

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1908.

Enclosures

Spare copies

G.O., No. 757, 10th November 1908.

Technical Examinations.

Altering the rates of fees for admission to the Government —.

2
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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O., No. 481, Educational, dated 16th July 1906.

ABSTRACT.—Stating that the Government see no sufficient reason at present for raising the fees paid by candidates for any of the Government Technical Examinations and requesting the Commissioner for Government Examinations to effect a reduction of about 25 per cent. on the whole in the stipends paid to examiners.

II

G.O., No. 423, Educational, dated 30th May 1908.

ABSTRACT.—Sanctioning the payment of honoraria to the examiners at the Government Technical Examinations held in November and December 1907 and January 1908, and requesting the Commissioner for Government Examinations to submit in future at the close of each year proposals for the payment of remuneration to examiners in respect of all the Government Technical Examinations, so as not to exceed the total fee-income.

III

Memorandum No. 1447-1, Educational, dated 29th June 1908.

The results of the Government Technical Examinations show that the percentage of candidates who pass in those examinations is very small. This low percentage appears to be due largely to the general unpreparedness of the candidates who, taking advantage of the low fees charged for admission to the examinations, appear at them in the hope of securing a pass by chance. It seems to Government that the fees might with advantage be raised appreciably, and that by so doing it will be possible to keep out candidates who enter for the examinations without proper preparation and at the same time augment the receipts from fees so as to enable the examiners being remunerated adequately. The Commissioner for Government Examinations is requested to report on the feasibility of the above suggestion and make such proposals as he may think advisable in the matter.

H. D. TAYLOR,
Secretary to Government.

To the Commissioner for Government Examinations.

IV

Letter—from the Hon'ble Mr. A. G. BOURNE, D.Sc. F.R.S., C.I.E., Commissioner for Government Examinations.

To—the Secretary to Government, Educational Department.

Dated—the 13th August 1908.

No.—484-4-D.

With reference to Memorandum No. 1447-1, dated the 29th June 1908, I have the honour to state that I agree that the fees for admission to the Technical Examinations might be raised, and to propose accordingly that the fee for the Elementary grade be raised from Re. 1 to Rs. 3, that for the Intermediate grade from Rs. 4 to Rs. 6, and that for the Advanced grade from Rs. 8 to Rs. 10.

2. To secure the double object of keeping out unprepared candidates and of augmenting the receipts from fees so as to enable the examiners being remunerated adequately, the fees for the Elementary grade should be raised appreciably. The largest number of candidates appears for this grade, a substantial increase in the fee receipts can therefore be effected, while the percentage of passes is lowest, and any fee less than Rs. 3 will not keep out candidates who come up without proper preparation. For the Intermediate grade, the increase of Rs. 2 in the fee will not be felt, considering the value of the test to the candidates who seek entertainment or advancement in the public or private service.

3. For the Advanced grade, the cost for arranging for any one subject is considerable, while the receipts from fees, even at the rate proposed will not cover the fee for setting the question papers.

4. I may submit, for the information of Government, that the fee receipts for 1907-1908 from these examinations fell short of the total expenditure by more than Rs. 7,000 even after reducing the stipends to examiners by 25 per cent.

5. As a result of raising the fees, a fall in the number of candidates may be expected, so that no large surplus will be left from the fees that may be realised, but the increase proposed may be expected to cover the expenditure.

Order—No. 757, Educational, dated 10th November 1908.

The Government accept the proposal of the Commissioner for Government Examinations to raise the fees for admission to the Government Technical Examinations from Re. 1 to Rs. 3 in the case of the Elementary grade and from Rs. 8 to Rs. 10 in the case of the Advanced grade. For the Intermediate grade, the fee will be fixed at Rs. 5 instead of at Rs. 6 as proposed by the Commissioner.

(True Extract.)

H. D. TAYLOR,
Secretary to Government.

To the Commissioner for Government Examinations.
,, Financial Department.

Editors' Table (order only).

NOTES CONNECTED WITH G.O., No. 757, EDUCATIONAL,
DATED 10TH NOVEMBER 1908.

