

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1909.

Enclosures

Spare copies

G.O., No. 15, 11th January 1909.

College of Engineering.

Deciding that the site of the Agricultural College at Saidapet is not suitable for the new —
and forming a Committee to select an alternative site.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1909.

Enclosures

Spare copies

G.O., No. 15, 11th January 1909.

College of Engineering.

Deciding that the site of the Agricultural College at Saidapet is not suitable for the new —
and forming a Committee to select an alternative site.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O., No. 264, Educational, dated 2nd April 1908.

ABSTRACT.—Appointing a Committee to consider the question of the buildings and site required for the College of Engineering, Madras.

II

Report of Committee appointed under G.O., No. 264, Educational, dated 2nd April 1908, held at Ootacamund June 9th, 1908.

The Committee have duly considered Mr. James's letter No. 1307-C., dated 30th December 1907, and plans of the Saidapet site together with one showing land on the right bank of the Adyar. The business before the Committee being to see whether all the buildings really required for the Engineering College could not be fitted in to the Saidapet site and to alter the proposals so as to reduce the cost, they considered first of all the question what economies of space could be made.

2. The Committee concluded that the main college building could be brought nearer to the road say front from 150 to 200 feet from the Mount Road and in this connection it has to be considered whether use could not be made of the existing Agricultural College building which might form a wing of the new building.

3. The building marked College Stores might, the Committee thought, perhaps be put at one side. The space allotted in Mr. James's original block plan for the four laboratories seemed unnecessarily liberal. Economy of space could be effected by placing these close behind the main building and it was for consideration whether it was really absolutely necessary to have these four laboratories as entirely separate buildings, or whether they could not be made as wings of the main building.

4. The Committee think it should be possible either to fill up and do away with altogether the open drain shown on the original block plan between the laboratories and store or at any rate to substitute a covered drain to economise space.

5. The space allotted to the machine and carpenters' shops was considerable and it suggested itself to the Committee that one long building would be more economical in space and money.

6. The space allotted to the Instructors' quarters about 1.8 acres each seemed capable of reduction but in regard to this point the question of the class of officer has to be considered. Assuming this to be that of a married European officer of the same class as now, it did not seem necessary to allot a space for the Instructor's private domain of more than for some of the newly constructed residences in Nungambakkum.

7. The hostels themselves also seemed to be spread about more than absolutely necessary and as the intention is to place an Instructor in charge of a hostel accommodating about 100 students it was for consideration whether each hostel block should not be close to an Instructor's quarters.

8. The Committee were of opinion that by redistributing the buildings in some such way, room might be found for the Principal's quarters.

The Committee are not satisfied that more use could not be made of the low ground adjoining the river at levels varying from + 8 to + 12 even for buildings. The maximum flood level is shown as + 18.50 to + 19.00, but it has to be ascertained how often flood water reaches these levels and if the drain referred to above is either closed or provided with a swing shutter what it would cost to protect the lands with a flood bank. It might also be considered if the land is really required for buildings what it would cost to construct the basements of any such buildings at such a height as to be above flood level or to reclaim portions of the land.

9. There is a portion of land on the east side of the site adjoining the Adyar measuring about 10 acres and marked on the plans as "impenetrable" "Kodukkapalli tope" which is said to be useless because of its low level. The levels of this land are not however given and as presumably the river flood level is here somewhat lower than above the anicut or dam it is not clear that the land could not be made fit for playing fields if not for buildings.

10. The piece of land measuring 12.97 acres seems to be too far away from the proposed college buildings to be of any use for college purposes. It is also separated from the proposed college buildings by land given up to the Commissariat for slaughterhouse and a piece of land apparently allotted to the Corporation for a cemetery.

11. In accordance with these conclusions Mr. James was requested to make revised proposals for a distribution of the buildings and also to furnish information as to the areas of floor space allotted to different branches of work in the present Chepauk College and numbers of students using such areas compared with the corresponding floor areas allowed in the new proposals.

