtaı Pattan (I)
kayam jodı (I)
Kazı
kedgeıee
Keralas (people)
ketch (vessel)
Kevuto (C)
khabar
khaır (tree)
khaıratu (I)
khajana
khajanjı
khakı
khal (water channel)
khalasi (sailor, etc)
Khan (tıtle)
Khan Bahadur
khandam (stone)
khandrıka (I)
Khan Sahıb
khansama (not con-)
Khara (1891, 1951)
kharab (poor soıl) (B)
kharı (eaıth salt)
kharıf (late harvest)
kharıta
kharwa (cotton cloth)
khas
khasa (I)
khāsadar (levıes)
khas-khas (roots)
khedda (stockade)
khesarı (pulse)
khılat (ıobe of hon-
Khodālo (C) [our)
Khond (C)
khulat (pulse)
khulga (I)
khutba (prayer)
kıarı (seed beds)
kıkar (tree)
kıla-dar
Kılaka (1848, 1908)
kınnam (cup)
kınnı
kıst
kıstbandı
kıtmagar
Kodagu
kodaıvrıttı (I)
kodalı (dıgging-hoe)
kodon (mıllet)
kodu (water course)
Kōlayān (C)
Kollam (eıa)
Kollan (C)
kolu
kolusu
Komatı (C)
kommu (I)
kon (I)
Konda Dora
kondai
konda kavali
Konkanı
koradu
Korava (C)
korra (mıllet)
kos (measure)
kota
Kotamī (language)
kothı (laıge house)
kothsu
kottan (I)
kottıya
kotwal (polıce)
kotwalı (statıon)
kovılagom
kovıl kanakku
kraıt (snake)
kıajadaı
kıajasāsanam
Kıitayuga
Kıithıgaı (F)
Krodhana (1865,
Kshatııya [1925)
Kshauraka
Kubera
kudı
kudııuppu
kudımaıamat
kudıvaram
kudıyanavan
kudu
kudukuduppaı (I)
kuın lands (B)
kujah
kulamvettu (I)
kulı
kulkarnı (accountant,
kulthı [B)
kumakı
Kumarapouınamı
kumbhaıtı (I)
Kummara
kumrı (cultıvatıon)
kuncham
kundalam
kunkur
Kuruba (I)
Kurukh (language)
Kuruman
kurumban

kurun (grazing land)
Kurup
kuruvai
kūsa (grass)
Kusavan
kushki
kusumba
kutba
kutki (millet)
kuttadi (I)
kuttagai
kuttaga pattom (ten-
kuttai [ure)
kuttam
kutthi (pulse)
kuzhikanam (lease)
kyawng (monastery)

Labbai
Labbais (people)
lakh (1,00,000 money)
lakhiraj (rent free)
lakhirajdar
lakota
lāl
lambardar (village head)
Lambadi (C)
langarkhana
langota
langūr (monkey)
lanka (island)
lantana (shrub)
lascar
lāt (monument)
laterite (gravel)
lathi (stick)
lavanga
linga
lingam (emblem)
Lingayat
lodam
loquat (fruit)
lota (water pot)
lungi (waist cloth)
madaivadiyal (I)
Madei vetti (I)
madam (I)
maddi (tree)
madebhumi
madhavarma
Madiga
madrasa (school)
Madrasi
maganam
magani (division)
magar (crocodile)
Mahabharata
mahafiz khana
mahajan (merchant)
mahāl (subdivision)
mahal (a house)
Mahālaya (amavasya)
Mahamagham
Mahamahopadhyaya
Mahamakham (F)
māhānam
Mahānavami
Mahant (of temple)
Maharaj Adhiraj
Maharaj Rama
Maharaja (title)
Maharana
Maharani
Maharao Raja
Maharawal
Maharī (title)
Mahasivaratri
mahazar
Mahe
mahilkhari (revenue official, B)
mahout
Mahratta
mahseer (fish)
mahsul
mahua (seed)
maidan (open space)
maina (bird)
maistri
majid
mājūm (drug)
majumdar
makan
makledai (contractor)
maktab (school)
maktadar (of estate)
Mala
malai
Malaiyalis (hill tribe)
Malayalam
Malayali (people)
mālguzār (revenue payer)
mālguzāri (lands)
Māli
Malnahs (hill region)
malikhana (allowance)
malli (a gardener)
Malti (language)
mamlatdar
mamūl
mamuldar
mamuti, hoe (pl -ies)
mana (Bo maund)
manai
manal
manavari (land)
manchil
mandagappadi (I)
mandapam
mandir
mangala
Mangalagiri (F)
Mani (1 ground)
manikkattal (I)
maniyam
Manmatha (1895)
Mano (measure)
manotti (I)
mansabdar
mansuldar
mantapam (pillared
mantram [hall)
mantri
mānyam
Mappilla
mara (soil)
marakal
maramat
Marathas (people)
Marathi (language)
Maravar
margosa
Māriamman

marozawar (by villages)
marua (small millet)
Marumakan
Marumakkal
Marumakkattayam
Marwadi
Marwari
masab (red soil)
masalchi
masjid (mosque)
masnad (throne)
masula (boat)
matadhipati
math (Hindu shrine)
maulvi (learned men)
maund
mauza (land)
maya (delusion)
mayin (lice Bu)
menwasi (tenure)
mela (festival)
melakaran (I)
melam (I)
melvaram
menkaval
mennulu
meraca
merah (fees)
mēriah
meshadi (solar year)
meti
mettu
mettunilam
mey-kaval (I)
Mhar (C)
mhote
mihrab (niche)
mimbar (steps)
minar (pillar)
Mir (title)
mirasi
mirasidar
Mirza (title)
mitakshara
mitta (estate)
Mittadar (of estate)
modiram
mohtarfa (tax)
mohur
mokhāsa
mokhāsadar
monks (I)
molla
monigar
monsoon (season)
monthais
Months (Tamil)—
Chittrai
Vaikasi
Ani
Adi
Avani
Purattasi
Aippasi
Kartigai
Margali
Tai
Masi
Panguni
Months (Muhammadan)—
Muharram
Safar
Rabi-ul-awal
Rabi-ul-Uakhir or us-sani)
Jumadal-anwa
Jumadal-akhir (or Jamal-us-sani)
Rajab
Shaban
Ramzan
Shawwal
Zilkada
Zil-hijja
Months (Malayalam)—
Medam
Edavam
Mithunam
Karkadagam
Simham
Kanyam
Tulam
Vrischikam
Dhanus
Makaram
Kumbham
Minam
Months (Lunar and Bengal solar)—
Vaisakha
Jyeshtha
Ashadha
Sravana
Bhadrapada
Asvina
Kartika
Margasira
Pausna
Magha
Phalguna
Chaitra
mootah (Regn dvn)
mor (river)
mozhugadi
muchi (binder, etc)
muchilka
Mudaliyar
mudam (I)
Mudavan (I)
muddi (I)
mufassal (country)
mufti (expert in law)
Mughal
Muhammadan
Muharram
muhurtam (auspicious time)
mukhtar (legal practitioner)
mukhtiārkar (official)
mukhtiarnama
mukaddam (headman)
Mukkoti Ekādasi
Mukkuvan (C)
mukta
mulgar
mulgeni
Mulgenidars
muli warg
mulki
mullah
mulligatawny
muni (inspired saint)

munj (grass)
Munn
munpattam
munshi
munsif (judge)
munsif (court house)
muppatika badi (I)
murai
muram (gravel)
murugu
musab
musafirkhana
mutafysal
mutalikan (I)
muthumalai
Mutiacha (caste)
mutsaddi
Mutt
mutta (villages)
muttadars
Muttaratsa (I)
muttiriya
muzara
muzumdar

nad (a division)
nādpal (watchman)
nadu
Nadva
nagadichitta
Nagaralu
Nagari
nagasaiam
Naib (assistant)
Naik (corporal)
nakara (I)
Nakshatras—
Asvini
Bharani
Krittika (or Kiuttigai, Tam)
Rohini
Mrigasira (or Mirugasiram)
Arudra
Punarvasu
Pushya (or Pusam)
Aslesha (or - Ayilam)
Magha (or Magham)
Purva Phalguni (or Puram)
Uttara Phalguni (or Uttiram)
Hasta (or Hastam)
Chittia (or Chitti-
Svati [rai)
Visakha (or Visakham)
Anuradha (or Anusham)
Jyeshtha (or Kettai)
Mula (or Mulam)
Purva Ashadha (or Puiadam)
Uttara Ashadha (or Uttiiadam)
Siavana (or Tiiuvonam)
Siavishta (or Avittam)
Satabhisaj (or Sadayam)
Purva Bhadiapada (or Purattadi)
Uttara Bhadrapada (or Uttiiattadi)
Revati
Nala (1856, 1916)
Nambudri (C)
Nammālvar
namuna
nānal (giass)
Nandana (1892, 1952)
nandavanam (I)
nanjai
Narasimha Jayanti
nari-vetti (I)
nat (a demon, Bur)
natamgar
nattam
Nattar (I)
Nattukottai
nautch
navani (millet)
Navidan (I)
Nawab Bahadur
Nawab (title)
Nayakar
Nayar
nazar
nazim (officer)
nazul
neem (tiee)
nelgutta (I)
nellu (iice)
nesavukkaran
netti-velai (I)
newāi (tapes)
nidhi
nikah
nimboli
nīiāiamba
niiganti (seivant)
niikh (Be)
niivana
Nizam (title)
nizamat (division)
Nokkan
nottam (I)
nullah (watei course)
nuth
nylghai (antelope)

Odde (C)
oddyanam
Odia
odukkam (I)
oduvan (I)
olangu
olla
ollack
Onam (festival)
oppandam
ottakaran (I)
otti (pledge)
ottibhandagam

padagam
padao (boat, B)
padasaram
padauk (timber)
Padayachi (C)
paddy (unhusked
padi [rice)

padugai
paga (troop of horse)
pagoda
Paidi (C)
paigah (tenure)
paik (foot soldier)
Paik (I)
paikari
paimash
pain (channel, Bi)
Paitaii (I)
pakka
paksha
pal (tree)
palabhogam (tenure)
palampoie (chintz)
Palapatti (I)
palas (tree)
palaveli (I)
palayam
Palkavadi (I)
palki (palanquin)
palla
pallam
Pallan (C)
palla nilam
pallathakku
Palli (C)
pallivasal
palmyra (tree)
Pambakkaran (I)
pambala (I)
pambātti (I)
pan (betel)
Pānā
panam
Panasas (beggars)
panayam (mortgage)
Panchakshara
Panchami
panchangam
panchayat
pand or vaso
pandal
pandan (nut leaf box)
Pandaram (C)
Pandit (title)
Pandya
Panisavan (C)
Panguni (Mar.-Apl.)
Panguni Uttiram (F)
panibudthy
Panikkan (C)
Paniyan
panjam
pannai
Pāno (C)
pan suparī
para (measure)
Parabhava (1906)
paramba (garden)
parambu (maidan)
parda (seclusion)
parda-nishin
paidesi (foreign)
paigana (division)
paricharakan (I)
Paridhavi (1912)
Parihari (I)
parrā (swamp)
Parsi
Partiva (1885, 1945)
paiutti (I)
Parvati
paiwana
Pashtu (language)
paso (waist cloth)
pat (hard clay)
patam (I)
patasala (I)
patel (village headman)
Pathan
patkat (farm)
patlu
patni (tenure)
Patnul
Patnulkaian (C)
patra
patrikā
patta
pattadar
pattai
pattam
Pattanavan
Pattapu
pattayam
Patti (I)
pattidārī (tenure
Pattivali (I—N I)
pattolai
patwari (accountant)
pavitram
pavunmalai
pazhavamalai
pazhavatavadam
pazhikkari (I)
peddakappu
peddareddi
peepul (tree)
pegya (pulse)
peon
peria aramanai (I)
Perike
peiukuli (I)
perumdadi
peshkar (sub-official)
peshkash (tribute)
pet, pettah, peta
pettai
peta gadu (I)
petha (subdivision)
phulkari (cloth)
pial
picottah (water lift)
Pillayar
pillow (desk)
pinda (cake)
pindari
Pingala (1857, 1917)
pir (religious teacher)
pirlu (I)
pisasu
pishanam (rice)
piyāda
Plava (1901, 1961)
Plavanga (1907, 1967)
pleader (practitioner)
podu (cultivation)
pohal (I)
polchelt
poligar (chieftain)
Polimera (I)
pomelo
ponam
Pondra (C)

Pongal (festival)
pongyi (Buddhist
popadam [monk)
poramboke
porupu
potaraz (I)
potula (I)
pounchi
powa (¼ seer)
Prabhava (1867, 1927)
Prajotpatti (1871)
Prakrit
Pramadicha (1918)
Pramati (1879, 1939)
Pramoduta (1870)
prant (district)
Prativadibhayankaram
provarti (subdivision)
pugaree
puja (worship)
pujaris
pulavar (I)
pulikattu (I)
punjai
punkah
punta (tenure)
pūntottam
purakudi
puramkudam (loan)
purana (holy book)
puranik
purasu
purohit (spiritual guide)
Pūsam
Pushkaram (festival)
putti (measure)
pyinma (timber tree)
pyingado (do)

rabi (spring harvest)
ragi (small millet)
rahar (pulse)
Rai Bahadur (title)
Rai Sahib (title)
Raja (title)
Raja suka (era)
rajasthāni
Rajput
Rakshasa (1915, 1975)
Raktakshi (1864,
Ramayana [1924)
ramjhol
Ramzan
Rana (Rajput title)
Rani (female title)
Rangari (C)
Rao Bahadur (title)
Rao Sahib (title)
rasam
rashtrakūta (dynasty)
rasi
Raudri (1860, 1920)
rausa (garden)
Rāvuttan
Rawal (title)
Rawat
rawana
razi nama
reddi (C or headman)
regar (black soil)
reh (saline soil)
Relli
Rig (Veda)
Risaldar
rishi
roka
rokka gutta (I)
rolong
Rōna (C)
Rudhirotkari (1923)
Rudra
rūsa (oil)
ryot
ryoti
ryotwar
ryotwari

sabai (grass)
sabha
sabhapati
Sādar (C)
sadarbart (alms)
Sādārana (1910)
sadhu
Sadr (chief)
Sadr Adalat
Sadr Amin
Sadr Diwani Adalat
Sadr faujdāri Adalat
Sadr Nizamat Adalat
Sadr ward
sagubadi (I)
sagun (teak)
sahib
Saiva
Saivaism
Saivite
sajje (bulrush millet)
Saka (era)
Sākala
Sakshi
sāl (tree)
salaam
salai (tree)
Sāle (C)
Salia
Salivahana (era)
Sama (Veda)
samai
samādhi
samaj
Samantiya (C)
samastānam
samayakar (I)
samba (paddy)
sambandham
sambavanai
sambur (Nilgiri elk)
samudayam
sampradi (I)
samvatsara
San (Bengal era)
san (Bombay hemp)
sanad (charter)
sanaddar
sanad-i-milkiat-istimrar
sandai (fair)
sandalwood
sandhya (prayers)
sane (black soil)
sanjitam (I)
sankanadham
Sanskrit

sanwan (millet)
sānwar (millet)
sanyāsı
sapında
sappānı (I)
saradu
sarai (inn or rest-house)
saras (crane)
sarāsarı
sardar (agent)
sarf-ı-khās (privy purse)
sarı (part of dress)
sarishtadar
Sarvadhārı (1888, 1948)
Sarvajıt (1887, 1947)
Sarva-manyam (I)
Sārvarı (1900, 1960)
sastras (books)
sasvatam (lease)
Sātānı
satı (widow suicide)
sattam (rule)
Saumya (1849, 1909)
Savara (C)
savı
sayar (mis revenue)
seer (measure)
Segıdı
seir (fish)
semal (tree)
Sembadavan (C)
semmerı (sheep)
Sēnıyan (C)
sepoy
serı
servaikkaran (I)
Shān
Shanar (C)
Shaba-barat
shadı (marriage)
shahna (watchman)
shaigal (land)
shamiana
Shams-ul-ulama
shanbogue (account-
Sheik [ant)
shetsandı
Shiah
Shifa-ul-mulk
shigram
shikarı
shola (forest glade)
shroff
shrotriyam (land)
shrotrıyamdar
sibbandı
sicca
Siddhaithi (1859)
Sikh
sikhara (temple spire)
Silladar (trooper)
silpasarı (I)
Sindhi
Singh
singhāra (plant)
sir (holding)
Sirdai (chief or head-
siris (tree) [man)
Sirkar (Government)
sirumanı
Sisi (bird)
sist
Sita
sitalpatı (reed, B)
Sivaratri
sivayi-jama
slokas
Smarta (Hindu sect)
smritis
Sobhakrit (1903, 1963)
sola (water plant)
Sondi (C)
sowar (horse soldier)
sowcar
sowdu
sraddha (ceremony)
Sri Bashyakaraswa-
mi Sathumurai
Srimukha (1873
Sri Panchami [1933)
Sri Ramanavami
Sri Ramanujachari
Sri Venkateswara-
stapathi [swami
sthamba (pillar)
stupā (tumulus)
sūbah (province)
subadai (governor)
Subhakrit (1902,
Sudarmān (C) [1962)
Sūdra (C)
suji
Sukla (1869, 1929)
sulka (light for night)
sundri (tree)
Sunni (C)
suiki (broken brick)
Svabhānu (1883)
swami
swami-bhogam
swastiam (land)
swatantram
swayampakam
syce
syrang

Tabela (I)
tabi (hot season crop)
tabut
tahsil (revenue dues)
tahsildar
tahsildari
tahsili
taiyalkaran (I)
takavi (seed loan)
Takia (I)
takid
tal (mustard)
talaiyari (watchman)
talapattam (lease)
talāv (lake)
tāli (marriage token)
talipot (palm)
taluk
talukdar (land-owner)
talukwar
tamalpakula
tamash
tamarind (tree)
tambala (I)
Tamil
tampurans
tandal (I)

tandalgar
tangedu (tree)
tank (artificial lake)
tank (Bombay $\frac{1}{2}$ seer)
tanka (tribute)
tannadar
tannirpandal
tapal
taraf
tarai (swamp)
taram
Tarana (1884, 1944)
tarapadi (I)
Tara Taja
tari (palm sap)
tarif
tarisu
tarri
tarva (tanning tree)
tarwād (family)
tasar (silk)
tasdik
Tattān (C)
tatti
tāvazhi
taze (crop Bu)
tazia (model of tomb)
Telaga (C)
Teli (oilman)
Telugu
Tenda
Tengalai (Sect)
teppakulam
teri (sand deposits)
Tevan
thagi (robbery)
Thalkur (title)
thana (police station)
thoda
Thug
Thugyi (headman)
ticca
tickal ($\frac{1}{10}$ viss)
tika
til (oil seed)
tindal (ship foreman)
tirtham
tirumalai (I)
Tirumalpad
tiruman
tirunal
tirupani velai (I)
Tiruvādiai (festival)
Tiruvanandal
tirwa
tirwajasti
tirwakammi
Tithis—
  Pratipada
  Dvitiya
  Tritiya
  Chatuithi
  Panchami
  Shashthi
  Saptami
  Ashtami
  Navami
  Dasami
  Ekadasi
  Dvadasi
  Trayodasi
  Chaturdasi
  Panchadasi
tituram (request)
Tiyan (C)
Toda (C)
toddy
tol (Sanskrit school)
tola (weight)
tom-tom
Tondamān (C)
tonga
topaz (C)
tope
topi
torana (gateway)
topukaran (I)
Toranam ketti (I)
Toreya
totakal
toti
tottam
Tottiyan
tribhagam (I)
Tsine (wild cattle, [Bu)
tukeya
tukkadi
tulasi
Tulu
tumma (tree)
Tulā (festival)
turri
Ubbakavali (I)
ubhayam
Udaiyan (C)
uganny, (pl -ies)
ujjain (meridian)
ulkudi
Ulladans (C)
ulvadi
upanayanam
Uppara
Uppiliyan (C)
Urali
ūrani
Urdu
Uriya (not Oo)
Urrukaran (C)
urs (offerings, feast)
Ushar
ūshara (saline soil)
uttupurahs

Vadagalai (sect)
vadai
vādhyar
vadu
Vadugan (C)
vagai
vagu
vaid (doctor, Be)
vaidyan
Vaidyaratna
vaikal
Vaikunta Ekadasi
Vaishnava (C)
Vaishnavism
Vaisya (C)
vakalat
vakalatnama
vakil
Vakkaliga (C)
valai
Valaiyan
valayal
Valayan (I)
Valluvan (C)

Vaniyan (C)
vanki
Vannān (C)
varagu
varam
vari (small millet, Bo)
varkas (poor soil)
vartamāna
Varuna
vastu
vasul
vasul-baki
Vedas
Veda-vritti (I)
Velama (C)
velanga kolusu
veli
Vellala (C)
vellam (flood)
vembu
vempattom (tenure)
vengai
Venkatachalapati
verumpattam (lease)
vetti (pl -s)
Vettiyan (C)
vettu
Vettuvar (tribe)
Vibhava (1868, 1928)
vihāra (monastery)
Vijaya (1893, 1953)
Vijaya Dasami
Vikari (1899, 1959)
Vikrama (1880, 1940)
Vikriti (1890 and era)
Vilambi (1898, 1958)
vilāyati (era)
Villiyan
vimana pratishta
Vinayakachaturthī
vipravinodi (people)
Virabhadraswami
Virasaivan
Virodhi (1889, 1949)
Virodhikrit (1911)
Vishnu
Vishnu Dipam
Vishu (1881, festival)
viss (weight)
Visvāvasu (1905)
Visvanatha
Vyasa
Vyaya (1886, 1946)

Wadde (I)
Wadla (I)
Wahābi (people)
wakf (endowment)
walawarg
walīr (cultivation)
waram
warg
wargdar
wazārat (subdivision)
wazir (a minister)

Ya (uplands, Bu)
yadast
yaildar (headman)
Yajaman
Yajur
Yanadi (forest tribe)
yata
yatra
yeomiadar
yeomiah
Yerukalas
Yessub
yoga
Yogas—
Vaidhriti
Vishkamba
Priti
Ayushmat
Saubhagya
Sobhana
Atiganda
Sukarman
Dhriti
Sula
Ganda
Vriddhi
Dhruva
Vyaghata
Harshana
Vajra
Siddhi
Vyatipata
Variyas
Parigha
Siva
Siddha
Sadhya
Subha
Subhra
Brahman
Indra
yogasana (austerities)
Yogi (ascetic)
Yuga
Yūnāni (medicine)
Yuva (1875, 1935)

zamin
zamindar
zamindari (estate)
zamindarni (f)
Zamorin
zenana
Zend
Zendavasta
Zilhudge
zila (a district)
Zingar (I)
Zodiac signs—
Mesha
Rishabha
Mithunam
Karkata
Simha
Kanya
Tula
Vrischika
Dhanus
Makara
Khumba
Mina
Zulum

PERSONAL NAMES

Names of persons.—In all ordinary official correspondence and publications Indian names should follow the spelling adopted in the following examples —

Hindu Personal Names.

Note.—Caste names to be added in all cases when omitted here.

