

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1909.

Enclosures

Spare copies

G.O., No. 168, 18th March 1909.

Vacation in Colleges.

Refixing the dates of closing ~~and reopening~~ of colleges for the summer vacation in modification of G.O., No. 814, Educational, dated 12th December 1908.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O., No. 814, Educational, dated 12th December 1908.

ABSTRACT.—Fixing the dates of closing and reopening of colleges for the Summer and Christmas vacations.

II

Letter—from J. H. STONE, Esq., M.A., Acting Director of Public Instruction, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 23rd January 1909.

No.—Ref. on Cur. No. 8478/08.

I have the honour to submit herewith copy of a letter from the Acting Principal, Law College, Madras, requesting that the date fixed in G.O., No. 814, Educational, dated 12th December 1908, for closing the college for the ensuing summer vacation may be slightly altered by the substitution of "23rd April" for "26th April" and that he may be permitted to proceed to Europe for the vacation and to state that his proposals have my support.

2. In this connection, I request that for reasons similar to those advanced by Mr. Odgers, all the Government colleges which have been directed in the Government Order referred to above to be closed on a Monday for the summer vacation may be ordered to be closed on the Friday preceding, the Easter holidays being shortened by one day in such cases so as to make up the deficiency. This concession was allowed last year to the Presidency and Law Colleges in G.Os., No. 282, Educational, dated 15th April 1908, and No. 117, Educational, dated 14th February 1908, respectively.

ENCLOSURE.

Letter—from C. E. ODGERS, Esq., M.A., B.C.L., Bar.-at-Law, Acting Principal, Law College, Madras.

To—the Director of Public Instruction.

Dated—the 21st December 1908.

No.—655.

With reference to your Proceedings, Dis. No. 8263, dated 16th December 1908, communicating the dates of the Christmas vacation of 1908-1909 and the summer vacation of 1909, I have the honour to request that the date of closing the college for the latter vacation may be slightly altered by the substitution of "23rd April" for "26th April".

2. The 23rd April is a Friday and the 26th a Monday. If the 23rd is fixed as the first day of the vacation, a departure to Europe can be made by the mail from Bombay of the 24th, otherwise a week's detention in India is involved, a serious delay in view of the fact that under the rules the summer vacation of the college is now only of nine weeks' duration. Such an alteration shortens the spring term by one day only as Saturday and Sunday are non-working days in the college. For the last two years 1907 and 1908 Government has been pleased to grant the concession under identical circumstances—G.O., No. 171, Educational, dated 23rd March 1907, read in Proceedings, Dis. No. 1794, dated 26th March 1907, and Dis. No. 1387, dated 21st February 1908.

A Friday has also been fixed this year as the first day for the Christmas vacation.

3. If the concession is granted, the work of the extra day, Friday, April 23rd, will be undertaken during that week.

4. I have further the honour to request, with reference to Proceedings, No. 7374, dated 29th September 1906, the sanction of Government to my proceeding to Europe for the period of the ensuing summer vacation.

III

Memorandum No. 140-1, Educational, dated 19th February 1909.

With reference to his letter R.C. No. 8478, dated the 23rd January 1909, recommending that all Government colleges which have been directed in G.O., No. 814, Educational, dated 12th December 1908, to be closed on a Monday for the summer vacation of 1909 may be ordered to be closed on the Friday preceding, the Easter holidays being shortened by one day to make up the deficiency, the Director of Public Instruction is requested to report whether if the vacation be lengthened at one end as suggested, it may not be correspondingly shortened at the other end, irrespective of the duration of the Easter holidays. He is also requested to state what alteration would in this case be necessary in the dates already fixed for the reopening of the several colleges.

(By order.)

C. A. SOUTER,
Ag. Under Secretary to Government.

To the Director of Public Instruction.

IV

Letter—from the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., C.I.E., Director of Public Instruction, Madras.

To—the Secretary to Government, Educational Department.

Dated—the 1st March 1909.

No.—Ref. on Cur. No. 8478/08.

With reference to your Memorandum No. 140-1, dated 19th February 1909, enquiring whether, if the summer vacation of the several Government colleges be lengthened at one end as suggested by Mr. Stone, it may not be correspondingly shortened at the other end, irrespective of the duration of the Easter holidays, I have the honour to state that as Saturday is ordinarily a college holiday, making the vacation commence on the Monday following entails the loss of only one working day, viz., Friday, while to lengthen the following term by one day, viz., Friday, would mean the shortening of the summer vacation by three days, viz., Friday, Saturday and Sunday.