12. Mr. James has now done this as shown in the accompanying plan No. 2 A and in his note attached to this report.

13. It will be seen that the revised arrangement provides for fitting into this site all the buildings required, including quarters for two European Professors which the Committee consider necessary. Mr. James's rough estimate of cost of this arrangement amounts to Rs. 8,07,000 against the Rs. 13,41,000 of the original arrangement which therefore complies with the wishes of Government as expressed in paragraph 3 of G.O., No. 264, Educational, dated 2nd April 1908.

14. As provision is now made for a road running parallel to the river Adyar, this would take the place of the flood bank suggested in paragraph 8 of this report.

15. The question of filling up or covering the drain alluded to in paragraph 4 of this report has been referred for report to the Superintending Engineer of the V Circle, and although this is desirable, it does not seem to be absolutely essential to the revised arrangement.

16. Such works as this and others which may be found necessary on going into details may have the effect of increasing Mr. James's rough figure of cost, but the Committee consider that the proposals now made so far meet the requirements of the instructions of G.O., No. 264, Educational, dated 2nd April 1908, that they submit them as the *best that can be done with this site*.

F. J. WILSON.
A. G. BOURNE
W. H. JAMES.

To the Secretary to Government, Educational Department.

ENCLOSURE.

Note in accordance with reference from the Committee.

The sanctioned numbers of students in the several classes are—

Engineer class	..	3 x 20 = 60	+ Failures and casual students	= 80
Upper Subordinate class	..	3 x 35 = 105	+ "	= 120
Lower "	..	3 x 60 = 180	+ "	= 200
Military probationers	..	= 5		

Total number of students, say .. 400

(N.B.—In the original rough estimate accommodation was provided for 500 students.)

Accommodation required.—From measurements in our present drawing offices and lecture rooms we find we require about 50 sq. ft. per student in the drawing offices and about 12 sq. ft. in the lecture rooms.

	SQ. FT.
I. Drawing offices—	
Engineer classes	80 × 50 = 4,000
Upper Subordinate classes	120 × 50 = 6,000
Lower „ „	200 × 50 = 10,000
Total	20,000

Some extra room is required for demonstration tables, etc., say 20 per cent.

∴ Total floor space about 24,000 sq. ft.

II. Lecture rooms (for 12 classes)—

One large lecture room to accommodate about	150 students.
Two lecture rooms	70 „
Two „	40 „
Four „	30 „
∴ Total area = 12 × 490 = 5,880 sq. ft.	

In each room space will be required for the lecturer's table, etc., so that the total floor space necessary will be about 9,000 sq. ft. The actual dimensions of the rooms will naturally depend on how they can be worked into the plan. (At present we have nine lecture rooms.)

III. Model room and museum. About 4,000 sq. ft. (Present model room = 3,500 sq. ft. about.)

IV. Library and reading room. About 4,000 sq. ft. (Present library and reading room accommodation, about 2,000 sq. ft. is very inadequate, and in a residential college it is essential that ample provision should be made for this purpose.)

V. Chemical and physical laboratories for 30 students.

VI. Geological laboratory for 15 students.

VII. Office rooms for Principal, clerks, three Professors, and separate common rooms for European Instructors and Hindu Assistant Instructors.

Total area about 4,000 sq. ft.

VIII. Library store, photographic dark rooms, etc.

Present Agricultural College building.—The rooms on the upper floor may be utilized for the chemical, physical and geological laboratories, and possibly one or two lecture rooms. The ground floor is very dark and could best be used for survey instrument store, photographic rooms, etc.

Total floor space in new buildings—

	SQ. FT.
Drawing offices	24,000
Lecture rooms	9,000
Office rooms, etc.	4,000
Museum and model room	4,000
Library and reading room	4,000
Total	45,000
Assuming a two-storied building	22,500
Add say 50 per cent. for verandahs, etc.	11,250
Total	33,750

Total cost not more than Rs. 3,00,000

Laboratories.—(i) Strength of materials, (ii) Hydraulic, (iii) Mechanical Engineering, (iv) Electrical Engineering.

