

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1908.

Enclosures

Spare copies

G.O., No. 768, 14th November 1908.

Lawrence Asylum, Ootacamund.

Communicating to the Committee of the — the report on the audit of the accounts of the Asylum for the year 1907-1908.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper:—

Letter—from F. L. CARVALHO, Esq., Chief Superintendent in charge of Outside Audits.

To—the Accountant-General, Madras.

Dated—the 3rd October 1908.

I have the honour to submit my report on the audit of the accounts of the Lawrence Asylum at Lovedale for the official year 1907–1908.

2. The usual statements of receipts and expenditure and of assets and liabilities of both the male and female branches of the Institution are appended.

3. The balance of the permanent advance with the Principal and the unremitted collections on the morning of the 26th September 1908 were verified by me with the books and found to be correct. I could not check the balance of the permanent advance (Rs. 30) with the Headmistress as she had left for Ootacamund that morning being a holiday (Saturday).

4. The remittances to, and the withdrawals from, the branch of the Bank of Madras at Ootacamund as recorded in the cash book, were checked with the Bank's Pass Book and found to agree.

5. The balance of Rs. 1–9–0 referred to in paragraph 5 of last year's report was recovered from the auctioneers and credited in the accounts of the year under report. The list of articles therein referred to was also produced for audit. The recoveries ordered in G.O., No. 231, Educational, dated 25th March 1908, have likewise been effected and carried to the credit of the Asylum funds.

6. I am told that, owing to the late receipt of the Government Order quoted above, the orders of Government directing the discontinuance of the arrangement under which Mrs. Perkins, an employee of the Asylum, was given the contract for the tailoring work of the Asylum could not be carried out in the year under report. But no steps appear to have been since taken to give effect to these orders in the current year.

7. As the Committee have resolved to follow strictly the provisions of the Civil Service Regulations for regularising the grant of leave and acting and travelling allowances, it is necessary that a register should be maintained for entry of the kind and extent of the leave granted to each officer and the arrangements made in consequence of his absence with the amount of acting allowances granted to the acting incumbents. In this connection I have to state that the present form of acquittance roll does not provide columns for noting the deductions on account of Provident fund, income-tax, etc. Form A appended to this report may be adopted. The irregular grant of acting allowances brought to notice in the Audit report for 1906–1907 was again discovered in the pay sheets for March and April of the year under report.

8. In the sanctioned Budget estimate for 1907–1908 a sum of Rs. 500 was included for purchase of furniture for the Principal's quarters. In checking the entries in the stock book of furniture it was found that under the category of furniture, articles of crockery, glassware and cutlery and kitchen utensils have been included and purchased out of this amount. The total value of such articles thus purchased during the tenure of the office of Principal and Secretary by

Rev. Canon Foley as far as could be made out amounts to Rs. 83–14–0 and to Rs. 108–6–0 after the present incumbent took over charge. It is doubtful whether furniture was meant by the Committee to include the articles in question. If not, it is for consideration whether their cost should not be recovered from the two officers concerned and the articles deleted from the stock book. In this connection I have to state that the cost of the furniture purchased, the gratuity of Rs. 7,500 paid to Mrs. Atkinson and the grant of Rs. 500 for the building of a Roman Catholic chapel at Lovedale have been entirely charged off in the accounts to the boys' school instead of divided proportionately between the boys' and the girls' schools. This discrepancy was pointed out to the office and I believe the necessary adjustments will be made in the accounts of the current year.

9. The division of the charges as between the male and the female branch of the Asylum has not hitherto been made on a uniform basis owing chiefly to the debit balances of the female branch. Now that the old Military Female Asylum from Madras has been transferred to, and amalgamated with, the Lawrence Asylum at Lovedale, the financial position of the female branch has considerably improved; and I beg to suggest that from 1st April 1909 the female branch which has received a large addition in strength and in funds should bear a larger share of the total expenditure than it has hitherto done. For all intents and purposes I think that that share should be calculated on a uniform basis, and that 40 per cent. as in the case of the Government grant of Rs. 48,000 fixed in G.O., No. 473, Educational, dated 14th August 1902, will be a fair one—the male branch bearing 60 per cent. I believe the present Principal and Secretary is in favour of such a distribution.