Under these circumstances, I consider that the Easter holidays may well be shortened by one day as already proposed.

Order—No. 168, Educational, dated 18th March 1909.

In modification of G.O., No. 814, Educational, dated 12th December 1908, the Government direct that the dates of closing of the undermentioned Government colleges for the summer vacation of 1909 shall be as follow :—

Name of college.	Date of closing.
Presidency College	30th April 1909 (Friday) inclusive.
Kumbakonam College	Do.
Rajahmundry College	Do.
Rajahmundry Training College	Do.
Teachers' College, Saidapet	7th May 1909 (Friday) inclusive.
Law College	23rd April 1909 ..

2. The Easter holidays for Government colleges will, with effect from the current year, be reduced to four days, that is, from Friday (the 9th April) to Monday (the 12th), both days inclusive, as in the case of Government offices.

(True Extract.)

A. BUTTERWORTH,
Ag. Secretary to Government.

To the Director of Public Instruction.
Gazette (paras. 1 and 2).
Editors' Table (paras. 1 and 2).

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 168, EDUCATIONAL, DATED
18TH MARCH 1909.

[SUBJECT.—*Permission to Mr. ODGERS to proceed to Europe during the Summer vacation of the Law College.*]

Previous paper.

G.O.,	No.	615 Edl.,	dated	19th September	1906.
"	"	171	"	23rd March	1907.
"	"	785	"	22nd November	"
"	"	117	"	14th February	1908.
"	"	158	"	4th March	"
"	"	282	"	15th April	"
"	"	814	"	12th December	"

When does vacation of Law College for Summer vacation commence and on what day of week?

2. Was not Mr. Nelson last year allowed to leave one day before the College finally closed? If so under what authority?

3. In case of an officer taking *combined leave* with vacation, he draws full pay for period of vacation under 233, Civil Service Regulations? In that case could one day be prefixed, or could charge be handed over by telegram from Bombay with special sanction of Government?

H. D. TAYLOR—21-11-08.

The Summer vacation of the Law College for 1909 commences on Monday the 26th April 1909. Please see G.O., No. 814, Educational, dated 12th December 1908.

2. Mr. Nelson was permitted last year to proceed to Europe during the Summer vacation—*vide* G.O., No. 158, Educational, dated 4th March 1908. He was not allowed to leave Madras one day before the College actually closed. The date of

Vide Mr. Nelson's letter on page 2 of G.O., No. 117, Educational, dated 14th February 1908. commencement of the Summer vacation of the College was, however, altered from Monday the 27th April 1908 to Friday the 24th April 1908 so as to enable

Mr. Nelson to leave Madras for Europe by the mail from Bombay of the 25th *idem*—*vide* G.O., No. 117, Educational, dated 14th February 1908.

3. An officer taking combined leave with vacation draws full pay for the period of vacation. In that case he cannot be given one day's casual leave to be prefixed to the combined leave, as it would cause evasion of the rules in article 220 regarding commencement of leave—*vide* note to article 332, Civil Service Regulations.

In the case of officers permitted to combine vacation with long leave, the following procedure for handing over charge is laid down:—

"When vacation is prefixed to leave the outgoing officer will report, before leaving head-quarters, that he makes over charge with effect from the end of the vacation. The relieving officer will then take over charge at the end of the vacation in the ordinary way"—*vide* note 2 (a) to article 53 of Civil Service Regulations.

T.K.—21-12-08.

K. RANGASWAMI AIYANGAR—21-12-08.

Mr. Odgers, for private reasons of an urgent nature, wishes to leave Madras on Thursday evening 22nd April or one day before the College practically closes. He asked me whether it would be possible to arrange for this. I told him that he had better write up demi-officially to state his reasons. He quite recognizes that any such permission would be a very special concession if it could be allowed at all.

It would not apparently be possible for Mr. Odgers to hand over by telegram from Bombay. In fact I see no way except by altering the vacation date so as to commence from 23rd, as proposed by the Director of Public Instruction on page 1 of G.O., No. 814, Educational, dated 14th December 1908.