Each say — 3,000 sq. ft. floor area.

Total cost about Rs. 40,000.

Cost of buildings.

	RS.	Revised. RS.
Main buildings	5,50,000	3,00,000
Stores	50,000	..
Machine shop	40,000	30,000
Carpenters' shop	30,000	25,000
Smiths' shop and foundry	11,000	..
Power house	13,500	6,000
Engineering laboratories	50,000	40,000
Total ..	7,44,500	4,01,000

Equipment.

Chemical, Physical, and Geological laboratories ..	6,000	6,000
Power house	70,000	35,000
Hydraulic laboratory	30,000	20,000
Strength of materials laboratory	8,000	8,000
Mechanical Engineering laboratory	3,000	3,000
Electrical „	10,000	10,000
Carpenters' shop	6,000	6,000
Machine shop	23,000	20,000
Smiths' shop and foundry	6,000	..
Wiring, fans, etc., for main building	5,000	5,000
Total ..	1,67,000	1,13,000

Hostel buildings.

Three Instructors' quarters	30,000 (two)	16,000
Three Assistant Instructor' quarters	6,000 (two)	3,500
Hostel buildings (main)	2,50,000	2,00,000
Wiring for lights, etc.	20,000	..
Night Superintendents' quarters	3,000	2,000
Sick ward and dispensary	15,000	..
Servants' quarters	2,400	2,000
Total ..	3,26,400	2,23,500

Military students' accommodation.

Quarters for Superintendent	4,500	4,000
„ for married military students	20,000	15,000
„ for single „	15,000	13,000
Messhouse and kitchens	17,000	13,000
European students' quarters	11,000	..
Total ..	67,500	45,000

Total cost.

College buildings, etc.	7,44,500	4,01,000
Equipment	1,67,000	1,13,000
Hostels and Instructors' quarters	3,26,000	2,23,000
Military students' quarters	67,500	45,000
Principal's residence (S. E. student)	30,000	25,000
Quarters for peons	6,000	..
Total ..	13,41,000	8,07,000

The present quarters in the neighbourhood of the college might be adapted for one of the Professors of Engineering and the Settlement office for the Professor of Mathematics. In addition quarters for the other Professor of Engineering would be required, say at a cost of about Rs. 15,000.

The revised total cost with these additions works out at about Rs. 8,22,500, against which may be set the value of the buildings and ground now occupied by the college, viz., Rs. 4,00,000 so that the net cost is about Rs. 4,22,500 of which about Rs. 2,50,000 may be regarded as remunerative expenditure.

Revised scheme of distribution is shown on accompanying tracing.

20th June 1908.

W. H. JAMES.

Order—No. 15, Educational, dated 11th January 1909.

The Government have come to the conclusion that the site occupied by the College of Agriculture at Saidapet is not suitable for the new College of Engineering. They resolve accordingly to form a Committee consisting of the Hon'ble Mr. F. J. Wilson, the Director of Public Instruction and Mr. W. H. James to select an alternative site (by preference in or near Madras). No accommodation will be required in the new College to provide for instruction in chemistry as applied to the arts and the following extract from a letter to the Government of India will be communicated to the members of the Committee for their information:—

"The intention of the Government is to develop the Engineering College at Madras so as to embrace a wider range of instruction in technicological subjects having their basis in Mathematics and Physics, such as Mechanical and Electrical Engineering, and to allow students who desire technical instruction in arts having their basis in Chemical science to resort to the Bangalore Institute."

2. The Committee will be requested to report at an early date.

(True Extract.)

A. BUTTERWORTH,
Ag. Secretary to Government.

To the Director of Public Instruction (with plans).
,, the Public Works Department.
,, the Hon'ble Mr. F. J. Wilson (through the
Public Works Department)
,, Mr. W. H. James (through the Director
of Public Instruction).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 15, EDUCATIONAL, DATED
11TH JANUARY 1909.

[SUBJECT.—*New buildings for the College of Engineering, Madras.*]

Previous papers.

