

Government of Madras.

EDUCATIONAL DEPARTMENT.

1

order no.
page no. 17

Recd.

} 1907.

Enclosures

Recd.

Spare copies

18

G.O., No. 717, 29th October 1907.

School of Commerce, Calicut.

Sanctioning proposition statement for the employment of a typewriting clerk on Rs. 20-1-35
in the —.

Educational (190 7) Department.

ORDINARY PRINTED.

G.O., No. 717

DATED 29-10-07

[Despatch Abstract.]

School of Commerce, Calicut

Sanctioning propⁿ statement
for the employment of a typewriting Clerk
on R. 20-1-55 in the —

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1907.

Enclosures

Spare copies

G.O., No. 717, 29th October 1907.

School of Commerce, Calicut.

Sanctioning proposition statement for the employment of a typewriting clerk on Rs. 20-1-35 in the —.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

Letter—from A. G. BOURNE, Esq., D. Sc., F.R.S., Director of Public Instruction.
To—the Secretary to Government, Educational Department (through the Accountant-General).
Dated—Madras, the 24th September 1907.
No.—Ref. on Cur. No. 5303.

I have the honour to request that you will be so good as to obtain the sanction of Government to the appointment with effect from 1st March next in the Government School of Commerce, Calicut, of a typewriting clerk on Rs. 20—1—25 or on Rs. 25—1—35 according as he has passed the Elementary or the Intermediate Technical examination in Typewriting.

2. This institution is gradually growing in numbers and the strength of the various classes in July 1905, 1906 and 1907 was as shown below :—

Classes.	Number of students in July.		
	1905.	1906.	1907.
<i>Elementary.</i>			
Shorthand	61	90	112
Typewriting	59	60	67
<i>Intermediate.</i>			
Book-keeping	55	121	129
Commercial Correspondence	55	101	117
Banking	32	59	66
Commercial Geography	26	32	33
Shorthand	12	25	27
Typewriting	3	9	9
<i>Advanced.</i>			
Book-keeping	21	19	25
Commercial Practice	12	10	19
Do. Geography	5	12	8
Shorthand	3	8	10
Typewriting	..	1	1
Total	344	547	623
Composition and handwriting classes	120	180	210
Vernacular commercial classes	48	50	53

3. The staff of the school consists of a headmaster and four assistant masters, but owing to an increase in their work brought on chiefly by increased strength, the staff requires to be strengthened at an early date. Each member of the staff works on an average for not less than 40 hours a week. The headmaster who rightly attaches considerable importance to the setting of daily exercises to be done by the students in the subjects taught to them—a work which gives their training real value and will ultimately enable them to apply their knowledge for practical work in an office or a mercantile firm—states that, for the work to be effectively done, these daily

exercises should be carefully gone through and regularly corrected by the teachers but that this cannot be satisfactorily done with the existing staff, especially as part of their time is devoted to clerical work. It is further reported that while the first, second and third assistants should, properly speaking, devote for this portion of their work 22, 21 and 20 hours a week they are at present able to devote only 15 hours each and that the fourth assistant or typewriting master who has practically to be at school the whole day can find time for it only out of school hours and on Saturday afternoons and Sundays. Subjoined is a summary giving the number of hours devoted by each teacher to tuition and other work :—

	Tuition.	Supervision.	Office work.	Correction of exercises.
Headmaster	15	7	7	9
First assistant	22	..	5	15
Second assistant	21	..	5	15
Third assistant	21	..	5	15
Fourth assistant	37 from 7-30 to 10-30 A.M., and from 3-30 to 7-30 P.M., besides two hours in the morning on Saturdays and devoting some more time to the cleaning of the 11 typewriting machines in his charge.			

An examination of these figures seems to show that if the teachers are relieved of their office work—details of which are given in the accompanying statement—by the appointment of an intelligent typewriting clerk possessing some educational qualification and if this clerk is in addition to clerical work required to help the fourth assistant or the typewriting instructor, the strain complained of will be lessened and there will be no need for an additional assistant on Rs. 40 per mensem. Further, the appointment of a clerk will tend to improve the condition of the registers and other records of the school as well as the library as the responsibility of maintaining them in order can then be fixed on one individual. I therefore request that Government may be pleased to accord sanction to the proposed appointment for which a proposition statement is herewith submitted.