(See also rules on page 75)

Abbāyi Nāyudu
Abhimanya Patnāyak
Abhirāma Ayyar
Abhishēkanāthan
Achāryulu Pantulu
Achyutalingam
Achyutarāmayya
Achyuta Sāstri
Adaikkalam
Adaikkalanāthan
Ādikēsavulu
Ādimūla Chetti
Ādimūrti Rāo
Adinārāyana Ayyar
Adinārāyanaswāmi
Adinārāyanayya
Adisēshayya
Adisēshu Ayyar
Adityam
Adivarāham
Adivarāhamūrti
Adrishtam
Aghōrapati
Aghōra Sāstrulu
Agnihōtrudu
Agniswāmi Pillai
Akhilāndayya
Alagappa Mudali
Alagasingāra
Alagiriswāmi
Alagiyasingam
Alamēlu Chetti
Alavandār Chetti
Alwār Chetti
Amalānandam Pillai
Amarappa
Ambādi Mārār
Ambāsankara
Amritajagadīswara
Amritalingam Pillai
Amritanāyakam
Amrita Rāo
Amritaswāmi Pillai
Anandālwār
Ananda Rāo
Ānandatīrtha Rāo
Ananta Āchārya
Anantagiri Rāo
Anantakalyāna
Anantakrishna
Anantanārāvana
Anantan Nāyar
Ananta Pattar
Anantarāma Ayyar
Ananta Rāo Pantulu
Anantāryan
Anantasītārāma
Anantasubrahmanya
Anavaratavināya-
Anbudayān [kam
Andaperumāl Pillai
Andi Pillai
Andisundaram
Andiyā Pillai
Andivappa Pillai
Anjanēvulu
Annā Āchariyār
Annādurai Ayyar
Annāji Ayyangār
Annāmalai Chetti
Annaparāju
Annappa Kāmath
Annāswāmi Tēvar
Annayya Nāyudu
Anugraham
Apaduddhārana
Dīkshitar
Āpatsahāva Ayyar
Appadu Pantulu
Appādurai Ayyar
Appāji Rāo
Appala Āchārya
Appalanarasayya
Appalanarasimham
Appalanarasimhulu
Appalasūryanārā-
yana
Appalaswāmi
Appan Nambiyār
Appanna Pantulu
Appā Rāo
Appāswāmi Ayyar
Appāvu Chetti
Appayya
Appukutti Mudali
Appu Mēnōn
Appunni Mēnōn
Appu Sāstriyār
Appusundaram
Appuswāmi
Aramvalartanātha
Arangadan
Āravamudu
Ardhanāri
Ardhanārīswara
Arōgyam
Arogyaswāmi
Arpudaswāmi
Arulānandam Pillai
Arulappan
Arula Pillai
Arulaswāmi Pillai
Arumaināthan
Arumaināyakam
Ārumugam Pillai
Arunāchala Ayyar
Arunagiri Nāvudu
Asīrvādam Pillai
Aswattham Ayyar
Aswatthanārāyana

Atmanāthan
Avadayār Pıllai
Avadhānulu Pantulu
Avudaıyappan
Ayyā Ayyar
Ayyāduraı Ayyar
Ayyākuttı Ayyar
Ayyalayya Nayudu
Ayyalu Nāyudu
Ayyappan Pıllaı
Ayyāswāmı
Ayyāvenkata

Bābanna Kāmath
Bābu Rāo
Bādarāyana Sāstrı
Bālagurunātham
Bālaguru Nāyudu
Bālājı Rāo Nāyudu
Bālakōtayya
Bālakrıshna Ayyar
Bālakrıshnamūrtı
Bālamukunda Ayyar
Bālarāma Ayyar
Balarāma Ayyar
Balarāma Dās
Balarāma Krıshnulu
Balarāmamūrtı
Balarāmaswāmı
Balarāmayya
Bālasımha Rāo
Bālasıngam
Bālasubrahmanyam
Bālasundaram
Bālaswāmı Chettı
Bālu Mudalı
Bandappa Chettı
Bangārayya
Bangāruswāmı Pattar
Bāpanayya Nāyudu
Bāpanna
Bāpayya Pantulu
Bāpırāju
Bāppu
Bāpu Rāo
Basalinganna
Basalıngappa
Basava Chettı
Basavanna
Basavarājēswaram
Basi Reddi
Bāvā
Bāvā Rāo
Bāvāswāmı Pant
Bayyappa Reddı
Belıyappa
Bhagavanta Rāo
Bhagavānulu Pantulu
Bhagavatısubrahmanya Ayyar
Bhāgīrathı Rāo
Bhāgyam Pıllaı
Bhāgyanāthan
Bhaıravamūrtı
Bhaktavatsaludu
Bhānumūrtı
Bharatālwār
Bharatan
Bhāshika Āchārlu
Bhāshva Āchārıyār
Bhāshyam Ayyangār
Bhāskara Ayyar
Bhāskaran
Bhāskararāmamūrti
Bhāskararāmavya
Bhāvana Āchārya
Bhavānandam Pıllaı
Bhavānısankara Rāo
Bhavānıswāmı Rāo
Bhīma Āchārya
Bhīmasankara Rāo
Bhīmasēna Rāo
Bhīmayya
Bhīmēswara Rāo
Bhōgayya
Bhōja Rāo
Bhujanga Rāo
Bhūmınāthan
Bhūshanam
Bhūtalınga Ayyar
Bhūvarāhamūrtı
Bhūvarāha Rāo
Bıddayya
Bıshtōpant
Brahmājı Rāo
Brahmānandam
Brahmayya
Brıhadīsan
Buchchayya Chetti
Buchchırāmayyā
Buchchırāju

Chakkaraı Chettı
Chākko
Chākku
Chakradhara
Chakrapāndıyan
Chakrapānı Rāo
Chakravartı
Chalamayya
Chalapatı Rāo
Chāmu Mēnōn
Chandappa
Chandayya
Chāndı Kōsı
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Subrahmanya Ayyar
Subrahmanyam
Sudarsana Achārya
Sukhavanam
Sukumāran
Sundaragōpāla
Sundaralingam
Sundaram Mudali
Sundara Rāo
Sundaranānā Rāo
Sundararāja Ayyar
Sundararāma Ayyar
Sundaravadivēlu
Sundaravarada
Sundarēsa Mudali
Sundarēswara Ayyar
Sūrappa
Sūrayya
Sūri Ayyar
Sūryanārāyanamūrti
Sūryanārāyana Rāo
Sūryaprakāsa Rāo
Sūsaikulandai Pillai
Swāmi Ayyar
Swāmikannu Pillai
Swāminātha Ayyar
Syāmala Rāo

Tāchchu Mēnōn
Tādulingam
Tambu Chetti
Tambuswāmi Pillai
Tammanna Chetti
Tammayya Nāyudu
Tāndavarāya Pillai
Tangaswāmi
Tangavēlu Mudali
Tanikāchala Mudali
Tānu Pillai
Tātāchārya
Tātam Ayyangār
Tharyan
Tillaināyakam
Timmakrishna Rāo
Timmanna
Tirukkāmu Chetti
Tirumalai Ayyangār
Tirumalaiswāmi
Tirumalaiyān Chetti
Tirumalaiyappā
Tirumal Rāo
Tirumuruganātha
Tirunārāyana
Tirunārāyanaswāmi
Tiruvēngadam
Tiruvēngadanātha
Tiruvēngadaswāmi
Tiruvīrarāyan
Tulasirāma Ayyai
Tyāgaiāja Ayyar
Tyāgarāma Ayyai
Tyāgarāya Chetti
Tyāgasundara

Udayavarma Rāja
Uddandiswāmi
Ulaganātha Mudali
Umāmahēswara
Umāpati Mudali
Unichchōyi
Unni Erādi
Unnikkutti Kidāvu
Upēndra Pai

Vadivēlu Mudali
Vaidyalingam Pillai
Vaidyanātha Ayyar
Vaidyarāman
Vaidyēswaia Ayyar
Vaikuntham
Vaikuntha Nāyakar
Vairavānanda Pillai
Vajravēlu
Vallabha Rāo
Vāmana Kāmat
Vānchi Ayyar
Varadappa Nāyudu
Varadarāghavayya
Varadarāja Ayyar
Varadarājulu
Varadarāju Mudali
Varada Rāo
Varadayya Nāyudu
Varāha Ayyangār
Varāhanarasimha Pātrudu
Vasanta Rāo
Vāsava Mēnōn
Vāsudēva
Vāsudēvamūrti
Vayyāpuri Mudali
Vēdāchala Ayyar
Vēdagiri Mudali
Vēdāji Rāo
Vēdamānikkam
Vēdamuttu
Vēdanāyakam
Vēlāyudha Āsāri
Vēlāyudhan
Vēlu Mudali
Vēmban
Vēmbu Ayyai
Vengu Ayyar
Venkanna Pantulu
Venkappa
Venkā Reddi
Venkāswāmi Rāo
Venkata Āchārya
Venkatāchala Ayyar
Venkatāchalam
Venkatāchalapati
Venkatādri Ayyar
Venkatagiri Nāyudu
Venkata Kannayya
Venkatakrishnayya
Venkatanarasayya
Venkatanarasimha
Venkatanārāyana
Venkatapati Nāyudu
Venkataperumāl
Venkatappayya
Venkatarāma Ayyar
Venkatarāmadās
Venkataramanamūrti
Venkataramana Pai
Venkataramana Rāo
Venkataranga
Venkata Rāo
Venkataratnam
Venkatarāya Chetti
Venkatarāyudu

Venkatarāyulu
Venkatasēshayya
Venkatasiva Rāo
Venkatasubba Ayyar
Venkatasubbarāyudu
Venkataswāmi
Venkataswētachalapati Rāo
Venkatavarada
Venkatēsam Pantulu
Venkatēsan
Venkatēswara
Venkatēswarulu
Venkayya
Venkōba Rāo
Vēnugōpāla Chetti
Vijaya Mudali
Vijayanarasimha
Vijayarāghava
Vijayarāghavulu
Vijayarangam Pillai
Vikrama Dēvu
Vināyaka Mudali
Vīrabhadra Rāo
Vīranna Nāyudu
Vīrappa Chetti
Vīrarāghavaswāmi
Vīrarāghavayya
Vīra Rāyan Rāja
Vīrāswāmayya
Vīrēsalingam
Vīru Nāyudu
Virūpāksha Nāyudu
Vissayya
Viswalingam Pillai
Viswanātha Ayyar
Viswāsam
Viswēswara Rāo
Vitthal Rāo
Vyāsa Rāo

Yadunātha Rāo
Yajnanārāyanayya
Yajnanna
Yajnarāma Ayyar
Yajnaswāmi
Yājulu
Yāmuna Āchārya
Yatirāja Mudali
Yatirājan
Yatirājulu
Yēsudaiyān

Oriya Personal Names (Males)

Ādikondo
Adinātho
Akulo
Ankulo
Anondo
Appanna
Arāmo
Arto
Artotrāno
Atongo

Bābono
Bahadūr
Bāhāji
Baiia
Bālāji
Balla
Bālokesworo
Bālokrushno
Bālunkesworo
Bālunki
Bāmodēbo
Bamsodhoro
Bāmsuniya
Banchha
Bānchhanidhi
Bānibhūshono
Bankia
Banko
Bānomboro
Bāpani
Bāsu
Bāsudebo
Bāvuri
Baya
Bāyi
Bāyina
Bāyini
Bāyidhoro
Bāyikuli
Beni
Bennu
Bennupāni
Bidyādhoro
Bighnorājo
Bihāribondhu
Bijulia
Bimbādhoro
Bina
Bināyoko
Binodia
Binōdo
Biprochorono
Bīro
Bīrobhodro
Biioboro
Bironchinārāyono
Birūpāksho
Bisi
Bisunu
Biswokshēno
Biswombhoro
Biswonātho
Boidyonātho
Boigolo
Boikuntho
Boirāgi
Boishnobo
Bokshi
Boli
Bolia
Bollobho
Bollobhonārāyono
Bolobhodro
Bolorāmo
Bonna
Bonobāsi
Bonomāli
Borojo
Botchhia
Botchho
Boto
Botokrushno
Brojānondo
Brojobāsi
Brojobihāri
Brojobollobho
Brojobondhu
Brojokesworo
Brojokisworo
Brojomōhono
Brojosundoro
Brunda
Brundābono
Brundābonochondro
Budhi
Budhiya
Bhābogrāhi
Bhāgīrothi
Bhaluka
Bhāskoro
Bhayigo
Bhendia
Bhikāri
Bhikka
Bhīmo
Bhīmosēno
Bhobona
Bhogia
Bhogobāno
Bhogoboto
Bhoirobo
Bhojomono
Bhojono
Bhoroto
Bhuboni
Bhubonēswoio
Bhujo
Bhulla

Chemma
Chhobilal
Chhonochhonia
Chhota
Chhotria
Chintā
Chintāmoni
Chitro
Choita
Choitonyo
Chokodi
Chokro
Chokrodhoro
Chokropāni
Chompāinoli
Choncholo
Choncholochorono
Chondro
Chondrobhānu
Chondromoni

Chondrosēkhoro
Choro
Chorono
Chotura
Choturbhujo
Chowdhori
Chūdāmoni

Dāmo
Dāmōdoro
Dāsia
Dāso
Dāsorothi
Dēbānondo
Denlia
Dhārmiko
Dhonēsworo
Dhonia
Dhonna
Dhonnu
Dhonosundoro
Dhonurdhoro
Dhorma
Dhormo
Dhoionidhoro
Dhiubo
Dibākoio
Digōmboro
Dinna
Dinōbondhu
Doitāri
Domburu
Domburudhoro
Domma
Donāi
Donārdono
Dondāsi
Dondia
Dondo
Dondodhoro
Dondopānī
Doyānidhī
Dukha
Dulla
Dullobho
Durgāchorono
Durgāmādhobo
Durgāprosādo
Durjōdhono
Dusia
Dutia

Endu
Ekadosi
Ekadosia
Ekāmboro
Ekkai
Espati

Gādhu
Gandua
Ghagudia
Ghonia
Ghono
Ghonosyāmo
Giria
Giridhoro
Girinātho
Gōbindo
Gōbindochondro
Gōbindochorono
Gobiri
Goborā
Gobordhono
Gōdābori
Godādhoro
Godai
Gojānono
Gokulānondo
Gokulo
Gokulochando
Golla
Gombhāiia
Gonēso
Gonēsworo
Gonga
Gongādhoro
Gongāpani
Gonopoti
Gopālo
Gopālokrushno
Gopi
Gōpichorono
Gōpinatho
Gopobondhu
Goposundoro
Gorāchāndo
Gorāmoni
Gourāngo
Gourisonkor
Gourīsyāmo
Gourochondro
Gourohori
Gundicha
Gura
Guriubāria
Gurunātho

Hadia
Hadu
Hadupāni
Hatirāmo
Hatti
Holodhoro
Honnu
Honso
Honumāno
Hori
Horia
Horibondhu
Horichorono
Horihoro
Horikrushno
Horimōhono
Horināirāyono
Hoiirāmo
Horischondio
Horosho
Hrudoyānondo
Hrushi
Hrushikēso

Indro
Indiomādhobo
Isano
Isworo
Isworochondro

Jādobo
Jamolārjuno
Jānakirāmo
Jhogodia
Joddu
Jodumoni

Jogēsworo
Jogga
Jogı
Jogımonı
Jogīndro
Jogındronātho
Jogobondhu
Jogodīso
Jogonmōhono
Jogonnātho
Jogotānondo
Jolodhoro
Jombēswoıo
Jonārdono
Jotēswoıo
Joyo
Joyokrushno
Joyomonı
Joyorāmo
Judhıstıro
Jugolochorono
Jugolokısōro
Jugolokrushno
Jujhestı
Jujhıa
Jurıa
Jutıa

Kalıa
Kalıāchorono
Kālu
Kālukınkōro
Kāmopālo
Kampo
Kanchıa
Kannu
Kantārıa
Kāntorājo
Kārtıko
Kārtıkya
Kāsı
Kāsınātho
Kāsırāmo
Kela
Kēsa
Kēsobo
Khētra
Khētro
Khodalo
Khoga
Khogıa
Khogesworo
Kholli
Khollıa
Khonesworo
Khonna
Khotıa
Khuntıa
Kısorōchondıo
Kobııa
Kōdondo
Kōdondodhoıo
Kohıra
Kohnaı
Koıbolo
Koıbolyo
Kokılā
Kolākoıo
Kolıā
Kombu
Kombupānı
Komolākānto
Komololōchono
Kondho
Kontho
Kopıkētono
Kopılēsworo
Kopılo
Kopıtāno
Korunākoro
Koıunānıdhi
Koya
Krupa
Krupāsındhu
Krushno
Kıushnochoıtonyo
Krushnochondro
Krushnochotonyo
Krutıbāso
Kshetrobāsı
Kshetroboro
Kshudhādhoro
Kshyomākoro
Kshyomānıdhi
Kubēro
Kunjıa
Kunjo
Kurmonātho
Kusıa
Kuso
Kussa
Kusuno

Lābho
Lābonyo
Lālmōhono
Lālu
Lenka
Lıngo
Lıngorājo
Lobba
Lobbo
Loboni
Lochhobono
Lochhomono
Lochono
Loka
Lokēsworo
Lokonātho
Lokshmıbollobho
Lokshmıdhoro
Lokshmıkānto
Lokshmınārāyono
Lokshmono
Loksmıchorono
Lolıta
Lolıtāmonı
Lombōdoro
Londa
Luttıa

Madhıa
Mādhobo
Magota
Māguni
Māıkondo
Mıchha
Mına
Mīnokētono
Mochi
Modhura
Modhusūdono
Modono
Modonogopālo
Modonomōhono
Mohādebo
Mohankālo

Mohdu
Mohēsworo
Mohımōhono
Mōhona
Mōhono
Mohontorıa
Mohorgıa
Mohorushı
Mokoro
Mokundo
Mondorodhoro
Mongola
Mongulu
Monı
Monıa
Monmotho
Monobōdho
Monomōhono
Mrutyunjoyo
Muktēswoıo
Mukundo
Mulı
Murārı
Murılīdhoro
Mussa

Nallu
Nārano
Nārāyono
Nassa
Nātho
Nētrōtsobo
Nīlāmboıo
Nīlo
Nīlokontho
Nīlomādhobo
Nīlomonı
Nımaı
Nımaichorono
Nırākāro
Nıronjono
Nısānātho
Nıteyı
Nıtya
Nıtyānondo
Nobīno
Noboghono
Nobokisōro
Nodıachāndo
Nokulo
Nolınakshyo
Nondıkēsworo
Nondo
Nondokısōro
Nondolālo
Norıa
Norohori
Norosımho
Norosıngo
Norōttomo
Notıa
Notoboro
Noyono
Nrusımho

Obhimonyo
Obhınobo
Obhırāmo
Ochutānondo
Ochuto
Odwoıto
Ogādhu
Oırāboto
Okshoyo
Okuro
Onādı
Onāmo
Onātho
Ongodo
Onıruddho
Onkuro
Onongo
Onongobhīmo
Ononto
Onontochorono
Onontopodmonābho
Onontorāmo
Ontorjāmı
Oportı
Orjuno
Orokhıto

Paıkıra
Panda
Pāndobo
Pānu
Phetasingi
Phokīro
Phokīromōhono
Pındıko
Pītāmboro
Pıtobāso
Pıtuyı
Podıa
Podmochorono
Podomolōchono
Podmonābho
Podono
Ponchānono
Poıānkuso
Porıkhıto
Porıkshya
Poromānondo
Poromo
Porosu
Porosudhoro
Porosurāmo
Potıto
Potıtopābono
Prānokumāro
Pıemānondo
Prıyānondo
Pıobhāchondro
Probhākoro
Probolādo
Prohorājo
Prokāsochondro
Prophullo
Prosonno
Prosonnokumāro
Punıa
Purıa
Purnānondo
Purnochondro
Puro
Purondoro
Purushōttomo
Pushya

Rādhāchorono
Rādhākānto
Rādhākrushno
Rādhāmōhono
Rādhānātho
Rādhānondo
Rādhāromono
Rādhāsyāmo
Rāghobo

Rājendro
Rājībo
Rājībolōchono
Rājībonētro
Rājogopālo
Rājono
Rāmānujo
Rāmēso
Rāmo
Rāmobollobho
Rāmochondro
Rāmogōbindo
Rāmohori
Rāmokrushno
Rāmolingo
Rāmomōhono
Rāmonātho
Rāmoprosādo
Rāsobihari
Roghu
Roghumoni
Roghunātho
Roibāria
Romākānto
Romēso
Rongonātho
Ronko
Rosiko
Rosikochondro
Rosikomōhono
Rotno
Rushi
Rushia
Rushobho

Sādhu
Sādhuchorono
Sāibo
Sārodāchorono
Sārongodhoro
Sārongopāni
Sārothi
Sēboko
Sibo
Siborāmo
Sikhoro
Simhādri
Sindhu
Sitākānto
Sitānātho
Sitāprosādo
Sitāramo
Sōbha
Sōbhachondro
Sodānondo
Sodanono
Sodāsibo
Sodda
Sohodēbo
Sohosronāmo
Soito
Solia
Solla
Sombāria
Sōmonātho
Sōmosēkhoro
Sonāntano
Sonkulia
Sonya
Sonyāsi
Sorotkumāro
Sosibhushono
Sosidēbo
Sosidhoro
Sotchidānondo
Sotrughno
Sotya
Sotyānondo
Sotyobādi
Sotyonārāyono
Srībotso
Sriichondono
Sīdhoro
Srīhori
Srīkāntho
Srīkoro
Srīkrushno
Srīnibāso
Srīpoti
Srīrāmo
Srīrongo

Subudhi
Sudorsono
Sugrībo
Sukodēbo
Sukru
Sukuta
Summa
Surēndro
Surjyonārāyono
Syāmo
Syāmoghono
Syāmosundoro

Taria
Tarini
Tarinichoiono
Tārono
Tāru
Tera
Thobiro
Thumba
Tikoro
Timma
Tinka
Tolonētro
Tomalēsworo
Tonkia
Tonko
Tonkodhoro
Trilōchono
Triomboko
Tura

Udoyochondro
Udoyonātho
Ugrosēno
Ujwolēsworo
Ulla
Umānātho
Umāpoti
Upēndro
Urdhobo
Utsobo
Uttomo
Uttori

Oriya Surnames.

Āchārjyo
Altıa
Appoto
Arukho

Bakshı
Bārıko
Bārtıa
Behara
Bhonlo
Bhunya
Bıssōyı
Bıswālo
Boıthāru
Borādo
Bromha

Chıtıokāro
Chompāıtıra
Chorchı
Chowdhori

Dakua
Dangua
Dās
Dāso
Dobāi
Dolāı
Dolobehara

Ghonto
Gontāıto
Gowdo

Hodopo

Khadonga
Khondualo
Koro

Lenka

Mahānkudo
Mahāntı
Mahāpātro
Maharona
Mahartha
Majhı
Mali
Mehekāpo
Mısro
Mohonto
Moliko
Mulı
Munı

Nahako
Naıko
Neppāko
Nondo

Pādhı
Pallaı
Pālo
Paltasıngı
Pānı
Pānıgrāhi
Patnaık
Pātro
Podhāno
Ponda
Porıchchha
Porıda
Posupāloko
Potı
Prıda

Rāulo
Rāuto
Rona
Ronosıngı
Rotho

Sāboto
Sāhani
Sāhu
Sāmonto
Sāmontora
Sānto
Santra
Senāpotı
Setti
Sing
Sıo
Sodongı
Sotoposti
Subudhi
Swayi

Torai
Trıpāthi
Tyādhi

A'azam 'Alı
A'azam Husaın
A'azam Jāh
A'azam Sāhıb
Abā-Bakar
Abu-'abd-ul-lah
Abu-Bakar
Abu-Muhammad
Abu-Tāhır
Abu-Tāıyıb
Abu-Turāb
Abul-Hasan
Adam Khān
Adam Saıt
Afsar Husaın
Afsar Jang
Aftāb Ahmad
Afzāl Ahmad
Afzal Husaın
Agha Khān
Ahl-ul-lah
Ahmad 'Alı
Ahmad Bādshāh
Ahmad Bakhsh
Ahmad Hasan
Ahmad Husaın
Ahmad Kabīr Sāhib
Ahmad Muhī-ud-dīn
Ahsan-ud-dīn
Ahsan-uz-zamān
Aıyūb 'Alı
Aıyūb Khān
Ajmal Khān
Akbar 'Alı
Akbar Husain
Akbar Jang
Akhgar Husain
Akhtar Ahmad
Akram 'Alı
Allāhdād Khān
Altāf Ahmad
Altāf Husain
Altāf Rasūl
Amānat 'Alı
Amānat-ul-lah
Amīn Ahmad
Amīn-ud-dīn
Amīn-ul-lah
Amīr Ahmad
Amīr 'Alı
Amīr Hasan
Amīr Husaın
Amīr-ud-dīn
Amīr-ul-lah
Amjad 'Alı
Amjad Husain
Ansar 'Alı
Ansar Sāhıb
Ansaı-ud-dīn
Anwār Ahmad
Anwar 'Alı
Anwar Husaın
Anwar, Muhammad
Anwaı Sāhıb
Anwar-ud-dīn
Anwār-ud-dīn
Anwār-ul-lah
Aıshad Ahmad
Asad Ahmad
Asad 'Alı
Asad Husaın
Asad-ul-lah
Asaf 'Alı
Asaf Jāh
Asghar Ahmad
Asghar 'Alı
Asghar Husaın
Ashraf 'Ali
Ashraf Husaın
Asmān Jāh
Athar 'Alı
Athar Husain
Auliya Sāhib
Azhar Husain
'Aabıd 'Alı
'Aabıd Husaın
'Aalı Jāh
'Aaqıl Ahmad
'Aaqıl 'Alı
'Aarıf 'Alı
'Aarif Husain
'Aasim 'Ali
'Aasim Husain
'Aasim Khān
'Aashıq Ahmad
'Aashiq 'Ali
'Aashiq Husain
'Abbās 'Alı
'Abbās Husaın
'Abbās, Saıyıd
'Abd-ul-ahad
'Abd-ul-'alı
'Abdul-ul-'alīm
'Abd-ul-'allām
'Abd-ul-'azīm
'Abd-ul-'azīz
'Abd-ul-bāqı
'Abd-ul-bari
'Abd-ul-bāsıt
'Abd-ul-ghaffār
'Abd-ul-ghafūr
'Abd-ul-ghani
'Abd-ul-hādı
'Abd-ul-hafīz
'Abd-ul-haı
'Abd-ul-hakīm
'Abd-ul-halīm
'Abd-ul-hamīd
'Abd-ul-haq
'Abd-ul-hannān
'Abd-ul-jabbār
'Abd-ul-jalīl
'Abd-ul-jamīl
'Abd-ul-karīm
'Abd-ul-khāliq
'Abd-ul-lah
'Abd-ul-lah Husain Bādshāh
'Abd-ul-latīf
'Abd-ul-majīd
'Abd-ul-mālık
'Abd-ul-mannān
'Abd-ul-muhymin
'Abd-ul-mu'ız
'Abd-ul-mumin
'Abd-ul-mun'ım
'Abd-ul-qadīr
'Abd-ul-qādir, Bangi