[SUBJECT.—*Enhancement in the rates of fees for candidates for the Government Technical Examinations.*]

Previous papers.

G.O., No. 653,	Educational, dated 28th Sept. 1899.
" " 612	" " 3rd Oct. 1902.
" " 481	" " 16th July 1906.
" " 284	" " 10th May 1907.
" " 719	" " 29th Oct "
" " 331	" " 5th May 1908.
" " 423	" " 30th " "

In his note, dated 30th May 1908, in connection with the filling up of two vacancies on the Board of Examiners, Medical College, the Hon'ble Mr. Hammick remarked as follows:—

"The point is not unimportant as in the matter of the Technical and other examinations we are now cutting * down the honoraria paid to Examiners and it is quite likely the officers of the Educational and Medical departments who examine for these examinations will take up the same line this year and refuse to examine on the ground that the fees are insufficient."

2. Thereupon, His Excellency the Governor noted as follows on the 4th June 1908:—

"I should like, please, to see the file dealing with the proposal to cut down the honoraria to Examiners in Technical and other examinations."

3. The Secretary directed that His Excellency's instructions should be complied with and that the file should be separately put up with extract of relevant portions of these notes.

4. The file is accordingly now submitted.

5. Attention is invited to G.O., No. 423, Educational, dated 30th May 1908, especially paragraph 4 of the Government Order.

K. RANGASWAMI AIYANGAR—10-6-08.

Under G.O., No. 481, dated 16th July 1906, the Government declined to raise the fees for these examinations so as to make them self-supporting, but directed that the scale of fees should be reduced generally by 25 per cent.

Even this did not make the examinations self-supporting, and the Hon'ble Mr. Forbes directed that a reduction should be made in the remuneration paid to official examiners (G.O., No. 719, dated 29th October 1907).

This principle was reaffirmed in G.O., No. 423, Educational, dated 30th May 1908.

H. D. TAYLOR—12-6-08.

In G.O., No. 481, Educational, dated 16th July 1906, the fees were reduced all round 25 per cent.

They have now been further reduced in the case of Government officials.

1. I am not sure that we are right in differentiating between officials and non-officials.

Rule 27 of rules of examiners lays it down that Government officers appointed as examiners do not serve as examiners in their official capacity.

2. If we take all the examinations conducted by Government *as a whole*, I am doubtful if Government are losers. It is true enough that in 1906-1907 the loss was Rs. 3,000.

But in 1905-1906 the *profit* was Rs. 9,000. I think that it would be preferable that Government should devote a certain amount from Provincial funds to remunerate examiners than that we should see good men declining to undertake the work of examining, in which event the quality of the examinations will certainly deteriorate.

3. Results show that the percentage of candidates who pass in technical examinations is very small. I am disposed to think that we make our examinations so cheap that many go in "on the chance" of squeaking through. Take shorthand and type writing, *e.g.*! The number of passes is ridiculously small.

In tailoring, needlework and embroidery on the other hand the percentage of passes is high.

I think that the scale of fees might well be revised regard being had to—

(1) the status of the candidates,

(2) the tendency hitherto shown by candidates to take the examination without proper preparation (as shown by results).

The fees, in some cases, might I think be raised with advantage, so as to weed out the speculative candidates and thus reduce the work of the examiners and at the same time increase the revenue of the commission so as to enable them to remunerate the examiners adequately.

I should much like the Director of Public Instruction to be asked to submit a report on these points to Government if the Honourable Member has no objection.

I doubt the wisdom of making an all round reduction in the scale of honoraria to be paid to examiners.

A. L[AWLEY]—22-6-08.

I have no objection to the Director of Public Instruction being asked to report as proposed by His Excellency. I have never myself agreed with the Hon'ble Mr. Forbes in his view on this point. In G.O., No. 423, Educational, dated 30th May 1908, I tried to make the burden as light as possible. Please draft and let me see the draft to the Director of Public Instruction and let me see the rules referred to by His Excellency. I don't know the rule 27 His Excellency mentions.

M. H[AMMICK]—23-6-08.

Please draft, and put up the reference at "A".

H. D. TAYLOR—24-6-08.

A draft memorandum to the Commissioner for Government Examinations is placed below for approval.