G.O., No. 657,	Educational,	dated 10th October 1906.
" " 264	" "	2nd April 1908.
" " 2894	" "	17th October "

*From the Committee regarding site of the College of Engineering, dated
4th July 1908.*

Please see the notes and orders with G.O., No. 264, Educational, dated 2nd April 1908.

2. The Committee appointed by the Government Order above quoted to consider the question of the new buildings and site for the College of Engineering now submit their report. All the buildings really required for the college have been fitted into the site of the College of Agriculture at Saidapet. The Committee consider that the main building of the College of Engineering could be brought nearer to the road than was originally proposed * by Mr. James, that the existing building of the Agricultural College might be adapted to form a wing of the new building and that a piece of land measuring 12.97 acres of land is too far away from the proposed college buildings to be of any use for college purposes. It is also proposed to build the hostel blocks close to the quarters of the instructors who are to have the control and supervision over them.

3. The estimated cost of the proposals, as now revised by the Committee, amounts to Rs. 8,07,000 against the original estimate of Rs. 13,41,000; and the Committee state that the arrangement they have now proposed is the best that "can be done" with the Saidapet site.

4. If the recommendations are accepted, the file may be forwarded to the Public Works Department for the preparation of detailed plans and estimates.

5. In this connection the Committee point out that there is a portion of land on the east side of the site adjoining the Adyar measuring about 10 acres and marked on the plan as "impenetrable kodukapalli tope," which is said to be useless because of its low level, but that as the levels have not been given it is not possible to say whether the land could not be made fit for playing-fields, if not for buildings. The working out of details will, the Committee consider, have the effect of increasing Mr. James's rough estimate: but these appear to be matters for consideration in the Public Works Department.

K. RANGASWAMI AIVANGAR—10-7-08.

C. A. SOUTER—10-7-08.

The Committee's report appears to give effect to the proposals of Government and the estimated cost approximates to the limits prescribed by Government. Hostel accommodation will be provided on the site itself.

H. D. TAYLOR—11-7-08.

If the college is to develop into a Technical Institute and become larger than a mere Engineering College, this site will hardly do. The Committee clearly are not well satisfied with their proposals and I am not myself satisfied that we shall not get a very unsatisfactory set of buildings and surroundings here. The korkapillai tope I know well enough and should doubt very much if it would even make a suitable play-ground. If His Excellency permits, I think Mr. Wilson might bring the plans and report to Council and explain the matter with the plans, when we should get a better idea of how the scheme will shape out.

M. H[AMMICK]—14-7-08.

I think it would be advantageous if we went into this matter in Council as proposed by Mr. Hammick.

G. S[TOKES]—15-7-08.

B For Council.

A. L[AWLEY]—16-7-08.

To the Public Works Department with reference to **A** and **B** *supra*.

H. D. TAYLOR—17-7-08.

PUBLIC WORKS DEPARTMENT.

Order in Council.

The further consideration of this question will be postponed until after the Conference of September next on industrial matters.

F. J. WILSON.

To the Educational Secretary for information.

F. J. WILSON—24-7-08.

EDUCATIONAL DEPARTMENT.

Seen and returned with thanks.

H. D. TAYLOR—29-7-08.

To the Public Works Department.

EDUCATIONAL DEPARTMENT.

* The question of site for the College of Engineering. In the last arrear list, the Secretary ordered: "This* should now be taken up."

2. The file is accordingly submitted for orders as to whether the question of the site for the College of Engineering may now be taken up for consideration.

3. Among the resolutions of the Conference affecting the College of Engineering, were two, namely—

"No. 28.—The Conference is of opinion that it is desirable that the control of any technological institute and of technical education should be under the Director of Industries.

"No. 29.—The College of Engineering in Madras should be expanded into an institute of technology with complete laboratory and workshop equipment; and education should be imparted in it in engineering in all its branches, in applied chemistry and such other technical subjects as are suited to the needs of the country."

