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Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1908.

Enclosures

Spare copies

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G.O., No. 782, 21st November 1908.

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Insurance against fire.

Informing the Committee of the Lawrence Asylum, Ootacamund, that the Asylum buildings need not be insured against fire.



Government of Madras. ✓

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Informing the Committee of the Lawrence Asylum, Ootacamund, that the Asylum buildings need not be insured against fire.



GOVERNMENT OF MADRAS.  
EDUCATIONAL DEPARTMENT.

READ—the following papers:—

## I

Letter—from the Rev. W. H. G. PADFIELD, M.A., Principal and Secretary, Ootacamund Lawrence Asylum, Lovedale.  
To—the Director of Public Instruction.  
Dated—the 27th March 1908.  
No.—3625.

I am directed by the Committee of the Lawrence Asylum to report to Government the fact that the Asylum buildings are not insured against fire, and to request the favour of being informed whether Government would be pleased to inform the Committee whether the building should be insured or not.

N. Ref. on Cur. No. 2455 of 1908, dated 23rd April 1908.

Submitted to Government for orders.

A. G. BOURNE,  
Director of Public Instruction.

## II

Reference No. 987-2, Educational, dated 20th May 1908.

The Committee of the Lawrence Asylum are requested to state whether there are any special arrangements at the Asylum for the protection of the building from fire, whether there is a tank at the top of the building and whether any provision exists for the inmates getting out of the buildings at night, in the event of a fire happening.

2. They are also requested to state the rate of premium per cent. which it is proposed to pay for the insurance of the buildings.

(By Order.)

C. A. SOUTER,  
Asst. Secretary to Government.

To the Principal and Secretary, Lawrence Asylum, Ootacamund.  
Copy to the Director of Public Instruction.

## III

Official Memorandum No. 1407-D/08-1, Revenue, dated 16th July 1908.

The Board of Revenue is requested to state how the site on which the Ootacamund Lawrence Asylum is built and also the land attached to the institution are registered in the revenue accounts.

(By Order.)

F. NOYCE,  
Ag. Asst. Secretary to Government.

To the Board of Revenue (Land Revenue).

## IV

Proceedings of the Board of Revenue, Land Revenue, Mis. No. 2573,  
dated 27th August 1908.

The Hon'ble Mr. C. J. WEIR.

Read—the following papers:—

Memorandum from Government, Revenue Department, dated 16th July 1908,  
No. 1407-D/08-1.

Board's reference thereon, dated 22nd July 1908, No. 1391 C.

Letter—from E. W. LEGH, Esq., I.C.S., Sub-Collector of the Nilgiris in charge,  
Ootacamund.  
To—the Secretary to the Commissioners of Land Revenue.  
Dated—15th August 1908.  
No.—D. Dis. 1505/08.

With reference to the Government Memorandum No. 1407-D/08-1, dated 16th July 1908, I have the honour to state that the site on which the Ootacamund Lawrence Asylum is built and also the lands attached to the institution are registered in the village accounts of Kethi village, Coonoor taluk, in the name of the "Lawrence Asylum Committee", free of assessment. The building stands on field No. 1224 and the lands bear Nos. 1143-B, 1143-C, 1143-D, 1144, 1158 and 1159-1.

Resolution—Mis. No. 2573, dated 27th August 1908.

Submitted to Government.

(True Extract.)

A. R. LOFTUS-TOTTENHAM,  
Secretary.

To the Secretary to Government, Revenue Department.

## V

Letter—from the Rev. W. H. G. PADFIELD, M.A., Principal and Secretary, Ootacamund Lawrence Asylum, Lovedale.  
To—the Secretary to Government, Educational Department.  
Dated—the 9th July 1908.  
No.—881.

With reference to Memorandum No. 987-2, dated 20th May 1908, I am directed by the Committee of the Lawrence Asylum to submit the following statement:—

1. The arrangements for protection of the buildings from fire are in the opinion of the Committee most inadequate, and the matter has been engaging their earnest attention. The Executive Engineer has been asked to prepare plans and estimates for improvement.