The next point for consideration in connection with this matter is whether the "Donation from Lawrence Asylum Presses" should not be allocated in the same proportion to the male and female branches instead of allotting it entirely to the male branch as at present. The receipts on this account for the past quinquennium have been as follows:—

	RS.
1903–1904	27,000
1904–1905	27,600
1905–1906	26,900
1906–1907	19,500
1907–1908	37,500

10. The large decrease in the receipts of the year under report under *subsistence allowance* to female branch as compared with the previous year is more nominal than real; for under recent orders a fixed annual grant of Rs. 6,000 is paid in arrears in lieu of the monthly capitation grant of Rs. 500.

11. The fee register at present maintained by the Asylum is susceptible of improvement, and I would suggest for adoption the appended Form B from 1st April next. The proposed form affords facilities for check both by the Principal and by the auditor and for the preparation of receipts. The names of parents or guardians should be alphabetically arranged allotting a page for each. The register should be in foolscap size, printed and bound into a volume.

12. The audit disclosed also excesses over the budget grants under several heads and in the aggregate. As the budget is sanctioned by Government, I think it will be well if no expenditure is incurred in excess of the budget grants without the sanction of the Finance Committee and that all such excesses should be reported to Government for orders after the close of the year.

13. The stock and inventory books and the list of band instruments on 31st March 1908 have been checked and found correct. They appear to have been previously checked by the office and have been signed by the Principal.

14. Under the recent orders of Government no audit fee is chargeable for this audit. That recovered in 1907–1908 was refunded before the close of that year and should have been taken as an abatement of charge instead of a receipt. The necessary alterations have been made in the statements of receipts and charges appended to this report.

15. The result of the audit has been on the whole satisfactory. The cash book continues to be neatly maintained by the clerk.

APPENDIX C—cont.

Statement of Receipts and Expenditure of the Male Branch for the year 1907-1908—cont.

Expenditure—cont.

II.—CLOTHING AND VICTUALLING—					RS.	A.	P.
(a) Clothing—							
1. Establishment	..	..	..	..	446	6	6
2. Material, etc.	..	..	..	..	6,460	0	7
3. Contract work, extra tailors	..	..	..	..	2,689	13	0
4. Shoeing	..	..	..	..	2,336	7	0
5. Sergeants' clothing	..	..	..	..	183	13	3
6. Servants' do.	..	..	..	..	299	1	0
(b) Victualling—							
1. Establishment	..	..	..	..	1,741	12	4
2. Provisions	..	..	..	..	32,166	2	11
3. Kitchen and dining-room utensils	..	..	..	..	406	6	9
4. Boarders	..	..	..	..	1,134	10	3
III.—HOUSEHOLD, HOSPITAL AND SANITATION—							
(a) Household—							
1. Establishment	..	..	..	..	5,467	8	0
2. Washing	..	..	..	..	1,747	8	0
3. Lighting	..	..	..	..	842	7	0
4. Wood-cutting, etc.	..	..	..	..	947	0	0
5. Bedding and towelling	..	..	..	..	1,065	11	6
6. Hardware, soap, brushes	..	..	..	..	385	10	9
7. Furniture, carpets, etc.	..	..	..	..	1,292	1	8
8. Contingencies—cleaning doors, etc.	..	..	..	..	75	0	1
(b) Hospital—							
1. Establishment	..	..	..	..	1,797	2	0
2. Medicines and wines	..	..	..	..	131	11	0
3. Extra nursing	..	..	..	..	751	8	0
(c) Sanitation—							
1. Establishment	..	..	..	..	768	6	0
2. Tar and phenyle	..	..	..	..	101	8	0
3. Repairs to roads, drains, bush-cutting	..	..	..	..	885	7	0
IV.—GENERAL—							
1. Establishment	..	..	..	..	7,827	3	4
2. Stationery	..	..	..	..	149	15	9
V.—BUILDINGS, LABOUR AND MATERIALS					2,126	15	2
VI.—MISCELLANEOUS—							
1. Carrying charges and travelling expenses	..	..	..	..	3,107	3	9
2. Postage, advertisements and telegrams	..	..	..	..	670	1	10
3. Audit fee	..	..	..	..	0	0	0
4. Contingencies	..	..	..	..	944	2	0
5. Entertainment allowance	..	..	..	..	100	0	10
VII.—OTHER CHARGES—							
1. Pensions	..	..	..	..	360	0	0
VIII.—EXTRAORDINARY—							
1. Chapel improvements	..	..	..	..	193	7	0
2. Improvements	..	..	..	..	5,132	14	3
3. Gratuity	..	..	..	..	7,500	0	0
4. Grant towards Roman Catholic Church	..	..	..	..	500	0	0
Total					1,12,702	8	11
Closing balance on the 31st March 1908					20,870	9	10
Grand Total					1,33,573	2	9