4. The necessary provision of funds will be made in the budget estimates for 1908-1909 now under preparation.

ENCLOSURE.

Office work in charge of

First Assistant.—The writing up of the admission register, register of class books, casual leave register, service registers, scholarship register, stationery stock book and personal ledger and masters' attendance register. The preparation of stationery indent and annual Directory (office copy only).

Second Assistant.—Receiving school fees (evening hours), library charge, issue of books and magazines to students and teachers. The writing up of the fee book, stock book, vernacular admission register, acquittance roll and office copy of contingent bills. The preparation of scholarship bills, figures for the annual returns and annual report *re* Vernacular Commercial class and the return of scholarships. Keeping the letter book and fair copying work in general. (The fee book for each month must be written up by the 20th of that month and should be completed before the 5th of the next month).

Third Assistant.—Receiving school fees (morning hours), the writing up of the general attendance register (to be marked for every month before the 15th of next month), the cash book and the contingent register. The preparation of all the returns that are sent from the office and the figures for the school report (English section) and annual returns and pay bill (office copies). The registering and filing of all letters received and the despatch of letters, statements, returns and bills. Writing up of chalans and remittance of school fees into the treasury. The checking of registers with the fee book every month and to record starting strength, number of admissions, withdrawals before and after payment of fees, and closing strength at the beginning and end of every month.

Fourth Assistant.—The preparation of all letters and statements that are to be typewritten and to help third assistant in the preparation of the school report and annual returns.

II

Letter—from W. DOBBIE, Esq., Accountant-General.
To—the Secretary to Government, Educational Department.
Dated—Madras, the 3rd October 1907.
No.—T. 82/8652-Mal.

In forwarding the enclosed proposition statement received with letter No. 5303, dated 24th September 1907, from the Director of Public Instruction, Madras, I have the honour to state that the entries in the column "Present scale" have been compared with the registers of this office and are correct.

2. There is no audit objection to the proposal being sanctioned by Government in the Financial Department.

3. A copy of the proposition statement may be sent to this office for record, if the proposal is sanctioned.

Order—No. 717, Educational, dated 29th October 1907.

The proposal of the Director of Public Instruction to employ a typewriting clerk on Rs. 20—1—35 in the School of Commerce, Calicut, is approved.

2. The proposition statement is sanctioned.

(True Extract.)

H. D. TAYLOR,
Ag. Secretary to Government.

To the Director of Public Instruction.
" Financial Department (with proposition statement).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 717, EDUCATIONAL,
DATED 29TH OCTOBER 1907.

[SUBJECT.—Employment of a clerk in the School of Commerce, Calicut.]

From the Director of Public Instruction, dated 24th September 1907, No. 5303.

The establishment of the School of
Vide page 3 of G.O., No. 251, Educational, Commerce, Calicut, at present consists
dated 29th April 1907. of—

	Salary.
	RS.
One Headmaster	125—5—175
One First Assistant	70
One Second „	50
One Third „	40
One Fourth „	40
Two peons, Rs. 7 each	14
One peon	6

There is no clerk, and the clerical work of the school is distributed among the teachers.

2. The school is growing in numbers, the strength of the various classes in July 1905, 1906 and 1907 being as follows:—

Classes.	Number of students in July		
	1905.	1906.	1907.
Elementary—			
Shorthand	61	90	112
Typewriting	59	60	67
Intermediate—			
Book-keeping	55	121	129
Commercial Correspondence	55	101	117
Banking	32	59	66
Commercial Geography	26	32	33
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Typewriting	3	9	9
Advanced—			
Book-keeping	21	19	25
Commercial Practice	12	10	19
Commercial Geography	5	12	8
Shorthand	3	8	10
Typewriting	..	1	1
Total	344	547	623
Composition and Handwriting classes	120	180	210
Vernacular Commercial class	48	50	53

3. Owing to the increased strength of the classes the work of the staff has increased and the Director of Public Instruction considers that the staff requires to be strengthened.

Eight hours a day for five days?

H. D. TAYLOR.

Each member of the staff works on an average 40 hours a week. As part of their time is devoted to the clerical work of the school, the members of the staff do not find sufficient time to correct the daily exercises of the students, a function which the Director of Public Instruction considers to be an important part of the work of the school.