2. There is an old fire-engine, but it is useless, as it exhausts all the water available in less than two minutes. There are also 12 fire-extinguishers—10 in the Boys' school and 2 in the Girls' school—with full instructions attached for their utilisation, and in the manipulation of which the boys are practised.

3. There is no tank at the top of any of the buildings.

4. There are three exits from the main block of the dormitories on the boys' side—these are kept unlocked at night. The Committee consider this insufficient and have requested the Executive Engineer to submit plans and estimates for improving the existing exits and providing additional ones. On the nursery side of the boys' department, there is one main exit and one small one—this matter is also receiving



the attention of the Executive Engineer, at the request of the Committee. The girls sleep on the ground floor and the Committee are of opinion that there is no need to improve the exits of the girls' dormitories.

5. The Bank of Madras states that the rate of premium would be three annas per cent. *plus* 25 per cent. on premium, *i.e.*, 3 annas 9 pies per cent. It is considered that this premium is a heavy one.

**Order—No. 782, Educational, dated 21st November 1908.**

With reference to their letter No. 3625, dated 27th March 1908, the Committee of the Lawrence Asylum, Ootacamund, will be informed that the Asylum buildings need not be insured against fire. In view of the scanty funds of the Asylum and the increased expenditure which will devolve upon that institution in giving effect to the recommendations of the Committee for the reorganisation of the establishment, it seems undesirable financially to add to the expenditure of the Asylum, the charges on account of fire insurance.

2. It is clearly necessary, however, that adequate provision should be made for the protection of the buildings and the inmates from fire, by purchasing efficient fire-engines and fire extinguishers, by constructing water tanks at the top of the buildings, by providing a sufficient number of exits for the escape of the inmates in the event of a fire, by instituting fire drills and training the pupils of the Asylum in the manipulation of the fire-extinguishing apparatus, and by such other methods as may be deemed requisite for the purpose; and separate orders will issue in the Public Works department for the purpose of ascertaining what provision it is necessary to make for the adequate protection of the Asylum in the event of fire.

(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.  
" Public Works Department.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 782, EDUCATIONAL, DATED  
21st NOVEMBER 1908.

[SUBJECT.—*Insurance against fire of the Lawrence Asylum buildings, Ootacamund.*]

*From the Director of Public Instruction, Madras, dated 23rd April 1908, No. 2455.*

It seems to be a matter for the Committee. But Government may agree that the buildings should be insured.

H. D. TAYLOR—27-4-08.

A draft order is placed below for approval. It may be sent to Public Works Department for acceptance.

K. RANGASWAMI AIYANGAR—27-4-08.

C. A. SOUTER—28-4-08.

H. D. TAYLOR—28-4-08.

*To the Public Works Department.*

PUBLIC WORKS DEPARTMENT.

It is not in accordance with usage, or the policy of Government, to insure Government buildings—*vide* Code paragraph 1050 and the notes attached to Memorandum No. 1021-D., dated 31st August 1905. The Lawrence Asylum buildings were constructed from Imperial funds and are still maintained from these funds. They are classed as "Imperial Military" in the books and accounts of the Public Works Department and are thus, it is thought, the property of Government. There has been no deed of gift to the asylum authorities, so far as it is known, of these buildings. They are on a different footing to the Lawrence Asylum Press buildings in Madras which are the absolute property of the Institution, having been constructed from Asylum funds. The buildings at Ootacamund being thus regarded as Government buildings, it is for consideration whether the rule in paragraph 1050 of the Public Works Code should not be applied.

It may, of course, be said that if the insurance is effected, the Asylum funds will bear the charge but even here the Government is not entirely free of liability, as the funds of the institution are under Government control; and should there be a deficit, the Government would probably be asked to make it up. This matter is, however, one for the Educational, and not the Public Works Department.