2. The rule referred to by His Excellency the Governor is apparently rule 27 of the rules for examiners on page 109 of the Government Examinations Calendar for 1908-1909.

3. Attention is in this connection solicited to paragraph 4 of the Commissioner's letter on page 3 of G.O., No. 481, Educational, dated 16th July 1906, in which the question of raising the fees for the elementary grade of the technical examinations from Re. 1 to Rs. 2 was raised. The question was considered by Government and negatived—*vide* the notes with G.O., No. 481, Educational, dated 16th July 1906.

K. RANGASWAMI AYYANGAR—26-6-08.

For approval.

Rule 27 would appear to require some modification if Government officers are to be required to conduct, free of charge, examinations which may be held to be "cognate to their own duties."

H. D. TAYLOR—27-6-08.

The memorandum may issue.

M. H[AMMICK]—27-6-08.

Issue.

H. D. TAYLOR—29-6-08.

[Memorandum No. 1447-1, dated 29th June 1908.]

From the Commissioner for Government Examinations, dated 13th August 1908, No. 484-4 D.

Please see the notes and orders on pages 1 and 2 *supra*.

2. In Memorandum No. 1447-1, dated 29th June 1908, the Commissioner for Government Examinations was requested to report on the feasibility of raising appreciably the fees charged for the Government Technical examinations, so that candidates who appear for the examinations without proper preparation might be kept out and the receipts from fees might be augmented so as to enable the examiners to be remunerated adequately. He was also requested to make such proposals as he thought advisable in the matter.

3. In his letter No. 484-4 D., dated 13th August 1908, the Commissioner (The Hon'ble Dr. Bourne) submits his views on the subject. He considers that the fees for admission to the Government Technical examinations may be raised, and proposes the following enhanced rates of fees:—

	From	To
	RS.	RS.
For the Elementary grade	1	3
„ Intermediate grade	4	6
„ Advanced grade	8	10

4. In order to understand the position clearly it seems to be necessary to recapitulate briefly the previous correspondence on the subject.

5. In 1899 the Government had under consideration the question of placing the examinations under the control of the Commissioner for Government Examinations on a self-supporting basis. In regard to the Technical examinations the then Commissioner for Government Examinations (Dr. Duncan) considered that it would be inexpedient to reduce the remuneration to the examiners who felt already that they were not sufficiently paid, and he proposed that the fee for the Elementary grade might be raised from Re. 1 to Rs. 2 and that for the Intermediate grade from Rs. 4 to Rs. 5, the fee for the Advanced grade (Rs. 8) remaining unaltered.

Paragraph 5 of the Commissioner's letter on page 7 of G.O., No. 653, Educational, dated 28th September 1899.

Paragraph 2 of the Commissioner's letter on page 4 of G.O., No. 653, Educational, dated 28th September 1899.

6. The Hon'ble Member, Sir A. T. Arundel, observed—

"The Technical examinations are those which Government specially desires to encourage and it would be altogether wrong policy to raise the fees as proposed by the Director of Public Instruction from Re. 1 to Rs. 2 for the Elementary and from Rs. 4 to Rs. 5 for the Intermediate examination. The fees must remain as they are."

"In the present condition of technical education, it would not be wise to reduce the maximum fees for examiners, and I would not make any distinction between educational officers and outsiders when the educational officer is entitled to a fee. But the fees ought to be graduated to some extent according to the difficulty of the subject. The fees, for example for Book-keeping, Commercial Correspondence, Shorthand, Cabinet-making, Needle-work and Dress-making ought to be very considerably less than for Surveying, Steam-engine, Agriculture, Chemistry, in all of which examinations were held in 1897-1898. The Director of Public Instruction should draw up a schedule of fees to be paid to examiners in all the subjects of the technical examinations, Elementary, Intermediate and Advanced, and submit it for approval."

7. The Government thereupon decided that the technical examinations were in need of special encouragement and that it would be inexpedient to raise the fees for candidates. They further considered that in the existing state of Technical education, it would be inadvisable to reduce the maximum fee for examiners, but that the fees should be graduated according to the difficulty of the subject and called upon the Commissioner to draw up a scheme of fees to be paid to examiners.