'Abd-ul-qādir, Muhammad, Quraishi
'Abd-ul-qaiyūm
'Abd-ul-quddūs
'Abd-ul-wadūd
'Abd-ul-wahhāb
'Abd-ul-wāhib
'Abd-ul-wāhid
'Abd-ul-wājid
'Abd-ul-wali
'Abd-ul-wārs
'Abd-ul-wāsi
'Abd-ur-rab
'Abd-ur-rahīm
'Abd-ur-rahmān
'Abd-ur-rashīd
'Abd-ur-raūf
'Abd-ur-razzāq
'Abd-us-salām
'Abd-us-samad
'Abd-us-sattār
'Abd-us-subhān
'Abd-ush-shukūr
'Ala-ud-dīn
'Ali Abbās
'Ali Ahmad
'Ali Akbar
'Ali Haidar
'Ali Hasan
'Ali Husain
'Ali Mazhar, Hāfiz
'Ali Miān
'Ali Muhammad
'Ali Naqi
'Ali Taqi
'Ali-ud-dīn
'Alīm-ud-dīn
'Alīm-ul-lah
'Askar 'Ali
'Askar Husain
'Askari Mirza
'Atā Muhammad
'Atā-ul-lah
'Atā-ur-rahmān
'Atā-ur-rasūl
'Azīm-jāh
'Azīm-ud-daulah
'Azīm-ud-dīn

'Azīz Ahmad
'Azīz 'Ali
'Azīz Mirza
'Azīz-ud-dīn Husain
'Azīz-ul-lah, Muham-
'Azīz-ul-mulk [mad
'Azmat Husain
'Azmat-ul-lah

Bāba Miān
Bābu Sāhib
Baday Sāhib
Bad'i-ud-dīn
Bad'i-ul-lah
Bad'i-uz-zamān
Badr-i-'alam
Badr-ud-dīn
Badr-uz-zamān
Bādshāh Husain
Bādshāh Miān
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Bakhsh-i-'Ali
Bakhshish 'Ali
Bakhshu Miān
Bandah-Nawāz
Bandi 'Ali
Bāqir 'Ali
Bāqir Husain
Barakkat 'Ali
Barakkat-ul-lah
Bashārat Ahmad
Bashārat 'Ali
Bashārat Husain
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Bashīr Ahmad
Bashīr-ud-daulah
Bashīr-ud-dīn
Bazl-ul-lah [mad
Bēg, Mirza Muham-
Bismillāh Sāhib
Burhān-ud-dīn, Saiyid

Chanda Miān
Chānd Bādshāh
Chandu Miān
Chirāgh-ud-dīn
Chirāuh 'Ali

Dāda Miān
Dāday Khān
Dātā Ganj Bakhsh
Dāūd
Dāūd 'Ali
Dāūd Khān
Dīn Ahmad
Diwān 'Ali
Diwān Sāhib

Fahīm Ahmad
Fahīm 'Ali
Fahīm-ud-dīn
Fāiq Ahmad
Fāiq 'Ali
Faiyāz 'Ali
Faiyāz Husain
Faiyāz-ud-dīn
Faiz-i-Rasūl
Faiz-ud-dīn
Faiz-ul-lāh
Fākhir Ahmad
Fakhr-ud-dīn
Fakhr-ul-islām
Fakhr-ul-mulk
Falāh-ud-dīn
Faqīr Ahmad
Faqīr-ud-dīn
Farīd Sāhib
Farīd-ud-dīn
Fasāhat 'Ali
Fasāhat Husain
Fasīh Ahmad
Fasīh-ud-dīn
Fasīh-ul-mulk
Fath-i-Ahmad
Fath-i-'Ali Shāh
Fath-ud-dīn
Fattāh Husain
Fāzil Ahmad
Fazl-Ahmad
Fazl-i-Husain
Fazl-i-Nabi
Fazl-i-Rasūl
Fazl-ud-dīn
Fazl-ul-lah
Fazl-ur-rahmān

Gauhar 'Ali
Ghaffār 'Ali

Ghaffār Husain
Ghaffār Khān
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Ghaiyās-ud-dīn
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Ghazanfai 'Alī
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Ghāzi-ud-dīn
Ghulām Ahmad
Ghulām' Alī
Ghulām Dastgīr
Ghulām Ghaūs
Ghulām Haidar
Ghulām Hasan
Ghulām Husain
Ghulām-i-'Abbās
Ghulām Jīlānī
Ghulām Mahmūd
Ghulām Maula
Ghulām Muhammad
Ghulām Muhammad J'afar
Ghulām Muhī-ud-dīn
Ghulām Mujtaba
Ghulām Murtaza
Ghulām Mūsi Rīza
Ghulām Mustafa
Ghulām Nabī
Ghulām Naqī
Ghulām Qādir
Ghulām Rasūl
Ghulām Samadānī
Ghulām Taqi
Ghulām-us-saqalain
Gulāb Khān
Gul Muhammad
Gulshan 'Alī Shāh
Gulzār 'Alī Shāh

Habīb 'Alī Shāh
Habīb-ud-dīn
Habīb-ul-lah
Habīb-ur-rahmān
Hādi 'Alī
Hādi-ud-dīn
Hafīz-ud-dīn
Hafiz-ul-lah
Haidar 'Alī
Haidar Husain
Haiyāt Bādshāh
Hāji Bādshāh
Hākim 'Alī
Hākim-ud-daulah
Hakīm-ud-dīn
Hālīm-ud-dīn
Hāmid Ahmad
Hāmid 'Alī
Hamīd Hasan
Hāmid Husain
Hāmid Muhi-ud-dīn
Hāmīd Sāhib
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Hamzah 'Alī
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Hāris 'Alī
Hārun Sāhib
Hārun Sait
Hasan 'Abd-ul-lah
Hasan 'Alī
Hasan 'Ata-ul-lah
Hasan Muhī-ud-dīn
Hasan Raza
Hasan-uz-zamān
Hāshim 'Alī
Hāshim Husain
Hāshim Muhī-ud-dīn
Hāshim Pīrān
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Hashmat Husain
Hazrat Bādshāh
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Himmat 'Alī
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Husaīn Ahmad
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Husain Khan
Husaini Pīrān
Husain-ud-dīn

Ibrāhīm 'Alī
Ibrāhīm Husain
Ibrāhīm Khān
Ibrāhīm Sāhib
Iftikhār 'Alī
Iftikhāi Husain
Ihsān 'Alī
Ihtishām 'Alī
Ihtishām Husain
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I'tibār 'Alī Shāh
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I'zāz Alī
I'zāz Husain
Ikrām 'Alī
Ikrām Husain
Ilāhdād Khān
Ilāh Dīn
Ilāhi-Bakhsh
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Imām 'Alī
Imām Muhi-ud-dīn
Imām Sāhib
Imām-ud-dīn
Imdād Ahmad
Imdād 'Alī
Imdād Husain
Intizām 'Alī
Intizām-ud-dīn
Iqān 'Alī Shāh
Iqbāl Ahmad
Iqbāl 'Alī
Iqbāl Husain
Irtiza 'Alī
Irtiza Husain
Is-hāq Ahmad
Is-hāq Sāhib
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'Imād 'Alī
'Imād-ud-dīn
'Ināyat Ahmad
'Ināyat 'Alī
'Ināyat Husain
'Ināyat-ul-lah
'Irfān 'Alī
'Ishrat 'Alī
'Ishrat Husain
'Izzat Ahmad
'Izzat Husain
'Izzat Nabī
'Izzat Rasūl
'Iz-zud-dīn

Jabbār 'Alī Shāh
Jabbār Husain
Jābir 'Alī
Jābir Husain
J'afar 'Alī
J'afar Husain
J'afar Muhī-ud-dīn Bādshāh
Jahandār Shāh
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Kamil Husain
Karāmat 'Alī
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Karamat-ul-lah
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Karīm-ud-dīn
Karīm-ul-lāh
Karīm-ul-lah Shāh
Kāzim 'Alī
Kāzim Husain
Khādim 'Alī
Khādim Husain
Khairāt 'Alī
Khairāt Husain
Khair-ud-dīn
Khālid Ahmad
Khalīl Ahmad
Khalīl-ul-lah
Khitābat Khān
Khuda Bakhsh
Khuda-dād-Khān
Khuda Dost
Khurram 'Alī
Khurshīd Ahmad
Khwājah Husain
Khwājah Khān
Khwājah Muhī-ud-dīn
Khwājah Pīrān

Lāiq 'Alī
Lāiq Husain
Lāiq-ud-dīn
Lālji Wāljī Sait
Latīf Husain
Latīf Qādir Ahmad
Liyāyat 'Alī
Liyāqat Husain
Lutf-l-'Alī
Lutf-ī-rasūl
Lutf-ul-lah, Muhammad
Lutf-ur-rahmān

Mabrūr Ahmad
Mabrūr 'Alī
Maddāh Husain
Mafakh-khar-Husain
Mahābat Khān
Mahbūb 'Alī
Mahbūb Bādshāh
Mahbūb Husain
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Mahbūb Pīrān
Mahdī 'Alī
Mahdī Hasan
Mahdī Husain
Māhir 'Alī
Mahmūd 'Alī
Mahmūd Hasan
Mahmūd Husain
Mahmūd Khān
Māil Sāhib
Mājid 'Alī
Mājid Husain
Mājid Khān
Mājid-ud-dīn
Makhdūm Husain
Makhdūm Pīrān
Malik Bādshāh
Malik Maulāna Sāhib
Malik Muhī-ud-dīn
Mansūr Ahmad
Mansūr 'Alī
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Manzūr Ahmad
M'arūf 'Alī
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Maqbūl Ahmad
Maqbūl 'Alī
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M'arūf 'Alī
M'arūf Sāhī
Masīh-ud-dīn
Masīh-uz-zamān
Maslah-ud-dīn
Mas'ūd Ahmad
Mas'ūd 'Alī

Maudūd Ahmad
Maudūd 'Alı
Maula Bakhsh
Maula Husaın
Maulāna Sāhıb
Mazar-ul-lah
Mazhar Ahmad
Mazhar 'Alı
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Mazhar-ud-dīn
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Murtaza 'Alı
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Mushtāq Ahmad
Mushtāq Hasan
Mushtāq Husaın
Mustafa 'Alı
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Mutahhar 'Alı
Muzaffar Ahmad
Muzaffar Husaın
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Nabī-Husaın
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Qubūl Ahmad
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Qutb-ud-dīn

Rafi'ī 'Alı
Rafi'ī-ud-dīn
Rafi'ī-ul-mulk
Rahat 'Alı
Rahat Husaın
Rahīm 'Alı
Rahīm Khān
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Rasūl Khān
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Rıyāz Ahmad
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Rustam 'Alı

S'aadat 'Alı
Sābıt 'Alı
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Sa'ıd-ud-dīn Sāhıb
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Saıyıd Muhammad
Sajjād 'Alı
Sajjād Husaın
Sakhāwat 'Alı
Sakhāwat Husaın
Salāh-ud-dīn
Salāmat 'Alı
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Salıh-ud-dīn
Salīm Bakhsh
Salīm-ud-dīn
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Sanā-ul-lah
Sardār 'Alı
Sardār Khān
Sarfarāz Husaın
Sarwar Sāhıb
Sarwat Ahmad
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Shafi'ı-ul-lah
Shams-ud-dīn
Sharf Ahmad
Sharf 'Alı
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Sharīf, Muhammad
Shaukat Ahmad
Shaukat 'Alı
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Sıddīq Hasan
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Sılah-ud-dīn
Sırāj-Ahmad
Sırāj-ud-dīn
Sıyānat 'Alı
Subhān 'Alı
Sufyān 'Alı
Sulaımān Alı
Sulaımān Khān
Sultān Ahmad
Sultān Alı
Sultān Husaın
Sultān Mahmūd
Sultān Muhammad
Sultān Muhı-ud-dīn

Tafazzul Ahmad
Tafazzul Husaın
Tāha Husaın
Tāha Sāhıb
Tāhır Alı
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Tāıb 'Alı
Tajammul Husaın
Tāj-ud-dīn Sāhıb
Talāwat 'Alı
Tālıb 'Alı
Tālıb Muhī-ud-dīn
Tamīm Ahmad
Tamīm Muhī-ud-dīn
Tasadduq Husaın
Taufīq Husaın
Tuıāb 'Alı
Turāb Husaın
Turāb Khan Sāhıb

'Ubāıd-ul-lah, Mau-
'Umar 'Alı [lavı
'Umar Khān
'Umar Sāhıb
'Usmān 'Alı
'Usmān Khan
'Usmān Sāhıb
Wādūd Ahmad
Wādūd Khān
Wāhīd 'Alı
Wāhīd Sharıf
Wāhīd-ud-dīn
Wajāhat Husaın
Wajıd 'Alı
Wajıd Husaın
Wajīh-ud-dīn
Walı Ahmad
Walı Muhammad
Walı-ud-dīn
Walı-ul-lah
Wası Ahmad
Was'ı 'Alı
Wası-ud-dīn
Wazīr 'Alı
Wazır-ud-dīn
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Wılāyat-ul-lah

Yad-ul-lah Husaın
Yahya Husaın
Yahya Muhı-ud-dīn
Yahya Sāhıb
Y'aqūb 'Alı
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Y'aqūb Husaın
Y'aqūb Sāhıb
Yasın 'Alı
Yasīn Sāhıb
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Yūnus Khān
Yūnus Saıt
Yūsuf 'Alı Sāhıb
Yūsuf Husaın
Yūsuf Mırza

Zafar 'Alı
Zāhıd Ahmad
Zāhıd Husaın
Zahīr Ahmad
Zahīr Hasan
Zahīr-ud-dīn
Zaıgham 'Alı
Zaın-ud-dīn
Zaın-ul-'aābıdın
Zākır Ahmad

Zākır 'Ali, M'utamid
Zākır Husain
Zakrıya Ahmad
Zakrıya Husaın
Zakrıya Saıt
Zāmin Ahmad
Zāmın 'Alı
Zāmın Husaın
Zamzam 'Alı
Zıya-ud-dīn
Zıya-ul-hasan
Zuhūr Ahmad
Zuhūr 'Alı
Zuhūr-ud-dīn
Zuhūr-ul-lah

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Abu
Abu Bakai Kunhi
Adāmi
Adima
Adiyān Kutti
Ahmad Kōya
Ahmad Kunhi
Ahmad Kutti
Aidru
Aidrumān ('Abd-ur-rahmān)
Aidrumān Kutti
Ajjutti
Alippi
Amānat
Amānat Kutti
Ammu
Ammu Kutti
Assaimār (Hasan)
Atla Kōya
Attan (Hasan)
Avadalutti
Avaiān
Avarān Kōya
Avaiān Kutti
Avaiu
Ayammad (Ahmad)
'Abbās
'Abdu
'Abd-ul-lah Kōya
'Abd-ul-lah Kunhi
'Abd-ul-lah Kutti
'Alavi
'Ali 'Ammu
'Ali Kōya
'Ali Kutti
'Ali Yār

Bābā
Bābāchchi
Bābōtti
Bābu
Bachchig
Bāchchutti
Bādutti
Baduvan
Baittāh
Baittān Kutti
Bamban
Bambankunhi
Bappan
Bappan Kōya
Bappan Kutti
Bappotti
Bāyan
Bāyankōya
Bāyankutti
Bīrān

Chadayan
Chadayan Kutti
Chekkōn
Chēkku
Chēkkutti
Chokkrān
Chokkrān Kutti

Dāū
Dāūd
Dawood Sahib
Dayimān

Faiīd

Haidar
Haidross
Hakīm
Hamīd
Hamza
Haiūa
Hasan
Hasan bin Saiyid Ahmad J'afāri
Hasan Kōya
Hasan Kunhi
Hasan Kutti
Hāshimi
Hassu
Hāttim

Ibrāhīm Kōya
Ibrāhīm Kunhi
Ibrāhīm Kutti
Idrīs
Imbichchi
Imbichchi Ahmad
Imbichchi Kōya
Is-hāq
Ismā'īl
Ismā'īli
Ismā'īlutti
'Isa
'Issu
'Issutti

J'afar
J'afar Kutti
Jamāl

Kamāl
Kamāli
Kamāl Kutti
Kammū
Kammu Kutti
Kōya
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Kōya Kutti
Kōyāma
Kōyāmu
Koyapparai
Kōyōtti
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Kunhāmi
Kunhāmmotti
Kunhāmū
Kunhavarān
Kunhavulla
Kunhi Bāchchi
Kunhi Chekkōn
Kunhi Chēkku
Kunhi Kamāl
Kunhi Kutti 'Ali
Kunhi Makki
Kunhi Muhī-ud-dīn
Kunhi Mūssa

Kunhi Pakkar
Kunhi Pakki
Kunhi Palli
Kunhi Pāri
Kunhi Qādiri
Kunhi Qalandan
Kunhi Sā
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Kunhi Tūppar
Kutti 'Ali
Kutti Ammu
Kutti 'Atta
Kutti Hasan
Kuttū
Kuttūssa

Madār
Makkāchchi
Makki
Mākkutti
Mammassan Kutti
Mammassan (Muhammad Hasan)
Mammāvu
Mammi
Mammi Kunhi
Mammi Kutti
Mammū
Mammunhi
Māmū
Māmū Kunhi
Marakkār
Mashhūr
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Moidu
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Muhammad
Muhammadi
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Nādir Shāh
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Pourān
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Qambar
Qāsim
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Sābān
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Sow
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Sultān
Sūppi
Sūppi Kutti

Taruvai
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Thūppar

Ukkas
Uppi
Uppi Kutti
'Umar
'Umar Kōya
'Umar Kutti
'Usmān
'Usman Kōya
'Usmān Kutti

Vīrān
Vīrān Kōya
Vīrān Kunhi
Vīrān Kutti
Virāvū
Y'aqūb
Yūsuf

MARAKKĀYARS.

(Except for those indicated by * the word Marakkāyar is affixed to all)

Abdul Husain Marakkāyar
Abubakar Lebbai Sahib
Abu Faqīr (Abu-
Ahmad Fazil [bakar)
Ahmad Sāhib
Allapichchai
Ashru
'Abbās
'Abd-ul-'ali
'Abd-ul-kudha
'Abd-ul-lah Sāhib
'Abd-ul-muhaimin
'Abd-ul-mujib
'Abd-ul-qāsim
'Abd-ul-quddus *
'Abd-ul-shahīd
'Abd-ul-shrīf
'Abd-ul-shifa
'Abd-ul-siddiq
'Abd-ul-wadūd
'Ali Pillai
'Alíyar Marakkāyai
'Azmat Ibrāhīm

Bāba Marakkāyar
Bādshāh Muhī-ud-
Bāpanna [dīn
Bāppan *
Bāpu Marakkāyar
Bāpu Tambi
Baqar Muhammad *
Bāvā Sāhib
Bāvāji *
Burhān Kōya
Burhān Sāhib *

Chanda Sāhib Ravut-
Chinnaghani [tai *
Chinna Ghani
Chinna Marakkāyar
Chinna Pillai
Chinna Pir Sa
Chinna Tambi
Chinna Vāpu
Chinnappa Rāvuttar *

Dāūd Muhī-ud-dīn
Dhanan Marakkāyar
Diwān Sāhib

Eksanji Ghani
Esa Marakkāyar

Faqīr Bāchcha
Faqīr Lebbai
Faqii Matan
Faqīr Muhī-ud-dīn
Faqīr Pichchai

Ghaūs Marakkāyar
Ghaūs Pichchai
Ghaūs Sāhib

Habīb Husain
Habīb Sāhib
Habīb Sultān
Haidar Sāhib Rāvut-
Haji Madar [tar *
Haji Muhammad
Hamīd Sāhib
Hamza Marakkāyai
Hasana Tambi
Hasan Sāhib
Husain Sāhib

Ibrāhīm Ghani
Ibrāhīm Kutti
Ibrāhīm Mastān
Ibrāhīm Naina
Ibrāhīm Sāhib
Ilyās Marakkāyar
Imām Sāhib
Imbichchi Kōya
Is-hāq Marakkāyar
Is-kandar
Is-mā'īl
Ismā'ilji
Ismā'īl Levvai
Ismā'īl Sāhib
Jailān Marakkāyar
Jailān Sāhib [tar *
Jamāl Naina Rāvut-
Janāid Marakkāyar

Kamāl Kutti
Kannu Marakkāyar
Karīm Sāhib
Kattai Pillai
Kattai Vāva
Kattuva
Kithru Pillai
Kōsi Muhammad
Kōya Marakkāyar
Kunchali
Kunhālikōya
Kunju Marakkayār
Kuppai Pillai
Kuppaitambi

Lāl Bācha
Latif Ghani
Lebbai Ghani
Lebbai Kutti
Levvai Naina
Levvai Tambi
Lichai Kunhi
Lichai Sāhib

Madār Muhī-ud-dīn
Madina Sāhib
Maina Pillai
Makhdūm Sāhib
Makka Rāvuttar
Mastān 'Ali
Maula Sāhib
Mina Muhammad
Mīrān Ghani
Mīra Pillai
Mīra Sāhib
Miskīn Faqīr
Muallim
Mubārak Sāhib
Muhammad 'Abd-ul-
Mutallib
Muhammad 'Kalifa

Muhammad Levvai Tambi
Muhammad Maryam
Muhammad Mirām Gudu
Muhammad Naina Maula
Muhammad Naina Tambi
Muhammad Ovvaisqarni
Muhammad Sāhib
Muhammad Shaikh Qādir
Muhammad Sultān
Muhammad Tambi
Muhī-ud-dīn Levvai Tambi
Muhī-ud-dīn Pichchai
Muna Pillai
Mūsa Abu Bakr
Muttu Ghani
Muttu Pillai
Muttu Tambi
Muzaffar Rāvuttar *

Nāgur
Nāgur Pichchai
Nahi Kōya
Naina Muhammad
Naina Pillai
Nakhuda
Nalla Abu Bakr
Nalla Ghani
Nanna Bhoi
Nathad Sāhib
Nursahib

Ochin Said
Ochitambi
Ojin
Oliam
Ovvaisqarni

Pathu Kutti
Periya Tambi
Periya 'Umar Rāvuttar *
Pichchai Ghani
Pichchai Tambi
Pīr Pahilwān
Pīr Pichchai
Pūkōya
Pulavar Rāvuttai
Pulikutti
Puttuvitta

Qādir Bhoi
Qādri Ghaūs
Qādri Pichchai
Qādir Shaikh 'Ali
Qādri Sultān
Qāsim Muhammad
Qāsim Pichchai
Qāsim Sāhib

Rasūl Ghani
Rasūl Pichchai

Sāhib Ghani
Sāhib Marakkāyar
Sāhib Tambi
Saiman Levvai
Sāiyid Levvai
Sāiyidul Ghafūr
Saiyid-ul-lah
Sālih
Sālih Pillai
Sāmu
Sāmunainār
Samu Tambi
Sawari Muhī-ud-dīn
Sevatha Vappa
Shāh-ul-hamīd
Shaikh
Shaikh Adiyar
Shaikh Ismā'īl 'Ali
Shaikh Madār
Shaikh Saiyidulla
Shukur
Siddiq Kamāl
Siddīq Sāhib
Sikandar Abbas Rāvuttar *
Sikandar Muhī-ud-dīn
Sithik Muhammad
Sulaimān Levvai

Tambi Sāhib *

Ummichchi Koya
Uppi Kutti *
'Umai Kutti *
'Umar Tambi *
'Uthmānjani
'Uthmān Lebbai
'Uthmān Sāhib *

Valisa
Vallayappa
Vāpuchi
Varisai Ibrāhīm *
Varisai Levvai *
Varisai Muhammad *
Varisai Muttu Rāvuttar *
Varisai Rāvuttar *

Zain-ud-dīn
Zakiriya

Generic names should be separated from the personal names instead of joining the two names by 'sandhi' even if they begin with a vowel as in some Brahman generic names This is necessary to avoid confusion in cases like Subbayya and Subba Ayyar

Āchārya to be used for Brahman names, and Āsāri for non-Brahmans

The term 'Tātāchārya' is a surname and should not be split up into 'Tata Chari'

With generic names in case of doubt as to the use of the plural or singular, such as 'Nadar,' 'Udayar,' etc , the spelling preferred by the bearer of the name to be followed

For the spelling of names of towns, etc , occurring with personal names, follow the rules laid down for the names of places

Personal names and not generic names are to be adopted for indexing purposes in the same way that surnames are used in the case of Europeans

The spelling of signatures of higher officials, members of Legislative and municipal councils, district boards and private persons affixed to important papers, minutes, petitions, etc , may be followed, though the official spelling is always adopted for the headings, etc

PLACE NAMES, MADRAS PRESIDENCY.

