

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1909.

Enclosures

Spare copies

14

G.O., No. 178, 23rd March 1909.

University of Madras.

Requesting the Registrar of the — to recover from M.R.Ry. S. Subrahmanya Aiyar the sum of Rs. 12 which has been overdrawn by him as travelling allowance, and requesting the Syndicate to submit a revised set of rules regulating the payment of travelling allowance to Fellows and Members of Faculties and Boards of Studies.

Government of Madras.

EDUCATIONAL DEPARTMENT.

2

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O., No. 310, Educational, dated 12th May 1905.

ABSTRACT.—Approving, with remarks, the rules framed by the Syndicate of the University of Madras for the payment of travelling expenses of Fellows and of Members of Faculties and Boards of Studies visiting Madras to attend meetings of the Senate, Faculties and Boards of Studies, respectively, and also approving the proposals of the Syndicate with reference to the inspection of colleges.

II

G.O., No. 106, Educational, dated 22nd February 1909.

ABSTRACT.—Stating that a further sum of Rs. 5,000 will be placed at the disposal of the Syndicate of the Madras University for meeting the travelling allowance of Fellows in connection with the inspection of colleges.

III

Official Memorandum No. 187-2, Educational, dated 22nd February 1909.

M.R.Ry. S. Subrahmanya Aiyar of the Teachers' College, Saidapet, attended two meetings of the Senate of the Madras University on the 20th October 1908 and the 14th November 1908. On both occasions he appears to have returned to Saidapet on the day of the meeting. For attending each of the meetings he has drawn a halting allowance of Rs. 6 in addition to first-class railway fare from Saidapet to Madras Beach. The Director of Public Instruction is requested to obtain and forward to Government the explanation of M.R.Ry. S. Subrahmanya Aiyar as to why he drew a halting allowance in addition to the railway fare.

(By Order.)

C. A. SOUTER,
Assistant 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.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 4th March 1909.

No.—Ref. on Cur. 1247.

I have the honour to submit herewith the explanation of M.R.Ry. S. Subrahmanya Aiyar of the Teachers' College, Saidapet, called for in Government Memorandum No. 187-2, dated 22nd February 1909, for having drawn halting allowance in addition to the railway fare for the days he attended the meetings of the Senate of the Madras University.

ENCLOSURE.

Letter—from M.R.Ry. S. SUBRAHMANYA AIYAR, B.A., Acting Vice-Principal, Teachers' College, Saidapet.

To—the Director of Public Instruction, Madras (through the Principal, Teachers' College, Saidapet).

In reply to your Proceedings, Ref. on C. No. 1247, dated 25th February 1909, I have the honour to give the following explanation :—

Some months ago I was given to understand that claim of the kind was allowable in the case of one living in the mufassal, and so I sent in my bill and the Registrar passed it. The claim on the 20th October 1908 was the first one I made during the years I have been on the Senate. If the Registrar had thought my claim *ultra vires*, he could have disallowed it. I thought that the University had its own special rules and that the allowance of Rs. 6 for each day was for "attending the meeting." I live at Saidapet and I did return to Saidapet on all the occasions I attended Senate meetings.

D. No. 30, dated 1st March 1909.

Submitted to the Director of Public Instruction, Madras.

A. A. HALL,
Principal.

Order—No. 178, Educational, dated 23rd March 1909.

An examination of the travelling allowance bills of Fellows submitted by the Registrar of the University of Madras with his letter No. 374, dated 29th January 1909, shows that M.R.Ry. S. Subrahmanya Aiyar of the Teachers' College, Saidapet, has drawn both railway fare and halting allowance for attending the meetings of the Senate on 23rd October and 14th November 1908, respectively. M.R.Ry. Subrahmanya Aiyar explains that he claimed an allowance of Rs. 6 per diem in addition to the travelling allowance under the impression that this allowance was granted for attending the meetings, and that the Registrar did not disallow the claim. The rule is doubtless wanting in clearness, but the Government consider that the charge should not have been passed; and the Registrar will now be requested to recover from M.R.Ry. S. Subrahmanya Aiyar the sum of Rs. 12 which has been overdrawn.

