

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1908.

Enclosures

Spare copies

G.O., No. 842, 22nd December 1908.

Mr. Thurston.

Enquiring whether — is entitled to the concession of adding three years to his qualifying service granted to Educational officers by article 404 of the Civil Service Regulations.

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GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

Order—No. 842, Educational, dated 22nd December 1908.

The Government of India will be addressed.

[Here enter Letter No. 843, Educational, dated 22nd December 1908.]

(True Extract.)

H. D. TAYLOR,
Secretary to Government.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

No. 843.

From

H. D. TAYLOR, Esq., I.C.S.,
Secretary to the Government of Madras,
Educational Department,

To

THE SECRETARY TO THE GOVERNMENT OF INDIA,
HOME DEPARTMENT.

Dated Fort St. George, the 22nd December 1908.

SIR,

I am directed to address the Government of India on the subject of applying article 404 of the Civil Service Regulations in the case of Mr. Edgar Thurston, Superintendent of the Government Museum at Madras.

2. Mr. Thurston was appointed by the Secretary of State to fill the post of Superintendent of the Madras Central Museum in 1885 and he entered upon his duties on the 12th October 1885. Mr. Thurston was born on the 14th July 1855; he was thus 30 years of age when he joined the service. When he was selected for the post, Mr. Thurston was informed by Mr. Horace Walpole, then Under Secretary of State, that he would "enjoy whatever privileges are attached to graded appointments in the Educational and other departments." Paragraph 9 of his agreement accordingly provides that his service "(commencing from the date of his entry on the performance of his duties as aforesaid) shall count as service towards leave and pension under such rules as regards leave and pension as may for the time being be applicable to appointments in the Indian Educational graded service, provided always that in case of any dispute as to the interpretation of any of the said rules or otherwise relating in any way to them, the decision of the Secretary of State for India in Council shall be conclusive."

3. Mr. Thurston has put in over 23 years' service and will attain the age of 55 years on the 14th July 1910. As the time for his retirement is thus approaching, Mr. Thurston enquires whether with reference to the terms of his agreement he will, as having commenced his service when he was thirty years of age, be permitted to add three years to his qualifying service under article 404 of the Civil Service Regulations. With regard to this request, the Accountant-General observes that Mr. Thurston is not entitled to the concession in article 404 as he has not been holding any of the appointments enumerated therein, namely:—

- (1) Director of Public Instruction;
- (2) Inspectors of Schools;
- (3) Principals and Professors of Colleges; and
- (4) Headmasters of Colleges and High Schools.

4. The Governor in Council is unable to accept the view taken by the Accountant-General. Under his agreement Mr. Thurston appears to be entitled to the benefit of the concession in article 404 of the Civil Service Regulations, being the concession allowed to officers of the Indian Educational graded service by section 118 (a) of the Civil Pension Code, sixth edition, which was in force in 1885 when Mr. Thurston entered the public service. The appointments enumerated in article 404 of the Civil Service Regulations are the same as those given in section 118 (a) of the Civil Pension Code which comprised practically all the appointments then included in the Educational graded service. The appointments which do not find a place in the list are those created since section 118 (a) of the Civil Pension Code was originally drafted, such as Vice-Principals of Colleges, Deputy and Assistant Directors of Public Instruction, and Superintendents of Schools of Art.

5. In these circumstances, I am directed to enquire whether the Government of India agree with this Government that Mr. Thurston, under his agreement, is entitled to the concession of adding three years to his qualifying service granted to Educational officers by article 404 of the Civil Service Regulations. If the Government of India do not agree, I am to request that, if there be no objection, the question may be submitted to the Secretary of State for orders.

I have the honour to be,

Sir,

Your most obedient servant,

H. D. TAYLOR,
Secretary to Government.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., Nos. 842, 843, EDUCATIONAL,
DATED 22ND DECEMBER 1908.