Names of places —The following list contains in alphabetical order for ready reference the authorized spelling of the more important places in the Madras Presidency The spelling in the latest edition of the "Alphabetical list of villages, taluks and districts of the Madras Presidency," should be followed for other places not in this list (except in publications for which a special system is sanctioned in preference to the spelling adopted in the Imperial Gazetteer) For place names in the Presidency appearing in neither list the transliteration table should be adopted

(The abbreviations between parentheses indicate the districts as follows An = Anantapur, Bel = Bellary, Ch = Chingleput, Cht = Chittoor, Co = Coimbatore, Cud = Cuddapah, E Go = East Gōdāvari, Gan = Ganjām, Gun = Guntūr, Kis = Kistna, Kur Kurnool, Mad = Madras, Ma = Madura, Mal = Malabar, Nel = Nellore, Nil = Nilgiris, N A = North Arcot, Ra = Ramnad, Sa = Salem, S A = South Arcot, S K = South Kanara, Tan = Tanjore, Tin = Tinnevelly, Tri = Trichinopoly, Vizag = Vizagapatam, W Go = West Gōdāvari, D = District, G = Ghaut, H = Hill, I = Inam, J = Jaghir, M = Malukdari, P = Port, P S = Police station, R = River, T = Taluk, Z = Zamindari)

Acharapākkam (Ch)
Achchandavilttan
Achchankuttappatti
Adamankottai P S
Addanki (Gun)
Addatigala P S
Adichanallūr (Tin)
Adirāmpatnam (Tan)
Adiyakkamangalam
Adōni T (Bel)
Aduripalli P S
Aduru P S
Āduturai (Tan)
Adyar (Mad)
Agiripalli P S
Ahobilam (Kur)
Ainabolu P S
Akuvidu P S
Alaganallur P S
Alamur P S
Alangayam P S
Alangiyam P S
Alankulam P S
Alappākkam (S A)
Alattiyūr (Mal)
Alattūr P.S.
Albaka (E Go.)
Allagadda P S
Allūru (Nel.)
Alūr (Gun)
Ālūr T (Bel)
Alvār Tirunagari
Amalāpuram T (E Go)
Amancharla P S
Amarapuram P S
Amarāvati R (Co)
Ambarapēta Z (W Go)
Ambāsamudram T
Ambattūr (Ch)
Ambaturai (Ma)
Ambūr (N A)
Ambūrpēttai Z (Sa)
Amidalavalasa P S
Amiti P S
Ammāpatnam P.
Ammapet P S
Ammāpēttai (Tan)
Ammayanāyakkanūr
Anaikkāra Chatram
Anaimalai H (Co)
Anakāpalle Z
Anantapur D, T
Anatāndavapuram
Andimattam P S
Andipatti Z (Co)
Andiyur (Co) (Mal.)
Angādippuram
Animūr Z. (Sa)
Anjengo D, P
Ankusagiri Z (Sa)
Annadānapatti (Sa)
Annātippuram (Mal)
Annavaram P S
Annur P S
Anttāpura (Bel)
Araku P S
Arambakkam P S
Arani P S
Arantāngi (Tan)
Arasalār R (Tan)
Arashikeri P S
Aravakurchi (Co)
Aravanghāt (Nil)
Arcot T
Arcot, North D
Arcot, South D
Ardavidu P S
Arikkod P S
Ariyalūr Z (Tri)
Arkōnam (N A)
Armagon (Nel)
Arni J (N A)
Arumbavur P S
Arumuganeri P S
Aruppukōttai (Ma)
Aruru P.S.

Aruvankad (Nil)
Aska Z (Gan)
Aspari (Bel)
Atagada Z (Gan)
Atmakūr T (Nel)
Ātmakūru (Kur)
Attili P S
Atur T (Sa and Ma)
Avadaiyārkōvil
Avadi (Ch)
Avalappampatti Z
Avanashi (Co)
Avanasipālaiyam
Avanigadda P S
Ayakkudi Z (Ma)
Ayyalūr (Ma)
Ayyampēttai (Tan)
Azhikal (Mal)
Azizнagar P S

Badagara P (Mal)
Badugumanipalli
Badvēl T (Cud)
Bāgalūr Z (Sa)
Bāhudā R
Bailur P S
Baindur P S
Baireddipalle (Cht)
Balapanur P S
Balarajupalle P S
Balayapalli P S
Balchetti P S
Baliyapatnam P S
Balligudā (Gan)
Ballipalle (N A)
Baminigam P S
Banari P S
Banavaram P S
Bandarulanka (E Go)
Bandar T (Kis)
Bandiatmakur P S
Bandri (Bel)
Banganapalle
Bangāri Z (N A)
Bantanahal (Bel)
Bantumilli P.S
Bantvāl (S K)
Bāpatla T. (Gun)
Bāramahāl (Sa)
Bargūr G (Co)
Bārkūru P (S K)
Barliyār R (Nil)
Bāruva R, Z (Gan)
Basin Bridge P S
Basrūr (S K)
Batlagundu P S
Battili (Gan)
Bekal (S K)
Belgaum Z
Belghar P S
Beliapatam (Mal)
Bellaguppa (Bel)
Bellamkonda (Gun)
Bellary D, T (Bel)
Beltangadi P S
Beluguppa P S
Bengunowpada P S
Bennihalli (Bel)
Berhampur T (Gan)
Berikai P S
Bēvinahalu (Bel)
Beypore P (Mal)
Bezwada T (Kis)
Bhadrāchalam (E Go)
Bhāguvā R (Gan)
Bhākarāpēta (Cud)
Bhavāni R, T (Co)
Bhimadole P S
Bhīmavaram T (W Go)
Bhuvanagiri (S A)
Biligirirangan Malai
Billekallu P S
Bimlipatam P (Viz)
Binginipalli (Nel)
Birudi Z (Gan)
Bisānattam (N A)
Bissamcuttak
Bitragunta (Nel)
Bobbili Z (Vizag)
Bodinayakkanūr
Bodogo P S
Bollapalle P S
Bommanahallu P S
Bommarazupalle P S
Bommayyakuppam
Borigumma P S
Boyirāni (Gan)
Bozipariguda P S
Brahmadēsam
Brahmavar P S
Brucepet P S
Buchireddipalem
Buckingham Canal
Budaguda P S
Būdalūr (Tan)
Budamēru R
Budarayavalsa P S
Buddireddippatti
Bugudā (Gan) [(Sa)
Bukkapatnam (An)
Burjavalasa P S
Burugupudi P S
Buttayagudem P S

Calicut P, T (Mal)
Calimere P (Tan)
Calingapatam P
Cannanore P (Mal)
Carnatic
Cauvery R
Chagalamarri (Kur)
Chakranadi R
Chakroyapet P S
Chalasseri P S
Challapalli P S
Chandragiri R (S K)
Chandrapur P S
Chandrasekarapuram P S
Chanubandu P S
Charavattur P S
Charmadi P S
Chatrapūr (Gan)
Chāvadipālaiyam
Chāvakkād (Mal)
Chāvasshēri (Mal)
Chekkanoorni P S
Chemudu Z (Vizag)
Chendragiri (Cht)
Chengam (N A)
Chennakottapalli
Chennimalai P.S.

Chepauk (Mad)
Chērambādi (Nil)
Cherla P S
Cherpulchēri (Mal)
Chetpat (Ch)
Chēvāyūr (Mal)
Chēvēndra Z (Kis)
Cheyāru R (N A)
Cheyur (Ch)
Cheyyēru R (Cud)
Chicacole T (Gan)
Chidambaiam (S A)
Chikkati Z (Gan)
Chilakalapūdi
Chilakalurpet P S
Chilakanahatti P S
Chimakurti P S
Chinakraka P S
Chinamachanuru
Chingleput D , T
Chinnadharapuram
Chinna Ganjam (Gun)
Chinna Hagali R
Chinnakimedi (Gan)
Chinnakovilankulam
Chinnamandiam P S
Chinnamanūr (Ma)
Chinnammāpēttai
Chinnasēlam (S A)
Chinna Tippasamudram
Chintādripet (Mad)
Chintalapādu Z
Chintalapudi (Kis)
Chintur P S
Chippigiri P S
Chīpurupalle (Vizag)
Chirakkal T (Mal)
Chīrāla (Gun)
Chiramana P S
Chitrāvali R (An)
Chittampatti P S
Chittamur P S
Chittavādigi (Bel)
Chittēru R (Cud)
Chittoor T (Cht)
Chitvēlu (Cud)
Chōdavaram (Vizag)
Choolai (Mad)
Chowdapalle P S
Chowghāt (Mal)
Chūnāmpet (Ch)
Chundi Z (Nel)
Chyāgalamarri
Circars [(Kur)
Cocanada P (E Go)
Cochin P , T. (Mal)
Coimbatore D , T
Colair L (Kis)
Coleroon R , T (Tan)
Comorin, Cape
Conjeeveram T (Ch)
Coondapoor (S K)
Coonoor (Nil)
Cooum R
Coringa P (E Go)
Coromandel
Covelong (Ch)
Cowl Bazaar (Bel)
Cuddalore (S A)
Cuddapah D , T
Cumbum T (Kur)

Dabugam P S
Dāchēpalle (Gun)
Dhali P S
Danakonda P S
Danayanicheruvu
Daringabadi P S
Darkes' Bridge
Dariōji (Bel)
Darsi (Nel)
Dasamanthapur P S
Deccan
Denkanikota (Sa)
Deppiguda P S
Desur P S [(Gan)
Dēvabhūmi M
Devadanapatti P S
Dēvakōttai (Ram)
Dēvāla (Nil)
Devanakonda P S
Dēvarakōta Z (Kis)
Dēvarāyapalle
Devipatnam (Ma)
Dhanushkodi P.S.
Dhārākōta Z (Gan.)
Dhārāpuram (Co)
Dharmapuri (Sa)
Dharmarajagudem
Dharmaravucheruvupalle P S
Dharmastala (S K)
Dharmavaiam (An)
Dhone (Kur)
Digupūdi Z (Gan)
Dindigul T (Ma)
Divattipatti P S
Divi P (Kis)
Diyōdanga (Gan)
Dodabetta H (Nil)
Dombankurchi (Sa)
Donnāyi R (Gan)
Donokonda P S
Doranala P S
Dowlaishweram (E Go)
Drākshārāmam (E Go)
Dronachalam P S.
Duddukuru P S
Dugarazupatnam
Duggirala P S
Dumagudiem P S
Durgi P S
Dusi P S
Duttaluru P S
Duvvāda (Vizag)
Duvvuru P S
Dwarapudi P S

Edappadi P S
Edavanna P S
Edigapalle P S
Egmore (Mad)
Elachipalayam P S
Elagiri H (Sa)
Elagiri Mittā (Sa)
Elamanūr (Tri)
Elamattur P S
Elampalli P S
Elattur P S
Elavānāsūr (S A)
Elayankudi P S.

Ellaiyār R. (Sa)
Ellore T (W Go)
Elphinstone Bridge
Elwinpeta P S
Ennore P (Ch)
Eppothuvenran P S
Eranāvūr (Ch)
Ernād T (Mal)
Ernakulam (Cochin)
Erode T (Co)
Erumaipatti Z (Sa)
Etakkolam (Mal)
Ettaiyapuram (Tin)
Ettapur P S

Feiok (Mal)
Fort St David (S A)
Fort St George

Gadidemadugu P S
Gādiganūru (Bel)
Gadilam R (S A)
Gadivemula P S
Gajapatinagar
Galivedu P S
Gandamanāyak-
kanūr
Gandaivakōttai Z
Gandikōta H (Cud)
Gangaikondān (Tin)
Gangaikondapuram
Gangavalli P S
Gangayapalle (Cud)
Gangireddipalle
Gangolli P S [P S
Gangupur P S
Ganjām D (Gan)
Gannavaram P S
Garnimitta P S
Georgepet P S
Georgetown (Mad)
Giddalur (Kur)
Giddaluru P S
Gingee H (S A)
Girligumma P S
Godāhaddo R (Gan)
Godairi (Vizag)
Gōdāvari D , R
Gokavaram P S
Golgonda T. (Vizag)
Gollapalem P S.
Gollaprōlu Z
(E Go)
Gomangalam P S
Gonegandla P S
Goomsur T (Gan)
Gooty T (An)
Gopalapuram P S
Gopāllpūr (Gan)
Gopichettipalaiyam
Gopidinne P S
Gōstanī R (Vizag)
Gotlagattu P S
Govindapalli P S
Gūdalūr (Co & Nil)
Gudari P S
Gudicherla Z
(Vizag)
Gudikallu (Bel)
Gudikota P S
Gudimangalam P S
Gudivāda T (Kis)
Gudiyāttam (N A)
Gudluru P S
Gūdūr T (Nel)
Gudur Pargana
Guduru P S [(Kis)
Gūduvānchēri (Ch)
Guindy (Ch)
Gullūti P S
Gumsur Udayagiri
Gundlakamma R
Gundur R (Ma)
Gunjana R (Cud)
Guntakal (An)
Guntūr T , D
Gunupur (Vizag)
Gurajala P S
Gurzala P S
Gurrakonda P S
Gurramkonda (Cud)
Gurupura R (S K)
Gūtāla Z (E Go)
Guvvalacheruvu P S

Hadagalli (Bel)
Hagari R (Bel)
Halavagalu P S
Hampasāgaram
Hampi (Bel) [(Bel)
Handri R (Kur)
Hanur P S
Harēhalu (Bel)
Harichandiranadi R
Harikrishnavari P S
Harivanam P S
Harpanahalli (Bel)
Harūr (Sa)
Hāsanūr G (Co)
Hatcholi P S
Helalagundi (Bel)
Heraithurni P S
Hindupur T (An)
Hiramandalam P S
Hirēhadagali (Bel)
Hirehalu P S
Holalagundi P S
Honnuru P S
Horsleykonda (Cud)
Hosahalli P S
Hosangadi P S
Hosdrug P S
Hospet T (Bel)
Hosūr T (Sa)
Huvinhadgalli (Bel)

Ichchāpuram (Gan)
Idaiyangōttai (Ma)
Idaiyangudi (Tin)
Ilaiyāngudi (Ma)
Iluppūr (Tri)
Indrāvati R (Vizag)
Ingudur Town
Injili P S [(Gun)
Ipurupālem P
Irikkūr (Mal)
Iritti (Mal)
Irungalūr (Tri)
Iskapalli I (Nel)
Ittigi P S

Jagadalli R (Vizag)
Jagadalpur P S
Jagannadharaja-
puram P S
Jagannāthapuram

Jaggampēta (E Go)
Jaggayyapēta (Kıs)
Jakkalacheruvu
Jalantra I (Gan)
Jalārpet (Sa)
Jallıpallı P S
Jamı P S
Jammalamadugu
Jangālapalle (Cud)
Jarada P S
Jāvadı H (Sa)
Jayankondasōla-
puram
Jeypore Z (Vızag)
Jhorıgam P S
Jılugumalle P S
Jōttampattı Z (Co)
Juturu P S

Kadambattūr (Ch)
Kadambūr Z (Tın)
Kadattūr Z (Sa)
Kadavūr Z (Trı)
Kadayam P S
Kadayanallur P S
Kadırı T (An)
Kaıkalur P S
Kaıpakancherı P S
Kālahastı Z (N A)
Kalaıyarkoıl P S
Kalakada P S
Kalakkādu (Tın)
Kalasapad P S
Kalattūr (Ch)
Kālavagunta R
Kalavaı P S
Kalhattı (Nıl)
Kālı R (Kur)
Kalıgırı P S
Kalıkavu P S
Kalıkırı P S
Kalıngıyā H (Gan)
Kallakurchı (S A)
Kallāvı (Sa)
Kallāyı P (Mal)
Kallıānpur (S K)
Kallıdaıkurichı
(Tin.)
Kalligudı (Ma)
Kallıkōta Z (Gan)
Kallımanıavam P S
Kalpatta P S
Kalpattı P S
Kalrāyan Malaı H
Kalugumalaı P S
Kaluvaya P S
Kalwa (Kur) P S
Kalyāndrug (An)
Kamalāpuram (Cud)
Kāmalāpuram (Bel)
Kamanayakkan-
palaıyam P S
Kambaduru P S
Kambaınellūr Z
Kambum P S [(Sa)
Kāmmasamudram
Kamplı (Bel)
Kamudı (Ram)
Kanadukattan P S
Kanakallu P S
Kanakammachattıam
Kanakıpadu P S
Kanara, South D
Kanchılı (Gan)
Kandaıgoundan-
shalaı P S
Kandamangalam
Kandılı P S
Kandukūr T (Nel)
Kanēkallu (Bel)
Kāngayam (Co)
Kangundı Z (N A)
Kanıgırı T (Nel)
Kanıyambadı P S
Kanjamalaı H (Sa)
Kanjanur P S
Kanjıkod
Kannamangalam Z
Kannāngurchı Z
Kannankudı P S
Kannanūr (Trı)
Kannavaram P S
Kannıkkōt (Mal)
Kannıvādı Z (Ma)
Kanupartı P (Nel)
Kapatralla P.S.
Kapistalam (Tan)
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Tellar P S.
Tellıcherry P. (Mal)
Tēlu R (Vızag)
Tenalı (Gun)
Tenkaraı T. (Tın)
Tenkāsi T (Tın)
Tentulukuntı P S
Teppakulam (Trı)
Teynampet (Mad.)
Thısayanvellaı P S
Tıllaıvılāgam (Tan)
Tımırı P S
Tımmareddıpallı P S
Tındamangalam Z
Tındıvanam (S A)
Tınnanūr (Ch)
Tınnevelly D, T
Tıruchanur P S
Tıruchulı (Ra)
Tıruchendūr (Tın)
Tıruchengōdu (Sa)
Tıruchur P S
Tırukkalıkkunram
Tırukkarangudı P S
Tırukkāttuppallı
Tırukkōyılūr (S A)
Tırumakkottaı P S
Tırumalaı Mittā
Tırumangalam (Ma)
Tırumanur P S
Tırumarugal P S
Tırumattur P.S
Tırumulavāsal (Tan)
Tırunamanallur P S
Tırunāttiyattāngudi
Tiruparankunram
Tirupati (Cht.)

Tiruppanandāl
Tiruppāppuliyūr
Tiruppattūr (Ra)
Tiruppōrūr (Ch.)
Tiruppūr (Co)
Tiruppurantaka-
kottai
Tiruppuvanam
Tirūr (Mal.)
Tirūr Z (Ch)
Tirurangadi P S
Tirūrannāti (Mal)
Tiruttani H (Cht)
Tiruturaipūndi
(Tan)
Tiruvadamarudūr
Tiruvādānai (Ra)
Tiruvādi (Tan)
Tiruvalam R (N A)
Tiruvallūr T (Ch)
Tiruvārūr (Tan)
Tiruvannāmalai
Tiruvegampattu P S
Tiruvelangadu P S
Tiruvēndipuram
Tiruvenkādu (Tan)
Tiruvennanallūr
Tiruverumbūr (Tri)
Tiruvettipuram
Tiruvettiswaranpet
Tiruvottiyūr (N A)
Tiruvūr P S
Tittagudi (S A)
Titte (Tan)
Todanad (Nil)
Togamalai P S
Tondamuttur P S
Tondi P (Ma)
Tondiarpet (Mad)
Tondiyār R (S A)
Toppūr (Sa)
Tōpputturai (Tan)
Tōrnagallu (Bel)
Tōtapalle Z (E Go)
Tranquebar P
(Tan.)
Travancore (State)
Trichinopoly D , T
Triplicane (Mad)
Tripurantakam P S
Trivandrum (Tra)
Tsandavolu P S
Tsundupalle P.S
Tudiyalūr (Co)
Tulukkapatti (Tin)
Tummalapenta
(Nel)
Tummangurichi Z
Tumurkota P S
Tungabhadra R
Tungāvi Z (Co)
Tuni (E Go)
Turaiyūr Z (Tri)
Tuticorin P (Tin)
Tyāga Durgam H

Udaiyārpālaiyam
Udamalpet T (Co)
Udayagiri T (Nel)
Udipi T (S K)
Udiyur P S
Ullāl (S K)
Ulli (N A)
Ulundūrpēttai (S A)
Umerkote P S
Unjalūr (Co)
Uppalapadu P S
Uppār R (Tin)
Uppiliyapuram P S
Uppinalavasa P S
Uppinangadi (S K)
Urampādu (Cud)
Uratla Z (Vizag)
Uravakonda (An)
Urkkādu Z (Tin)
Uilām Z (Gan)
Usilampatti (Ma)
Uttamapālaiyam
Uttangamangalam
Uttangarai T (Sa)
Uttiramerur P S
Uttukottai P S
Uttukuli Z (Co)
Uttumalai Z (Tin)
Uyyakondāntiru-
malai (Tri)
Uyyalavada P S
Vadakkancheri P S
Vadamadurai (Ma)
Vadamala P.S.
Vadavār R. (S.A)
Vaddigudem (E Go)
Vādimittā Z. (Tin)
Vaidīsvarankōyil
Vaigai R (Ma)
Vaigaikulam P S
Vaikam (Tra)
Vaippār R (Tin)
Vaira R
Vairavanādapatnam
Vaitalai P S
Vaiyampatti (Tri)
Valagoundanpatti
Valangiman P S
Valapad P S
Valappadi P S
Valarpattanam
Valatti P S [(Mal)
Valavanur P S
Vālayār (Mal)
Valiyār R (Tri)
Vallam T (Tan)
Vallampudi P S
Vallikodu (Tra)
Valliyur P S
Vallūru Z (Kis)
Vamaravalli (Gan)
Vamsadhāra R
Vānamādēvi (S A)
Vānamāmalai (Tin)
Vanavolu P S
Vandalūr (Ch)
Vandūr (Mal)
Vāniyambādi (Sa)
Vanur P S
Varāganadi R.
Varanasi P S
Varanjaram P S
Varttirāyiruppu
Vasantavāda (E Go)
Vāsudēvanallūr
Vatakkanchēri
(Mal)
Vayalpad T. (Cht.)

Vayıttırı (Mal)
Vēdapaṭṭı Z (Co.)
Vēdārannıyam (Tan.)
Vēdasandur
Vēdavāṭı R (Bel)
Vēgayammapēta
Vēlānganni (Tan)
Veldurtı (Kur)
Vellakovıl P S
Vellalacheruvu P S
Vellār K (S A)
Vellıppalaıyam P S
Vellıyanaı P S
Vellıyangırı (Co)
Vellore T (N A)
Velugodu P S
Vēlukkurıchı
Vēlūr Z (Ma)
Vemavaram P.S
Vembakottaı P S
Vempalle (Cud)
Vendōdu (Nel)
Vengal P S
Venkatāchalam chatram (Nel.)
Venkatagırı Z (Nel)
Venkatapalem P S
Venkatapuram P S
Vennār R (Tan)
Vepery (Mad)
Veppanapallı P S
Veppankuppam P S
Veppur P S
Veraıyur P.S
Vētapālem (Gun)
Vēttagāranpudūr
Vettār R (Tan)
Vettattupudıyannāṭı
Vettavalam P.S
Vıjayanagar (Bel)
Vıkravāndı (S A.)
Vılāṭṭıkulam (Tın.)
Vıllupuram (S A)
Vınjamuru P S
Vınnamangalam P S
Vınukōnda (Gun)
Vıraballı P S
Vıraghattam P S.
Vırakeralampudur
Vırapandı P.S
Vīrapperumānallūr
Vīrāpuram (Bel)
Vıravallı P S.
Vıravallur P S
Vīravanallūr (Tın)
Vīravaram Z (E Go)
(W Go)
Vīravāsaram
Vīravıllı (Vızag)
Vırınjıpuram, Vada and Ten (N A)
Vırudupattı (Tın)
Vırupakshı P S
Vıshāram (N A)
Vıshnukanchı P S
Vıssannapet (Kıs)
Vıttal P S
Vızagapatam D , T
Vızayanarayanam
Vızıanagram Z , T
Vonıpenta P S
Vontımıtta (Cud)
Vrıddhachalam (S A)
Vujanı (Bel)
Vuttukur P S
Vuyyur P S
Vyasarpadı (Mad)
Vypın 1 (Cochın)

Wajrakaıūr (An)
Walajabad (Ch)
Walajanagar (N A)
Walajapet (N A)
Walavanad T (Mal)
Wallajah Road
Wallajah Town
Waltaır (Vızag)
Wandıwash (N A)
Washermanpet
Watrap P S
Wellington (Nıl)
Wynad T (Mal)

Yādıkı (An)
Yeleswaıam P S
Yellamanchılı Z
Yellanuru P S
Yellavaram (E Go)
Yemmıganūru (Bel)
Yercaud (Sa)
Yernagūdem (W Go)
Yerpedu P S
Yerragondapalem
Yerraguntla (Cud)
Yerrıvarıpallem P S
Yerur P S

Names of places in India outside the Madras Presidency — Follow the spelling of the Imperial Gazetteer, as Ajmer-Merwara, and for names not appearing therein consult the district lists in the Civil Lists of the province concerned Note that Bombay and United Provinces still retain the acute accent for which the long mark must be substituted and that Burma uses the circumflex in certain cases

TRANSLITERATION

Transliteration —Vernacular names not included in this appendix or in the lists referred to therein or in the Imperial Gazetteer should, as a rule, be rendered *literatim* from the current spelling of the same names in the vernacular to which they belong The orthography prescribed for these names should be scrupulously adhered to On the other hand when European names and designations are put into the vernacular the characters which represent the sound should be used

The general principle of transliteration is that each letter in the vernacular alphabet should be represented by a fixed letter or combination of letters in the roman alphabet with as few accented or diacritical letters as possible, though in some cases the rule is not applied fully to consonants The following table is based on this principle, but in many names of places and words of common occurrence the popular spelling is retained, and the marked or accented letters are not employed

Official system of Transliteration

Roman equivalent	Tamil	Telugu	Kanarese	Malayalam	Hindustani or Urdu	Oriya	Persian	Nagari (or, Hindi).
a	அ	అ	ಅ	അ	ا*	ଅ	آ*	अ
ā	ஆ	ఆ	ಆ	ആ	...	ଆ	آ	आ
i	இ	ఇ	ಇ	ഇ	اى	ଇ	.	इ
ī	ஈ	ఈ	ಈ	ഈ	ى	ଈ	ي	ई
u	உ	ఉ	ಉ	ഉ	او	ଉ	و	उ
ū	ஊ	ఊ	ಊ	ഊ	ۏ	ଊ	ۏ	ऊ
ṛi	...	ఋ	ಋ	ഋ	...	ଋ	...	ऋ
ṛī	...	ౠ	ೠ	ൠ	..	ୠ	.	ॠ
ḷi	.	ఌ	ಌ	ഌ	..	ଌ	...	ऌ
e	எ	ఎ	ಎ	എ	..	...	. .	...
ē	ஏ	ఏ	ಏ	ഏ	ي	ଏ	ۏي	ए
ai	ஐ	ఐ	ಐ	ഐ	اى	ଐ	أي	ऐ
o	ஒ	ఒ	ಒ	ഒ	و		و	
ō	ஓ	ఓ	ಓ	ഓ		ଓ	.	ओ
au	ஔ	ఔ	ಔ	ഔ	او	ଔ	أو	औ
m	...	ం	ಂ	ം	.	ଂ	...	ं
h	...	ః	ಃ	ഃ	.	ଃ	...	ः

* Is equivalent to a, i, u

Official system of Transliteration—cont

Roman equivalent.	Tamil	Telugu	Kanarese	Malayalam	Hindustani or Urdu.	Oriya	Persian	Nagari (or Hindi)
k	க*	క	ಕ	ക	ك	କ	ك	क
kh		ఖ	ಖ	ഖ	ﺧ	ଖ	ﺧ	ख
g		గ	ಗ	ഗ	ﮔ	ଗ	ﮔ	ग
gh		ఘ	ಘ	ഘ	ﻏ	ଘ	ﻏ	घ
n	ங	ఙ	ಙ	ങ		ଙ	ں	ङ
ch	ச†	చ	ಚ	ച	چ	ଚ	چ	च
chh	...	ఛ	ಛ	ഛ		ଛ	.	छ
j	ஜ	జ	ಜ	ജ	ج	ଜ ଯ	ج	ज
jh	...	ఝ	ಝ	ഝ		ଝ		झ
n	ஞ	ఞ	ಞ	ഞ		ଞ	...	ञ
t	ட	ట	ಟ	ട	ٹ	ଟ		ट
th		ఠ	ಠ	ഠ		ଠ		ठ
d		డ	ಡ	ഡ	ڈ	ଡ		ड
dh		ఢ	ಢ	ഢ		ଢ		ढ
n	ண	ణ	ಣ	ണ		ଣ		ण
t	த	త	ತ	ത	ت	ତ	ت	त
th		థ	ಥ	ഥ		ଥ		थ
d		ద	ದ	ദ	د	ଦ	د	द
dh		ధ	ಧ	ധ		ଧ		ध
n	ந ன	న	ನ	ന	ن	ନ	ن	न
p	ப	ప	ಪ	പ	پ	ପ	پ	प
ph		ఫ	ಫ	ഫ		ଫ		फ
b		బ	ಬ	ബ	ب	ବ	ب	ब
bh		భ	ಭ	ഭ		ଭ		भ
m	ம	మ	ಮ	മ	م	ମ	م	म
y	ய	య	ಯ	യ		ଯ		य
r	ர ற	ర ఱ	ರ ಱ	ര റ	ر	ର	ر	र
rh	..	..			ڑ			
l	ல ள	ల ళ	ಲ ಳ	ല ള	ل	ଲ ଳ	ل	ल ळ
v	வ	వ	ವ	വ		ୱ		व
l	ழ	..		ഴ				
s, sh		శ	ಶ	ശ		ଶ		श
sh	ஷ	ష	ಷ	ഷ	ﺷ	ଷ	ﺷ	ष

* k when initial or doubled.