8. In G.O., No. 612, Educational, dated 3rd October 1902, the Government sanctioned the revised scale of fees submitted by the Commissioner and observed that the scale would be reconsidered after it has been in operation for three years.

9. In February 1906, the Commissioner for Government Examinations reported that the scale had been in operation for three years and that, as it had worked well, it might be allowed to remain in force permanently. The Government however observed that the receipts from fees did not yet cover the amount of stipends payable to the examiners, and requested the Commissioner to make suggestions for a reduction in the rate of stipends—*vide* Memorandum No. 91, dated 26th February 1906, on page 2 of G.O., No. 481, Educational, dated 16th July 1906.

10. The Commissioner reported that in order to make the fees cover the stipends the scale of remuneration would have to be reduced by about 31 per cent. and that if the scale of remuneration were reduced to any great extent, the best men would not care to undertake the work. He therefore proposed that the fees paid by the candidates for the examination might be raised. He observed that if the fee of Re. 1 for the Elementary examination was raised to Rs. 2, the income would be increased by over Rs. 4,000—*vide* the Commissioner's letter, dated 2nd June 1906, on pages 2 and 3 of G.O., No. 481, Educational, dated 16th July 1906.

11. The Hon'ble Member then noted—

"The whole question of fees will have to be gone into on the reference from the Government of India. I would not at present touch the candidates' fees. If the primary and secondary examination cease, the statement plainly shows there will be a deficit even on the whole examination budget."

"2. I think the Commissioner for Government Examinations may be told that the fees to examiners in these subjects should be reduced about 25 per cent. on the whole, leaving to him to arrange in what subjects, etc., the actual reductions should take place."

12. The Government did not therefore accept the proposal of the Commissioner to raise the fees paid by the candidates and ordered a reduction of about 25 per cent. on the whole in the stipends paid to the examiners—*vide* G.O., No. 481, Educational, dated 16th July 1906.

13. In 1907 when the Commissioner sought the sanction of Government for the payment of remuneration to the examiners who conducted the Technical examination held in April 1907, the Government observed that the amount of the proposed remuneration which had been reduced 25 per cent. as required by G.O., No. 481,

Educational, dated 16th July 1906, was still in excess of the receipts and ordered a further reduction of 11.2 per cent. in the amounts payable to such of the examiners as were Government servants* to make the receipts cover the remuneration—G.O., No. 719, Educational, dated 29th October 1907.

14. In the case of the examinations held in January 1908 also, the same course was adopted. The further reduction made in this case amounted to 26.5 per cent.—*vide* G.O., No. 331, Educational, dated 5th May 1908. But when the Commissioner again came up for sanction to the remuneration payable to the examiners who conducted the examinations held in December 1907, it was found that the proposed remuneration exceeded the receipts very largely and that if the amounts payable to those examiners who were Government servants were to be reduced in order to make the receipts cover the remuneration, a reduction of about 74 per cent. would have to be made in the amount payable to each official examiner.

15. The Honourable Member (the Hon'ble Mr. M. Hammick) therefore considered that it was not a good plan to reduce the remuneration separately for each department of the Technical examinations and directed that the total fee income of all the Technical examinations held in each financial year should be taken together and that after giving full remuneration to the non-official examiners, the amount necessary to make the fees cover the remunerations should be deducted from the remuneration payable to the official examiners. In accordance with these orders, the Technical examinations held in November and December 1907 and January 1908 were taken together, and after giving full remunerations to non-official examiners, a reduction of 9.5 per cent.† was made in the amounts payable to official examiners in order to make the fees cover the total remunerations—*vide* G.O., No. 423, Educational, dated 30th May 1908.

16. On perusing G.O., No. 423, Educational, dated 30th May 1908, His Excellency the Governor expressed doubts as to the propriety of differentiating between official and non-official examiners. He observed that if all the examinations conducted by Government were taken together, the Government did not appear to be losers and that Government might spend some amount from Provincial funds to secure the services of good examiners.