[SUBJECT.—*Question regarding the application of article 404 of the Civil Service Regulations to Mr Thurston, Superintendent of the Government Museum.*]

In his letter No. 500, dated 3rd September 1908, disposed of in G.O., No. 412 R., dated 29th September 1908, Mr. Thurston stated that according to his agreement with the Secretary of State, he came, as regards leave and pension, under such rules as are applicable to appointments in the Indian Educational Graded Service, and enquired whether, as having commenced his service when he was 30 years of age, he would be permitted under article 404 of the Civil Service Regulations to add three years to his qualifying service.

2. Thereupon the office noted as follows:—

“Mr. Thurston’s third request is that he may be permitted to add three years to his qualifying service under article 404 of the Civil Service Regulations having regard to the fact that according to the terms of his agreement he comes as regards leave and pension under such rules as are applicable to appointments in the Indian Educational Graded Service.

“Article 404 of the Civil Service Regulations runs—

“In the case of officers who were in the Educational Department on 23rd July 1896, the following rule applies:—

“For the purpose of calculating the amount of pension ordinarily admissible to an officer, not being a native of Asia, whose qualifying service began after 25 years of age, and whose service for which pension is claimed amounts to not less than 10 years, and has been passed wholly in one or other of the following offices, three years shall be added to the qualifying service:—

“(1) Directors of Public Instruction.

“(2) Inspectors of Schools.

“(3) Principals and Professors of Colleges.

“(4) Headmasters of Colleges and High Schools’.

“The Accountant-General observes that Mr. Thurston is not entitled to the concession in article 404 of the Civil Service Regulations as he has not been holding any of the appointments enumerated therein, namely—

A “(1) Directors of Public Instruction.

“(2) Inspectors of Schools.

“(3) Principals and Professors of Colleges.

“(4) Headmasters of Colleges and High Schools.

“When the Secretary of State was requested in 1885 to appoint a person for the post of Superintendent of the Museum, this Government in paragraph 8 of their despatch No. 2, Public, dated 12th January 1885, stated that the selected officer would have free quarters on the Museum premises and recommended ‘that he should enjoy whatever privileges are attached to graded appointments in the Educational and other departments.’

“When Mr. Thurston was appointed to the post of Superintendent of the Madras Museum, he was informed by Mr. Horace Walpole, Under Secretary of State, as follows:—

“‘3. You will have free quarters on the Museum premises and will enjoy whatever privileges are attached to graded appointments in the Educational and other departments’—*vide* page 1 of G.O., No. 1656, Public, dated 16th July 1885.

“Paragraph 9 of Mr. Thurston’s agreement runs—

“‘That the service of the party of the first part (under these presents) (commencing from the date of his entry on the performance of his duties as aforesaid) shall count as service towards leave and pension under such rules as regards leave and pension as may for the time being be applicable to appointments in the Indian Educational Graded Service, provided always that in case of any dispute as to the interpretation of any of the said rules or otherwise relating in any way to them, the decision of the Secretary of State for India in Council shall be conclusive.’

"As the concession granted in article 404 of the Civil Service Regulations is limited only to certain specific appointments, it is doubtful whether Mr. Thurston is entitled to add three years to his service under the above article. The Financial Department may perhaps be consulted u.o. on this point."

3. The Under Secretary (Mr. C. A. Souter) in his note, dated 17th September 1908, stated that Mr. Thurston did not seem entitled to the concession in article 404, Civil Service Regulations.

4. In his note, dated 18th September 1908, the Secretary (Mr. H. D. Taylor) observed—

"3. As regards the application of article 404, Civil Service Regulations, I am of opinion that, by implication, Mr. Thurston should be considered entitled to the benefit of it. Though the reference is to 'privileges attached to graded appointments in the Educational Department' and 'service for pension counts under rules applicable to appointments in the Indian Educational graded service,' without a specific reference to article 404, Civil Service Regulations, yet the classes of officers referred to in article 404, Civil Service Regulations, covers practically every appointment in the Indian Educational Service other than the Deputy Director of Public Instruction, Vice-Principals of Colleges, and Superintendent of the School of Arts. If there is any doubt on the subject a special reference may be made to India, if Government desire to recommend the grant of the concession. There is a precedent, it is believed, in the case of the late Government Botanist."