R. PARSONS—7-5-08.

The general principle of the insurance of Government buildings against fire, with reference to paragraph 1050 of the Public Works Code, and in connection with Memorandum No. 1021-D., dated 31st August 1905, a proposal to insure the Government house buildings, was raised and discussed in 1905, and was submitted to His Excellency. It was decided not to insure, although there were three cases in Simla of Government buildings being insured for special reasons. The principle is that Government should insure its own buildings like any other very large property



owner, taking the risk and keeping the premiums in its pocket. In this case, however, the premium will be paid from Asylum funds and not by Government, so the principle will not apply. The draft may be accepted in Public Works Department.

P. HAWKINS—13-5-08.

*To the Educational Department.*

EDUCATIONAL DEPARTMENT.

A I am inclined to think that it would be wise in this case to insure. I am not quite clear whether Government would feel an obligation to rebuild the place if it was burnt out. The case seems a special one. If the insurance could be effected at 3 annas per cent., I should say it was money well spent. I am not aware whether there are any special arrangements for fire protection, *i.e.*, whether there is a tank at the top of the building or any arrangements for the boys and girls getting out at night. We might have a catastrophe there and it would be well to ask.

Ask this before going further.

M. H[AMMICK]—13-5-08.

Draft please.

C. A. SOUTER—20-5-08.

A draft memorandum to the Committee of the Lawrence Asylum is placed below for approval.

2. With reference to the Honourable Member's remarks at A *supra*, it is submitted that, although the buildings of the Lawrence Asylum are classed as "Imperial Military" for purposes of repairs, they seem to be the property of the Asylum. In this view, the Government would not appear to be under any obligation to rebuild the building if they should be destroyed by fire. The remarks of the Public Works Department may however be obtained un-officially.

K. RANGASWAMI AIYANGAR—20-5-08.

Issue official memorandum.

C. A. SOUTER—20-5-08.

[Official Memorandum No. 987-2, dated 20th May 1908.]

*To the Public Works Department.*

PUBLIC WORKS DEPARTMENT.

Please look up the points raised by Educational in the last note, dated 20th May 1908, *viz.*—

- (1) Ownership of the buildings.
- (2) Obligation to rebuild.

R. PARSONS—22-5-08.

Please see, with reference to the above queries, the précis of correspondence regarding the Lawrence Asylum, Ootacamund.

2. A number of old papers connected with the Asylum have been examined. There is no authority for the statement above that the buildings "seem to be the property of the Asylum". The cost of the buildings amounted to about 11½ lakhs, of which a sum of Rs. 87,402 was contributed from the Asylum funds.

*Vide* paragraph 17 of the précis of correspondence regarding the Asylum. No deed of gift to the Asylum Committee of the buildings can be traced. The buildings can in the circumstances be regarded only as Government property.

3. As regards the other point, *viz.*, obligation to rebuild, the papers do not throw any direct light. The Secretary of State for India in paragraph 2 of his despatch to the Government of India, No. 35, dated 9th December 1861, stated "It is the desire of Her Majesty's Government that there should be one Asylum of this character in each presidency in which a given number of orphan children, of both sexes, should be maintained at the public cost". From this statement it is inferred that in case the buildings were burnt out the Government would have to provide other accommodation. The case is, however, a peculiar one. Perhaps a reference to the Government of India may be suggested.

P. K. SUBBA AIYAR—24-6-08.

The file may now be returned to the Educational Department un-officially.

It is also believed that the land on which the buildings are situated as well as the extensive domain attached to the institution have not been alienated by Government. Upon this point the Educational Department may consult Revenue, if desired.

R. PARSONS—29-6-08.

P. HAWKINS—2-7-08.

*To the Educational Department.*

EDUCATIONAL DEPARTMENT.