† Is equivalent to s also.

Official system of Transliteration—cont

Roman equivalent.	Tamil	Telugu	Kanarese.	Malayalam.	Hindustani or Urdu	Oriya.	Persian	Nagari (or Hindi)
s	ஸ	స	ಸ	സ	ث س ص	ସ	ث س ص	स
h	ஹ	హ	ಹ	ഹ	ھ ح	ହ	ھ ح	ह
ksh	க்ஷ	క్ష	ಕ್ಷ	ക്ഷ		କ୍ଷ		क्ष
jn			ಜ್ಞ	ജ്ഞ		ଜ୍ଞ		ज्ञ
ts		ౘ						
z		ఀ			ذ ز ض ظ		ذ ز ض ظ	
zh (je)					ژ		ژ	
f					ف		ف	
q					ق		ق	

Note.—At the beginning of a word ء may be represented by au, ou, or u, and ی by ai, e, i, or y. Persian letters و and ی are occasionally vowels or consonants; ه, when a consonant, is said to be a slight aspirate, و has the power of v or w, and ی that of y.

In Hindustani, etc., the apostrophe ' is prefixed to a vowel without space to indicate the addition of ع to the vowel. In older systems it is represented by the circumflex mark, â, ê.

The hyphen is used to represent a phonetic connexion as Abd-ul-'ali for Abdul'ali as pronounced, Zain-ul-'abidin, Zain-ul'abidin.

System commonly used for other languages

Roman equivalent	Grantha character	Gujarati	Marathi (in Nagari)	Kaithi (or Hindi)	Bengali	Arabic.
a	அ	અ	अ	𑂃	অ	*ع —
ā	ஆ	આ	आ	𑂄	আ	ا—(final)
â	. .	...	.	..	.	ى—(final)
i	இ	ઇ	इ	𑂇	ই	ِ ـ
ī	ஈ	ઈ	ई	𑂈	ঈ	ى—(final)
u	உ	ઉ	उ	𑂉	উ	..
ū	ஊ	ઊ	ऊ	..	ঊ	...
ṛi	ஃ	..	...	..	ঋ	..
ṛī	ஃஇ	...	..	...	ৠ	..
ḷ	ஃஈ	...	...	...	ঌ	...

* Is equivalent to e also. E g, ʿalā transliterated would be kal'a.

System commonly used for other languages—cont

Roman equivalent	Grantha character	Gujarati	Marathi (in Nagari)	Kaithi (or Hindi)	Bengali	Arabic.
ē	ஏ	એ	ए	ए	এ	.
ai	ஐ	ઐ	ऐ	...	ঐ	ـَـ
o	...			...	.	ـ
ō	ஓ	ઓ	ओ	ओ	ও	..
au	ஔ	ઔ	औ	औ	ঔ	ـَو
m	ம்			.	ং	
h	ஃ			...	ঃ	
k	க	ક	क	क	ক	ك ق
kh	஖	ખ	ख	ख	খ	خ
g	஗	ગ	ग	ग	গ	..
gh	஘	ઘ	घ	घ	ঘ	غ
n	ங	ઙ	ङ	.	ঙ	
ch	ச	ચ	च	च	চ	.
chh	஛	છ	छ	छ	ছ	..
j	ஜ	જ	ज	ज	জ	...
jh	஝	ઝ	झ	झ	ঝ	
n	ஞ	ઞ	ञ	.	ঞ	.
t	ட	ટ	ट	ट	ট	ت
th	○	ઠ	ठ	ठ	ঠ	...
d	ட	ડ	ड	ड	ড	د
dh	஢	ઢ	ढ	ढ	ঢ	د
n	ண	ણ	ण	ण	ণ	..
t	த	ત	त	त	ত	ط
th	஥	થ	थ	थ	থ	.
d	ந	દ	द	द	দ	..
dh	ன	ધ	ध	ध	ধ	
dth			..	...	.	ظ * ض
n	ந	ન	न	न	ন	ن
p	ப	પ	प	प	প	...
ph	஫	ફ	फ	फ	ফ	.

NOTE.—Before a labial the Anusvāra is expressed by 'm'.

* Pronounced as dth in 'width'.

System commonly used for other languages—cont.

Roman equivalent	Grantha character	Gujarati	Marathi (in Nagari)	Kaithi or Hindi	Bengali	Arabic
b	ബ	બ	ब	𑂩	ব	ب
bh	ഭ	ભ	भ	𑂪	ভ	. .
m	മ	મ	म	𑂫	ম	م
y	യ	ય	य	𑂬	য	ى
r	ര	ર	र	𑂭	র	ر
l	ല ള	લ	ल ळ	𑂮	ল	ل
v	വ	વ	व	𑂰	ব	
s	ശ	શ	श	𑂱	শ	س
s	ഷ	ષ	ष	𑂲	ষ	ش
s	സ	સ	स	𑂳	স	ص
h	ഹ	હ	ह	𑂴	হ	ه ة ح * ۥ
ksh	ക്ഷ	ક્ષ	क्ष			
jn		ઞ	ज्ञ			
z						ز
f						ف
w						و

Quarterly Catalogue system —To ensure uniformity the following deviations from the official system are permitted —

n	instead of	n	for ந	Tamil and equivalents in other vernaculars.
c	,,	ch	,, ச	,,
ñ	,,	n	,, ஞ	,,
t	,,	t	,, ట	Telugu and equivalents in other vernaculars.
ṭh	,,	th	,, ఠ	,,
d	,,	d	,, డ	,,
dh	,,	dh	,, ఢ	,,
n	,,	n	,, ణ	Tamil and equivalents in other vernaculars.
ṉ	,,	n	,, ன	Tamil.
ṟ	,,	r	,, ఱ	Tamil and equivalents in other vernaculars
l	,,	l	,, ల	,,
ḷ	,,	l	,, ళ	Tamil, also ഴ Malayalam.
ś	,,	s	,, శ	Telugu and equivalents in other vernaculars.
ṣ	,,	s	,, ష	,,

* This letter to be omitted at the end of words, thus هدية would be Hodaida, except before a following vowel, when it has the sound of *t*, e.g., هدية *Hodeida*, مدينة المدينة *Medinet-un-nabi*

ṁ for ◌ं Oriya and its equivalents; also ◌ं Nagari.
ḥ „ ◌ः Oriya and its equivalents; also: Nagari
ṛ „ ऋ Nagari and its equivalents in other vernaculars
ṝ „ ॠ „
ḷ „ ऌ „
t instead of t for ت Hindustani
ṯ „ s „ ث „
ḥ „ h „ ح „
ḵh „ kh „ خ „
d „ d „ د „
ż „ z „ ذ „
r „ rh „ ر „
s „ s „ ز „
ż „ z „ ص „
ṭ „ t „ ط „
ẓ „ z „ ظ „
ġh „ gh „ ع „
k „ k „ غ „

Oriental Manuscripts publications —The system to be followed for catalogues to preserve uniformity with those of other provinces differs from the quarterly catalogue system in the following —

ṛ instead of ṛ for ऋ Nagari and its equivalents.
r „ ṝ „ ॠ „
l „ ḷ „ ऌ „
ḷ „ l „ ஶ Tamil and its equivalents
n „ ṉ „ ன Tamil.
ḷ „ ḻ „ ഴ Tamil, also Malayalam equivalent.

Tamil and Telugu as Sanskrit, with sounds indicated by special symbols as below according to value —

Gutturals k kh g gh n h h.
Palatals c ch j ɲh ñ; sibilants y ś.
Linguals t th d dh n; „ r ṣ, also ḷ ṣ ṝ for Telugu.
Dentals . t th d dh n, „ l s, also l ḹ for Telugu.
Labials ... p ph b bh m v h, also h for Telugu
Vowels .. a ā ı ī ṛ ṛı l ḹ ū. Telugu u for ū
Diphthongs. ē ai ō au [and special characters ഩ l, ஶ ḷ, ഩ r]

Archæological Publications system —The following modifications of the general scheme may be adopted:—

n instead of n for ङ Nagari and corresponding characters in other vernaculars and ञ Nagari;
ñ instead of nj for ञ Nagari and its equivalents,
ṭ „ t „ ट „
ṭh „ th „ ठ „
ḍ „ d „ ड „
ḍh „ dh „ ढ „
ṇ „ n „ ण „
ś „ s „ श „
ḷ „ l „ ळ „
ṛ for र Nagari; ṛh for ऱ Nagari.
ṁ for ◌ं (Anusvāra) Nagari and ◌ं Oriya and its equivalents.

over the letter nasalized for ँ (Anunāsika) Nagarī, as in talẽ
h for ः (Visarga) Nagarī and ଃ Oriya and its equivalents
h for Jihvāmūlīya, also Upadhmānīya (Visarga itself, when followed by क् ख् or प् फ्, is called Jihvāmūlīya or Upadhmānīya, respectively

r instead of r for ர் Tamil and its equivalents
ṉ ,, n ,, ன Tamil
l̲ ,, l ,, ழ Tamil, also Malayalam
ª (superior) instead of a for medial short silent vowels

Madras University linguistic works—(*i*) *Tamil* —The following characters to be used.—c for ச, ḥ. for ஃ, k for க, l for ல; l̲ for ள, ḷ for ழ, m for ம, n for ந, ṉ for ன, ñ for ஞ, ṇ for ண, n̲ for ற, p for ப, r for ர, ṟ for ர, t for த, ṯ for ட, v for வ, y for ய

(*ii*) *Sanskrit, Special transliterations* —n instead of n for ङ, c for ch, च, ch for chh, छ, ñ for n, ञ, ś for s, श, t for t, ट, th for th, ठ, d for d, ड, dh for dh, ढ, n for n, ण, s for sh, ष, l for l, ळ, ks for ksh, क्ष, jñ for jn, ज्ञ, ṛ for ri, ऋ, ॄ for rī, ॠ, ḷ for li, ऌ, Visarjanīya, h; Jihvāmūlīya, ḥ, Upadhmānīya, h̲, Anusvāra, m for m

(*iii*) *Phonetic symbols* —i̯ for non syllabic i; u̯ for non-syllabic u; ĭ extra short i, ŭ extra short u

ŋ	voiced back nasal	𝼈	in MS
ɲ	,, palatal nasal	𝼉	,,
ʋ	,, bilabial fricative	𝼊	,,
ð	,, dental fricative	𝼋	,,
ɣ	,, guttural fricative	𝼌	,,

æ open e, as in hat, æ corresponding long vowel, æ̃ corresponding nasalized vowel; ə indeterminate vowel, as in 'below'; o the sound of o in 'more', ɔ. corresponding long vowel, ɔ̃ corresponding nasalized vowel

ą for nasalized a, ą̄ for nasalized ā, į for nasalized i, į̄ for nasalized ī, ų for nasalized u, ų̄ for nasalized ū

Linguistic Survey system.—This may be employed under special sanction when detailed scientific accuracy is desirable It utilizes the characters used for the Catalogue of books and Archæological publications above, in addition to the following —

h for ھ Arabic as adapted to Hindustani
s̲h ,, ش ,,
z̲h ,, ژ ,,
' in addition to ā, a, ے for ع Arabic as adapted to Hindustani, also for semi-consonants in Munda, as k', t', p', et
— for ا at beginning of a word, omit elsewhere.
ā instead of a for Alif-i maqsura, Arabic as adapted to Hindustani
t̲s instead of ts for ॸ Marathi, etc., also t̲sh for aspirate
d̲z ,, dz ,, ज़ ,, d̲zh ,,

ẓh or g for ژ Pushto according to pronunciation.
ṣh or kh for ښ „
d and dd for ډ and ڈ dd Sindhi
n and n for ڪ and ڏ Sindhi.
t and th for ٽ and ٿ „
à and acute accents for accented syllables
â, ă, ĕ, ŏ, o, u, th and dh for sounds not provided for above which occur in writing phonetically languages like Bengali.
n, ñ, n, n or m for ం Telugu according to position
ã in Korvi
ei instead of ai for �ஜ Tamil and corresponding characters in other vernaculars.
— for letter not pronounced
l̤ instead of l̤ for ऌ Nagari and allied characters
r „ r „ ৠ „
sh „ s „ ष „

Imperial Gazetteer system.—Vowels a has the sound of *a* in 'woman', ā has the sound of *a* in 'father', e has the vowel sound in 'grey', ı has the sound of *ı* in 'pin', ī has the sound of *ı* in 'police', o has the sound of *o* in 'bone', u has the sound of *u* in 'bull', ū has the sound of *u* in 'flute', ai has the vowel sound in 'mine', au has the vowel sound in 'house'

No attempt is made to distinguish between the long and short sounds of *e* and *o* in Dravidian languages, which possess the vowel sounds in 'bet' and 'hot' in addition to those given above Nor are vowels marked as long in cases where mistakes in pronunciation are not likely to be made

Consonants Most Indian languages have different forms for a number of consonants, such as *d*, *t*, *r*, etc., marked in scientific works by the use of dots or italics But this system notes only the following the Arabic *k*, a strong guttural, is represented by *k* instead of *q* which is often used Secondly, it should be remarked that aspirated consonants are common, and in particular, *dh* and *th* (except in Burma) never have the sound of th in 'this' or 'thin,' but should be pronounced as in 'boathook' and 'woodhouse'

Burmese and some of the languages on the frontier of China have the following special sounds —

aw has the vowel-sound in 'law', o and ü are pronounced as in German, gy is pronounced almost like *j* in 'jewel'; ky is pronounced almost like *ch* in 'church', th is pronounced in some cases as in 'this,' in others as in 'thin', w after a consonant has the force of *uw* Thus, *ywa* and *pwe* are disyllables, pronounced as if written *yuwa and puwe*

The names of some places—e g , Calcutta, Bombay, Lucknow Cawnpore—have obtained a popular fixity of spelling, while special forms have been officially prescribed for others.

The Burma Government system is not strictly transliteration—the object is to represent the sound rather than the spelling of Burmese words The only diacritical marks used are the long accent ē to represent the *naukpyit* vowel sound, and the circumflex ô when the vowel is followed by a final consonant In addition to its ordinary use to distinguish the component parts of compound names, the hyphen is used to separate letters when a vowel might be mistakenly pronounced, as, Kya-in. An apostrophe may also be inserted when the pronunciation of a word as transliterated is contracted, as, Pa'daung for Pandaung

The Cingalese system uses the circumflex ^ instead of the long — for the vowels and the following additional diacritical letters a, â, h, r̂, l̂, l̂, l̂, n, n, ñ, t, th, d, dh, d, ś, s, n̆, h, n̆g, n̆j, n̆d, n̆d, m̆b. For ordinary publications copy need not be followed, and all except the vowel markings may be omitted.

Compound words

Two or more words representing one idea or conveying a meaning different from that of the constituent words separately and thus implying a unity of signification are combined to form a compound, either with or without a hyphen

Consolidated compounds —There are no invariable rules for uniformity in the use or omission of the hyphen, as dictionaries are at variance with themselves and with each other, the lack of consistency being generally due to differences in opinion as to the degree of usage which determines whether the hyphen may be omitted There are, however, definite principles as far as grammar and meaning about which there is general agreement When the unification and specialization of the combination is such that the word is taken as a whole without reference to its elements and pronounced with a single accent the compound is usually written as one word This implies that when the compound has but one accent and has from frequent use or derivation become familiar as one word, when one of the separate words has lost its original accent, and when the combination does not cause ambiguity in sound or sense, the elements are usually consolidated without a hyphen, as, footstep, sunflower, sawmill, armchair, kingfisher, ironfoundry, landowner, byword, blackberry, postman, handbook, lawsuit, daylight, foodstuff, motherhood, fourfold, teapot, pathway, everybody, watermark

Hyphened compounds —The hyphen is usually inserted to render an unusual combination clearer to the reader when the compound has more than one accent, when two or more words represent a single idea, or when the compound is used as an adjective or adverb, or as a compound title as, Blue-green, hard-and-fast rule, never-to-be-forgotten event, peace-loving men, guide-book, re-construction, after-dinner nap, twenty-six, six-and-twenty, coast-lights' dues, by-law (not by the by), head-dress, a first-grade Inspector, a first-class Magistrate, Cuddapah-Kurnool canal, Governor-General (but Governor in Council), Commander-in-Chief, Boy-scout movement It should always be inserted if the compound is more easily recognized or misinterpretation is possible without it, as, back bone (one behind), back-bone (of the back), backbone (firmness)

As a rule, compounds of the following with words (but not with affixes) take the hyphen able- above-, absent-, air-, albumino-, ale-, all-, alms-, amido-, Anglo-, ante-, and anti-, (with proper nouns), arch- (except titles), arrow-, bulbo-, carto-, centre-, cerebro-, cirro-, clean-, cleft-, close-, coffee-, dash-, diamond-, dim-, eagle-, ear-, edge-, faint-, full- (adj), good-, gelatino-, great-, ill-, last-, know-, lady's- (and all possessive botanical names), so-, seine-, self-, serio-, thin-, triple-, twice-, whole-, well-, wide-,

The primary use of the hyphen is thus grammatical it signifies that the relationship between the two words is closer than if they stood without it or that the relation is less usual than would at first sight appear if the two words were standing unconnected. The apparent similarity of words is no index for the use of the hyphen, e g , ' sub ' in subdivision is like that in subordinate an integral part of the word, while in sub-judge, sub-section, sub-inspector, etc , it is in the nature of an abbreviation or independent adjective The following are the more arbitrary or conventional uses of the hyphen about which there is little scope for difference of opinion —

(*a*) A hyphen is usually inserted between the elements of the compound when one ends and the next begins with the same letter without modification, as, anti-Imperial, bell-like, dress-suit, dress-shirt, de-electrify, de-educate, eagle-eyed, earth-hunger, earth-hog, ear-ring, re-echo, re-emerge, re-elect, re-enter, re-embark, re-empower, re-enact, re-enclave, re-enthrone, re-establish, re-estimate, re-examine, re-exchange, re-exhibit, co-operative, co-ordinate, shell-less, sand-dune, sword-dance (but midday, withhold, misspent, and others in the general list, where the elements are not intact). Always use the hyphen in preference to the diæresis when two vowels meet

(*b*) A hyphen is required when a proper name or a word derived therefrom requiring a capital letter is added to a prefix, as, anti-Shanar movement, pre-Darwinian, Anglo-Indian

(*c*) The hyphen is used to avoid ambiguity in words spelt alike but having different meanings Such words may be correct with or without the hyphen according to the context, as, recollect (remember), re-collect (collect again) The principal of these are re-ally, re-bound, re-claim, re-coil, re-cover, re-create, re-dress, re-form, re-fuse, re-lease, re-mark, re-present, re-prove, re-solve, re-sent, re-store, re-strain, re-treat, re-turn

(*d*) The hyphen is also to be used to indicate a difference in sense when the word is more easily recognized or misinterpretation is possible without it, as in cases like He sat drinking-in the sunshine, a-laughing, a-blowing, a-falling, a-growing, a-horseback, a-moving, a-thinking (but afield, afire, afoot) Note the following distinctions a French shoemaker, a wooden-shoe maker, a poor-rate collection, a poor rate collection, five-finger exercises, five finger exercises, all-round man, all round the world, blue-book (official), blue book (colour), dog's ear, dog's-eared book, elephant's-ear plant, after-consideration induced me to go, after consideration I declined, a medical-school inspector, a medical school-inspector

(*e*) The hyphen to be used in numbers in words below one hundred, as, thirty-one, two hundred and fifty-one, one-and-twenty. Fractions of all numbers take the hyphen, but when more

than two words are compounded to express the numerator and denominator the hyphen is omitted between them, as, thirteen-seventeenths, thirty-five fortieths, twenty-nine thirty-sixths, twelve one-hundred-and-twenty-eighths A whole number and a fraction are not to be joined, as, twelve and a half (not twelve-and-a-half)

(*f*) Numbers or fractions used adjectively or as ordinals require the hyphen between each element, as, three-quarter length, a two-hundred rupee note, the one hundred-and-twenty-third man, 100-ton gun It is not necessary in such cases as half an inch, half a dozen

(*g*) Two or more compound words having a common base take the hyphen after each of the parts, as, in- and out-patients, two-, three- or four-sided, between flood- and ebb-tide

Separate words —Words or phrases which resemble compounds or which are joined in some cases are not however to be consolidated invariably, the position and function of the words in the sentence and the exact shade of meaning having to be considered The principal reason for making a compound is that such form differentiates the unified term in meaning from that represented by the separate words They are therefore kept apart—

(1) When an adverb ending in ' ly ' occurs before the word it qualifies, as, a nicely kept compound, a badly written paragraph

(2) When the qualifying combination follows the predicate, etc , although it is joined in other positions, as, the truth is well known, a well-known truth, the book is up to date, an up-to-date book, before mentioned, ill assorted, inspector, first grade

(3) When neither element has lost its original significance, as, apple tree, all right, every one

(4) When the first word stands to the second in relation of an adjective denoting its composition, material, etc , or indicating possession, as, leather bag [tool-bag, for tools as (*d*) above], city wall, paper box (but paper-box, for paper), sample card (sample-card, of samples), stone grinder (of stone), stone-grinder (who grinds stone), acorn shell (of fruit), acorn-shell (bivalve)

(5) When the first component is a participle or a participial adjective, or is in the possessive case, as, packing box, bursting point, blazing fire, Jew's harp The participle may, however, be connected with a word preceding it by a hyphen according to sense, as, soul-killing work, well-defined programme

(6) When the qualifying words are of foreign origin; as, ante bellum days, ante mortem, ex officio secretary, ex parte, quasi judicial statement, primâ facie, post mortem, etc

(7) When street, hill, road and similar terms occur with the name, as Mount Road, Nilgiri Hills.