5. The Financial Department thereupon said—

"Mr. Thurston's case will have to be submitted to India if it is desired to grant him the concession in article 404 of the Civil Service Regulations."

6. The Chief Secretary (The Hon'ble Mr. Hammick) in his note, dated 20th September 1908, stated—

"Yes. A reference to India will be necessary."

7. In his note, dated 22nd September 1908, the Secretary directed—

"... Separate action may be taken on the other points."

8. The Honourable Member agreed.

9. His Excellency the Governor in his note, dated 23rd September 1908, observed—

"I agree... that the necessary application may be made to India *in re* the concession under 404, Civil Service Regulations."

10. The Secretary in his further note directed—

"... Then take up the other point, if it can be taken up at this stage."

11. The office thereupon noted—

"2. The other questions will be taken up after the order has issued. Please see, however, article 915 of the Civil Service Regulations under which questions affecting the pension of an officer should not be submitted until after the officer has actually retired."

12. The Under Secretary in his note, dated 29th September 1908, said—

"Articles 915 and 916, Civil Service Regulations, save cases in which there is any special cause for departing from the rule. There hardly seems to be such cause now as regards pension. The application of article 404 to the post of Superintendent of the Museum might, however, be raised quite apart from pension."

13. The Secretary in his note, dated 29th September 1908, observed—

"... After issue Pension may be asked u.o. whether any objection exists to raising the question of the grant to Mr. Thurston of the privileges conferred on certain officers under article 404, Civil Service Regulations. Please look up the case of the late Government Botanist (in Revenue Department). The question of a *locum tenens* has to be brought up for early consideration. Who acted on last occasion? Was it not Professor Henderson of the Christian College? Put up a separate note on the point, please, with papers."

14. The point at B has been submitted separately for orders. This file may, it is submitted, be forwarded to the Pension Department, u.o., with reference to the Secretary's orders at A *supra*.

P.R.—23-10-08.

K. RANGASWAMI AIYANGAR—26-10-08.

C. A. SOUTER—23-10-08.

To the Pension Department.

PENSION DEPARTMENT.

The case of the Government Botanist—G.O., No. 102, Revenue, dated 8th February 1899—is submitted. In paragraph 12 of his agreement, Mr. Barber says that "he shall be entitled to reckon as service qualifying for *superannuation* (but "not for any other class of pension) a period of five years for special qualification as if

Article 404 (4th edition).

"his office had been named in rule 441 "of the Civil Service Regulations."

Page 5 of G.O., No. 102, Revenue, dated 8th February 1899.

Paragraph 2 of the Secretary of State's Despatch No. 207, Revenue, dated 10th November 1898, thereon says—

"The 12th paragraph of the agreement embodies a concession, in respect of years qualifying for *superannuation* pension, which was granted to Mr. Barber, on the ground of special qualifications and in view of his appointment at a mature age."

2. In the case of Mrs. Brander, late Inspectress of Girls' School, the Government of India was addressed to grant her the concession allowed by article 404 of the Civil Service Regulations *before* her actual retirement and this was sanctioned by the Secretary of State—see Secretary of State's Letter No. 397, Educational, dated 12th July 1901. Despatch No. 191, Financial, dated 22nd November 1901, on page 3 of G.O., No. 16, Educational, dated 9th January 1902.

3. Submitted that there seems to be no objection to raising the question in Mr. Thurston's case now.

K. SRIKANTA AIYAR—11-11-08.

There is no objection in this department to addressing India at this stage—*vide* last sentence of Civil Service Regulations 915. There are precedents, and in this case the agreement specially provides for the Secretary of State settling doubtful questions.