APPENDIX D.

STATEMENT of Receipts and Expenditure of the Female Branch for the year 1907-1908.

Receipts.

					RS.	A.	P.
Opening balance					5,509	6	3
I.—FROM GOVERNMENT—							
1. Grant-in-aid	..	..	..	..	19,200	0	0
II.—PROFITS ON ASYLUM PROPERTY—							
1. Donation and interest	..	..	..	..	23,420	10	4
III.—SPECIAL FUNDS—							
1. Subsistence allowance	..	..	..	..	2,941	6	6
2. Pensions from funds	..	..	..	..	124	14	0
3. Fees	..	..	..	..	2,961	8	0
IV.—MISCELLANEOUS—							
1. Sale of stores	..	..	..	..	60	2	0
3. Other items	..	..	..	..	39	8	0
4. Special money prizes	..	..	..	..	110	0	0
Total					54,367	7	1

Expenditure.

I.—EDUCATION—							
(a) Scholastic—							
1. Establishment	..	..	..	..	6,180	0	0
2. Books, stationery, prizes	..	..	..	..	952	6	6
3. Library	..	..	..	..	79	12	6
4. Examination fees	..	..	..	..	91	0	0
5. Games	..	..	..	..	55	15	3
6. Tuning and repairing piano	..	..	..	..	30	8	0
7. Special money prizes	..	..	..	..	128	1	9
(b) Type-writing and Shorthand—							
1. Establishment	..	..	..	..	120	0	0
2. Machines, materials	..	..	..	..	73	4	0
(c) Drawing—							
1. Establishment	..	..	..	..	91	4	11
2. Materials, models	..	..	..	..	190	11	0
II.—CLOTHING AND VICTUALLING—							
(a) Clothing—							
1. Establishment	..	..	..	..	1,440	0	0
2. Materials	..	..	..	..	3,448	12	3
3. Extra tailors	..	..	..	..	301	12	0
4. Shoeing	..	..	..	..	2,076	2	6
5. Outfit allowance	..	..	..	..	612	4	0
6. Servants' clothing	..	..	..	..	86	13	0
(b) Victualling—							
1. Establishment	..	..	..	..	704	14	0
2. Provisions	..	..	..	..	17,704	5	8
3. Kitchen and dining room utensils	..	..	..	..	590	0	2
III.—HOUSEHOLD, HOSPITAL AND SANITATION—							
(a) Household—							
1. Establishment	..	..	..	..	96	0	0
2. Washing	..	..	..	..	1,465	8	0
3. Lighting	..	..	..	..	593	2	3
4. Woodcutting	..	..	..	..	275	12	0
5. Bedding and towelling	..	..	..	..	3,083	14	2
6. Hardware, soap, brushes, etc.	..	..	..	..	253	4	0
7. Furniture and repairs	..	..	..	..	313	3	10
8. Contingencies	..	..	..	..	99	6	2
(b) Hospital—							
1. Establishment	..	..	..	..	647	8	0
2. Medicines and wines	..	..	..	..	76	15	6
3. Extra nursing	..	..	..	..	40	12	0
(c) Sanitation—							
1. Establishment	..	..	..	..	471	15	0
2. Tar and phenyle	..	..	..	..	70	0	0
3. Bush-cutting, etc.	..	..	..	..	94	4	0