Further communication, if any, from the Director of Public Instruction may be awaited. Mr. Odgers wishes to make early arrangements. He may possibly take combined leave.

H. D. TAYLOR—21-12-08.

From the Director of Public Instruction, dated 23rd January 1909, No. 8478.

In G.O., No. 814, Educational, dated 12th December 1908, the Government fixed the dates of closing and reopening of the Government Colleges for the ensuing summer vacation. According to this order the Law College closes for the summer vacation on Monday, the 26th April 1909, and reopens on Monday, the 28th June 1909.

2. In submitting, for the approval of Government, the periods for which it was proposed to close the several Government colleges for the summer vacation of 1909, the Director proposed that the Law College should be closed on Friday, the 23rd April 1909, and should reopen on Sunday, the 27th June 1909, so as to enable the Principal to proceed to England. The Government did not approve this proposal and ordered that the Law College should close on Monday, the 26th April 1909, and reopen on Monday, the 28th June 1909—*vide* Honourable Member's note, dated 1st December 1908, on page 4 of K.W. G.O., No. 814, Educational, dated 12th December 1908.

3. Mr. Odgers, the Acting Principal of the Law College, requests that the date of closing of the Law College for the ensuing summer vacation may be slightly altered by the substitution of "23rd April" for "26th April." He observes:—

"The 23rd April is a Friday and the 26th a Monday. If the 23rd is fixed as 'the first day of the vacation, a departure to Europe can be made by the mail from Bombay of the 24th, otherwise a week's detention in India is involved—a serious delay in view of the fact that under the rules * the summer vacation of the college is now only of nine weeks' duration. Such an alteration shortens the spring term by one day only as Saturday and Sunday are non-working days in the college. For the last two years, 1907 and 1908, Government has been pleased to grant the concession under identical circumstances (G.O., No. 171, Educational, dated 23rd March 1907, read in Proceedings, Dis. No. 1794, dated 26th March 1907, and Dis. No. 1387, dated 21st February 1908).

"A Friday has also been fixed this year as the first day for the Christmas vacation.

"If the concession is granted the work of the extra day, Friday, April 23rd, will be undertaken during that week."

4. The Acting Director of Public Instruction, Mr. Stone, supports Mr. Odgers' request and recommends that "for reasons similar to those advanced by Mr. Odgers, all the Government colleges, which have been directed in G.O., No. 814, Educational, dated 12th December 1908, to be closed on a Monday for the summer vacation may be ordered to be closed on the Friday preceding, the Easter holidays being shortened by one day in such cases so as to make up the deficiency."

5. As observed by the Director of Public Instruction, this concession was allowed last year to the Presidency and Law Colleges. In G.O., No. 282, Educational, dated 15th April 1908, permission was given to close the Presidency College on Friday, the 8th May 1908, instead of on Monday, the 11th May 1908, as previously sanctioned* in order to enable the members of the staff, who desired to proceed to Europe for the vacation, to leave Madras on Friday night (8th May 1908) so as to catch that week's mail steamer. It was further directed that the Easter holidays of the college should be limited to five days and that Wednesday, the 22nd April 1908 (the last day of Easter holidays), should be regarded as a working day.† In G.O., No. 117, Educational, dated 14th February 1908, the Law College was permitted to combine the Easter holidays with the summer vacation and to close on Friday, the 17th April 1908, instead of on Monday, the 27th April 1908, as originally fixed by Government, in order to enable the Principal to proceed to Europe.

* In G.O., No. 785, Educational, dated 22nd November 1907.

† The Easter holidays in 1908 commenced on Friday, 17th April 1908, and extended up to 22nd April 1908 (inclusive).

Vide the Principal's letter on page 2 of G.O., No. 117, Educational, dated 14th February 1908.

6. It is for consideration whether, as recommended by the Director of Public Instruction, all the Government colleges, which have been directed in G.O., No. 814, Educational, dated 12th December 1908, to be closed on a Monday for the ensuing summer vacation may be ordered to be closed on the Friday preceding, the Easter holidays of the colleges being shortened by one day so as to make up for the deficiency.

7. Mr. Odgers also requests that he may be permitted to proceed to Europe during the ensuing summer vacation of the Law College. It is for consideration whether the permission may be granted.

T.K.—11-2-09.