4. With regard to resolution No. 28 relating to the control of technical education, it has been decided in G.O., No. 2894, Revenue, dated 17th October 1908, that technical education, as defined in the 13th resolution of the Conference, should continue to be under the direction of the Director of Public Instruction and that separate orders would issue as to which of the industrial institutions now connected with the Educational Department should be transferred to the control of the Director of Industries. The Director of Public Instruction has been asked to report on the latter point and his reply is awaited.

5. As regards resolution No. 29, the expansion of the College of Engineering into an Institute of Technology, it is submitted that the Director of Public Instruction may be asked to report on the subject. The adoption of the site of the Agricultural College for the new College of Engineering will depend on the question of enlarging the institution into an Institute of Technology.

K. RANGASWAMI AIYANGAR—14-11-08.

If the Engineering College is to be combined with a Technological College, then the question of the site for the building will be materially changed. It would seem therefore that a full report should be obtained from the Director of Public Instruction regarding the Technological College, both generally on the advisability of such an institution and particularly on the accommodation which might reasonably be required for it. If it is decided eventually to establish such an institution, the whole matter must be referred back to the Committee with reference to the suitability of the Saidapet site.

G. S. F[ORBES].

The resolutions of the Conference are not orders of Government. Before any reference is made, it seems desirable that the general views of the Government should be obtained.

C. A. SOUTER—16-11-08.

The resolutions of the Conference are not orders of Government. Before any reference is made, it seems desirable that the general views of the Government should be obtained.

H. D. TAYLOR—17-11-08.

It is a pity the papers were not sent up sooner before His Excellency's tour circulation.

The file is *not complete*. Two or three years ago when the question was first

Vide Honourable Member's remarks on the margin of page 3 of K.W. G.O., No. 657, Educational, dated 10th October 1906.

K. RANGASWAMI AIYANGAR.

Please see also portions marked on pages 4, 25, 27 *ibid* and pages 2 to 6 of K.W. G.O., No. 264, Educational, dated 2nd April 1908.

H. D. TAYLOR.

considered. I suggested a site in the Perambur direction so as to be near the Railway Workshops: but I think it was then reported that no suitable site was there available. The Hon'ble Mr. Hammick (or His Excellency) mentioned a few weeks ago that there might be found a site towards the Red Hills tank on the high ground.

Meantime put up the complete file of papers relating to the site of the Engineering College if moved.

G. S. F[ORBES]—18-11-08.

Please complete the file.

H. D. TAYLOR—19-11-08.

The connected papers available in this department are put up.

2. The report of the Committee appointed in G.O., No. 264, Educational, dated 2nd April 1908, to consider the question of the buildings and site required for the College of Engineering and the notes connected with it are now with the Public

Works Department, having been returned to them on 29th July 1908—*vide* the note on page 2 *supra*. May the Public Works Department be asked to return the file, please, for submission to the Honourable Member?

K. RANGASWAMI AIYANGAR—24-11-08.

C. A. SOUTER—25-11-08.

Yes. Are not printed copies available?

H. D. TAYLOR—25-11-08.

Printed copies are not available, the report not having yet been printed.

2. The file which has been obtained from the Public Works Department is placed in the same box and may be circulated to the Honourable Member.

K. RANGASWAMI AIYANGAR—28-11-08.

C. A. SOUTER—30-11-08.

Please reference the Honourable Member's note at 'A' *supra*.

H. D. TAYLOR—1-12-08.

The reference made in the Honourable Member's note at A *supra* is apparently to his note on the margin of page 3 of K.W. G.O., No. 657, Educational, dated 10th October 1906.

K. RANGASWAMI AIYANGAR—1-12-08.

No such suggestion has, so far as I can recollect, come into the office.

H. D. TAYLOR—2-12-08.

There is nothing that office can find regarding a site near the Red Hills tank.

C. A. SOUTER—1-12-08.

Please see also page 2 *supra*. The Chief Engineer (Public Works Department) was instructed to bring the matter up in Council, when the consideration was postponed.

H. D. TAYLOR—2-12-08.

I think the papers might be brought to next Council. The Hon'ble Mr. Hammick should see meantime.