2. In order to prevent similar claims being made in the future, the Government consider that the rules regulating the payment of travelling allowance to Fellows and Members of Faculties and Boards of Studies, which were sanctioned in G.O., No. 310, Educational, dated 12th May 1905, should be revised so as to make it clear that a claim to railway fare or mileage in addition to halting allowance for the same day is inadmissible. The Government also consider that instead of the actual travelling expenses now allowed in the rules, a definite rate of mileage should be fixed for road or boat journeys. The Syndicate will be requested to consider the question of assimilating the present rules more closely to those contained in the Civil Service Regulations and, if they agree, to forward a revised set of rules for the approval of Government.

3. In the case of bills for fees on account of delivering lectures, the bills should in future be supported by a declaration signed by the lecturer that the lecture or lectures were actually delivered. The Syndicate will be requested to suggest a form of declaration for the approval of Government.

4. The accounts connected with (1) the inspection of colleges, (2) travelling expenses of Fellows and (3) University vacation lectures, which form part of the accounts of the University, should, in future, be audited by the Accountant-General at the time of the annual audit.

(True Extract.)

A. BUTTERWORTH,
Ag. Secretary to Government.

To the Director of Public Instruction:
" Registrar, University of Madras
(with bundles of bills and account books).
" Accountant-General.

NOTES CONNECTED WITH G.O., No. 178, EDUCATIONAL, DATED
23RD MARCH 1909.[SUBJECT.—*Application from the University of Madras for a further grant to
meet the travelling expenses of Fellows, etc.*]NOTES CONNECTED WITH G.O., No. 106, EDUCATIONAL, DATED 22ND
FEBRUARY 1909.*From the University of Madras, dated 29th January 1909, No. 374.*

In the year 1905, the Government of India decided to make a grant of 5 lakhs annually for a period of five years for the benefit of University and Collegiate education in the several provinces in India. In their letter No. 192, Education, dated 14th March 1905, they assigned a grant of Rs. 70,000 in 1904-1905 to the Madras Presidency, consisting of (1) Rs. 5,000 for the payment of the travelling expenses of the Fellows of the Madras University residing in the mufassal, (2) Rs. 15,000 for meeting the expenses of the inspection of Colleges and (3) Rs. 50,000 for making grants for University and College buildings.

2. In their letter No. 752, Education, dated 6th December 1905, the Government of India sanctioned an allotment of Rs. 80,000 annually, for a period of four years up to 1908-1909, to the Madras Presidency, for the improvement of collegiate as distinct from University education, and Rs. 25,000 annually for four years in order to provide for University administration, inspection and the travelling expenses of Fellows.

3. The total grant thus placed at the disposal of this Government by the Government of India up to the year 1908-1909 is Rs. 4,90,000 as shown below :—

	RS.
1904-1905	70,000
1905-1906	1,05,000
1906-1907	1,05,000
1907-1908	1,05,000
1908-1909	1,05,000
Total	4,90,000

4. The total expenditure incurred up to date from this grant is Rs. 4,51,402 as follows :—

	RS.
<i>Vide</i> page 16 of K.W. G.O., No. 570, Educational, dated 31st August 1907. (1) Mathematical instruments ..	18,030
G.O., No. 425, Financial, dated 15th June 1905. (2) Inspection of Colleges ..	17,372
G.O., No. 69, Educational, dated 1st February 1906.	
G.O., No. 301, Educational, dated 28th April 1906.	
G.O., No. 190, Educational, dated 28th March 1905. (3) Travelling expenses of Fellows ..	20,000
G.O., No. 371, Educational, dated 26th May 1906.	
G.O., No. 797, Educational, dated 7th December 1906.	
G.O., No. 696, Educational, dated 15th October 1907.	

	RS.
(4) University vacation lectures ..	6,000
G.O., No. 570, Educational, dated 31st August 1907. (5) Grant for University library ..	1,00,000
G.O., No. 810, Educational, dated 3rd December 1907. (6) Grants to colleges ..	2,90,000
G.O., No. 172, Educational, dated 10th March 1908.	
G.O., No. 81-A, Educational, dated 10th February 1909.	4,51,402
Total amount given to the University till now is Rs. 17,372 + 20,000 + 6,000 + 1,00,000 = Rs. 1,43,372.	Balance .. 38,598
	Total .. 4,90,000

5. The balance still available for expenditure out of the special grant made by the Government of India for University education is thus Rs. 38,598.