A. GALLETTI—12-11-08.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

The case of the Government Botanist referred to was not that of Mr. Barber, but of his predecessor? I think we also in *Educational* addressed India in Mr. Nelson's case.

Please draft for approval.

H. D. TAYLOR—13-11-08.

A draft letter to India is submitted for approval.

2. But it is submitted that no reference to the Government of India seems to be required in this case. The concession in article 404 of the Civil Service Regulations is the same as that allowed to Educational officers by section 118 (a) of the Civil Pension Code, sixth edition, which was in force in 1885, when Mr. Thurston was appointed Superintendent of the Government Museum. The Educational officers enumerated in section 118 (a) of the Civil Pension Code, namely, Inspectors of Schools, Principals and Professors of Colleges and Headmasters of Colleges and High schools were the only officers then included in the Educational graded service. Under paragraph 9 of his agreement, Mr. Thurston is governed by "such rules as regards

Vide pages 2 to 7 of the List of officers of the Educational Department corrected up to 1st January 1887.

"leave and pension as may for the time

"being be applicable to appointments in the Indian Educational graded service." There appears to be thus no doubt that Mr. Thurston is entitled to the concession in article 404 of the Civil Service Regulations, which has taken the place of article 118 (a) of the Civil Pension Code.

3. The Pension Department may, it is submitted, be consulted u.o. as to whether they agree that Mr. Thurston is entitled to the concession in article 404 of the Civil Service Regulations and that no reference to the Government of India is necessary.

T.K.—5-12-08.

K. RANGASWAMI AIYANGAR—6-12-08.

The above fact ought to have been noticed before. It would certainly seem now that Mr. Thurston's agreement intended to give him the concession granted to the officers mentioned in section 118 (a) of the Civil Pension Code. Financial and Pension may be consulted.

C. A. SOUTER—7-12-08.

As the Accountant-General is not prepared to admit the claim without the special sanction of the Government of India, a reference to India is necessary to place the matter beyond doubt.

H. D. TAYLOR—8-12-08.

To the Pension Department for acceptance or remarks.

PENSION DEPARTMENT.

Please see notes connected with G.O., Nos. 396, 397, Educational, dated 12th July 1901. The concession (article 404, Civil Service Regulations) is granted on the grounds that the officers filling the appointments mentioned in the article had to undergo a training and experience which prevented their taking up the appointments until they were 25 years of age—please see Accountant-General's remarks on pages 5 and 6 of the notes.

2. Reference is also solicited to the notes on pages 7, 8 and 9 of G.O., Nos. 396, 397, Educational, dated 12th July 1901. The concession in article 404 applies to those who enter the Indian Educational Service after the Government of India Resolution, dated 23rd July 1896, No. 4, Educational.

3. The Resolution quoted above also says as follows:—

"Every European officer who has been permanently appointed to the graded list will be given the option of coming under the new scheme or of continuing on the graded list and obtaining promotion as vacancies occur in it, subject to the condition that only those considered fit for promotion will get it. Those officers who elect to come under the new scheme will count their past service on the graded list for the purpose of fixing their pay and increments as well as towards leave and pension."

4. Although Mr. Thurston's appointment is a special one, the concession to members of the Educational Department granted by article 404 of the Civil Service Regulations would seem to be secured to him by the terms of his agreement—paragraph 9 of the agreement—inasmuch as the agreement is similar to those taken from Educational officers appointed by the Secretary of State.

5. As the point is doubtful, the suggested reference to India may, it is submitted, be accepted in *Pension*.

6. There is also another point for consideration.

Mr. Thurston's service commenced on the 12th October 1885 and from paragraph 3 of the draft letter to India it may be presumed that he intends retiring on the 14th July 1910 when he attains his 55th year. He will therefore on that date have rendered a service of 24 years, 9 months and 3 days. If he remains in service till the 12th October 1910, he completes 25 years' service entitling him to a

* His pay is now Rs. 800 a month. pension of half of his average emoluments or Rs. 400 * *per mensem* subject to a deduction of $\frac{1}{10}$ th of this amount, on account of his having been 31 years of age when his qualifying service began—see article 478 (a), Civil Service Regulations. If he retires on attaining the age of 55 years, the addition of three years under article 404 to his qualifying service would be of no benefit to him, inasmuch as the minimum period required for a half pension is 25 years; and this service he puts in, if he continues in service till the 12th October 1910.