APPENDIX D—cont.

Statement of Receipts and Expenditure of the Female Branch for the year 1907-1908—cont.

Expenditure—cont.

	RS.	A.	P.
IV.—GENERAL—			
1. Establishment	2,922	10	3
V.—BUILDINGS AND REPAIRS	136	2	1
VI.—MISCELLANEOUS—			
1. Carrying charges and travelling expenses	1,275	5	6
2. Postage, telegrams, advertisements	248	7	6
4. Contingencies	30	0	0
VII.—OTHER CHARGES—			
1. Out-boarders	45	0	0
2. Scholarship	240	0	0
VIII.—EXTRAORDINARY—			
1. Improvements	1,250	10	3
Total	48,687	12	0
Closing balance on the 31st March 1908	5,679	11	1
Total	54,367	7	1

APPENDIX E.

STATEMENT of Assets and Liabilities of the Ootacamund Lawrence Asylum, Male Branch, as they stood on the 31st March 1908.

Assets.

	RS.	A.	P.
Funded capital with the Accountant-General	5,10,100	0	0
Fixed deposits in the Madras Bank, Ootacamund	11,831	0	11
Permanent advance with the Principal	103	10	6
Grant-in-aid	2,400	0	0
Donation on Government securities	21,460	8	0
Half-yearly interest	8,120	4	9
Subsistence allowance	774	8	0
Pension from the Military Assistant Surgeons' fund	10	8	0
Fees in arrears	311	0	0
Bills claimable	10	0	0
Steward's stores	4,374	0	9
Stores, made-up clothing	517	0	0
Furniture, etc.	25,310	12	7
Band instruments	2,253	0	0
Credit balance	20,870	9	10
Total	6,08,446	15	4

Liabilities.

Personal account	6,418	6	9
Net assets	6,02,028	8	7
Total	6,08,446	15	4

APPENDIX F.

STATEMENT of Assets and Liabilities of the Ootacamund Lawrence Asylum, Female Branch, as they stood on the 31st March 1908.

Assets.

	RS.	A.	P.
Funded capital with the Accountant-General	3,02,318	14	0
Permanent advance with the Headmistress	30	0	0
Grant-in-aid	1,600	0	0
Half-yearly interest	2,325	10	5
Subsistence allowance	6,198	8	0
Pension from the Military Assistant Surgeon's fund	21	0	0
Donation on Government securities	10,732	12	0
Fees in arrears	54	8	0
Steward's stores	5,389	12	8
Furniture, etc.	14,893	5	5
Credit balance	5,679	11	1
Total	3,49,244	1	7

Liabilities.

Personal account	3,036	9	10
Net assets	3,46,207	7	9
Total	3,49,244	1	7

Endt. No. O.A.—25, dated 14th October 1908.

Forwarded to Government in the Educational Department.

A. MONTAGU BRIGSTOCKE,
Accountant-General.

Order—No. 768, Educational, dated 14th November 1908.

The report on the audit of the accounts of the Lawrence Asylum, Ootacamund, for the year 1907-1908 will be communicated to the Committee of the Asylum.

2. The special attention of the Committee will be drawn to the remarks of the Auditor in paragraph 6 of his report and they will be requested to state at an early date why it has not been possible to discontinue the objectionable arrangement therein referred to.