4. The number of hours which each member of the staff devotes to tuition and other work is as follows :—

	Tuition.	Super- vision.	Office work.	Correction of exercise.
Headmaster	15	7	7	9
First Assistant	22	..	5	15
Second "	21	..	5	15
Third "	24	..	5	15
H. D. TAYLOR. Fourth "	37	from 7-30 to 10-30 A.M. and from 3-30 to 7-30 P.M., besides two hours in the morning on Saturdays and devoting some more time to the cleaning of the 11 typewriting machines in his charge.		

5. The above statement shows that the teachers are devoting 22 hours a week to office work, details of which are given in the statement in the current file. If the teachers are relieved of this portion of their work there will be, the Director of Public Instruction considers, no need for an additional assistant.

6. The Director therefore requests sanction to the employment of a typewriting clerk, pay Rs. 20—1—25 or Rs. 25—1—35 according to qualifications, from 1st March next. He considers that the appointment of a clerk will tend to improve the condition of the registers and other records of the school and the library. The clerk will also be required to help the Fourth Assistant or the Typewriting Instructor.

7. It is for consideration whether the proposal of the Director of Public Instruction may be approved.

T.K.—9-10-07.

K. RANGASWAMI AIYANGAR—11-10-07.

May be approved.

C. A. SOUTER—14-10-07.

H. D. TAYLOR—16-10-07.

G. S. F[ORBES]—17-10-07.

Draft please.

H. D. TAYLOR—18-10-07.

The draft order placed below is for approval. It may issue with the concurrence of the Financial Department

K. RANGASWAMI AIYANGAR—18-10-07.

C. A. SOUTER—18-10-07.

To the Financial Department.

FINANCIAL DEPARTMENT.

May be accepted, the sanction being registered as No. 158 of 1907-1908.

C. M. SCHMIDT—19-10-07.

H. BRADLEY—19-10-07.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Issue.

H. D. TAYLOR—20-10-07.

[G.O., No. 717, Educational, dated 29th October 1907.]

CURRENT FILE.

CONTENTS.

From	Number.	Date.	Pages.
[2455]	D. P. J.	5303	24-9-07 169

PAPERS PUT UP WITH CURRENT No.

Papers of the department to which the current belongs.

Number.	Date.	Original (=O) or spare copy (=S. C.).	Remarks. (In this column such of the papers as have been removed for copying, printing, etc., should be marked with a cross.)	Initials of Referencer with date in token of return to Reference department.
251	29-4-07	SC		

Papers of other departments.

Department.	Number.	Date.	Original (=O.) or spare copy (=S. C.).	Despatcher to note the return of the papers to the departments concerned.

Stock Form No. 135.
4,000-27-4-06.

80979
21/12/94

EDUCATIONAL DEPARTMENT.

INDEXED No.

Received 190 , Registered 190

Subject.

Requesting sanction of Government to the appointment with effect from 1st March next in the Government School of Commerce, Calicut of a type-writing clerk on Rs 20-1-25 or on Rs 25-1-35 according as he has passed the Elementary or the Intermediate Technical Examination in Type-writing.

ENCLOSURES.

No.

Spare copies

Ref on Current No. 5 3 0 3/07

Station Madras, Dated the 24 September 1907.

From (Name) Dr. A.G. Bourne, F.R.S.,

(Designation) Director of Public Instruction

Madras.

To the Secretary to the Government of Madras,
Through Educational Department
In, The Accountant-General



I have the honour to request that you will be so good as to obtain the sanction of Government to the appointment with effect from 1st March next in the Government School of Commerce, Calicut of a typewriting clerk on Rs 20-1-25 or on Rs 25-1-35 according as he has passed the Elementary or the Intermediate Technical Examination in Typewriting.