I think it is much to be regretted that the Lawrence Asylum cannot be treated as a Government institution under the direct control of the Department, provided that India agreed to bear the cost of new buildings and important improvements which cannot be met from the funds of the institution. That would make the position quite clear. India have, in a recent communication, admitted their liability to contribute the cost of new buildings. Will Revenue please state how the site on which the Asylum is built and the land attached to the institution is registered in the revenue accounts?

Meanwhile, remind Director of Public Instruction to reply to the memorandum of 28th April.

H. D. TAYLOR—4-7-08.

*To the Revenue Department.*

REVENUE DEPARTMENT.

The information is not available in this office. A draft official memorandum to the Board is submitted for approval.

N.R.—14-7-08.

Issue.

F. NOYCE—15-7-08.

[Official Memorandum No. 1407-D./08-1, Revenue, dated 16th July 1903.]

*From the Board of Revenue (Land Revenue), Mis. No. 2573, dated 27th August 1908.*

The Collector of the Nilgiris reports that the site on which the Ootacamund Lawrence Asylum is built and also the lands attached to the institution are registered in the village accounts in the name of the Lawrence Asylum Committee free of



assessment. The file may, it is submitted, be now transferred to the Educational Department un-officially with reference to A on page 3 *supra*. It is for orders whether any further enquiry should be made as to how the lands came to be registered in the name of the Lawrence Asylum Committee free of assessment.

N.R.—7-9-08.

M.R.N.—7-9-08.

There should be papers on the subject in the office but possibly the alienation was within the sanctioning powers of the Board. Further enquiries will be made on the point if Educational wish it.

F. NOYCE—8-9-08.

To the Educational Department.

#### EDUCATIONAL DEPARTMENT.

*Ownership of the Lawrence Asylum buildings.*—The Lawrence Asylum was established in August 1858 at Ootacamund by a private committee with the aid of the foundation money left by Sir Henry Lawrence and private donations and subscriptions. The Asylum was first opened in the Stonehouse property which was purchased and paid for by the Committee. This property was valued at Rs. 22,000.

2. In the following year, the Government proposed to take over the Asylum and to maintain it as a Government institution; and requested the Committee of the Ootacamund Lawrence Asylum to state if they were prepared to transfer the Asylum to Government—G.O., No. 1873, dated 27th May 1859. The Committee agreed to transfer the Asylum to Government on certain conditions prescribed by the Government of India as regards religious instruction—*vide* its letter, dated 31st January 1860, No. 1, on page 86 of the selections.

3. Shortly after, a proposal was submitted to Government that the Military Male Orphan Asylum at Madras should be removed to Ootacamund and amalgamated with the Lawrence Asylum. In a memorandum on the subject, the then Director of Public Instruction (Mr. A. J. Arbuthnot) wrote as follows in regard to the provision of a building for the combined institution :—

" . . . . I was unable to obtain anything like a definite estimate of the cost of such a building as would be required. As far as I could ascertain, it will not be much less than a lakh of rupees. To meet this charge, the Committee of the Lawrence Asylum have in hand, or will have shortly Rs. 40,000. The buildings at Madras may be estimated at the lowest at Rs. 30,000, and in the event of a new site being chosen, the Stonehouse property, which I was assured would fetch, if sold, the amount it cost the Committee, may be estimated at Rs. 22,000. The deficiency, if any, would doubtless be supplied by the Government in the form of a grant-in-aid."