TITLES, ETC

Courtesy titles and honorifics —Diwan Bahadur, Rai Bahadur, Rao Bahadur, Rao Sahib, etc , to be affixed to names in lists and notifications, but may be prefixed preceded by M R Ry when the person is directly addressed, except in cases of members of the Executive Council or where higher titles or European designations are used when M R Ry is omitted and Rao Bahadur, etc , may follow the name, as—

M.R Ry Rao Bahadur V Ananta Rao Pantulu Garu

The Hon'ble Diwan Bahadur L D Swamikannu Pillai Avargal, M A , I S O

Diwan Bahadur Sir S Subrahmanya Ayyar, K C I E

The Hon'ble Mr Justice T Sadasiva Ayyar, Diwan Bahadur

Khan Sahib and Khan Bahadur are affixed when such titles are authorized to be used

The prefix M R Ry to be used also in conjunction with Mahamahopadhyaya and Vaidyaratna before names and the affixes Avargal or Garu after the names These are affixes not to be used with names of Labbais, Marakkayars or Babus Garu is affixed to Telugu names and Avargal to others The honorific prefix of ' Sriman " and suffix of " Mahasayo " should be used in connexion with the names of Oriya gentlemen

For Indian members of the Executive Council adopt ' The Hon'ble Mr ' unless they have other titles, ' The Hon'ble Raja ', ' The Hon'ble Diwan Bahadur ', The Hon'ble or Hon with the name alone to be used only for peer's sons In lists ' Hon'ble ' is abbreviated to ' Hon ' Refer to the Quarterly Civil List for the full names

Indian incumbents of gazetted appointments or of posts carrying a salary of not less than Rs 200, Police head constables, Sub-Inspectors in the Separate Revenue Department, Foresters, Honorary Magistrates, members of municipal councils, district and taluk boards, if Muhammadans to be addressed as ' Sahib Bahadur ', if Christians with European names ' Esq ', in other cases ' M R.Ry Avargal ' or ' Garu '

Other employees in non-gazetted posts carrying a pay of not less than Rs 50 but under Rs 200, and members of union panchayats Muhammadans, ' Sahib ' affixed, Christians with European names, ' Mr ' prefixed, and others, ' M R Ry ' prefixed without affix

Indian gentlemen holding the office of a Justice of the Peace or of a Judge to be addressed as ' Esq '

All honorifics such as M R Ry , Garu, Avargal, Bahadur, Mr , Esq., to be omitted in electoral rolls, indexes, jury and other lists and titles should be restricted as far as possible The honorific

'Esq' should not be combined with Military ranks or with Indian titles, e g , Diwan Bahadur, Khan Bahadur, etc The proper course is to use only the title with name

Titleholders —For the official form of address and names of titleholders, see the list of 'Titles and Titleholders' appended to the "Quarterly Civil List"—no other form to be used, nor are titles not in that list to be recognized or quoted in official publications

Zamindars, Poligars and Malikhana holders —The names and form of address of holders of these estates not included in the Civil List to follow the list compiled by the Board of Revenue, except that accents are to be omitted in all cases where they are not required by the standard lists of names of persons and places

Abbreviations.

Abbreviations in print —All words to be printed in full, except in footnotes and narrow columns and in the cases mentioned below as restricted Abbreviations of titles, degrees, etc , included in standard lists may be used, unless they appear here in a different form The department concerned is responsible for their accuracy

Special lists of abbreviations are prefixed to establishment lists, etc , in which abbreviations should be resorted to as far as possible to economize space The compiler, not the printer, is responsible for uniformity, etc , of such abbreviations

Abbreviations of names and titles —Initials only to be used for Christian and first names (except in gazette appointments and Civil List) This is the rule for signatures also for gazettes, Government orders, etc., no matter how written, e g , J F Price, not J. Frederick Price Christian names after Sir, Lord, etc , to be in full, as, Sir Murray Hammick (not Sir M) Initials of first names may be retained for Indians, as, Sir V Krishnaswami Ayyar.

Military and other titles before names may be abbreviated if initials or first names are given Lieut -Col H Thomson, Dr T A. Smith, but Lieutenant-Colonel Thomson and Doctor Smith. The distinction between the use of capitals for abbreviations of services and appointments and of small capitals for titles and degrees is to be carefully observed or mistakes may occur, e g , I O M Inspector Ordnance Machinery, I O M. Indian Order of Merit also the use of old English type in special publications (see 'Capitals')

Diwan Bahadur, and similar titles may be abbreviated when they follow the name on the analogy of ordinary titles and designations which are rarely required in full after the name

Hon'ble to be used when followed by the name of the person and also before such words as Advocate-General, Raja of Kollengode, etc , otherwise in full, also cf. honourable friend, honourable mover in full Hon. may be used in narrow columns and always in indexes and lists

Rev or Rt. Rev (not Revd), plural Revs.

Ven to be used if name follows—otherwise venerable

Ampersand '&' to be used only as part of names of companies and firms, but not in enumerations or literary and similar compositions

Bro , Bros , Co , to be used only when following '&', otherwise spell out (Smith & Co , The Mica Mining Company)

I M S —Indian Medical Service, as Colonel Jones, I M S , but in lists, etc , before 25th August 1898, the title Surgeon-Colonel, Surgeon-Captain, etc , without the affix to be used

I S M D —Indian Subordinate Medical Department, with Captain or Lieutenant prefixed

Monsieur may be abbreviated to M (not Mons), use MM (not Messrs) for the plural of French names of individuals Messrs for English firms

M R Ry (not M R R) prefixed to certain Hindu names with Avargal or Garu (see 'Courtesy titles')

Supg (not Suptg) for Superintending, abbreviated after names only

Supt (not Supdt) for Superintendent

Ltd for Limited, but the style used by the firm to be followed

Inc for Incorporated, but the firm's name to be followed

Acts —English Acts to be quoted as 24 & 25 Vict , c 4, s 3, 9 Edw 7, c 4, s 8 (3)

Indian Acts and Regulations in cases where the short title is not used, I Act XII of 1911 M Reg VI of 1903, sec 16 (*a*) (Bo Bombay, Bu Burma, Be Bengal, Pun Punjab, Ba Baluchistan) *Rep* for repealed See also 'General Notes' on page 121

Ordinances to follow Act style

Books—4to, 8vo, 12mo, 16mo, no full stop

Budget heads to be quoted thus —

Revenue—		Expenditure—	
II	Taxes on Income	2	Taxes on Income.
V	Land Revenue	5	Land Revenue
VI	Excise	6	Excise
VII	Stamps	7	Stamps
VIII	Forest	8	Forest
IX	Registration	9	Registration
XIII	Irrigation—Works for which capital accounts are kept	14	Irrigation—Works for which capital accounts are kept
XIV	Irrigation—Works for which no capital accounts are kept	15	Miscellaneous Irrigation Expenditure
XVI	Interest.	16	Construction of Irrigation Works
		19	Interest on Ordinary Debt

REVENUE—*cont.*

XVII	Administration of Justice.
XVIII	Jails and Convict Settlements
XIX	Police
XX	Ports and Pilotage
XXI	Education.
XXII	Medical
XXIII	Public Health
XXIV	Agriculture
XXV	Industries
XXVI	Miscellaneous Departments.
XXVII	Currency
XXIX	Exchange
XXX	Civil Works
XXXI	Waterways and Embankments
XXXII	Transfers from Famine Insurance Fund
XXXIII	Receipts in aid of Superannuation
XXXIV	Stationery and Printing
XXXV	Miscellaneous
XXXIX	Contribution and Assignments from the Central Government
XL	Miscellaneous Adjustments between the Central and Provincial Governments

EXPENDITURE—*cont.*

20.	Interest on other Obligations
21	Sinking Funds
22	General Administration.
23	Audit
24	Administration of Justice
25	Jails and Convict Settlements
26	Police
27	Ports and Pilotage
29	Political
30	Scientific Departments
31	Education
32	Medical
33	Public Health.
34	Agriculture
35	Industries
37	Miscellaneous Departments
38	Currency
40	Exchange
41	Civil Works.
42	Waterways and Embankments
43	Famine Relief and Insurance
45	Superannuation Allowances and Pensions
46	Stationery and Printing
47	Miscellaneous
51	Contributions and Assignments to Central Government
52	Miscellaneous Adjustments between the Central and Provincial Governments

Chapter, page or pages, paragraph, volume, even if followed by number, department, Government, Secretary, etc , not to be abbreviated except in narrow columns, year in full—1895 (not '95)

Chemical symbols, as Ba (barium), Ca (calcium), etc , to be used without a full stop Also per cent not italics and no period

Circles, etc.—Roman numerals, as I Circle, P W.D (not 1st Circle, First Circle or 1st Circle) but for Inspectorates—First Circle, etc

Compass points —W , SE., NNE , etc , no periods except at end. Spell out west, etc , in ordinary composition

Cusec=cubic feet per second.

Dates to have the month in full, as 1st January 1911 in text, but for marginal references and narrow columns—

Jan	Feb	Mar	Apr	May	June
July	Aug	Sep	Oct	Nov	Dec

Add st, th, nd, rd (not d) to number of day of month except when it follows the name, as January 1, 1911

instant, proximo and ultimo—not to be abbreviated in text In narrow columns adopt inst , prox , ult

a m and p m immediately connected with figures

The dash – and (not the diagonal sign /) to be used when figures only represent dates, as 24–8–15 '15 not to be used

M E Malayalam era

Degrees of latitude, temperature, angles, etc —use figures and degree mark, as 56° 26′ 12″ E, 100°, 10 5° below zero

lat for latitude, and long for longitude when with figures

For temperature Fahrenheit is understood, in other cases add abbreviations, Cels for Celsius, C for centigrade, R for Reaumur

Specify also B for Baumé, Twad for Twaddell degrees.

etc to be used instead of &c in all cases

Exhibits and appendices should be lettered in alphabetical order (without a full point) The letters to be repeated if more than 26, as Exhibit BBB Enclosures are to have roman numerals

Grades and classes to be spelt in full, as first grade, second class

Horse-power, when abbreviated, in lower case closed up (h p), when not abbreviated, in lower case with a hyphen between (horse-power)

Languages —Tam , Tamil, Tel , Telugu, Kan , Kanarese, Mal , Malayalam, Hind , Hindustani, Ori , Oriya, San , Sanskrit, L S , Lower Standard, H S , Higher Standard

Law Reports to be quoted as—

I L R , 19 Mad , 238—for Madras Series	I L R , 1 Bom , 17—for Bombay Series
I L R , 8 Calc , 420—for Calcutta Series	I L R , 4 All , 18—for Allahabad Series 12 W R , 45

Money —Rs 10 2a 5p , £10 2*s* 6*d* (no space after £), Rs 20 or twenty rupees (not 20 Rs), Rs 20–7–0 (not Rs 20–7), As 2–6 (not 2 as 6 pies), 3 annas If occurring without fractions spell out, as, 3 annas not As 3, 1 pie, not p 1 Rupees, etc , not to be abbreviated as the first word in a sentence The diagonal sign / not to be used to divide shillings and pence or annas and pies 's' not to be added to 'p' to indicate plural of pie

Rx = tens of rupees

l. not to be used for £ except when specially instructed—it then follows the figures without space

$, the dollar mark, to precede the figures without intervening space, if cents are added use the decimal points, as, $10 50 For cents alone no abbreviations, as, 75 cents

Number.—No. or Nos before figures or numerals only.

Notes (Secretariat)—Initials of clerks who are not heads of sections, if printed at all, should be at the end of notes on the left hand side, but the names of gazetted officers are printed in full on the opposite side If the latter write initials and not the full name, the remainder of the name is added only the first time it occurs on a page In the case of Honourable Members the name is added in brackets This does not apply to marginal notes where initials will suffice

Orders and Proceedings to be quoted or referred to as follows, except in lists and notes —

G O No 503, Financial, dated 8th October 1916
G O No 608, Financial (Separate Revenue), dated 10th November 1916
G O No 710, Public (Political), dated 1st December 1916
G O No 2330, Revenue, dated 10th December 1916
G O No 815, Home (Judicial), dated 9th September 1916
G O No 2110, Local and Municipal (Medical), dated 2nd December 1916
G O No 2330 M, dated 1st November 1916
G O No 2440 L, dated 15th October 1916
G O No 810 W, dated 14th November 1916
G O No 914 I, dated 1st December 1916
B P Mis No 450 (Rev Sett), dated 10th November 1916
B P No 50/117-R, Abkari, dated 11th February 1917 (in the text of notes also)

In list of previous papers and references omit 'No' and 'dated', as, G O 450, Public (Marine), 5th August 1916

G O (Government Order), B P (Board's Proceedings), C P (Court of Wards Proceedings), to be used when followed by numbers, otherwise in full, memorandum always in full

G G O Government General Order, Military Department

C O Command Order

C.L Covering letter, in address lines only

Acting, below signatures to be printed in full

cont —continued, not contd , avoid use of concld

U O Ref with the number. Unofficial reference (or note) alone but "To see u o ," etc , lower case

The words Public, Judicial, Financial, Ecclesiastical, Educational, Legislative, Marine, Political, Revenue and Separate Revenue to be in full L = Local, M = Municipal, P = Plague, W = Works, I = Irrigation, Ry = Railway, S = Sanitary

Police stations and divisions are lettered and numbered (without a point), as, B1, C2.

Section and article if abbreviated in narrow columns, sec. (singular), ss (plural); art (singular); arts. (plural)

Signs and symbols to be restricted to technical or scientific works, but the signs + plus, − minus, = equal to, > larger than, < smaller than, may be used in ordinary works, when they are treated as words in spacing

Weights and measures —cwt qr lb oz. not to have 's' added to denote the plural

c ft (not cub ft), sq ft (not s ft), sq m, acs (but acre always) are admissible in tabular headings and notes only

Acre and cents to be joined up with a decimal point always, as, acs 13 05 Cents alone, no decimal, as, cts 13

ABBREVIATIONS IN PRESS COPY —The following are the only abbreviations and contractions admissible in manuscripts sent to the press Their use is restricted to Secretariat notes, etc The press will print these in full In other works the copy will be returned for shortened words, etc , not allowable in print to be rewritten —

A A Acting allowance
A A -G Assistant Adjutant-General
Abs A Absentee allowance
Acct Account
Acctt Accountant
Acct -Genl Accountant-General
Adjt -Genl Adjutant-General
Adm -Genl Administrator-General
Adv -Genl Advocate-General
Agri Agriculture
A I Assistant Inspector
Arcdn Ven the Archdeacon of Madras
Art Article
Asst Assistant
Bd Board of Revenue
Bd , L R Board of Revenue, Land Revenue
Bd , Settlt Board of Revenue, Revnue Settlement, Survey, Land Records and Agriculture
Bd , S R Board of Revenue, Separate Revenue
Bp Bishop of Madras
B P Board's Proceedings
Cantt Cantonment
C E Chief Engineer
C Ex Chemical Examiner
C I.D Criminal Investigation Department
C J Chief Justice
C M A Controller, Military Accounts
Coll College
Collr Collector
Comdr Commander
Comdt Commandant
Commr Commissioner
Com Pol Commissioner of Police
Com Pr Cy Commissioner, Paper Currency
Comsy Commissary
Con Pondi Consul, Pondicherry
Consvr Conservator
C P Court's Proceedings
C P T Chairman, Madras Port Trust
Cr P Crown Prosecutor
C S Chief Secretary
Ch St Chief Secretariat
D A Deputation allowance
D Ct District Court
Dept Department
Dir Director
Dist District
Districts—
An Anantapur
N A North Arcot
S A South Arcot
Bel Bellary
Ch Chingleput
Cht Chittoor
Co Coimbatore
Cud Cuddapah
Gan Ganjam
Go Godavari
Gun Guntur
Kis Kistna
Kur Kurnool
Pres Madras
Ma Madura
Mal Malabar
Nel Nellore
Nil Nilgiris
Ra Ramnad
Sa Salem
S K South Kanara
Tan Tanjore
Tin Tinnevelly
Tri Trichinopoly
Vizag Vizagapatam
D M District Magistrate
D Mun District Munsif
Dvl Divisional
Dvn Division
Dy Deputy
Eccl Ecclesiastical Department
Edl Educational Department
Engr Engineer
Exmr Examiner
Finl Financial Department
For Forest

Furlo Furlough
G.A. Government Agent
G E Government Epigraphist
Genl General
G I Government of India
G I, C Government of India, Commerce and Industry
G I, E Government of India, Education
G I, Fin Government of India, Finance
G I, For Government of India, Foreign
G I, H Government of India, Home
G I, R & A Government of India, Revenue and Agriculture
G O Government Order
G O C IX General Officer Commanding 9th Division
G P Government Pleader
G S Government Solicitor
Govr Governor
Govt Government
Hindu Hindustani Translator to Government (but Hind for language)
H M Honourable Member
Hospl Hospital
I G J Inspector-General of Prisons
I G P Inspector-General of Police
I G R Inspector-General of Registration
Impl Imperial
Inspr Inspector
Inspr-Genl Inspector-General
Inspress Inspectress
Intld Initialed (to be omitted in print)
J Judge
JJ Judges
Jr Junior
J S Ct Chief Judge, Small Cause Court
Judl Judicial Department
L A Local allowance
Leg Legislative Department
L M Local and Municipal Department
L R Land Revenue
L Rds Land Records
M District Magistrate
Magl Magisterial
Magte Magistrate
Mal Malayalam Translator
M S G Military Secretary to H E the Governor
M & S M R Madras and Southern Mahratta Railway
Memo Memorandum
Medl Medical
Mem Member
Mily Military
Mun Munsif
Munl Municipal Department
Nil Plan Honorary Secretary, Nilgiri Planters' Association
Offg Officiating
Ooty. Ootacamund
O P Office paper
P A, Baplle Political Agent, Banganapalle
P A, Pud Political Agent, Pudukottai
P A, Sand Political Agent, Sandur
P C S. Paymaster, Carnatic Stipends
P E Protector of Emigrants
Pen Pension Department
P M G Postmaster-General
P O Post Office
Pol Political Department
P P O Presidency Port Officer
Pres M Presidency Magistrate
Presy Presidency
Priv Privilege
Pri Principal
Probr Probationer
Prof Professor
Provl Provincial
Py allce Presidency allowance
Psl A Personal allowance
P S G Private Secretary to the Governor
Pt B E President, Board of Examiners
Pub Public Department
Public Works papers only—
W Secretary to Government
J Joint Secretary to Government
E I Chief Engineer for Irrigation
E W Chief Engineer, P W D
D W Under Secretary
D E W Deputy Chief Engineer
D E I Deputy Chief Engineer, Irrigation
A E I Assistant Chief Engineer, Irrigation
R Registrar
E R Consulting Engineer for Railways
C R Examiner, Guaranteed Railway Accounts
D R Deputy Registrar
A M Agent and Manager, Madras and Southern Mahratta Railway
A Agent, South Indian Railway
C Deputy Accountant-General, P W Branch
P W D Public Works Department
R C A Roman Catholic Archbishop
Rcds Records
Reg Regulation
Regn Registration
Regr Registrar
Rev Revenue Department
R G Registrar-General of Births, Deaths and Marriages
R J S Registrar, Joint Stock Companies
Rt Resident
S A Special Agent
Sahr Sarishtadar
San E Sanitary Engineer
S C Scot Senior Chaplain, Church of Scotland
Sec Section
Secy. Secretary

S Engr Superintending Engineer
Sergt Sergeant
Sett Settlement
Shff Sheriff of Madras
Sr Senior Translator
S G Surgeon-General
S G P Superintendent, Government Press
S I R South Indian Railway
S of S Secretary of State
St A S Superintendent, Archæological Survey
St S Superintendent of Stationery
Sumpty A Sumptuary allowance
Spl Special
Spl A Special allowance
Supg Superintending
Supny Supernumerary
Supt Superintendent
Sur Survey
Surgn Surgeon
Tahr Tahsildar
Tam Tamil Translator
T C Travancore and Cochin
Tel Telugu Translator
Tempy Temporary
Try Treasury
U O Unofficial
U P A S I United Planters' Association of Southern India
Vety Veterinary

Abbreviations of instructions for issuing Secretariat papers

D O Demi-official
U O Unofficial
F D Final disposal
Mis Miscellaneous
MS Manuscript
R Routine series
O Order
A Paper to be printed in full
B Not to be printed or copied
C To be printed or copied with abstract only
Q To be printed or copied with heading only
P N Print notes

Capitals

Capitals are to be used as sparingly as possible, their use as initials being restricted mainly to the following cases —

(*a*) For the first word of a sentence and of every line in verse, but not a part of a word Also for the first word of a quotation or extract that is introduced directly or consists of a complete sentence, especially if quotation marks are not employed A short quotation or remark introduced indirectly in the text within quotation marks does not require an initial capital

(*b*) Proper names of persons, places, firms, companies (each word of name except connectives), ships, days of the week and months of the year, Governments or States, Imperial, Provincial and Local when referring to Government or to general finances, departments of Government, such as Finance Department, etc (but not for department referring to a section or subdivision), Revenue returns, etc , courts, such as District Court, Subordinate Judge's Court and District Munsif's Court (but court when standing alone or not designating any particular court, as, the High Court, the courts of law, the lower court, and a village munsif's court), churches, temples, etc , religious denominations and sects, such as Hindu, Christian, etc , castes, and festivals or holidays of religious or other observance

(*c*) The whole of geographic or place names, except connectives or descriptive words, even Street, Road, Garden, Hill, Mountain, Province, District, Firka, etc (or their vernacular equivalents) when associated as part of the name, as, Cooum River, the river Cooum, Orange Valley, Orange and Kaity valleys

(*d*) Titles of courtesy, distinction and honour, as, Sovereign, His Majesty, Defender of the Faith, the King's Most Excellent Majesty, His Royal Highness, Maharaja, His Grace, His Eminence, His Excellency, His Lordship, M R Ry , Rao Bahadur, Khan Sahib, Zamindar of Sivaganga, Jaghirdar of Arni (but zamindar and jaghirdar when without the name) No capitals are required in words like member, as, S W Ramaswami Ayyar Avargal, member of the Tanjore Taluk Board

(*e*) Specific synonyms of such titles and designations, usually indicated by the article 'the,' also have the initial capital, as, the Governor, the President, a chairman was elected

(*f*) In formal or ceremonious address similar synonyms of individuals and their pronouns have capitals, as, May it please Your Excellency, My Lord, I am sure, Sir, etc , but such as oh sir, dear sir, your honour, do not require capitals, except in the formal opening to letters, as Dear Sir, Dear Friend No capitals are required except at the beginning of a line for By order, True extract, Your obedient servant, before signatures

(*g*) Official designations and names of the higher posts and appointments such as The Right Hon'ble the Secretary of State, Governor, Member of Council, Honourable Member (but honourable friend, honourable colleague), Members of the Board of Revenue, Secretaries to Government and Board of Revenue, Judge of the High Court, District Magistrate, District and Sessions Judge, Collector (as a district head) in all cases Appointments like Sub-Judge, District Munsif, Deputy Collector, District Forest Officer, District Medical and Sanitary Officer, Divisional Officer, Tahsildar, Deputy Tahsildar, Sub-Magistrate, Subdivisional Officer, etc , take the capital when preceded or followed by names of persons or places and when they refer to a particular officer, but have small letters when they are spoken of as a class, or no particular individual is specified Lower grades have no capital

(*h*) The first and important words in the names of political or legislative bodies, societies, associations, corporations, etc , such as House of Lords, Madras Legislative Council, Indian National Congress, Board of Trade, Board of Revenue, Corporation of Madras, Municipal Council (of Tanjore) or (Tanjore) Municipal Council, District or Local Board of (Coimbatore) or (Coimbatore) District Board, Taluk Board of (Chingleput) or (Chingleput) Taluk Board, also the Council if referring to a particular council But if reference is made in general terms without specifying particular councils or boards, capitals are not to be used, as, the administration of district boards improved

(*i*) When the full name of a particular body, association or place or other proper name is not given, the specific descriptive word or distinct synonym thereof requires a capital, as, the Club, the Parliament, the Council, the Tropics, the Orient, the Presidency This applies also to important events and epochs, as, the

Dark Ages, the Deluge When the reference is indefinite (usually indicated by a or an) the capital is not needed, as, a club is being formed

(*j*) The first and important words (usually nouns) in the titles of books, articles, periodicals, lectures, plays and poems; also in the headings of chapters, forms, statements, reports and enclosures, descriptive lines for illustrations, etc , but participles, adjectives, articles, prepositions and other connecting or qualifying words included in such titles should not have the capital, as, Statement of Prices of the superior Food Grains during the official year, On the Education of the Middle Classes, The Book of the Madras Exhibition The exact title of books should usually be followed, but in the case of newspapers, etc , the definite article beginning the title does not require a capital, as, see the *Madras Mail* This practice as to the omission of capitals from connectives and the introductory article applies also to names of associations, firms, places, persons, titles, etc , as, the Atlantic Ocean, The Atlantic, the Chartered Bank of India and China, The Connemara, the Connemara Hotel, Tam o' Shanter, The Nilgiris, the Nilgiri district

(*k*) Abbreviated titles, names or synonyms of the nature of titles of publications used in a special sense, as, Act, Bill, Regulation, Order in Council, Government Order Also divisions thereof, such as Appendix, Enclosure, Schedule, Volume, Chapter, Part, when followed by an enumerating letter or number

(*l*) For the Bible and names and synonyms of or indirect references to sacred books of all religions, as, the Koran, the Granth, the Vedas, the Inspired Word, Scriptures

(*m*) All personal pronouns referring to His or Her Imperial Majesty the King or Queen

(*n*) The pronoun I and the interjection O in all cases, but not oh except at beginning of sentence

(*o*) Names, synonyms or attributes of the Deity, as Creator, Providence, Heaven, and the pronouns He, Him, His, Thee, Thou, Thy referring thereto, but not who, whom, whose and which

(*p*) For proper adjectives and other words derived directly from place or personal names when the original signification is retained, the sense of origin is not obscured by familiar usage, or the idea of possession still predominates, as, Indian nation, indian corn; French towns, french polish This applies to religious and political bodies, as, Catholic, Radical, Tory.