Permission to Mr. Odgers to proceed to Europe during the next vacation of the Law College.—Under G.O., No. 615, Educational, dated 19th September 1906, no Educational officer is permitted to proceed to Europe during the vacation of Colleges, without the prior sanction of the Government. There appears to be no objection to grant permission to Mr. Odgers to go to Europe during the next summer vacation. Similar permission was granted to him for the last summer vacation also—*vide* G.O., No. 158, Educational, dated 4th March 1908. Mr. Odgers now acts as Principal of the Law College and will continue to do so until the 17th April 1909, when Mr. Nelson is due back.

2. *Alteration in the dates of closing of certain colleges for the ensuing summer vacation.*—The Acting Director of Public Instruction (Mr. J. H. Stone) proposes that all the Government Colleges which have been directed in G.O., No. 814, Educational, dated 12th December 1908, to be closed for the summer vacation on a Monday, may be closed on the Friday preceding, the Easter holidays being shortened by one day so as to make up the deficiency. The following are the Colleges which have been ordered to be closed on a Monday:—

30th April 1909, Friday (inclusive),		Kumbakonam College.		3rd May 1909, Monday (inclusive).	
Do.	do.	Presidency College ..	Do.	do.	
Do.	do.	Rajahmundry College ..	Do.	do.	
16th April 1909	do.	Mangalore College ..	19th April 1909	do.	
7th May 1909	do.	Teachers' College, Saidapet.	10th May 1909	do.	
30th April 1909	do.	Training College, Rajahmundry.	3rd May 1909	do.	
23rd April 1909	do.	Law College ..	26th April 1909	do.	

If the Director of Public Instruction's proposal is approved, these colleges will close on the dates mentioned on the margin of each. The Easter holidays, which run from the 8th to the 13th April do not interfere with the proposed modification in the dates of closing for the summer vacation. The proposal may be approved on the understanding that the Easter holidays are shortened by one day.

K. RANGASWAMI AIYANGAR—11-2-09.

Mr. Odgers may be permitted to proceed to Europe as he requested.

2. In the case of Mangalore College if the vacation is to begin on the 16th April and Easter to end on the 12th, it seems probable that the attendance for the three days on which it is open will be very meagre. Otherwise there seems little objection to the proposals. In this connection, please see the Hon'ble Mr. Hammick's note in K.W. G.O., No. 282, Educational, dated 15th April 1908.

C. A. SOUTER—12-2-09.

The same principle should apply to the College of Engineering which closes Saturday 1st May. It may close on Friday 30th April. As regards Mangalore a change hardly seems necessary because, if the College closed from and including Friday, it would still be impossible for any one from that college to catch the boat at Bombay on Saturday. There is also the objection pointed out by Under Secretary as regards closing Mangalore College earlier.

The Easter holidays might well be generally reduced for Colleges from the Friday to the Monday, four days instead of six, seeing that the summer vacation follows so closely on Easter.

A. BUTTERWORTH—14-2-09.

Any note about this on record?

A. BUTTERWORTH.

Submitted that there is no note about this on record.

K. RANGASWAMI AIYANGAR—17-2-09.

But this shortening of the Easter holidays should not affect the vacation: this we also agreed upon. It is not the convenience of 2 or 3 European schoolmasters we have to regard, but that of the pupils whose lectures are not to be cut short because the aforesaid masters desire to rush off to Europe a few days before the prescribed vacation.

Office—

Ask Director of Public Instruction by official memorandum whether the vacation cannot be correspondingly reduced at the other end.

A. BUTTERWORTH—16-2-09.

In conversation with Mr Taylor I think we agreed that for the future the Easter holidays should be from the Friday to the Monday inclusive and I thought this was to be notified as applying to the coming Easter.

G. S. F[ORBES]—15-2-09.

A draft Official Memorandum to the Director of Public Instruction is submitted for approval.

2. There is no record in the office of the Honourable Member's conversation with Mr. Taylor about the Easter holidays. From Mr. Taylor's note at the bottom of page 6 of K.W. G.O., No. 814, Educational, dated 12th December 1908, and the Honourable Member's remarks on the margin of it, it is observed that it was decided to leave the question of restricting the number of Easter holidays to four days for future consideration. Please see also paragraph 2 of the Government Order. Orders are solicited whether the above decision should be reconsidered now, and the length of the ensuing Easter reduced from six to four days with reference to the Honourable Member's remarks.

T.K.—17-2-09.