4. In a draft letter prepared by him, dated 9th December 1859, on the subject of the amalgamation of the Military Male Orphan Asylum with the Lawrence Asylum, Mr A. J. Arbuthnot, as Director of Public Instruction and as one of the Governors of the Military Orphan Asylum, stated :—

"The erection of the necessary buildings will considerably exceed the means at the disposal of the two Committees. The Committee of the Lawrence Asylum are only able, of the funds now at their disposal, to set apart the sum of Rs. 40,000 for the buildings required for the male branch (of their institution) in the event of its amalgamation with the Madras Asylum. The value of the Military Male Orphan Asylum premises may be estimated at Rs. 50,000, and we are about to apply to the Committee of the Indian Relief Fund for a grant out of the funds in their hands which may be available for the benefit of the Protestant soldiery of the Madras Presidency. It is not probable that the funds above specified will prove sufficient for the purpose, and it is hoped that the Government will be pleased to supply the deficiency. We are instructed further to request that the Governor in Council will authorize the Chief Engineer in the Department of Public Works to furnish us

"with plans and estimates, and that he will permit the work to be carried out through the agency of the Public Works Department, and under the immediate superintendence of an efficient officer of that department. This arrangement, while it will be calculated to ensure efficiency in the execution of the work, will prevent its cost being enhanced by competition with other public works in progress on the Nilgiris."

"We are instructed to enquire whether the Government will be prepared to purchase the Male Asylum premises which, from their situation and extent, are well adapted for public purposes."

5. The Local Government accepted the proposed amalgamation of the two Asylums and the proposal to place the combined institution under a private committee and recommended to the Government of India—

"(1) that the management of the Male Branch of the Ootacamund Asylum, together with that of the Madras Male Asylum, be transferred to a committee, and

"(2) that a grant be made to the combined institution by Government, equivalent to what would be the probable expenditure on the part of Government if the Lawrence Asylum were maintained by the State as a separate institution," the grants proposed being a monthly payment of Rs. 2,500 and a grant in aid of the cost of the building which would have to be erected for the Male Asylum at Ootacamund—these to be in addition to the annual payments made to the Madras Male Asylum—*vide* letter No. 1263, dated 31st March 1860.

Letter No. 1263, dated 31st March 1860, on pages 89-91 of the selections. In addition to these, the Government was to pay a grant of Rs. 1,500 a month towards the maintenance of the Female Branch. "On the other hand, the Government was to receive the property and funds belonging to the Lawrence Asylum and the house at Madras belonging to the Male Orphan Asylum—*vide* paragraph 12 of the Government of India letter No. 2609, dated 11th July 1860."

6. The Government of India approved the proposals and observed—

" . . . . In the event of the scheme and its concomitant expense being sanctioned by Her Majesty's Government, it must be understood that the name of 'Lawrence Asylum' is to be maintained and perpetuated, notwithstanding its amalgamation with the Military Orphan Asylum. And before agreeing to build a new school-house at Ootacamund, the Government of India will require that a detailed estimate of the probable cost of the building should be submitted, and that due provision be made for carrying on the work under the supervision of an officer of the Public Works Department."

7. In his despatch No. 35, dated 9th December 1861, the Secretary of State approved these proposals generally except that relating to the amalgamation of the Military Male Asylum with the Ootacamund Asylum, which, he said should be considered later "when opinions on the question were more decided and uniform one way or the other."

8. In their despatch No. 8, dated 14th August 1862, the Madras Government reported to the Secretary of State the steps which had been taken by them with regard to the Ootacamund Lawrence Asylum. They stated that in conformity with the instruction given in paragraph 9 of the Secretary of State's Despatch, No. 35, dated 9th December 1861, they had undertaken to maintain at the cost of the State 150 boys and 80 girls, leaving the expense of maintaining the remaining boys and girls to be borne by the public. They also urged that the proposal for the amalgamation of the Military Male Orphan Asylum, Madras, with the Lawrence Asylum should again be taken into consideration.

9. In his despatch No. 4, dated 25th February 1863, the Secretary of State sanctioned the amalgamation of the Military Male and Female Asylums with the Lawrence Asylum and in a subsequent despatch No. 5, dated 9th March 1863, he authorised this Government to proceed with the erection of the buildings on receipt of the orders of the Government of India on the general scheme for the Asylum. He also approved the selection of the plateau beyond Lovedale as the site for the Asylum in his despatch No. 3, dated 24th February 1864.