3. The revised forms of acquittance roll and fee register and the maintenance of a register of leave and leave allowances suggested by the Auditor in paragraphs 7 and 11 of his report should be adopted.

4. The Committee will be requested to explain—

(i) on what ground and by what authority articles of crockery, glassware, cutlery and kitchen utensils should be supplied to the Principal at the cost of the Asylum; and

(ii) whether the general charges connected with the Asylum should not be divided in the proportion of 60 to 40 between the male and female branches of the Asylum.

5. The Lawrence Asylum Press being the property of the Military Male Orphan Asylum, the Auditor's suggestion that the donation from the Press should be allocated to the male and the female branches in the same proportion as the Government grant, appears to be inadmissible.

6. With reference to paragraph 12 of the audit report, the Committee will be requested to state whether all the excesses over budget grants are not at present sanctioned by the Finance Committee.

(True Extract.)

H. D. TAYLOR,
Secretary to Government.

To the Committee of the Lawrence Asylum,
through the Director of Public Instruction,
,, Director of Public Instruction.
,, Accountant-General.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 768, EDUCATIONAL, DATED
14TH NOVEMBER 1908.

[SUBJECT.—*Report on the audit of the accounts of the Lawrence Asylum, Ootacamund, for 1907-1908.*]

Previous papers.

G.O., No.	272,	Educational,	dated	22nd September	1871.
" "	692	" "	" "	11th October	1907.
" "	231	" "	" "	25th March	1908.

From the Accountant-General, dated 14th October 1908, No. O.A. 25.

The auditor's report may be communicated to the Committee of the Lawrence Asylum.

2. The following remarks and suggestions are made in the audit report.

3. *Paragraph 6 of the report.*—The auditor states that no steps have yet been taken to give effect to the orders of Government (*vide* G.O., No. 231, Educational, dated 25th March 1908) directing the discontinuance of the arrangement under which Mrs. Perkins, an employee of the Asylum, is given the contract for the tailoring work of the Asylum. The special attention of the Committee may be drawn to the

C. A. SOUTER.

H. D. TAYLOR.

remarks of the auditor on this subject and they may be requested to state why the arrangement has not yet been discontinued.

4. *Paragraph 7 of the report.*—The auditor suggests (1) that a register should be maintained for entry of the kind and extent of the leave granted to each officer and the arrangements made in consequence of his absence with the amount of acting allowance granted to the acting incumbents; and (2) that a revised form of acquittance roll in form A appended to the report may be adopted, in place of the present form which does not provide columns for noting deductions on account of Provident fund, income-tax, etc.

5. The Committee may, it is submitted, be asked to adopt the revised form of

C.A.S.

H.D.T.

acquittance roll suggested by the auditor, as it seems necessary to show the deductions made on account of the Provident fund. As regards the deduction on account of income-tax, it is not known whether such deduction is made by the Committee or the officers pay their income-tax themselves as all other private persons do. If

Of sections 9 and 10 of the Income-tax Act, put up.

the officers pay the tax themselves, then there need be no column in the acquittance roll to show income-tax deductions. The maintenance of a register to show the kind

C.A.S.

H.D.T.

May be recommended.

and extent of leave granted to the servants of the Asylum does not appear to be absolutely necessary; the Committee may be allowed to adopt it if they consider it necessary.

6. *Paragraph 8 of the report.*—The auditor notes that articles of crockery, glassware and cutlery, and kitchen utensils purchased for the use of the Principal and Secretary have been included in the accounts under the head of "furniture" and

He has a fixed salary?

G. S. F[ORBES].

he raises the question whether their cost should not be recovered from the Principal and the articles deleted from the stock book.

Yes, but is not the Principal entitled to a furnished house under the terms of the agreement? Please look this up.

C.A.S.

H.D.T.