K. RANGASWAMI AIYANGAR—17-2-09.

Issue Official Memorandum.

C. A. SOUTER—17-2-09.

[Official Memorandum No. 140-1, Educational, dated 19th February 1909.]

From the Director of Public Instruction, dated 1st March 1909, No. 8478.

In Official Memorandum No. 140-1, Educational, dated 19th February 1909, the Director of Public Instruction was requested to report whether, if the ensuing summer vacation of the several Government Colleges were lengthened by a day at one end as suggested by Mr. Stone, it might not be correspondingly shortened at the other end, irrespective of the duration of Easter holidays.

2. In reply, the Director of Public Instruction states that as Saturday is ordinarily a college holiday, to make the vacation commence on the Monday following will entail the loss of only one working day, viz., Friday, while to lengthen the following term by one day, viz., Friday, will mean the shortening of the summer vacation by three days, Friday, Saturday and Sunday.

Under these circumstances, the Director of Public Instruction considers that the Easter holidays may well be shortened by one day as already proposed.

T.K.—15-3-09.

The first point for consideration is whether the Easter holidays for the colleges should be reduced to four days (Friday to Monday inclusive) with reference to the Honourable Member's note at A *supra*. Attention is solicited to paragraph 2 of the office-note *supra*.

2. The next point is as to the dates of closing and re-opening of the colleges for the summer vacation. The following statement compares the dates as sanctioned in G.O., No. 814, Educational, dated 12th December 1908, with those which will have to be adopted if the colleges were to close on Friday and the vacation was to be shortened by one day at the other end:—

Name of college.	Dates as sanctioned in G.O., No. 814, Educational, dated 12th December 1908.				
	Date of closing.	Day of the week.	Date of reopening.	Day of the week.	Number of days.
1	2	3	4	5	6
Presidency College	3rd May 1909.	Monday ..	5th July 1909.	Monday ..	Two months and two days.
Kumbakonam College	Do. ..	Do. ..	Do. ..	Do. ..	Do.
Rajahmundry	Do. ..	Do. ..	Do. ..	Do. ..	Do.
Teachers' College	10th May 1909.	Do. ..	12th July 1909.	Do. ..	Do.
Training College, Rajahmundry ..	3rd do	Do. ..	5th do.	Do. ..	Do.
Law College	28th April 1909.	Do. ..	28th June 1909.	Do. ..	Nine weeks.

Name of college.	Dates as altered with reference to Honourable Member's remarks.				
	Date of closing.	Day of the week.	Date of reopening.	Day of the week.	Number of days.
7	8	9	10	11	
Presidency College	30th April 1909.	Friday ..	2nd July 1909	Friday ..	Two months and two days.
Kumbakonam College	Do.	Do. ..	Do.	Do. ..	Do.
Rajahmundry	Do.	Do. ..	Do.	Do. ..	Do.
Teachers' College	7th May 1909.	Do. ..	9th July 1909.	Do. ..	Do.
Training College, Rajahmundry ..	30th April ..	Do. ..	2nd do.	Do. ..	Do.
Law College	23rd	Do. ..	25th June 1909.	Do. ..	Nine weeks.

3. It will be observed that shortening the vacation at the other end by one day will not reduce in any way the actual total number of holidays for the summer vacation. By closing on a Monday and re-opening on a Monday, the colleges get two holidays (Saturday and Sunday) just before the date of closing and in combination

* Against 2 months and 2 days.

† Against 9 weeks.

Director of Public Instruction's point seems to be that these two extra holidays which will be added to the summer vacation will be lost by shortening the vacation by a day at the other end. If the Colleges re-open on a Friday, these two holidays (Saturday and Sunday) will become part of the next session.

4. The vacation of the College of Engineering is regulated by rule 6 (c) of the rules for the Engineering College—*vide* page 62 of the College calendar put up.

K. RANGASWAMI AIYANGAR—15-3-09.

The above note is correct. If the Easter holidays are cut short by one day, the vacation can be lengthened by 1 day giving the same number of lecturing days.

C. A. SOUTER—15-3-09.

The Director of Public Instruction's meaning is quite clear. By closing the colleges on Friday instead of Monday only one working-day (Friday) is lost. By re-opening on Friday instead of Monday, you gain Friday no doubt as a working-day, but you cut down the vacation by three days at that end. If the colleges do not close on Friday the Professors miss the mail for England. If they have to be back before Monday they have to leave England a week earlier than they otherwise need do.