10. Plans and estimates amounting to 11½ lakhs were accordingly prepared by the Public Works Department for the construction of a set of buildings for the Male and Female Branches of the Lawrence Asylum at Lovedale. They were forwarded to Mr. Chisholm (then Executive Engineer, Presidency Division) for revision, who submitted a final estimate costing Rs. 9,96,729. This estimate was forwarded to the Government of India with letter No. 455 P.W., dated 16th February 1867. The plans and estimates were sanctioned by the Government of India in their letter No. 523 (Military Works), dated 29th May 1867, and they suggested the desirability of reducing the cost of the buildings in some respects.

11. It will thus be observed that the Lawrence Asylum buildings at Lovedale were constructed by Government partly in return for the funds and property (Stonehouse, Norwood and the Madras Military Male Orphan Asylum buildings) taken over by Government, but mainly as a grant-in-aid towards the establishment of the Asylum. The conclusion in paragraph 1 of Public Works office-note on page 2 *supra* that the Lawrence Asylum buildings "can be regarded only as Government property" does not seem to be correct. This view gains support when it is remembered that the lands on which the Asylum buildings stand are registered in the name of the committee.

R. PARSONS—18-11-08.

12. *Insurance of the Lawrence Asylum buildings against fire.*—If it is conceded that the buildings are the private property of the Asylum, then there does not appear to be any objection to permission being accorded to the Committee to insure them against fire. From paragraph 5 of the Principal's letter, dated 9th July 1908, it is observed that the rate of premium for insurance is 3 annas per cent. *plus* 25 per cent.

The amount would not be less than Rs. 10 lakhs inclusive of addition to the original buildings, furniture, etc., and at 3·25 annas on Rs. 100 the premium would be about Rs. 3,380 per annum. I don't think the Asylum could afford this.

H. D. TAYLOR—20-10-08.

on premium, or 3 annas 9 pies per cent. The Principal also states that this premium is considered to be a heavy one. No information is furnished as to the amount for which it is proposed to insure the buildings at Lovedale or as to the amount of premium payable annually on this account.

13. *Arrangements for fire protection.*—In Memorandum No. 987-2, dated 20th May 1908, the Committee of the Asylum was requested to state whether there were any special arrangements at the Asylum for the protection of the buildings from fire, whether there was a tank at the top of the building and whether any provision existed for the inmates getting out of the building at night in the event of a fire happening.

14. The Committee states that there is an old fire engine at the place, but that it is useless, as it exhausts all the water available in *less than two minutes*. There are also 12 fire-extinguishers, ten in the boys' school and two in the girls' school, with full instructions attached for their utilization and in the manipulation of which the boys are practised. The Committee also reports that there is no tank at the top of any of the buildings.

15. As to the provision for escape in the event of an outbreak of fire, it is stated that there are three exits from the main block of the dormitories on the boys' side and that these are kept unlocked at night. The Committee considers the existing provision insufficient and has requested the Executive Engineer to submit plans and estimates for improving the exits and providing additional ones. On the nursery side of the boys' department, there is one main exit and one small one; and the Committee states that the improvement of this is also receiving the attention of the Executive Engineer. As regards the girls' department, the Committee reports that the girls sleep on the ground floor and that, in its opinion, there is no need to improve the exits of the girls' dormitories.

K. RANGASWAMI AIYANGAR—17-10-08.

The Government *do* pay for the repair of the buildings and *have* paid for extensions on several occasions. All that the Government have hitherto done has been to place a limit on further expenditure on extensions.

R. PARSONS—18-11-08.

By the Local Government. But the Government of India seem disposed to accept the responsibility.

H. D. TAYLOR—20-10-08.

buildings. Government, however, have a control over the budget and they should be informed of the annual amount of premium.

2. The question of fire appliances, etc., is separate and the Committee may be asked to report separately the cost of the improvements mentioned in their letter.

A separate reference on the point was made last week?