(*q*) Abstract qualities personified or used in a special sense, as, O Death! where is thy sting?

(*r*) In botanical, geological and zoological names, the first word, also the genus and the species names when derived from a personal or place name, as, Tectona grandis, Sedum Andersonii.

(*s*) In compound words each part to be capitalized as if separately printed ex-President, un-English, Lieutenant-Colonel, pre-Raphaelite, Vice-President, Anglo-Saxon, Vice-Chairman of the municipality.

(*t*) Abbreviations of all words requiring capitals when spelt in full, also such conventional uses as A D , B C , M E , A H , M S , MSS , P S , N B , N E , NNW (note position of points), O H M S , Dr , L S , R.S V P , postal district abbreviations, as E , S C , etc , but not a m , p m nor o'clock

(*u*) Initials of official designations, services, etc , after names; as A D C , V H S , J P , I C S , I M S , I S C , R A , R E , I S M D , R I M , I A , abbreviations of titles, degrees, etc , when alone and not following the name, as, He is a B A , In a few special cases capitals and small capitals denote a distinction in meaning, as, A D C , Aide-de-Camp to the King, and A D C , an ordinary Aide-de-Camp In military publications, too, black type is often used in the following cases 𝔄 𝔇 ℭ (Aide-de-Camp General to the King), 𝔓 𝔐 𝔓, 𝔓 𝔐 𝔖, Honorary Physician or Surgeon to the King (but V H S to the Viceroy), 𝔓 𝔐 ℭ, 𝔙 ℭ Initials of honours, titles, orders and degrees should be in small capitals, and abbreviated words for such titles in ordinary type, thus, Sir John Bailey, Bart , C I E , M A (Oxon), I C S Note the sequence titles, academic degrees and then services, the higher of each first

(*v*) For chemical symbols, as H (hydrogen), Pb (lead), but not for such terms spelt out

(*w*) Rs , As or Pies appearing singly before figures, but lower case after them, as, Rs 30, 30 rupees

(*x*) In series and indexes for the first word after the subject heading, even if run on after a comma, as, Pension, Awarding a good conduct — to sepoys, Irulas Rights of This special use does not apply to indexes to ordinary manuals, etc , when the capital is not used, except after the full stop or dash

(*y*) Follow the capitals in the copy when reprinting Royal Orders in Council (as in Our Trusty and Well Beloved Servant, Lords Spiritual and Temporal), and in any reprint that is issued as a separate work, also in new work when instructed generally or specially by the department

Capitals are not to be used—

(1) For nouns, adjectives or qualifying words derived from proper names which by usage have become common (especially if they specify trade products or processes), which are compounded with prefixes or affixes, or of which the original signification has become lost or obscured, as, americanized, anglicized, arabic figures, arctic regions, bengal gram, bologna sausage, boycott, bowie knife, brussels carpet, brussels sprouts, china, chinese blue, china clay, castile soap, christianize, cisalpine plants, delftware,

doily, frenchified, french polish, guernsey, hansom cab, herculean strength, holland blind, harveyize, inverness cape, roman, gothic or italic type, italicize, india ink, india matting, indian corn, indian red, india rubber, japanning, japanize, levant, latinize, latinity, laconic, majolica, manila paper, morocco leather, macadamize, mercerize, merino, navy blue, oriental rug, plaster of paris, paris green (but Paris fashions), pasteurize, plutonian, prussic acid, prussian blue, platonic affection, quixotic ideas, russia leather, roman numerals, romanized, subtropical, satanic, stepney wheel, turkey red, tropical climate, tantalize, transatlantic, titanic, venetian blinds, vulcanized rubber, wedgwood ware, wellington boots

(2) For seasons of the year and points of the compass when spelt out fully

(3) For such words as city, town, district, division, subdivision, taluk, firka, village, desam, amsam, union, zamindari, street, etc , when not used with the name for specific identification

(4) For the word council (except when it refers to a particular council or to Executive or Legislative Council), civil or criminal court, society, administration, association, committee, commission (except Royal Commissions), company, institute, municipal councils, district and taluk boards when not preceded or followed by names, police, railway, abkari, excise (unless occurring with department or name, as Madras Police)

(5) For the words member (of local boards), municipal councillor or commissioner (of municipalities) and (except in lists) the names of occupations and of lower appointments in Government service, as jailors, inspectors, sub-registrars, taluk magistrates in all cases, also the words temporary, probationary, acting and officiating

(6) For the words rule, article, section, clause (when alone or followed by a figure), budget estimate, revised estimate, and for words like the following in headings, titles, etc , and, as, at, but, by, for, from, if, in, of, on, or, then, the, to, with

(7) For district gazette (or gazette) unless the exact title is specified

(8) For d', da, de, della, di, du, Dutch van, the Italian da, della, de or di, German von, before personal names as in continental practice when preceded by forename or title, e g , Comtesse du Barry, M d'Orbigny, but use capitals when anglicized or when appearing alone, as Mr DeSilva, Van Tromp Follow original in signatures as far as capitals are concerned

Small Capitals

Use small capitals for—

(*a*) The first word of a chapter (if paragraphs are not numbered), the first word in official and private advertisements in the Gazette, and the first word in the preamble to Bills and Acts

(*b*) In Legislative Council and Committee's proceedings for names of honourable members present, the name of the interpellator or speaker (as Mr T RICHMOND, or the Hon'ble Diwan Bahadur P RAJAGOPALA ACHARIYAR Avargal, i e , only the name proper and not the title to be in small capitals)

(*c*) Headlines to Government Orders, letters and despatches, names or members of the Board of Revenue in proceedings, names of writer and addressees, if any, at head of letters, Secretary's or Under Secretary's names, the word 'enclosure,' 'appendix' or 'annexure' occurring before order or resolution (but in capitals after final order or resolution), the words 'Read' and 'Abstract,' the first word of a despatch abstract

(*d*) Major budget headings in the text as I LAND REVENUE

(*e*) Important words in the body of agreements, notifications, orders, etc , which are marked for thick type or emphasis when italic has been used for other purposes

(*f*) Principal side headings to paragraphs when the subsidiary headings are in italics

(*g*) Units of quantity, money, etc , when placed over figure columns (To be close up to figures and heading line in solid tables)

(*h*) Printer's imprint, principal divisions, such as CHAPTER I etc , the word 'page' in contents, for subject headings at the beginning of paragraphs, shoulder notes, and for list of plates, etc , for a summary or synopsis if short

(*i*) Complimentary addresses at the beginning of a letter or despatch, such as, MY LORD, SIR, DEAR SIR, etc , also in memorials and petitions, as MOST RESPECTFULLY SHOWETH

(*j*) Names of places in date lines (except in gazettes), and for signatures in Government Orders and Board's Proceedings

(*k*) Initials of orders, degrees, societies, etc , after names, such as, C S I , F R C S , PH D , D S C , etc , except those mentioned under 'Capitals'

(*l*) Date in numerals as MDCCCXIV

ITALIC

Italic (indicated by one underline in manuscripts) is to be avoided as much as possible It is to be used in the following cases except in Acts and Bills where italic is employed for special purposes —

(*a*) For names of authors or authorities when run on in the same line after extracts, cases cited in Law Reports and in the judgments of the High Court, etc.

(*b*) For titles of newspapers, periodical publications and magazines in the text, as *Fort St George Gazette*, but not in lists nor when the full titles are not quoted; as, Published in the Fort St George and Tanjore district gazettes Names or titles of books, articles, chapters, the subject of notes or orders, etc , to be in ordinary type within double quotation marks

(*c*) For botanical and zoological genera and species and similar scientific names only when the common names or explanations appear in conjunction therewith, but to be in roman in lists of such names, tabular statements, etc

(*d*) For such words as *read, for, substitute, cancel, delete, omit, insert, add, deduct* in errata, amending Bills, etc Also for *Explanation, Illustration*, etc , in Acts and Bills

(*e*) For original additions or amendments to a Bill or draft, if necessary to indicate later amendments thick type or brackets may be used

(*f*) For lower case letters used as references when explaining diagrams, for capitals use roman, as Fig A, points *d e f*, the angle *xyz*

(*g*) *For Foreign and Vernacular words* —Short phrases and sentences quoted *literatim* in the text, also single words in infrequent use and not included in the separate lists in this Manual, to be printed in italic without quotation marks long extracts, etc , in such languages to follow the practice of quotations in English All words of these classes, whether included in these lists or not, that are followed by a parenthetical explanation or translation to be in italic unless they are enclosed within quotation marks or unless they appear in special works, such as those on languages, etc , where they are numerous and do not require distinctive treatment Translations or transliterations accompanying words in vernacular characters to be in ordinary type—not italic

(*h*) For distinguishing English and foreign words spelt alike, with the exceptions noted under (*g*), such as cachet (a packet), *cachet* (a seal), pension = allowance, *pension* (French = boarding house, or when foreign spelling is adopted instead of the anglicized for words of similar import, as, *employé* (male clerk only) but employee (generally), *dépôt*

(*i*) For designations below formal signatures but not in the text

(*j*) For side-headings to paragraphs and the first heading to tabular work (one size larger than the statement type), the continued lines being in roman, for subject-matter and names of speakers at top of each page of the Legislative Council Proceedings (Madras and not Imperial), date lines in gazettes, also in reprints of Acts for the dates of passing, etc , when as a catch-heading at the side under the title

(*k*) For emphasis when a few words are underlined in the manuscript but not for long extracts

(*l*) Red ink headings in Secretariat manuscript notes are to be printed in italic, omitting the square bracket entries

Italic is not necessary in the following cases:—

(1) For words of foreign origin which have become anglicized or are in frequent use (see page 29)

(2) For long quotations in foreign languages

(3) For translations of words printed in vernacular characters

(4) For abbreviations like Bart., Oxon, etc., after names, titles and degrees

(5) For words for which italic is ordinarily admissible occurring in a paragraph of italic—they are to be printed in roman type

(6) These rules for the use of italic do not apply either to lines printed fully in capitals, small capitals, black letter or thick types, as headings, etc., in which cases the distinction is to be ignored, except that names and titles for which italics is usually employed are to be quoted, and that 'and' connecting two subjects is printed in italic capitals in headings to Council Proceedings

(7) The instructions regarding italic type do not apply also to indexes, contents, lists in columns, and marginal notes, except that italics may be used to distinguish side headings Series and abstracts, however, follow the ordinary rule

(8) In Secretariat notes an underlined passage which forms the subject of marginal comment or instructions should, if it exceeds a single word or group of figures, be printed in ordinary type with a line below Italics will be used for ordinary purposes of emphasis, and departments should while editing the manuscripts indicate where italics are required The asterisk, etc., should be used for brief marginal references, such as the correction of a figure or an explanatory remark, without underlining

(9) Letter spacing of important transliterated names may be substituted for italics in works on epigraphy, etc., when small capitals and italics are used for other purposes

Italic punctuation points to be used between italic words and after the italic portion only when the point pertains to the italic part and does not affect the sentence in which it occurs

Vernacular italics—When it is necessary to indicate italicized or underlined portions of Bills, etc., in English which are translated into vernaculars, italic is represented by placing the words between brackets [ ], a footnote to that effect being added to the first page

Figures and Numerals

Spell out numbers in text matter such as—

Numbers which can be spelt as one word without a hyphen, i.e., those under twenty-one, also thirty, forty, fifty and even tens up to ninety, but follow one style for all numbers in connected

groups, giving preference to figures where both are admissible, as, 18 to 24, six men and ten women, 6 men, 10 women and 22 children Figures to be used for all such numbers contrasted in reports, as, 8 and 33 against 6 and 12 last year, etc Also in all works when there are groups of more than three which are ordinarily spelt in full if occurring separately, as, we found 2, 4, 12, 7 and 8 dogs in separate batches

All numbers occurring at the beginning of a sentence If there are two or three related enumerations spell out all, but if more, spell out the first group only This rule does not apply to questions and answers in evidence, as, *Q* 50 prisoners, he said, how many do you say?—*A* 60

When specific numbers are not stated, as, From fifty-five to sixty-five people, Nearly two hundred years ago, I have said so a hundred times, Between one and two thousand soldiers Also when mentioned by way of illustration, as ninety-nine cases out of every hundred, etc If a sentence contains both indefinite and definite enumerations, spell out the former only, as, three or four thousand rupees were wasted out of the allotment of Rs 10,125

The number of days and months in leave notifications, as, furlough for one year, two months and twenty-one days

Fractions up to one-twentieth isolated without whole numbers; as, onetenth, three-fourths (not quarters) See 'Compound words'

Ordinal numbers (except in dates and summaries), as, the twenty-second time, first grade, second class, second edition, Eighth Annual Report, seventh tour, Tenth Street, Third ward, etc

Age and duration of time, as, He is twenty-six years old, nineteenth century, in his eighteenth year, except in tabular matter, voters and similar lists

Numbers and dates in legal documents to follow the original These are often repeated in words between parentheses to ensure accuracy

To avoid confusion when two sets of numbers occur together, as, twenty-two 38-h p engines, not 22 38-h p engines, twenty-five 100-rupee notes

In statements of clock time, such as half-past three, or ten minutes to four, etc , also when a m or p m does not follow a figure, as, seven o'clock in the morning, etc

Numbers higher than 1,000 when printed in words to be expressed thus One thousand two hundred and ninety, not twelve hundred and ninety, except for years or other numbers in which the comma marking the thousand would be omitted if figures were used, then adopt nineteen hundred and fifteen

Use figures in the following cases —

For all numbers above 20 (except thirty, forty, etc , to ninety) or numbers occurring in groups

For numbers compared or contrasted

For numbers of any amount containing decimals or fractions, as, 90 5, 6½ (*Note* —No decimal, no matter how many figures it contains, is plural) If no unit is present the cipher to be inserted always, as, 0 45, not 45 Omit the ciphers for cents where there are none, as, $125, not $125 00, but 125 05 Align decimal points in columns Ciphers not to be used alone in figure columns substitute leaders or blanks except when there are fractions, as, *s* and *d* following £, a and p after Rs , etc

For money (Rs 12–8–4 or As 8–4, Rs 8, but 9 pies, etc), weight, measure, distance, dimensions, degrees of latitude, heat or gravity, scores in contests, general statistics, serial numbers, folios, moment of time (4–32 p m —use en dash and not hyphen) and for house numbers and addresses

For chemical formula close up without space, use interior figures when following symbols, as, H_2SO_4

For percentages, as, 45 per cent—no hyphens

For official years use 1910–11 (en dash) except when there are two ciphers, as, 1899–1900 (never 1901–2) For periods of years when the dash represents 'and' or 'to' in full, use figures, as, 1910–11 (en dash), 1910—15 (em dash) The latter is, however, better expressed by 1910 to 1915, but copy may be followed by the press

The same principle applies to other numbers, as, Nos 2460–61, 2469–70 (en dash) and 2460—69 (em dash)

Numbers or sums of money employed as qualifiers or adjectives, as, 10-foot rule, 8-story building, 6-inch gun, a 3-maund bag, a 4-anna coin, a 300-rupee typewriter

For paragraph, clause, article, section and rule numbers, as, in section 24, rule 20, etc (but the nineteenth section), and within parentheses for subsidiary clauses, etc To be in thick type for Acts and Bills only [Use full point after 1, 2, 3, etc , but not after (1), etc]

For all numbers in tabular statements and enumerations

For Bills, as, Madras Bill No 2 of 1892

For Acts of Parliament, thus 33 & 34 Vict , cap 10, secs 14 and 15, Geo III, cap 6 (See also 'Acts,' and 'Numerals' below)

In Indian Law Reports, etc , thus I L R , 16 Mad , 257, etc

For contrast in specifying scriptural text and other authorities and references, as, Genesis xv, 24, Plate III, fig 6

For votes and ballots; as, 6 for and 10 against.

For dates, except in legal documents (use always 12th May 1914, not May 12, 1914 nor May 12th, 1914), for pages, use 16–17, 322–23, iii–iv (en dash) if subject is continuous from one to the other, but if references are disconnected, then pp 6, 7, 18—20, 320—26, ii—x (em dash) A good alternative is p 16 sq if the reference is to two pages only and pp 18 sqq when the reference is to more than a single page following

For numbers in marginal notes and narrow columns, which are usually spelt out in the text

Numerals in capitals—

For numbers of Acts and Regulations of Indian Legislatures, books and numerical adjectives after names of monarchs, as, Act VII of 1890, George V (or George the Fifth) not George Vth

For contrast with arabic figures or with letters, as, class II, section 2, group VI, form 6, Appendix H, Enclosure X

For Public Works divisions, as, V Circle

For headlines in numbering papers in Government Orders and Proceedings, also for enclosures, plates, schedules, groups of standardized forms (but not form numbers), volumes, parts and chapters of a work See also 'Exhibits,' page 105

For numbering major budget heads under Receipts, as shown under 'Abbreviations'

N B—No full point is required after a numeral in an ordinary sentence

Numerals in lower case roman and not italics—

For folios of preliminary matter or supplements (without parentheses)

For sub-paragraphs, clauses, sections or divisions (between parentheses), the gradation to be preferred is 1 (i), (*a*) for three sub-sections, etc , 1 (i), (*a*), I, for four, and 1 (i), (*a*), I, (1) for five, with the addition of (A) if more are wanted Greek or roman lower case letters are not to be employed for this purpose Roman numerals in capitals are out of place for the main section, clause or paragraph numbers

For quantities in Medical works

For contrast with capital numerals and figures

Punctuate figures thus 1,975, £23,126,270, Rs 2,31,26,270, for thousands of rupees (omitting 000) Rs 12,26, for rupees (omitting tens) Rx 1,26,27 (Note that punctuation for crores and lakhs applies to rupees only and not to quantities) No punctuation in year (1895), in G O numbers (No 1268), decimals (10 12), page 1167, or rule 1210 Decimal points to be used for budget figures expressed in lakhs, 78 57 lakhs Omit all commas also in built fractions, as $\frac{2}{10000}$

No punctuation is required for numerals, but to facilitate reading a hair space may separate the groups, as, MDCXIX

For numbers in words use commas, as, Two million, one hundred and twenty thousand, three hundred and fifteen One lakh, twenty-three thousand and sixteen rupees were spent

Division of Words

(*a*) Division at the end of lines to be avoided as far as possible When a word must be divided, the part left at the end of a line should suggest the remainder which follows in the next line, so the division selected should, if possible, coincide with the pronunciation and the derivation, as photo-graph, puritan-ism If this is not feasible, adopt the division which indicates the accent, as photog-raphy, abun-dance, inter-est, respon-dent, corro-dible, pre-sent (verb), pres-ent (adj), criti-cism, philos-ophy, musi-cal, practi-cal, produc-tive

(*b*) The rule that the division at the end of a line should indicate to some extent the part commencing the next line is of importance in words in which more than one good division is admissible, as, episco-pal (not epis-copal), happi-ness (not happiness), exalta-tion, imagina-tion, but do not divide 'able' or 'ible' in words ending with those terminations

(*c*) Divide compound words at the junction of their constituent parts, as, spell-bound, story-teller Do not divide compound or 'double words' containing a hyphen, except at the compounding hyphens, unless they occur in narrow columns or marginal notes, as, good-looking, roller-maker, not good-look-ing, rol-ler-maker

(*d*) Divide vernacular words in ordinary type as far as possible 'on the vowel', as, abhi-shayam, Gokula-shtami Two consonants not expressing one sound may be divided, as, Heb-bal

(*e*) With other foreign words follow the rule of the language concerned, as, correspond-ent (Eng), *correspon-dant* (Fr)

(*f*) Letters representing a single degree, title, service, etc , as K C I E , I C S , are not to be divided in any case

(*g*) A group of figures representing a single amount of money, measurement, etc , and connected signs or symbols ordinarily printed without intervening space, not to be divided, as in 10- s , Rs 1,500,– 10, £– 5,100, nor should fractional parts be placed in the second line If this cannot be avoided, the fractions should be treated as separate words, as, for Rs 14–7–6 use Rs 14/7 annas and 6 pies, Acs 1,416 16, Acs 1,416/and 16 cents

(*h*) Abbreviations like Rs , p , pp , sec , or No may in special cases be separated, but they should be placed in the same line as the connected figures if possible

For typographical reasons and to assist legibility *avoid* the following even when the division is logically correct:—

(1) Two-letter divisions such as 'en,' 'ed,' 'or,' 'in' except in very narrow measures, and three-letter when admissible only by the addition of 's' to form the plural, as hor-ses, circumstan-ces

(2) Division of words of less than six letters

(3) Division of the last word of a paragraph unless it is of more than four syllables

(4) Divisions at the ends of three or more successive lines

(5) Division at the end of the last line of a page, especially the right-hand page

(6) Divisions in bold display lines alter the length of the lines in headings to avoid such divisions

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General and Special Rules

A or An —*A* to be used before words beginning with a consonant, aspirated 'h' or a vowel having a consonant sound as the 'y' in 'union' and 'w' in 'one'

An is used before a word commencing with other vowels or a silent 'h', it may also be used before a sounded 'h' followed by an unaccented syllable, but this use is becoming uncommon

The following are examples —

a eulogy	a humble	a useful
a euphony	a one-sided	a usurper
a European	a oneness	a Utopian
a ewe	a unanimity	an habitual
a ewer	a unanimous	an heir
a herb	a unicorn	an heirloom
a herbal	a uniform	an historical
a heroic	a union	an honest
a honorarium	a unique	an honour
a hope	a unison	an hotel, -keeper
a horse	a unit	an hour, -glass
a hospital	a universe, -al, -ity	

Acts —Quotations of the names of Acts to follow the 'Short titles' given in the "List of Acts and Regulations," published annually by the Legislative Department, omitting the initial definite article, as Police Act, 1861, Land Improvement Loans (Amendment) Act, 1889 For style when number is quoted see 'Abbreviations'

Botanical names and economic products follow the spelling of the scientific names in the Madras Agricultural Department Bulletin No 24, or "List of Trees and Woody Climbers," 1914 If they do not appear therein, follow the "Dictionary of Economic Products of India" or "Hooker's Flora of British India" The vernacular equivalents given in all these publications must however be modified to agree with those in this Manual and with the official transliteration, particularly in the substitution of the long vowel for the acute wherever it occurs and in giving preference to the popular spelling, such as cholam for *shólam.*

Dates shall ordinarily be for calendar years If given for fasli or other special year, the corresponding calendar year and the day and name of English month shall also be given within parentheses Figures are not to be printed instead of months, except in Secretariat notes

When abbreviated dates are added to signatures or initials, the year as well as the day and month are to be shown (see also 'Figures' and 'Abbreviations')

Ellipsis —Indicate omission (1) of part of a word by a short dash, (2) of words in a paragraph by three full points separated by an em space (including the last point, if any), (3) of whole paragraphs, etc , by a full line of asterisks (six for 35 ems size and three for half size) with equal space between Omissions in Press editions of Government orders may be indicated by asterisks, if not otherwise marked

Indexes and alphabetical lists —Hindu names to be arranged according to the personal names

Languages —Observe the following order in arranging matter in lists, indexes or appendices (1) English, (2) Tamil, (3) Telugu, (4) Kanarese, (5) Malayalam, (6) Hindustani, (7) Oriya, any other to follow alphabetically

Mathematical work —Print the lower case letters in italics and the capitals in roman The whole matter should be centred if in separate lines, the = symbols being ranged one below the other, but if part has to be taken over to the next line the break is made before an =, a — or + sign, a thick space to separate the signs from the quantities Whole numbers need not be punctuated, as 13500 not 13,500

Reference marks —Ordinary figures or letters should not be employed for this purpose as they lead to ambiguity Use *, †, ‡, §, ‖, ¶ in order given; duplicate these when there are more than six notes, as **, ††, etc ; for more than twelve use three, as *** Superior figures may be employed if the references are very numerous and run throughout the work but never for mathematical work

Reference marks are to be placed, as regards punctuation, according to the sense. If a single word, say, is extracted and referred to, the reference must be placed immediately after the word extracted and before the punctuation mark But if an extract be made which includes a complete sentence or paragraph, then the reference mark should be placed outside the last punctuation mark

Repetition of words to be indicated by double commas if all lines can be indented to keep the words for which the commas are substituted clear of other matter without waste of space When this cannot be done, 'Do ' to be used for repeated remarks and descriptive matter longer than six letters 'Ditto' is not to be substituted in any case Figures are to be repeated except in date lines, also words and abbreviations of less than six letters

For indexes and contents space obtained by extra indention is the best substitute for the side-heading Long dashes formerly in vogue to represent 'do ' are not to be used In such indexes, etc , which are re-made up and issued in more than one form the subject heads are to be repeated in full in all cases

Reprints —The 'style' as to spelling, capitals, etc , of reprinted orders, letters, reports, etc , connected with a Government order, Board's Proceedings or similar paper is to be made uniform according to these memoranda, but when such papers are reprinted separately the style of the original to be followed

Reprints of Acts, Bills and Notifications of other Governments, and the manuscripts of Old Records, Indexes, Petitions, Examination Lists and Electoral rolls to be followed exactly even as to misspellings

Rulework —Except in blank job forms, column lines are not required (1) for matter consisting of three columns and less, (2) to separate annas and pies column, lb and oz , *s* and *d* , acres and cents, etc

Special expressions —The expression ' Indian Christian ' to be used instead of 'Native Christian' in all official correspondence and returns but, as it is advisable that the words of Acts should be adhered to until the law is amended, such words as 'Native Christians' occurring in marriage licence notifications and similar works should not be altered

The word 'Indian' to be used instead of the word 'Native' whenever the sense can be equally clearly conveyed by the use of either term, except in such phrase as 'Native States '

Roman Catholic Archbishop not to be styled 'Archbishop of Madras' but 'Roman Catholic Archbishop of Madras '

'Roman Catholic' and not 'Catholic' to be used to designate the Roman communion and its authorities

'Signed' or 'Initialed' before names in manuscript not to be printed, except in High Court's notifications over the signature of Judges.