I submit that, as there is only one working day at stake, the colleges may be

Friday to Monday.

G. S. F[ORBES].

loss of the Friday consequent upon closing the colleges earlier. If Honourable Member is not in favour of reducing Easter, Dr. Bourne suggested to me that the second

Draft. I am not sure whether Honourable Member excludes Mangalore. Better make the order general as he has not said so.

A. BUTTERWORTH—17-3-09.

A allowed to close on Friday and to re-open (as at present) on Monday. At the same time the Easter holidays can be reduced to four days. By this reduction a working day will be gained in spite of the loss of the Friday consequent upon closing the colleges earlier. If Honourable Member is not in favour of reducing Easter, Dr. Bourne suggested to me that the second Saturday after re-opening might be declared to be a working day, but the reduction of Easter seems the proper course. It need not apply this year to Mangalore as it is not proposed to close that college earlier for reasons given on page 3 above.

A. BUTTERWORTH—15-3-09.

Very well as at A.

G. S. F[ORBES]—16-3-09.

A draft order is submitted for approval. Attention is invited to paragraph 3 of the draft. No orders appear to have been passed on Mr. Odgers' request to be permitted to proceed to Europe during the ensuing summer vacation of the Law College.

T.K.—17-3-09.

Mr. Odgers has in another file been sanctioned leave in continuation of the summer vacation of the College. There appears, however, to be no objection to paragraph 3 of the draft.

K. RANGASWAMI AIYANGAR—17-3-09.

It seems best to specify the dates against each college instead of saying generally that the vacation shall commence on the Friday previous to the dates mentioned in G.O., No. 814.

C. A. SOUTER—17-3-09.

Issue. I don't think Honourable Member would have meant to close Mangalore College earlier as that would give only three working days between Easter and close of term. We had better pass Mr. Odgers' application to proceed to England when the file about him returns.

A. BUTTERWORTH—18-3-09.

Telephonic message—from the Private Secretary to His Excellency the Governor.
To—the Secretary to Government, Educational Department.
Dated—the 17th March 1909.

Odgers' leave has been sanctioned.

I have written demi-official to Mr. Odgers.

A. BUTTERWORTH—17-3-09.

[G.O., No. 168, Educational, dated 18th March 1909.]



EDL
C.M.
18P

Law College.
Madras.
March 18th 1909.

My dear Sir,

Very many thanks
for your letter of today's date,
informing me that the date of
closing the Law College for the
summer vacation has been
changed to Friday, April 23rd.

Yours sincerely
O. Madhav.

Stitch with D.O. 583-1d 18-3-09
to Mr Odgers

EDL
18/3/09

168 EDL
18-3-09

Read again G.O. No.814, dated 12th December 1908.

Read also:-

C.No.140, from the Director of Public Instruction, No.8478, dated 23-1-1909.

" " 427

--do--

"

"

1-3-1909.

ORDER:- No 168 dt 18-3-09.

In modification of G.O. No.814

Educational, dated 12th December 1908, the Government direct that the dates of closing of the undermentioned ~~Government~~ Government Colleges for the summer vacation of 1909 shall be as follow:-

Name of College	Dated closing
Presidency College	30th April 1909 (Friday inclusive)
Kumbakonam College	--do--
Rajahmundry College	--do--
--do-- Training College	--do--
Teachers' College, Saidapet	7th May 1909 (Friday inclusive)
Law College	23rd April 1909 (Friday) inclusive
Mangalore College	16th April 1909 (Friday) inclusive

2. The Easter holidays for Government Colleges will, with effect from the current year, be reduced to four days, ^{that is (the 9th April)} from Friday to Monday, both inclusive, as in the case of Government offices.

3. Mr. Odgers will be permitted to proceed to Europe during the ensuing summer vacation of the Law College.

To The D.P.I.

18/3/09

17.3.09

17.3.09

17.3.09

Sp in mst today
18/3/09

(Incent-2 leave out Mangalore
here & to apply the
shortening of the Easter
holidays to it)

18/3/09

No 39.18.3.07
17.3.09

cas 17.3.9. 18/3

Copy sent

ORDINARY.

PREFERENCE.

URGENT (a).

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....168, dated 18-3-1909.

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