6. The Civil Budget estimate for 1908-1909 under "22-A. Education—University" contains a provision of Rs. 1,05,000, excluding the sum of Rs. 500 provided for the Johnston of Carnsalloch Scholarship. The expenditure which has been sanctioned up to date from this sum is Rs. 66,000 as shown below :—

	RS.
G.O., No. 717, Educational, dated 17th October 1908. Balance of grant payable to colleges ..	53,500
G.O., No. 172, Educational, dated 10th March 1908. Grant to Zamorin's College ..	7,000
G.O., No. 81-A, Educational, dated 10th February 1909. Additional grant to Salem College ..	5,500
	Total .. 66,000

RS.		
39,000	G.O., No. 438, Educational, dated 4th June 1908.	The balance still available for expenditure during the current year is Rs. 39,000; but of this a grant of Rs. 27,000 to the Pachaiyappa's College, Madras, will have to be paid. Making allowance for this there will be left a sum of Rs. 12,000 for allotment to other purposes.
27,000	G.O., No. 656, Educational, dated 10th September 1908.	
12,000	(in round figures).	

7. Of the amounts paid to the University for meeting the charges connected with (1) the inspection of colleges, (2) travelling expenses of Fellows, and (3) University lectures, the University renders an annual account to Government. The first account rendered was with Mr. Paterson's letter No. 2287, dated 19th September 1905, printed with G.O., No. 59, Educational, dated 1st February 1906. The second account was with Mr. Paterson's letter No. 1220, dated 3rd May 1906, printed with G.O., No. 371, Educational, dated 26th May 1906, and the third was with Mr. Paterson's letter No. 45, dated 27th August 1907, printed with G.O., No. 696, Educational, dated 15th October 1907. This last account showed an unspent balance of Rs. 2,782-14-9 with the University—vide paragraph 3 of Mr. Paterson's letter on page 2 of G.O., No. 696, Educational, dated 15th October 1907.

8. Since the rendering of the last account, a further grant of Rs. 10,000 was made to the University in G.O., No. 696, Educational, dated 15th October 1907, Rs. 5,000 for the travelling expenses of Fellows and Rs. 5,000 for inspection of colleges and vacation lectures.

9. The Registrar of the Madras University now submits a statement of the accounts of the Government grants to the University for the period beginning from 1st July 1907 to 3rd December 1908. The accounts stand as follows :—

	RS.	A.	P.
Paragraph 7 <i>supra</i> . Balance on the 30th June 1907.	2,782	14	9
Paragraph 8 <i>supra</i> . Government grant in 1907 ..	10,000	0	0
Page 3 of G.O., No. 772, Educational, dated 28th November 1909. Refunds ..	85	0	0
	Total ..	12,867	14 9
	Expenditure incurred up to 3rd December 1908 ..	12,139	4 6
	Balance ..	728	10 3

10. The Syndicate of the University states that this sum of Rs. 728-10-3 will be insufficient to meet the travelling expenses of Fellows, etc., until the end of the current official year, and requests that the Government will be pleased to make a further grant of Rs. 5,000 for the purpose.

11. It is for consideration whether the further grant of Rs. 5,000 asked for by the University may be sanctioned. If sanctioned, the grant can be paid from the balance of Rs. 39,000 referred to in paragraph 6 *supra*.

12. The travelling expenses of Fellows visiting Madras to attend University meetings are paid at the following rates :—

"For all journeys performed by rail—one first-class fare each way for a Fellow or a Member of a Faculty or Board of Studies and one third-class fare each way for one servant.

"For all journeys performed by road, canal or steamer—the actual cost of transit for a Fellow or a Member of a Faculty or Board of Studies, and for one servant.

"For each day spent in Madras on which a meeting is attended and for each day on which detention in Madras appears to the Syndicate to be necessary—Rs. 6."

13. From an examination of the travelling allowance bills of Fellows submitted with the Registrar's letter, it is observed that M.R.Ry. S. Subrahmanya Aiyar of the Teachers' College, Saidapet, has drawn both railway fare (first class) and halting allowance on two occasions † on which he attended the Senate meetings. On both the occasions he returned on the same day to Saidapet after the Senate meeting was over. Nor was he detained in Madras on account of the Senate meeting. He does not therefore appear to be eligible for a halting allowance of Rs. 6 in addition to the railway fare. It is for consideration whether the University may be asked to recover the amount of Rs. 12 thus irregularly paid to Mr. Subrahmanya Aiyar.

14. It is also for consideration whether all the travelling allowance bills submitted by the University may be sent to the Accountant-General for audit before finally accepting the accounts.