'By order' is not to be printed under any endorsement, memoranda, or other communication between Secretariat departments.

'Government' and 'Government of India' are always used in a plural sense, while a singular verb and pronoun are used in the case of Board of Revenue, Local Boards, Municipalities, Corporation, Committees, Companies, Firms, etc

The expression 'Government in this department' is to be avoided.

'His Excellency the Governor in Council' to be employed in Gazette notifications.

For the names of local bodies the following style is to be adopted President of the Tanjore Taluk Board, Chairman of the Adoni Municipal Council, etc , not Chairman, Municipal Council, Adoni See also 'Capitals'

'Article' to be used only to denote divisions of an order of His Majesty in Council 'Section' to be reserved for divisions of Regulations, Acts and codes These restrictions are not observed by the Accountant-General for divisions of compilations such as the Civil Service Regulations and Account Codes

Weights and measures —Unusual vernacular terms for these must be followed by the English equivalents

Law Reports

Special style —Description of case, 'Appellate Civil,' etc , to be in pica, or 12-point, capitals in one line in centre

Names of presiding judges to be in small pica, or 11-point, italics in centre

Names of suitors to be in long primer, or 10-point, capitals, their description in small capitals, 'v' in italics

Date of case to be in brevier margin opposite to first line of plaintiff's name, the names of months being in full, principal suitors' names in small capitals as shoulder note in line with first line of text of each page of that case, 'v' in italics

Introductory notes to be in brevier italics, first line full out, the other line in centre, but when more than two lines, second and succeeding lines indented two ems.

Summary of case to be in brevier, ordinary paragraph form, the word 'Held' in italics in separate paragraph, but the paragraph immediately preceding it to end with a colon.

The initials words of each report to be in small capitals full out

The side head 'Judgment' at the commencement of the High Court judgment to be in small capitals indented an em and a half; but if the judgment is given by different judges, the names of the judges also in small capitals.

Decisions or findings of other courts, in whole or part, extracts from Acts, books, or reported cases to have double quotation marks at the commencement and end but not at the beginning of each line.

Passage in High Court judgments marked to be under quotation to have double side quotations at the beginning of each line

Interruptions or questions of judges, etc., to be in brackets (without quotation marks) with the name of the judge in small capitals.

All names of books, treatises, etc , to be within single quotation marks

Names of counsel employed to be in italics with 'and' in roman, unless forming part of the name of a firm when ampersand (&) in italics should be used, names of cases cited to be in italics

Foreign words and phrases to be in italics, except those in common use, but in the italic introductory notes to be in roman

Ordinary vernacular words to be in roman, but those of rare occurrence when followed by a parenthetical explanation to be within single quotation marks

Names of judges and other persons mentioned in the text to be in ordinary type

The nature of suits and petitions, e g , Original Suit, Civil Revision Petition, etc , when accompanied with numbers in the text to begin with capital letters

All numbers above ten to be in figures, also all numbers when they represent money, dates, sections, rules, articles of Acts, books or judgments, but ordial numbers, to be spelt out, as 'fifth defendant,' 'twenty-second appellant,' etc

Copy to be followed in the spelling of the names of suitors, of people and places except when they are not uniform in a case

Abbreviations such as the following to be adopted —

J for Judge, C J for Chief Justice, JJ for Judges, I L R for Indian Law Reports, Calc for Calcutta, Mad for Madras, Bom for Bombay, All for Allahabad, Hon for Honourable, etc

Quote English Statutes as follows —11 & 12 Vict , cap 87, don't repeat the word "chapter"

In Letters Patent substitute 'article' for the word 'clause' or 'section'

The words 'section' or 'sections', 'schedule' and 'article,' to be printed in full unless preceded by name of any Act or regulation in the brevier introductory notes, when they are abbreviated

Footnotes to cases cited to be in brevier in centre, but footnotes to cases reported to have ordinary reference marks and to precede others at foot of page

Numbers of reference to cases cited to begin afresh within parentheses on each page

The following words to begin with capitals wherever they may occur —High Court, Appellate Side (but higher and lower Court), Appellate Court, Small Cause Court (but small cause side), City Civil Court, Counsel, Judge, District Judge, Subordinate Judge, District Munsif, Magistrate, Sub-Magistrate, etc.

The following is added to Reference Book (Appendices L and M or Part II of the Printing Manual) —

ORDINARY INDENTION

First line of every paragraph to be indented as per size by multiples of one em (2 ems for 35 ems, 1½ ems for 26 and 28 ems, 1 em for lesser sizes)

HANGING INDENTION

Sub-paragraphs embodying rules or conclusions formally introduced by preceding paragraphs and all lists serially numbered should be in the hanging indention form

When the subdivision of the subject forms part of an ordinary paragraph, commencing thus '1 (*a*),' the succeeding lines need not be indented, indention of the first lines of the following sub-paragraphs (*b*), (*c*), (*d*), etc , by an em more than the first lines of ordinary paragraphs being sufficient, with the remaining lines full out

PUNCTUATION

Punctuation is essentially a guide to meaning, so the best principle is to use only such points as are necessary to show the real meaning at a glance by separating words into groups, and by indicating the relations between groups, though some conventional uses of punctuation marks must be followed Avoid 'stiff' or 'close' pointing in all works, but as the opinions of authors differ, the copy is to be followed when requested and when it appears that attention has been paid to the matter in the manuscript In other cases and when several writings appear in one publication, the special features noted below should be followed in cases where differences of style are permissible or mistakes are common

Punctuation marks should not ordinarily be used after large display lines, nor in legal documents or agreements, but copy is to be followed when the author's intention is not clear or when so ordered, as in the case of High Court notifications, and in reprints of original extracts, letters and quotations placed within quotation marks even if the points appear to be incorrect

The Comma

Commas are used in a sentence generally to mark off adjuncts, phrases and clauses, non-restrictive adjectives, phrases, participles, participial phrases, adverbial phrases and clauses, and appositional and parenthetical expressions, also usually to separate all consecutive elements of a sentence which might be read together erroneously or which might momentarily bear a wrong interpretation; as, While the men were eating [,] an elephant escaped from travelling circus

A comma is inserted after each word, phrase or group in a series, except after the last immediately preceding 'and,' 'or' or 'but' closely connected, as, A man, a boy and a girl were present, a hot, wet and disagreeable month, energy and perseverance, commonsense and judgment, are required for success

But when there is no connecting word between the last two or when there is a contrast the comma is used, as, A man, a boy, a girl, were present, a fine, dry, but disagreeable month, he insisted gently, firmly, but kindly

If the words in a series are adjectives preceding and qualifying the same noun and not connected by a conjunction they are separated from one another though not from the noun by commas, as, A fine, young bird, an unexpected, extraordinary, uncalled-for departure, a bold, bad man. When the adjective or other word qualifies or modifies the one following or is intimately bound up in sense with the noun no comma is necessary, as, A bright young man, a grand old English farmer.

The omission of the comma after 'and' or 'or' mentioned above is not universal, many authors preferring to use it after the last word in any series whether closely connected by a conjunction or not, as, A hot, wet, and disagreeable month Copy will be followed if the comma is inserted, if the punctuation is left to the press the point should be omitted

Synonyms or explanations connected by 'or' are however cut off by commas in all cases, as, He contracted myopia, or shortsightedness, which interferes with his work, they like jaggery, or bazaar molasses, too well In other cases it is omitted, as, Owing to carelessness or shortsightedness he missed the target, he steals jaggery or rice if he can get it

An introductory phrase or clause before a quotation, an enumeration, or an observation resembling a quotation, requires a comma after it, unless the introduction is formal or disconnected when the colon is used

A comma should precede such introductory words, etc , as namely, to wit, that is, e g , i e , viz , and conclude the following clause, making the whole a parenthesis.

This applies to summaries and conclusions, also to such words and phrases as the following and kindred terms which usually require a comma after them at the beginning of a sentence and to be cut off by commas in other positions firstly, moreover, nevertheless, at the same time, at all events, at least, at any rate, as a matter of fact, as a rule, in fact, in short, in conclusion, for instance, on the other hand, on the whole, on the contrary, besides (when not a preposition), however (except when used restrictively, i e., when it can be omitted without affecting the sense), etc.

It is used after the complimentary introduction and the nominative of address, as, John, carry the water here Dear Sir, My Friend, etc

It is used to separate a name from the official designations, title, degrees or their abbreviations, etc., also between the parts of addresses It is unnecessary after the number of a house or street, and after the day or month in dates, or between the description and number in orders, proceedings, letters, etc , as, 150 Mount Road, Madras, G O No 20, Public, dated 20th January 1916, B P No 11 (Land Revenue), dated 5th August 1895

The comma is not to be used at the end of lines in tabular matter or before leaders It is used before a dash after a complimentary address run on with the text, when the comma that would be required if the introductory words appeared in a separate line is retained before the dash, as, My Lord,—It is, I submit, quite true

For further uses of the comma, see under 'Figures,' 'Dash, and 'Colon.'

The Semicolon.

The Semicolon is used principally in the following cases —

In a compound sentence when the second member denotes inference, explanation, etc , connected by a conjunction, as, It is sheer waste of time to try to convince him, for he is a self-opinionated man

When several successive clauses have a common connexion with the preceding, as, The Honourable Member was of opinion that four additional men should be appointed, that the bill should be discussed after two months, and that the opinion of the public should be invited beforehand

For independent clauses with the connecting word omitted, as, Straws swim upon the surface, pearls lie at the bottom

For clauses subdivided into smaller portions by commas, or in enumerations, etc , to indicate a grouping relationship where the comma is usually sufficient, as, The chief products are the following wheat, rice and oats, potatoes, beets, beans, butter and cheese, groundnuts, iron, etc

Where such clauses commence with (1), (2), (*a*), (*b*), etc , either run on or printed as a sub-paragraph commencing with a lower-case letter, they should be separated by semicolons, and by a semicolon before the conjunction, if any, at the end of the penultimate clause See example under 'Colon.'

Before such words as 'namely,' 'that is,' 'as,' 'viz ,' 'to wit,' introducing an example or statement, as, Its contents can be divided into three sections, that is, displayed advertisement, title page, ornamental composition This use is purely conventional

The semicolon to be used also to avoid ambiguity in enumerations with addresses, qualifying titles, etc , run on in paragraph form where the comma would suffice if designations, addresses, etc , were not appended, as, There were present The Rev. Dr Gell, Bishop of Madras, Mr. A Thompson, a solicitor; his son, a vakil; M R Ry V Ramaswami Chetti, a Madrasi, and the Collector of Madras, Mr S F Joyce. With commas only, this might specify nine persons instead of five

The Colon

The Colon is ordinarily used in a sentence introducing an argument, example, quotation, saying or speech (when run on with the subject matter), generally after such words as 'as follows,' 'these words,' 'to sum up,' 'thus,' etc , and where these words are implied but not expressed, as, Three nations adopted this law England, France and Italy

After words marking a new stage in an argument such as, to proceed, to resume, etc

To separate clauses one of which raises an expectation from the other or which expresses comparison or contrast without a connecting word, as, Cowards die many times the valiant never taste of death.

On title pages between the place of publication and the name of the publisher, as, Madras. Edward Press, Georgetown, but not for index side headings, for which use full point or comma according to the original sense, as,

Jones, Mr A, Appointing—Superintendent of Prisons.
Pensions Revised rules for—

After viz, i e, e g, etc, introducing an explanation, as, There are three ways of accomplishing the object, viz (1) by increasing the funds at our disposal, (2) adding some more members to the committee, and (3) by strenuous work in future

Before a quotation, speech, or enumeration run on in the same paragraph, as, Shelley wrote the following "All of us who are worth anything spend our manhood in unlearning the follies of our youth" It the quotation, statement, speech, etc, commences a new paragraph or follows in a separate line add a dash to the colon, as, The following figures prove this —

The Period.

The Period or *Full point is used*—

(*a*) At the end of a complete sentence of whatever length which is not of an interrogatory or exclamatory nature, or interrupted

(*b*) After abbreviated English words which represent the original sound, to denote omission, as, Mr., Dr., Rev When the contraction affects the sound or the initial or final letters or figures of English words it is indicated by the apostrophe, as, can't, 'twill, tho' See 'Apostrophe' (*a*) All abbreviations or contractions of or abbreviations

(*c*) After letters or initials representing words, names, designations, titles, services, degrees, phrases, etc, as, T C. Smith, D S O, M B, I C S, e g, p m.

(*d*) After figures and numerals as paragraph or section numbers or headings, and in budget headings, as, I Land Revenue, 30 Stationery and Printing

(*e*) Before a dash in side-headings and after extracts when authorities, etc, are quoted at the end

(*f*) After words or phrases transposed or inverted in dockets and indexes if the point would be inserted when the words were in their natural order, as, Connemara Library Annual report of the—

(*g*) The point is inverted to represent decimals, as, 1 56, 0 04, Rs 60 10 Hours and minutes to be separated by the en dash; as, 1–56 p m, also fractions of money, as, Rs. 60–1–5.

(*h*) The decimal point is also used in a special sense to indicate fractions in budget figures expressed in lakhs, as, Rs. 55 43 lakhs.

The period is not to be inserted except as a punctuation mark—

(1) After signs, special characters, figures, chemical or other symbols fully representing omitted letters; as, £20, 23rd, 12mo, lb (but lb), H_2O.

(*c*) After initial letters, etc., as headings in indexes and similar works.

(3) After the last figure or word in a line in tabular statement or column matter, whether followed by leaders or not, nor in long lists of names, words or examples

(4) After sine, log, cosine, tan in mathematical work (even though some are contractions)

(5) At the ends of display lines in title pages, half titles, nor at the end of page headlines, after chapter, section or part number at ends of headlines, cross headings, and running titles, if the meaning is equally clear without them

(6) After numerals or figures for paragraph or section numbers enclosed within parentheses, nor for page numbers

(7) After roman numerals in the text, as, Chapter XII, Matt XI, 6, Henry VII, etc The point is required only after numerals as ordinals, as, Edward VII 's resign, but it is better to spell out in such cases

(8) After letters when used for enumeration or illustration or reference marks, as, appendix B, Rooms A to F, He inspected G, H and I Companies

(9) After ordinary or superior or interior letters or figures used as reference marks

The Dash.

The Dash is used principally in the following cases —

To mark a sudden change, irregularity, or break in the continuity of thought in ordinary sentences, as, Then he said—what do you think he said?

To indicate a marked pause, hesitancy, or stammering speech; as, I will—no—I will not—that is I—

To separate purely parenthetical remarks or explanations which appear to be too disconnected to be cut off from what precedes by commas, and yet have closer grammatical connexion than would be required if the parenthesis mark were used The marks that would be required if the matter set off by dashes were omitted are sometimes inserted before the dashes

To separate clauses summarizing or explaining those which precede, or repetitions and amplifications of the same statement; as, He lost hope, wealth, friends—in fact everything but honour.

At the end of an introductory paragraph which precedes a remark, statement, quotation, etc., or which is followed by sub-paragraphs or clauses without connecting words, such as, 'the following'

To separate the side-heading at the commencement of a paragraph from the subject-matter (with a period before the dash), also if run on in the same line after the complimentary salutation in a letter or an address (preceded by a comma), and after such words as Order, Resolution, Reference, etc , in Proceedings It is not to be used after paragraph or section numbers, nor after index side-heads, for which the usual space is sufficient after a full point.

Numerals, figures and initial letters for enumerations followed by the description in headlines are treated as side-headings and require full point and dash, as, Part IV —Proceedings of the Madras Legislature, B —Statements of Objects and Reasons

Between a question and its answer if in the same line, but not between such words or their abbreviations *Q* or *A* (with or without a number) and the query or reply This conventional use is adopted when other paragraphs are run on in the same line and not in paragraph form, to economize space, as in indexes, catalogues, etc

Between the end of a quotation, extract or statement, and the name of the author, act, book, or other authority after a period if in the same line, also without a point after a headline before such words or abbreviations, as, *cont.*, etc.

After such words as Read, Letter, To, Dated, and No in headings to Government orders or proceedings, no full point to be added

Also (without other points) after *substitute, add, deduct, omit,* etc , if the words or figures follow in a separate line

The addition of the dash to another point is to be avoided (except as mentioned under 'comma,' and for paragraph side-headings) and no punctuation mark should follow the dash used for normal purposes

The colon with a dash is used as a special exception between a speaker's name and his speech The two points are required together in no other cases when run on in the same line, but they may be used if the connected matter at the end of the sentence follows in another line

The dash is also specially employed—

In the place of 'and' (short or half em) in numbers and dates, as 1905–06,

For 'to' (ordinary or one em length), as, Nos 2038—192, 1905—15,

Between initials and following dates in 'notes', as, G S — 26–1–12.

In standardized forms, as, Group IX, 239 (*a*)—1,000—16–1–15,

For connecting subsidiary letters or numbers; as, 276/1104-R 664/10–3,

Also to denote incremental stages in pay, as, Rs 50—10—80 (see also 'Figures').

It is used with a space on either side to represent the principal words, phrases or transposed subject-matter, in abstracts of Government orders, letters and proceedings, in dockets, indexes and lists of contents, as, Rest house, Approving the proposal for erecting a—at Chingleput (see also 'Repetition')

A long dash is used when a sentence is interrupted, or left unfinished, or when a name, remark or date or part thereof is purposely omitted, as, I believe that you are ——, but why should I explain, L——d C——n and Mr —— are at the bottom of the mischief, He exclaimed —— When letters only are represented by the dash it should not be separated by spaces from the rest of the word

The Apostrophe

The Apostrophe is usually employed—

(*a*) To indicate the omission of letters or figures in contractions when the original pronunciation is altered, etc , as, I've, o'er, 'Twas in '49 (1849) on a winter's night

(*b*) It is also used in Irish names, as O'Brien, O'Connor. Scotch names usually have the turned comma, as, Mc'Dougall in cases of doubt use the apostrophe

(*c*) In addition to s for plurals of letters, figures and words; as, Ten R E.'s built it, mind your p's and q's, 6's and 9's, there are several who's in the sentence

(*d*) To indicate the possessive singular, actual or implied, and the plural when ending in any other letter than 's,' the apostrophe and the letter s ('s) are added, as, The King's horses; a Collector's charge, man's body, men's bodies Use the singular form for such expressions as, Three baker's dozens, ten miner's inches, if the hyphen is not used

(*e*) For the possessive plural, it is placed after s; as, Dogs' tails, Tamil Collectors' duties, fingers' ends, Agriculturists' Loans Act

(*f*) The possessive case should be used also in the case of nouns denoting time, space and weight, and in the case of a society or committee when it is composed of or is for the classes or persons named; as, The Madras Landholders' Association

(*g*) For the sake of euphony, the apostrophe only and no s is added when the word in the singular ends in s, ss, ce soft, etc ; as, For conscience' sake, His Highness' dominions, Mr. Davis' special

duty is extended. When the omission is likely to cause ambiguity or when the additional s is distinctly sounded insert the 's; as, Burns's, Princess's jewels

(*h*) It is used as a mark of elision in foreign words and names, as, Duc d'Aumale

(*i*) It is also employed to assist transliteration of vowel sounds in Persian, Arabic and cognate languages

The apostrophe is not required (1) after a personal name attached to a building, road, canal, etc , as a compliment, memorial or distinction, as, Ampthill Road, Ripon Buildings, Harris College, Breeks Memorial Schools, Pophams Broadway, Rundalls Road The 's after such names usually denotes original or present ownership, as, Shephard's School, Mackay's Gardens

(2) For possessive pronouns ending in s, as, Ours, yours, hers, his, its, theirs, nor for the contractions canst, shouldst and wouldst

(3) It is also incorrect to insert the apostrophe in such cases as the following where no sense of possession can be implied Infectious Diseases Act, Companies Act, Additional Curates Society

Parentheses

Parentheses are used primarily for enclosing words commenting, modifying or explaining some part of a sentence into which they are thrust with little, if any, grammatical connexion The marks of parenthesis are inserted only if such interpolations or remarks are made by the author of the text, as, I refused to give him (the head clerk) what he wanted If added by some one other than the original writer the parenthetical portion should be enclosed within brackets, though the interruption in the sentence may be such as would ordinarily require the parentheses or dashes

To enclose an authority, reference, definition or explanation; as, There are reasons (vide G O No 22, Public, dated 22nd August 1910) for the remarks [Hear, hear!] which I made yesterday

To distinguish numbers, enumerating or classifying letters of sub-paragraphs, sections or clauses, as, (2) (ii), (c) or such letters or figures used as reference marks

In certain catalogues of books for the place of publication and the name of publisher, with brackets for the library number if following the name

General —In ordinary sentences any point required at the place of interruption independently of the parenthetical clause or remark should be placed after the closing parenthesis or bracket mark, with the usual punctuation for other parts of the sentence within the parentheses Thus, a complete sentence within parentheses or brackets requires the full point before the closing mark.

Brackets.

Brackets are used ordinarily—

To enclose the first of two explanatory or modifying portions of a sentence when parenthesis marks are used for the subordinate parenthetical clause, as, [vide G O No 870 (copy enclosed)]. In ordinary sentences the main digression requires [ ] and the subordinate ( ) Parentheses within parentheses are to be avoided.

To point out words and phrases which are not those of the original writer or speaker, particularly in quotations They therefore enclose explanatory notes, comments, corrections, omitted or de-coded words in telegrams, interruptions, applause, translations or remarks of another writer or added subsequently, if run on with the text, in fact anything not in the original paper, as, I refused to give him [He means the head clerk] what he wanted The President (after waiting) "The Hon'ble member from Ganjam [Mr Ramachandra Rao] is not ready [a pause] so we will adjourn" In this example, the portions within brackets have been inserted by the reporter, if the name were set off by parentheses it would indicate that it was mentioned in the speech

For words to be substituted, directions as to the mode of filling in forms, and '[*sic*],' [?], etc , inserted to call attention to an error or doubtful statement

In Secretariat notes which are initialed only by an Honourable Member, the remainder of the surname is added within brackets, as H G S[tokes]

Single brackets are used to cut off disconnected words, etc , at the ends of lines, such as before catchwords at the foot of a page and before words turned over at the end of a line instead of at the beginning, to save space in verse and in indexes

Before or after headings, dates, sections, part or chapter numbers cut off from the title or name at the ends of headlines, etc No full point at end is required in such cases

Before authorities printed at the end of separate lines, as in correction slips, also in similar places for dates of passing of Acts

For prices as in list of papers placed at the disposal of the Press, and at foot of title pages

Quotation Marks

Double marks (" ") to be used (*a*) to enclose all quotations or extracts reprinted with the exact words of the original in the text, with single marks for a quotation within matter already enclosed in double quotation marks, and again double marks for a quotation inside the second quotation

(*b*) Titles of books, articles, poems, plays, pictures, the names of vessels, airships, aeroplanes, etc., the subject of notes, etc.,

referred to in the text of another paper to have double quotation marks. If in italic or other distinctive type no quotation marks are to be used. (See also 'Italic' and 'Law Reports')

(*c*) In Legislative Council Proceedings, use double quotation marks at the beginning of a speech, at the beginning of each paragraph in which it is continued, and at the end of the last

Single marks (' ') to be used—

(*d*) For a quotation within another already enclosed by double marks.

(*e*) For letters, words or phrases which may not be exact quotations but are used by way of emphasis, example or contrast.

(*f*) For foreign, vernacular, uncommon, slang or technical terms when printed in ordinary type unless occurring in lists

(*g*) For titles of subjects, headings, etc , when referred to in the text, particularly when emphasis or contrast with the name of the work within double marks is desired

(*h*) The quotation marks—double or single—are to be placed at the beginning of each paragraph of the extracted matter and at the end only They are not to be repeated at the beginning of each line in a paragraph or run-on text, except in legal works and proceedings and Law Reports

(*i*) Each part of a quotation when interrupted should begin and end with quotation marks

Punctuation of quotations —All points belonging to the quotation should come before the closing apostrophes, and other points should follow them according to the sense, except that, for typographical convenience, the full point and comma are printed before the closing apostrophes even if they do not form part of the quotation

The first turned commas are usually preceded by a colon or if in a separate line by a colon and a dash, but other marks may be needed according to the closeness of the connexion, as, He observed, "It is not right to libel a man" He observed as follows "It is not right to libel a man"

Quotation marks are not required—

(1) For question and answer in evidence before committees, courts, etc

(2) For letters, quotations, extracts, etc , printed separately as enclosures or appendices.

(3) For a précis, summary or extract where the exact words are not repeated or where the tense or person has been altered

(4) For quotations, extracts, words or phrases in italic, non-roman or vernacular characters.

(5) For exact quotations distinguished by being set in a type smaller than the text or by a special indention.

(6) For poetry if in separate lines, but if it runs on with the prose use quotation marks.

(7) For the subject of cross references in annual and other Indexes.

(8) For names of sacred books, titles of reports, pen names, names of characters, and for vessels, aeroplanes, etc., distinguished by numbers.

(9) In catalogues and lists for titles of books and other names which ordinarily have single or double quotation marks.