G. S. F[ORBES]—3-12-08.

Keep for Council.

M. H[AMMICK]—7-12-08.

Not taken up on 9th December 1908.

Keep for next Council.

H. D. TAYLOR—9-12-08.

The draft order may, it is submitted, be sent to Public Works Department u.o. for acceptance.

K. RANGASWAMI AIYANGAR—7-1-09.

Yes.

A. BUTTERWORTH—8-1-09.

To the Public Works Department.

PUBLIC WORKS DEPARTMENT.

Accepted in *Public Works Department*.

F. J. WILSON—9-1-09.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Issue. I don't know why this is kept confidential, but it is marked so.

A. BUTTERWORTH—11-1-09.

[G.O., No. 15, Educational, dated 11th January 1909.]

Proposed uses

- (1) In College of Eng^{ng}
- (2) In proposed Secondary Training School Saidapet
- (3) In Trust College
- (4) In Collector's Office
- (5) In Special Settlement Office Ching, Lepet.

Sites proposed for College

Elliot's Branch
 Comination
 Grounds for hostel & playground.
 Red Hills.
 Perambur.

In Council

Circulate papers as signature use. Decided not to resign College of Eng^{ng}
 Wilson & James & D. P. S.
 to recommend another site & to note that no material improvement in chemical training is to be provided for in the Supply Com^{ee} with extract from Fin Letter.

112

35

The Govt. have come to the conclusion that the site occupied by the College of Agriculture ^{at Saidpet} is not suitable for the new College of Engineering. They resolve accordingly to form a Committee consisting of the Hon Mr. F. J. Wilson, the Director of Public Instruction & Mr. W. H. James to select an alternative site in or near Madras). ~~It is further~~
~~the Committee the members~~
~~then select the location~~
~~of~~ ^{with few}
~~of the Committee should~~
~~be informed~~
~~act on the understanding~~
~~that no accommodation will be~~
~~required in the new College to provide~~
~~be made for instruction~~

[$\frac{L. \& M.}{39.}$]
10,000-13-2-08

LOCAL AND MUNICIPAL DEPARTMENT.

Papers to be read in Proceedings:—

Again G.O., No. _____, dated _____ 190 .

Again G.O., No. _____, dated _____ 190 .

Current No. _____ From the _____, No. _____, dated _____ 190

" " " " " " " "

" " " " " " " "

ORDER. No. , dated 190

"and to allow students who desire technical instruction in art, having their basis in chemical science to resort to the Bangalore institute"

2. The Com. ~~to~~ ^{to} report at an early date. (From orders in Council)

Dec
6/1

20 The D. P. I. with plans
 .. Public works Sept. ✓
 .. Hon. Mr F. J. Wilson, thro the PWS ✓
 Mr. W. H. James, thro the D. P. I. ✓

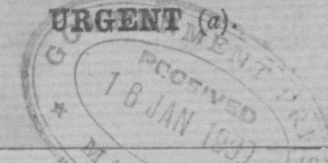
Sept with plans -
11/1/9

ORDINARY.

PRESS SLIP.

PREFERENCE.

EDUCATIONAL
LEGISLATIVE DEPARTMENT.



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.

Current No., dated 190 ..
G.O., No. 15, dated 11-1-1909.

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

Docket. *College of Engineering*
Agri. College at Sundarpet is not suitable for the
purpose. A committee consisting of Mr.
W. P. 2 and Mr. W. H.
will be formed to select an alternative site.

Number (a) of copies required when struck off (not including copies for volumes and editors' table which are returned 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

Letter only.	Complete G.O.	Special issue copies of G.O.	Notes.
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.			
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.....			
Total ...			

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

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

* To be initialed and dated.

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 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.....	16/1/09 J.C.
First proof furnished on.....	22/1/09 J.C.
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	28/1/09 H.H.
Final copies supplied on.....	2/2/09 J.C.

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	34	15	
" " " Issue.....	10		
For Volumes.....	16		
For E. T.....			
Total ...	60	15	