The reference to India now suggested will be necessary only if he is to retire now.

K. SRIKANTA AIYAR—11-12-08.

The Accountant-General might perhaps see these notes u.o. and be asked whether he can see his way to modifying his opinion.

A. GALLETTI—12-12-08.

Do you mean that he does not want to come back at all? Can he retire before he is 55 years?

C. J. WEIR—14-12-08.

Please see Mr. Thurston's letter No. 500, dated 3rd September 1908, on page 1 of G.O., No. 412 R., Educational, dated 29th September 1908. He wishes to know whether Government will retire him on the 14th July 1910 when he attains the age of 55 years, or will then grant him a short extension of service to enable him to complete 25 years' service. He also asks if he will have the advantage of article 404 of the Civil Service Regulations.

The latter request is evidently to enable him to have the term of service *now* for a full pension and not to come back if granted. He cannot, it is submitted, retire except on an *invalid* pension before he is 55 years.

I do not think so at all.
H. D. TAYLOR.

K. SRIKANTA AIYAR—15-12-08.

I understood from Mr. Thurston himself that he did not wish to come back, but don't know how he proposed to work it. He will have to come back unless he is unfit for further service, or unless he has more leave due (which does not appear to be the case), or forfeit his pension.

A. GALLETTI—16-12-08.

This had better go back to Educational to see.

C. J. WEIR—16-12-08.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

I understand from Mr. Thurston that he has every intention of returning to duty and also would be glad of a short extension if Government would recommend it. I think Mr. Galletti must be under a misapprehension.

But Mr. Thurston told me privately that if the three years' concession was *refused* he would not be keen either to come back or to extend his service beyond the 55 years.

I do not think that he is asking for the concession, to which he justly believes himself entitled, with any desire not to return to India. In fact the boot is on the other leg. If he is not given the concession he will regard it as a censure, and retire as soon as possible. I see no objection to the draft.

H. D. TAYLOR—17-12-08.

To the Pension Department.

PENSION DEPARTMENT.

Resubmitted.

A. GALLETTI—18-12-08.

I see no objection to draft.

C. J. WEIR—19-12-08.

To the Educational Department.

Nos. 842, 843, EDUCATIONAL, 22ND DECEMBER 1908.

EDUCATIONAL DEPARTMENT.

For approval.

H. D. TAYLOR—21-12-08.

Approved.

G. S. F[ORBES]—21-12-08.

Issue.

H. D. TAYLOR—22-12-08.

[G.O., Nos. 842, 843, Educational, dated 22nd December 1908.]

Educational Department.

ORDER

W. 842 of 22-12-08

P. S.

The Government of India will
be addressed.

LETTER to

W. 843 of 22-12-08

The Secretary to the

Government of India,

Home Department.

Sir,

I am directed to address the Government of India on the subject of applying article 404 of the Civil Service Regulations in the case of Mr. Edgar Thurston, Superintendent of Government Museum, Madras.

2. Mr. Thurston was appointed by the Secretary of State to fill the post of Superintendent of the Madras Central Museum in 1885 and he entered upon his duties on the 12th October 1885. Mr. Thurston was born on the 14th July 1855; he was thus 30 years of age when he joined the service. When he was selected for the post, Mr. Thurston was informed by Mr. Horace Walpole, then Under-Secretary of State, that he would "enjoy whatever privileges are attached to graded appointments in the Educational and other Departments." Para 9 of his agreement, accordingly

See page 1 of G.O. No. 1656 Pub.
dated 16 July 1885. Z

20
Vide the agreement in the Cover
tacked on to Page F.

2
8. 2. 6

accordingly provides that his service,
"(commencing from the date of his
"entry on the performance of his duties
"as aforesaid) shall count as service
"towards leave and pension under such
"rules as regards leave and pension
"as may for the time being be applica-
"ble to appointments in the Indian
"Educational graded service, provided
"always that in case of any dispute
"as to the interpretation of any of the
"said rules or otherwise relating in
"any way to them, the decision of the
"Secretary of State for India in
"Council shall be conclusive."