T.K.—13-2-09.

If the Accountant-General audits these bills at the time of his annual audit of the accounts of the University, it seems to be unnecessary now to forward them to him for scrutiny. He may, it is submitted, be asked u.o. to state whether bills for similar expenditure during the past three years were audited by him. If he has not audited them in previous years these bills should be scrutinized by him. The Accountant-General may also be requested to advise whether the halting allowance paid to M.R.Ry. S. Subrahmanya Aiyar referred to in paragraph 13 *supra* is admissible.

K. RANGASWAMI AIYANGAR—15-2-09.

So far as the papers show, the Accountant-General has not been asked specially to audit these accounts hitherto. It is for orders whether he should now be asked to do so. As pointed out in paragraph 6 of the office-note there is a balance of about Rs. 12,000 for the payment of the grant applied for.

C. A. SOUTER—15-2-09.

This is hardly more than a formal matter. The Government have rather more than Rs. 12,000 in hand out of the Government of India grant for University purposes and the University ask for Rs. 5,000 out of that balance to meet expenses likely to accrue in the current year. This may be sanctioned.

As regards auditing the accounts relating to the Government grants the Accountant-General may be asked u.o. whether he now does this and, if not, he may be requested to do so in future. A doubt has been raised by the discovery of the mistake alluded to in the office-note.

A. BUTTERWORTH—16-2-09.

I agree. An explanation should be got from the Aiyar who is one of our servants.

G. S. F[ORBES]—17-2-09.

Draft please.

A. BUTTERWORTH—17-2-09.

Two drafts are submitted for approval—one an order placing a sum of Rs. 5,000 at the disposal of the University and the other an official memorandum to the Director of Public Instruction asking him to obtain an explanation from M.R.Ry. S. Subrahmanya Aiyar.

Without Honourable Member's notes of course. 2. After the issue of the drafts the file may be sent u.o. to the Accountant-General with reference to the Secretary's note above.

A. BUTTERWORTH.

T.K.—17-2-09.

K. RANGASWAMI AIYANGAR—17-2-09.

For approval.

C. A. SOUTER—17-2-09.

Financial should approve draft. Mark as urgent.

A. BUTTERWORTH—19-2-09.

To the Financial Department.

FINANCIAL DEPARTMENT.

May be accepted.

C. M. SCHMIDT—22-2-09.

C. J. WEIR—22-2-09.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Issue.

A. BUTTERWORTH—22-2-09.

[G.O., No. 106, Educational, dated 22nd February 1909.]

[NOTES CONNECTED WITH G.O., No. 178, EDUCATIONAL, DATED 23RD MARCH 1909.]

The drafts have issued; the file may now be sent u.o. to the Accountant-General with reference to the Secretary's note above.

T.K.—23-2-09.

K. RANGASWAMI AIYANGAR—23-2-09.

C. A. SOUTER—24-2-09.

To the Accountant-General u.o.

OFFICE OF THE ACCOUNTANT-GENERAL.

The accounts relating to grants made by Government to the University are not audited by my office. If Government require such an audit in future I can arrange to have it carried out. In that case as the payments relate almost entirely to travelling allowance of Fellows, Examiners and Lecturers, it will be well, to make the audit as complete as possible, to decide whether claims to travelling allowance shall be regulated by the Civil Service Regulations, or by rules framed by the Syndicate. If by the latter, as will presumably be the case, it seems to me that they require to be made clearer than they are so as to admit of no doubt as to the eligibility of the claimant to railway fare or mileage in addition to halting allowance for the same day; also that a definite rate of mileage instead of actual expenses should be fixed for road or boat journeys, as otherwise different rates may be claimed by different persons for the same journey.

In the case of charges billed for on account of delivering lectures, it will be well if the bills are supported by certificates from gentlemen authorised to do so showing the dates on which the lectures were actually delivered.

A. M. BRIGSTOCKE—3-3-09.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Please see the Accountant-General's note *supra*.

The Accountant-General does not say why he did not audit these accounts when auditing the accounts of the University.

K. RANGASWAMI AIYANGAR—13-3-09.

The Accountant-General may audit these accounts in future.

A. BUTTERWORTH.

2. It is for consideration whether the Accountant-General may be requested to arrange to audit the accounts of the grants made to the University for meeting the travelling expenses of Fellows and the charges connected with the inspection of colleges and vacation lectures.