H. D. TAYLOR—20-10-08.

C. A. SOUTER—19-10-08.

Assuming that the original buildings cost Rs. 9½ lakhs, they could not, with subsequent additions and furniture, be insured at less than Rs. 10 lakhs, or what the annual premium at 3·25 annas per cent. would be Rs. 2,342 per annum—it is doubtful whether the committee could raise this sum.

2. Was the original capital cost of the buildings (Rs. 9½ lakhs) debited to Imperial or to Provincial Revenues?

H. D. TAYLOR—20-10-08.

With reference to the Secretary's query in paragraph 2 of his note above, attention is solicited to the Government of India letter No. 523 M., Military Works, dated 29th May 1867, in which

that Government accorded sanction to the plans and estimates of the Lawrence Asylum buildings. It is observed from paragraph 6 of this letter, that sanction to the estimates was registered by the Government of India (Military Works), as No. 21 M. of 1867-68. Please see also page 12 of the Public Works Department budget for 1883-84, in which the provision for construction of boys' hospital at the Lawrence Asylum was entered under "Imperial Military Works."

K. RANGASWAMI AIYANGAR—30-10-08.

C. A. SOUTER—3-11-08.

The Lawrence Asylum buildings appear to be really of the nature of Government buildings and need not therefore be insured against fire, but the buildings belong really to the Imperial (Military Works) Department. The cost of insurance would be very heavy.

H. D. TAYLOR—4-11-08.

A good deal has been written I see, in the notes, about the obligation on Government to rebuild if the Asylum were burnt down, or part of it.

There can, of course, be no question of *legal* obligation: none can possibly arise.

If there were a fire, Government would almost certainly restore the accommodation in some shape or other: they could not well leave a semi-public institution of its age and importance houseless. The Government would supplement any available funds the Asylum might have. And we may feel certain that the great bulk of the burden, if not the whole, would fall upon Government. If so, the policy which Government have followed of not insuring would apply.

With the scanty funds of the Asylum, it seems undesirable financially to add to the expenditure on fire insurance. But the Committee must be required to make adequate provision for fire protection by purchasing efficient fire-engines, etc., and instituting fire drill, etc. The Public Works Department should, I think, report what provision is required.

G. S. F[ORBES]—6-11-08.



A. L[AWLEY]—8-11-08.

A separate reference has been made to the Committee on the subject of fire equipment, exits and the like. If their reply has been received, it may be sent to Public Works Department at once for further action in continuation of the present Government Order which will refer to the subject.

H. D. TAYLOR—9-11-08.

2. No reply has yet been received from the Committee of the Asylum to the reference made to it on the subject of protection from fire, exits, etc. The Secretary's orders at **A** above have been noted, and will be carried out as soon as the reply is received.

K. RANGASWAMI AIIYANGAR-10-11-08.

C. A. SOUTER—11-11-08.

H. D. TAYLOR—12-11-08.

G. S. F[ORBES]—17-11-08.

*To the Public Works Department for acceptance.*

H. D. TAYLOR-18-11-08.

It seems undesirable to name a particular officer of the Public Works Department in this connection. The

Separate orders will issue in the Public Works Department calling on the Executive Engineer in charge of the Asylum Buildings to report. . . .

P. HAWKINS-19-11-08.

*To the Educa'tional Department.*

EDUCATIONAL DEPARTMENT.

Say "for the purpose of ascertaining." Issue, thus revised.

H. D. TAYLOR-21-11-08.

[G.O., No. 782, Educational, dated 21st November 1908.]

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

190

READ ALSO:—

C. No. 987, From the D.P.I., No. 2455, dated 23 - 4 - 1908

" " 1541 " " "Principal, Law Asylum, " 881 " " 9 - 7 - 1908

190

ORDER.

P.S.