7. The Committee may be asked to report on this point.

8. The auditor also notes that the gratuity paid to Mrs. Atkinson and the grant for the Roman Catholic Chapel have been entirely charged off in the accounts to the boys' school instead of being divided proportionately between the boys' and girls' schools; that he pointed out this discrepancy to the office and that he believes the

C.A.S.

H.D.T.

necessary adjustments will be made in the accounts of the current year. Submitted that no remarks seem called for on this point.

9. *Paragraph 9 of the report.*—The auditor notes that the division of charges between the male and the female branch has not hitherto been made on a uniform basis owing chiefly to the debit balances of the female branch and suggests that, as the financial position of the female branch has now improved owing to the amalgamation with it of the Military Female Orphan Asylum, the charges may now be divided in the proportion of 60 to 40 between the male and female branches.

10. The Secretary has remarked on this: "This seems to be outside the sphere

It is not outside an auditor's duty, but within it.

G. S. F[ORBES].

A "of the auditor. The question is separately under consideration." It is believed that the Secretary here refers to the question raised in the file relating to the revised scale of pay for the staff of the Asylum, viz., whether a greater proportion than 40 per cent. of the Government grant should not be credited to the funds of the female branch on the receipts side. But the question raised by the auditor appears, it is submitted, to be different. It is that the general charges of the Asylum (such as the pay of the Principal and his office establishment) should be divided in the proportion of 40 to 60 between the female and the male branch.

C.A.S.

H.D.T.

11. The Committee may, it is submitted, be asked to report on this point also.

12. The next point raised by the auditor is whether the "Donation from the Lawrence Asylum Press" should not be allocated in the same proportion to the male and female branches instead of allotting it entirely to the male branch.

H.D.T.

13. This suggestion cannot, it is submitted, be accepted. The Press is the property of the Military Male Orphan Asylum which was amalgamated with the male branch of the Lawrence Asylum in 1871—*vide* paragraph 20 of G.O., No. 272,

C.A.S.

H.D.T.

Educational, dated 22nd September 1871. No portion of the profits of the press can therefore be allotted to the female branch.

14. *Paragraph 11 of the report.*—The auditor says that the fee register at present maintained by the Asylum is susceptible of improvement and suggests for adoption a revised form—form B appended to his report.

C.A.S.

H.D.T.

There appears to be no objection to the adoption of this form and the Committee may be requested to adopt it.

15. *Paragraph 12 of the report.*—The auditor states that his audit disclosed excesses over the budget grants under several heads and in the aggregate. He therefore suggests that it should be laid down that no expenditure should be incurred in excess of the budget grants without the sanction of the Finance Committee and that all such excesses should be reported to Government for orders after the close of the year.

16. The Committee now obtain the previous sanction of Government before incurring any charges not provided for in the budget and it is believed that all excesses over the budget grants are sanctioned by the Finance Committee. If such be the practice, no change in procedure seems to be called for. The Committee must have power to transfer funds from one minor head to the other, provided the total

C.A.S.

H.D.T.

budget grant is not exceeded. Perhaps the Committee's remarks on this proposal also may be obtained.

17. A draft on the lines of this note is submitted for approval.

T.K.—10-11-08.

K. RANGASWAMI AIYANGAR—10-11-08.

The draft seems all that is needed.

C. A. SOUTER—11-11-08.

Please put up a copy of the conditions of Mr. Padfield's appointment. He is entitled to a furnished residence, I think, which would include stock articles of bed-room and crockery, but it is doubtful whether this would include glassware, cutlery and table and kitchen crockery and utensils.

H. D. TAYLOR—12-11-08.

Please see G.O., No. 692, Educational, dated 11th October 1907. Mr. Padfield is entitled to a furnished house.

T.K.—12-11-08.

K. RANGASWAMI AIYANGAR—12-11-08.

Furniture can hardly be taken to include ordinary household utensils and so on.

C. A. SOUTER—12-11-08.

For approval.

H. D. TAYLOR—13-11-08

G. S. F[ORBES]—13-11-08.

Issue.