3. Mr. Thurston has put in over
23 years' service and will attain the
age of 55 years on the 14th July 1910.
As the time for his retirement is thus
approaching, Mr. Thurston enquires
whether with reference to the terms
of his agreement he will, as having
commenced his service when he was
thirty years of age, be permitted to
add three years to his qualifying
service under article 404 of the Civil
Service Regulations. With regard to
this request, the Accountant-General
observes that Mr. Thurston is not en-
titled to the concession in article
404 as he has not been holding any of
the appointments enumerated therein,
namely:-

Vide packet marked A on page 2
Enclure.

- 3 93P
- (1) Director of Public Instruction;
 - (2) Inspectors of Schools;
 - (3) Principals and Professors of colleges; and
 - (4) Headmasters of Colleges and High Schools.

4. The Governor in Council ~~is~~ ^{unable} to accept the view taken by the Accountant-General, ~~in this case.~~ He considers that Mr. Thurston is ^{under} his agreement ^{W. Thurston appears to be} entitled to the benefit of the concession in article 404 of the Civil Service Regulations, ^{which being} ~~as it is~~ ^{concessed} the same as that allowed to officers of the Indian Educational Graded Service by section 118 (a) of the Civil Pension Code, sixth Edition, which was in force in 1885 when Mr. Thurston entered ^{the public} ~~Government~~ Service. The appointments enumerated in article 404 of the Civil Service Regulations are the same as those given in section 118 (a) of the Civil Pension Code which comprised practically all the appointments then included in the Educational graded service. The appointments, which do not find a place in the list ^{are} ~~are~~ to be those created since section 118 (a) of the Civil Pension Code was originally drafted, such as Vice-Principals of Colleges, Deputy ^{part} ~~Directors~~ of Public Instruction, and Superintendents of Schools of Art.

4 10 4-8

5. In these circumstances, I am directed to enquire whether the Government of India agree with this Government that Mr. Thurston ^(is), under his agreement, ^{entitled to the concession} of adding three years to his qualifying service granted to Educational Officers by article 404 of the Civil Service Regulations. If the Government of India do not agree, I am to request that ^{the question} ~~the question~~ may be submitted to the Secretary of State for orders.

F.H.

5-12-08

AD
5-12-08

N32

N. 12. 08

PRESS SLIP.

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No., dated 190 .

G.O., No. 1220, dated 22-12-1908 .

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

Docket... Mr. Thurston Enquiring
whether is entitled to the concession of
three years to his regular salary...
Educational officer... Civil Service Regulations...

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	...	30	15
Ooty Records	...	3	
For filing with original	...	1	
Total	...	34	15

FOR ISSUE.†

	Letter only.	Complete G.O.	Special issue copies (b) of G.O.		Notes.
			No.	Papers.	
Signature copies.....					
India Office.....					
Govt. of India.....Dept. 35					
Public Department.....					
Judicial Department.....					
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Total					
Spare copies.	The Director of Public Instruction.....				
	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.....				
	Total				

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 initialled and dated.



[P.T.O.]

TO PRESS, MADRAS.
OOTY.

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.
.....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.....	24/12/07 Lb.
First proof furnished on.....	29/12/07 Lb.
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Revised proof furnished on.....	
Corrected proof received for striking on.....	15/1/08 Lb.
Final copies supplied on.....	25/1/08 Lb.

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34	15	
" " " Issue.....	35		
For Volumes.....	10		
For E. T.....			
Total	86	15	