2 This institution is gradually growing in numbers and the strength of the various classes in July 1905, 1906 and 1907 was as shown below:-

2

Classes	Number of students in July.		
	1905	1906	1907
<u>Elementary</u>			
Shorthand	61	90	112
Typewriting	59	60	67
<u>Intermediate</u>			
Book-keeping	55	121	129
Commercial Correspondence	55	101	117
Banking	32	59	66
Commercial Geography	26	32	33
Shorthand	12	25	27
Typewriting	3	9	9
<u>Advanced</u>			
Book-keeping	21	19	25
Commercial Practice	12	10	19
Do. Geography	5	12	8
Shorthand	3	8	10
Typewriting	"	1	1
Total	344	547	623
Composition and hand-writing classes	120	180	210
Vernacular commercial class	48	50	53

3 The staff of the school consists of a Headmaster and four assistant masters but owing to an increase in their work brought on chiefly by increased strength the staff requires to be strengthened at an early date. Each member of the staff works on an average for not less than 40 hours a week. The Headmaster who rightly attaches considerable importance to the setting of daily exercises to be done by the students in the subjects taught to them, a work which gives their training real value and will ultimately enable them to apply their knowledge for practical work in an office or a mercantile firm, states that, for the work to be effectively done, these daily exercises should be carefully gone through and regularly corrected by the teachers but that this cannot be satisfactorily done with the existing staff, especially as part of their time is devoted to

clerical work. It is further reported that while the 1st, 2nd and 3rd assistants should properly speaking devote for this portion of their work 22, 21 and 20 hours a week they are at present able to devote only 15 hours each and that the 4th Assistant or typewriting master who has practically to be at school the whole day can find time for it only out of school hours and on Saturday afternoons and Sundays. Subjoined is a summary giving the number of hours devoted by each teacher to tuition and other work.

	Tuition	Supervision	Office work	Correction of exercises
Headmaster	15	7	7	9
1st Assistant	22	"	5	15
2nd Assistant	21	"	5	15
3rd Assistant	24	"	5	15
4th Assistant	37 from 7-30' to 10-30' A.M. and from 3-30' to 7-30' P.M. besides 2 hours in the morning on Saturdays and devoting some more time to the cleaning of the 11 typewriting machines in his charge.			

An examination of these figures seems to show that if the teachers are relieved of their office work - details of which are given in the accompanying statement - by the appointment of an intelligent typewriting clerk possessing some educational qualification and if this clerk is in addition to clerical work required to help the fourth Assistant or the typewriting instructor the strain complained of will be lessened and there will be no need for an additional assistant on Rs 40 per mensem. Further the appointment of a clerk will tend to improve the condition of the registers and other records of the school as well as the library as the responsibility of maintaining them in order can then be fixed on one individual. I therefore request that Government may be pleased to accord sanction to the proposed appointment for which a proposition statement is herewith submitted.

4 The necessary provision of funds will be made in the budget estimates for 1908-1909 now under

6
preparation .

7 9 48
I have the honour to be,

S i r ,

Your most obedient servant,

O. W. S. S. S. S.

For Director of Public Instruction

R. S.
23.9.07

N. V. S.

Returns.

6

11 65. P.

(True) ^{Secret}

C. Krishnaswami
For Director of Public Instruction.

Rs
23.5.0

1st installment 7.00

2nd installment 10.00

3rd installment 6.50

Subscriptions
received 1.00
1893

2. Balance 1.00
Total 23.50

Per 6

345

Handwritten notes on the left page, including "To be sent to the Government of India" and various administrative remarks.

G.O. No 251 Educational

29th April 1907

School of Commerce

Order sanctioning present establishment Government of		Office to which the proposition refers.	Present scale.				rounds of opposition.	Local Government's recommendation.	ORDERS OF THE GOVERNMENT OF INDIA.		
Department.			Number.	Designation.	Pay.				Home Department.	Financial Department.	
Number.	Date.				Minimum.	Increment.				Remarks.	Remarks.
1	2	3	4	5	6	7	22	23	24	25	26
					RS.	A.	RS.				
			1	Headmaster	125	.	5				
			1	1 st Assistant	70	.	.				
			1	2 nd Assistant	50	.	.				
			1	3 rd Assistant	40	.	.				
			1	Malayalam Instructor unattached	40	.	.				
			2	Peons on Rs 7 each	14	.	.				
			1	Peon	6	.	.				
					345	.	.				

G.O. No 251 Educational

29th April 1907

School of Furniture
Calicut.

one extra dep on Rs 508/10, date 01st September 1907

For order of the Government of India, dated 24 September 1907

*Madras
24 September 1907*

If Local Government is competent to sanction, its order will be written across these four columns.
 Signature *O. V. Srinivasan*
 (Officer's Designation) *For Director of Public Instruction*

Statement of Proposition for

Revision of Establishment.