17. His Excellency further observed that the results of the Technical examinations showed that the percentage of candidates who passed in them was very small and he was disposed to attribute this poor result to the fact that the examinations were so cheap that many candidates went in on the chance "of squeaking through". His Excellency therefore considered that the admission fees might be revised with advantage so as to weed out the speculative candidates and at the same time to increase the receipts of the examinations. His Excellency therefore directed that a reference might be made to the Commissioner on the subject and the Commissioner was accordingly asked to report on the points raised—*vide* Memorandum No. 1447-1, dated 29th June 1908.

18. The Commissioner considers that the fees for admission to the Technical examinations might be raised and proposes that they be raised as follows:—

	From	To
	RS.	RS.
Elementary grade	1	3
Intermediate grade	4	6
Advanced grade	8	10

19. The Commissioner does not state by how much the receipts from the fees of the examinations would be increased if his proposals were approved. But he observes that as a result of raising the fees there will be a fall in the number of candidates so that no surplus will be left from the fees realized, although it may be expected that the receipts would cover the expenditure.

20. The number of candidates for the Elementary, Intermediate and Advanced examinations during the last five years was as follows:—

Year.	Elementary.		Intermediate.		Advanced.	
	NUMBER.	PER CENT.	NUMBER.	PER CENT.	NUMBER.	PER CENT.
1907-1908—						
Candidates ..	6,659	87.3	2,195	47.8	193	54.4
<i>Passes</i> ..	<i>2,485</i>		<i>1,050</i>		<i>105</i>	
1906-1907—						
Candidates ..	5,923	40.4	2,007	47.5	183	50.8
<i>Passes</i> ..	<i>2,393</i>		<i>955</i>		<i>93</i>	
1905-1906—						
Candidates ..	5,817	33.5	1,944	44.0	142	57.0
<i>Passes</i> ..	<i>1,951</i>		<i>857</i>		<i>81</i>	
1904-1905—						
Candidates ..	4,811	39.0	1,561	42.7	133	51.8
<i>Passes</i> ..	<i>1,579</i>		<i>668</i>		<i>69</i>	
1903-1904—						
Candidates ..	4,311	36.7	1,609	41.2	159	48.4
<i>Passes</i> ..	<i>1,586</i>		<i>663</i>		<i>77</i>	
Average ..	5,504	..	1,863	..	162	..

That remains to be seen. The increase proposed of 200 per cent. in the fees in the elementary grade is likely to have a material effect in reducing the number of candidates. I do not think that any material decrease need be looked for in the intermediate and advanced grades.

H. D. TAYLOR—5-8-08.

Assuming that the number of candidates does not fall below the average for the last five years, a sum of Rs. 29,310 might be realized from fees as follows:—

	RS.
Elementary ..	5,504 × 3 = 16,512
Intermediate ..	1,863 × 6 = 11,178
Advanced ..	162 × 10 = 1,620
Average ..	29,310

22. The fees realized during the five years ending 1907-1908 and the amount of remuneration paid to the examiners were as hereunder:—

	Receipts from fees.	Remuneration to examiners.
	RS.	RS.
1907-1908 ..	20,350	20,239
1906-1907 ..	19,406	27,433
1905-1906 ..	18,460	20,885
1904-1905 ..	16,433	24,784
1903-1904 ..	14,033	23,270
Average ..	17,748	22,922

* As reduced with reference to G.O., No. 481, Educational, dated 16th July 1906, and No. 719, Educational, dated 29th October 1907.

23. The above figures seem to show that if the fees for admission to the Technical examinations were raised as proposed by the Commissioner, the total receipts will probably more than cover the expenditure, if it is conceded that the number of candidates will not fall below the average for the last five years.

24. It is for consideration whether the proposals of the Commissioner to raise the fees may be accepted. It may be noted here that in G.O., No. 481, Educational, dated 16th July 1906, the Government refused to raise the fee for the Elementary examination from Re. 1 to Rs. 2. The present proposal is to raise the fee for the Elementary examination to Rs. 3; that for the Intermediate from Rs. 4 to Rs. 6; and that for the Advanced from Rs. 8 to Rs. 10.

T.K.—3-9-08.