H. D. TAYLOR—13-11-08.

[G.O., No. 768, Educational, dated 14th November 1908.]

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

190

READ ALSO:—

C. No. 2262, From the Accountant-General, No. O.A. 25, dated 14-10-190

" " , " " , " , " 190

” ” ” ” ” ” ” ” 190

ORDER.

P.S.

No. 768, dated 14 - 11 - 1908

The report on the audit of the accounts of the Lawrence Asylum, Ootacamund, for the year 1907-08 will be communicated to the Committee of the Asylum, ~~with the following~~ remarks:-

2. The special attention of the Committee will be drawn to the remarks of the Auditor in paragraph 6 of his report and they ^{will be} ~~are~~ requested ^{it has not been possible to} to state why the objectionable arrangement therein referred to, ~~has~~ not been discontinued.

has the maintenance of a register
of leave & leave allowances

are recommended for adoption
by the Committee
as a condition

(2) 3. The revised forms of acquit-
tance roll and fee register suggested
by the Auditor in paras 7 & 11 of his
report ^{should} be adopted. The Govern-
ment are not sure that the acquittance
roll should contain a column to show
the deduction ^{made from} the pay ~~made~~ on account
of income tax. No such column will be
necessary if no deduction is made by
the Asylum authorities on account of
income tax and if each employee pays
direct the tax due by him.

4. The Government have no objec-
tion to the maintenance of a register
of leave and leave allowances as suggested
in para 7 of the report, if the Com-
mittee consider it desirable.

5. The Committee will be re-
quested to report on the question ^{explained}
~~whether the~~ articles of

(i) whether the articles of
crochery, glassware, cutlery and kit-
chen utensils should be supplied to the
Principal at the cost of the Asylum, and

(ii) whether the general charges
connected with the Asylum should not be
divided in the proportion of 60 to 40
between the male and the female branches
of the Asylum.

6. (a) The Lawrence Asylum Press
being the property of the Military
Male Orphan Asylum, the auditor's sug-
gestion that the donation from the

Press

of on what ground
by what authority

Press should be allocated to the male and the female branches in the same proportion as the Government Grant, *appears to be inadmissible* cannot be accepted.

audit 6. With reference to para 12 of the report, the Committee will be requested to *state* report whether all the excesses over budget grants are not at present sanctioned by the Finance Committee.

7. H.
10-11-08

8. D.
10-11-08

Chd
11-11-08

To,
The Committee of the Lawrence
Asylum, thro' the D.P.I.
" Director of Public Instruction
" Accountant-General.

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No., dated.....190

G.O., No. 768, dated 14-11-1908.

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

Docket. *Lawrence's Inquiry - to the Committee*
the report on the audit of the accounts of the
Committee of the

Number (c) of copies required when struck off (not including copies for volumes and editors' table which are retained in the Press).

FOR RECORD.*						
Madras Records	...	...	...	...	25	15
Ooty Records	...	...	...	...	3	
For filing with original	...	...	...	...	1	
FOR ISSUE.†					38	15
Letter only.					Special issue copies (b) of G.O.	
					No.	Papers.

Signature copies.....					
India Office.....					
Govt. of India.....Dept.					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
.....Dept.					

INSTRUCTIONS FOR THE SECRETARIAT.

- (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.

* Copies distributed on.....*(Press Clerk.)
† Copies distributed on.....*(Despatcher.)

* To be initialed and dated.



(P.T.O.)

A	B	C
Please send proof in triplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	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 at once.	Type may be released after usual interval.
.....Clerk.	Clerk.	Clerk.
.....Supdt.	Supdt.	Supdt.

(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.....	17/11/08 LP
First proof furnished on.....	24/11/08 LP
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	26/11/08 LP
Final copies supplied on.....	30/11/08 LP

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	38	15	
" " " Issue.....	15		
For Volumes.....	16		
For E. T.....			
Total ...	69	15	