Order sanctioning present establishment Government of			NATURE OF CHARGE.												PROPOSITION.								ORDERS OF THE GOVERNMENT OF INDIA.					
Department.		Office to which the proposition refers.	Present scale.						Proposed scale.						Permanent.				Temporary.				Grounds of proposition.	Local Government's recommendation.	Home Department.		Financial Department.	
Number.	Date.		Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Increase per month.		Decrease per month.		Increase per month.		Decrease per month.				Remarks.	Remarks.	Orders.	
1	2	3			4	5	6				7	8	9		10	11	12	13	14	15	16	17	18	19				20
					RS.	A.	RS.	A.	RS.	A.	RS.	A.	RS.	A.	RS.	A.	RS.	A.	RS.	A.	RS.	A.						
			1	Headmaster	125	.	5	.	175	155 ⁵ / ₇	1	Headmaster	125	.	5	.	175	155 ⁵ / ₇	.	.	.	.						
			1	1 st Assistant	70	.	.	.	70	70	1	1 st Assistant	70	.	.	.	70	70	.	.	.	.						
			1	2 nd Assistant	50	.	.	.	50	50	1	2 nd Assistant	50	.	.	.	50	50	.	.	.	.						
			1	3 rd Assistant	40	.	.	.	40	40	1	3 rd Assistant	40	.	.	.	40	40	.	.	.	.						
			1	Malayalam Commercial Instructor	40	.	.	.	40	40	1	Malayalam Commercial Instructor	40	.	.	.	40	40	.	.	.	.						
											1	Typewriting clerk	20	.	1	35	28 ³ / ₄	28 ³ / ₄	.	.	.	.						
			2	Peons on Rs 7 each	14	.	.	.	14	14	2	Peons on Rs 7 each	14	.	.	.	14	14	.	.	.	.						
			1	Peon	6	.	.	.	6	6	1	Peon	6	.	.	.	6	6	.	.	.	.						
					345	.	.	.	395	375 ⁵ / ₇			365	.	.	.	430	404 ⁴ / ₃₅	28 ³ / ₄	.	.	.						

Vide letter Reg. No. S.302/07, dated 24 September 1907

Madras
24 September 1907.

To

The Secretary to Government, *Educational* Dep
through the Accountant-General, with refe
dated the 23rd September 18

See to G.O., No. 1695,
S, Financial Department.

If Local Government is competent to sanction, its order will
written across these four columns.

Signature _____
(Officer's Designation.) For Director of Public Inst.

R.S.
28-57

EDUCATIONAL DEPARTMENT.

Received  190 , Registered 190 .

Subject.

Forwarding Proper Statement from Mr D. P. J. Madras
 Who apptd from 1-3-08, with Govt. School of Commerce,
 Calicut for type writing class.

ENCLOSURES.

No. 4

Spare copies

No. T. 82 Mal
8652Station Madras, Dated the 20 October 1907.From (Name) M. Dobbie Esq.(Designation) Accountant-General Madras.

To the Secretary to the Government of Madras,

Educational Department

Sir,

In forwarding the enclosed Proposition statement received with letter No. 5303, dated 24th September 1907 from the Director of Public Instruction, Madras, I have the honour to state that the entries in the column "Present scale" have been compared with the registers of this Office and are correct.

2. There is no audit objection to the proposal being sanctioned by Government in the Financial Department.
3. A copy of the Proposition statement may be sent to this Office for record, if the proposal is sanctioned.

I have the honour to be,

Sir,

Your most obedient servant,

A. Clarke

Dy. Accountant-General.

C. No. 2455, from the Director of Public Instruction, No. 5303, d/24-9-07.

Subject.

Employment of a clerk in the School
of Commerce, Calicut.

The establishment of the School of Commerce,
Calicut, at present consists of

	Salary
1 Headmaster	Rs. 125-5-175
1 First Assistant	" 70
1 Second "	" 50
1 Third "	" 40
1 Fourth "	" 40
2 Peons, Rs. 7 each	" 14
1 Peon	" 6

There is no clerk and the clerical work of the
school is distributed among the teachers.