K. RANGASWAMI AIYANGAR—3-9-08.

The Commissioner for Government Examinations says that it is in the elementary grade that there are most failures and that a lower fee than Rs. 3 will not deter undesirable candidates from entering for it. The increase may therefore be approved.

H. D. TAYLOR.

2. A pass in the other grades is of considerable commercial value and the increase proposed will probably not affect the number of candidates greatly.

H. D. TAYLOR.

C. A. SOUTER—4-9-08.

With reference to paragraph 20, please add the numbers of candidates who qualified in each grade in each year, and percentage of such passes.

2. Do we know the scale of fees for valuation of papers in each grade?

H. D. TAYLOR—5-9-08.

The number of passes in each grade and the percentage of passes have been printed in italics as directed, in paragraph 20 of the office-note.

2. The scale of remuneration for the valuation of the papers of each grade in each of the subjects of the Technical examinations is given in the statement on pages 4 to 22 of G.O., No. 612, Educational, dated 3rd October 1902.

K. RANGASWAMI AIYANGAR—5-9-08.

It will be observed that the higher the grade, the greater the percentage of passes, while the number of candidates appearing for the intermediate grade in each year corresponds pretty closely with the figures of passes in the elementary grade in the previous year. The increase in the fee in the elementary stage is therefore a step in the right direction and is likely to reduce work by choking off inefficient.

2. Subject to slight variations, the fee for valuation of papers (apart from the fee for setting papers) is generally As. 8 for the elementary grade, Re. 1 or Rs. 1-2 for the intermediate grade and Re. 1 or Rs. 1-8 for the advanced grade.

Assuming that the number of candidates appearing for the elementary grade is reduced by one-third in consequence of the enhanced fee, there will be a gain in this grade of about Rs. 2,000 under entrance fees, or a saving of about Rs. 1,000 in valuation of papers.

3. The proposals of the Director of Public Instruction may be accepted, but perhaps the fee for the intermediate grade might be fixed at Rs. 5 instead of Rs. 6 as proposed.

G. S. F[ORBES].

H. D. TAYLOR—5-9-08.

Very well.

G. S. F[ORBES]—26-10-08.

Draft please.

H. D. TAYLOR—28-10-08.

Draft submitted for approval.

T.K.—30-10-08.

K. RANGASWAMI AIYANGAR—3-11-08.

C. A. SOUTER—3-11-08.

H. D. TAYLOR—4-11-08.

I accept the draft but I don't much like the raising the fees.

G. S. F[ORBES]—5-11-08.

I accept the draft.

A. L[AWLEY]—8-11-08.

Issue.

H. D. TAYLOR—9-11-08.

[G.O., No. 757, Educational, dated 10th November 1908.]

READ AGAIN G.O., No. 481 Edl., dated 16th July 1906. *L*

" " " " 423 Edl. , " 30th May 1908. /

READ ALSO:—

C. No. 1792, From the C. G. E., No. 448-4 D, dated 13th August 190

” ” ” ” ” ” 190

" " " " " "

190

ORDER.

No. 757, dated 10 - 11 - 1908

P.S.

The Government accept the

proposal of the Commissioner for Government Examinations to raise the fees for admission to the Government Technical Examinations from Re 1 to Rs.3 in the case of the Elementary grade & from Rs 8 to Rs 10 in the case of the Advanced grade. For the Intermediate grade, the fee will be fixed at Rs 5 instead of at Rs 6 as proposed by the Commissioner.

To, The C. G. E.

.. Finl Sept. 1880

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ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No....., dated.....190

G.O., No. 757, dated 10-11-1908.

Number of MS. pages sent { Correspondence including order or orders
(b)
(b1)
Notes.....

Docket.....

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(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b1) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Deputy Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

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A
Please send proof in triplicate. The papers have been carefully edited.

B
Proof returned corrected. Please strike off and send number of copies as indicated.

C
As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.

Type may be released after usual interval at once.

Type may be released after usual interval.

Clerk.

Clerk.

Clerk.

Supdt.

Supdt.

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(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	12/11/08
First proof furnished on.....	18/11/08
Call for revised proof received on.....	23-11-08
Revised proof furnished on.....	
Corrected proof received for striking on.....	
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