No. 782, dated 21-11-1908

With reference to their letter No. 3625, dated 27th March 1908, the Committee of the Lawrence Asylum Ootacamund, will be informed that the Asylum buildings need not be insured against fire. In view of the limited

funds of the Asylum, it seems undesirable financially to add to the expenditure of the Asylum, the charges on account of fire insurance.

insurance.

2. *It is clearly necessary*  
*that* ~~The Committee should~~ however,  
~~make~~ *He made the* adequate provision for protection  
of the buildings and the inmates from  
fire



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fire by purchasing efficient fire Engines and fire extinguishers, by constructing <sup>water</sup> tanks at the top of the buildings, by providing a sufficient number of exits for the escape of the inmates, in the event of a fire, and by instituting fire drills and training the pupils <sup>of the Asylum</sup> in the manipulation of fire extinguishing apparatus, & by

*Such other methods as may be deemed requisite for the purpose; and*

Separate orders will issue in the Public Works Department ~~calling~~ <sup>for the purpose of</sup> on the Executive Engineer in charge of ~~to ascertain~~ the Asylum buildings to report as to what provision it is necessary to make <sup>for the protection of the buildings</sup> ~~in the event of~~ <sup>Asylum</sup> and the inmates from fire.

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*Sept 25/10  
11/12/18*

To,  
The Committee of the Lawrence  
Asylum, thro' the D.P.I.  
" Director of Public Instruction.  
" Public Works Department.

*25/10  
28/11/18*



## PRESS SLIP.

1,500-10-5-08.

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL  
LEGISLATIVE DEPARTMENT.

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

G.O., No. 782, dated 21-11-1908.

Number of MS. pages sent { Correspondence including order or orders  
(b)  
(b)  
Notes.....Docket. *Lawrence Bayliss* *Informing the Committee**4/5/08. Recommended that the Bayliss buildings*  
*need not be insured against fire.*Number (c) of copies required when struck off (not including  
copies for volumes and editors' table which are retained  
in the Press).Complete  
Correspondence  
and orders.

Notes

## FOR RECORD.\*

Madras Records ... .. 20

Opty Records ... .. 2

For filing with original ... .. 1

Total ... 24

## FOR ISSUE.†

Letter only.  
Complete  
G.O. (b)  
Special issue copies  
of G.O. No. Papers. Notes.

Signature copies.....

India Office.....

Govt. of India.....Dept. 5

Public Department.....

Judicial Department.....

Financial Department.....

Revenue Department.....

Public Works Department.....

Local and Municipal Department.....

.....Dept.

Total ...

Spare copies.

The Director of Public Instruction..... 5

The Comr. for Govt. Examinations.....

The Superintendent, Govt. Museum.....

The Surgeon-General.....

The Accountant-General.....

The Collector of.....

The P. D. B.....

The.....

The.....

The.....

The.....

The.....

The.....

The.....

The.....

The.....

Total ... 10

\* Copies distributed on.....\*(Press Clerk.)

† Copies distributed on.....\*(Despatcher.)

\* To be initialled and dated.

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 discre-  
tion 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.(b<sup>1</sup>) 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 Superin-  
tendent 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.



| 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.....                     | 24/11/08. <i>[Signature]</i> |
| First proof furnished on.....                 | 30/11/08. <i>[Signature]</i> |
| Call for revised proof received on.....       | 01/12/08. <i>[Signature]</i> |
| Revised proof furnished on.....               | 03/12/08. <i>[Signature]</i> |
| Corrected proof received for striking on..... | 20/11/08. <i>[Signature]</i> |
| Final copies supplied on.....                 |                              |

  

| Account of copies.                      | Complete copies. | Notes. | Issue copies. |
|-----------------------------------------|------------------|--------|---------------|
| Supplied to Secretariat for Record..... | 34               | 18     |               |
| " " " Issue.....                        |                  |        |               |
| For Volumes.....                        |                  |        |               |
| For E. T.....                           |                  |        |               |
| Total ...                               | 20               | 18     |               |