2. The school is growing in numbers, the
strength of the various classes in July 1905, 1906
and 1907 being as follows:--

<u>Classes.</u>	<u>No. of students in July.</u>		
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Shorthand	12	25	27
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Book-keeping	21	19	25
Commercial Practice	12	10	19
Commercial Geography	5	12	8
Shorthand	3	8	10
Typewriting	1	1	1
Total	344	547	623
Composition and handwriting classes	120	180	210
Vernacular Commercial class	48	50	53

vide page 3 of G.O. no.
2512 dt 8-29-4-07

IV

vide page 3 of C.F.

Page 2 of C.F.

Para 3 on page 2 of C.F.

8 hours a day for 5 days.

1/2 hr.

Page 3 of C.F.

A rest between 7-30
1 & 3-30. each day

A whole time clerk will
have 3 1/2 hours work

a day 1/2 hr.

Page 3 of C.F.

Pages 1 & 3 of C.F.

3. Owing to the increased strength of the classes the work of the staff has increased and the D.P.I. considers that the staff requires to be strengthened. Each member of the staff works on an average 40 hours a week. As part of their time is devoted to ^{the} clerical work of the school, the members of the staff do not find sufficient time to correcting the daily exercises of the students, a function which the D.P.I. considers to be an important part of the work of the school.

4. The number of hours which each member of the staff devotes to tuition and other work is as follows:--

	Tuition.	Supervi- sion.	Office work.	Correction of exercise.
Headmaster	15	7	7	9
1st Assistant	22	"	5	15
2nd Assistant	21	"	5	15
3rd Assistant	24	"	5	15
4th Assistant	37	from 7-30 to 10-30 A.M. and from 3-30 to 7-30 P.M. besides two hours in the morning on Satur- days and devoting some more time to the cleaning of the 11 typewriting machines in his charge.		

5. The above statement shows that the teachers are devoting 22 hours a week to office work - details of which are given in the statement on page 5 of current file. If the teachers are relieved of this portion of their work there will be, the D.P.I. considers, no need for an additional assistant.

6. The Director therefore requests sanction to the employment of a typewriting clerk, pay Rs. 20-1-25 or Rs. 25-1-35 according to qualifications, from 1st March next. He considers that the appointment of a clerk will tend to improve the condition of the registers and other records of the school and the library. The clerk will also be required to help the fourth assistant or the Typewriting Instructor.

is assistant A.

Edl. Box. no. 3
Cred. 16. 10. 07
38

3.
16

7. It is for consideration whether the proposal of the D.P.I. may be approved.

T.K.
9-10-07.

K.R.
11-10-07.

Sec.
May be appd.

Oct
14.10.7

HA

14.10.7
14.10.7
14.10.7

draft order
18.10.07

The draft order placed below is for approval.
It may issue with the Concurrence of the
Financial Department.



18.10.07

Issue
Oct
18.10.07

Sp Ac. 2455-1
18/10/07

Fin. no.

FINANCIAL DEPARTMENT.

CS

May be accepted, the sanction being
registered as no 158 of 1907-08.

19.10.07

17.10.07

191007

7.2 Educational. w.o.

Long...

READ AGAIN G.O., No., dated 190 ..

190

READ ALSO:-

C. No. 2455, From the SP-9, No. 5303, dated 24-9-190

ORDER.

pg

No. 717, dated 29-10-1907.

The proposal of the Director of Public Instruction to employ a typewriting Clerk on Rs 20-1-35, in the School of Commerce, Calicut is approved.

2. The proposition statement is Sanctioned.

20
18.10.07

Cal
18207.122
29.005

These

" Financial Separation (with prop. states)

First copy sent to Press.

Returned for signature.

Despatched in print.

READ AGAIN G.O. No. 190

DATED

CURRENT No.

ENCLOSURE TO C. No.

ORDER OF GOVERNMENT.

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR OMFATCH
IN ORIGINAL.

N.B.—

- A = Print in full.
- B = Not to be printed.
- P = Print abstract only.
- Q = Print heading only.

NUMBER OF COPIES
ACQUIRED.

Order complete. *60*
Letter only.
Order complete with Letter.

one sign copy for file copy

18

*5 P
not 1-38*

Press

Proof

CS

31/10/07