3. The claims to travelling allowances should obviously be regulated by the rules framed by the Syndicate and approved by Government in G.O., No. 310, Educational, dated 12th May 1905. But the

But these may require revision?

G. S. F[ORBES].

rules may, as suggested by the Accountant-General, be made clearer so as to admit of no doubt as to the eligibility of a claimant to railway fare or mileage in addition to halting allowance for the

A. BUTTERWORTH.

same day. A definite rate of mileage may also be fixed instead of actual expenses for road or boat journeys.

If these suggestions of the Accountant-General are approved, the Syndicate may be requested to submit a draft of the revised rules for approval.

This might cause resentment. I think the lecturer's statement that he delivered lectures on such and such dates should be sufficient authority.

A. BUTTERWORTH.

He may send a declaration in a form to be settled and approved. Honest Englishmen have to sign declarations every day before drawing money in England and they do not regard it as any reflection on their honesty.

G. S. F[ORBES]—7-3-09.

5. In Memorandum No. 187-2, dated 22nd February 1909, the Director of Public Instruction was requested to obtain and submit the explanation of M.R.Ry. S. Subrahmanya Aiyar of the Teachers' College, Saidapet, as to why he drew a halting allowance in addition to railway fare on the two occasions on which he attended the meetings of the Senate of the University.

6. M.R.Ry. Subrahmanya Aiyar states that he thought that the allowance of Rs. 6 for each day was for attending the meeting; and that claim for it was allowable in the case of one living in the mufassal*.
* Mr. Subramania Aiyar lives in Saidapet. He therefore claimed it and the Registrar did not disallow it.
K.R.

7. It is for consideration whether the Registrar of the University may be requested to explain why he passed halting allowance in addition to railway fare to M.R.Ry. Subrahmanya Aiyar and whether Subrahmanya Aiyar may be requested to refund the sum of Rs. 12 he drew as halting allowance in addition to railway fare.

T.K.—13-3-09.

K. RANGASWAMI AIYANGAR—13-3-09.

The rule mentioned above seems to allow a charge of the above kind. The wording is very general.

2. The Accountant-General's suggestions may, as suggested in the office-note, be accepted and the University requested to submit a draft.

C. A. SOUTER—13-3-09.

For orders. I have noted on the margin of the office-note on page 5.

As to Subrahmanya Aiyar's claim, it seems to have been *bona fide*. The rule about halting allowance in G.O., No. 310, Educational, dated 12th May 1905, is vaguely worded. Under it halting allowance is claimable for "each day spent in Madras on which a meeting is attended". The rule does not say that halting allowance shall not be claimed for days on which travelling allowance is drawn. The University can be asked whether it should not be amended in that way. It is desirable to cut down these charges as much as possible.

G. S. F[ORBES].

Distinctly. I fear from what native gentlemen tell me that the University is being looked on as a milch cow.

G. S. F[ORBES].

A. BUTTERWORTH—17-3-09.

G. S. F[ORBES]—17-3-09.

Draft please.

A. BUTTERWORTH—18-3-09.

Draft submitted for approval.

T.K.—19-3-09.

K. RANGASWAMI AIYANGAR—20-3-09.

C. A. SOUTER—20-3-09.

Issue.

A. BUTTERWORTH—21-3-09.

[G.O., No. 178, Educational, dated 23rd March 1909.]

also be approved?

Page 1 of C.F.

5. In memo. no 187-2 dated 22-2-09 the D.P.I. was requested to obtain and submit the explanation of M.R. Ry. S. Subrahmanya Aiyar of the Teachers' College, Saidapet, as to why he drew a halting allowance in addition to the railway fare ^{on} the two occasions on which he attended the meeting of the Senate of the University.

Page 3 of C.F.

* Mr. Subramania aiyar lives in Saidapet.

6. M.R. Ry. Subrahmanya Aiyar states that he thought that the allowance of Rs 6 for each day was for attending the meeting; and that claim for it was allowable in the case of one living in the mufassal. He therefore claimed it and the Registrar did not disallow it.

7. It is for consideration whether the Registrar of the University may be requested to explain why he passed halting allowance in addition to railway fare to M.R. Ry. Subrahmanya Aiyar and whether Subrahmanya Aiyar may be requested to refund the sum of Rs 12 he drew as halting allowance in addition to railway fare.

Please see the rule on page 2 of G.O. No. 310 Ed. by 12.5.05 - M.

For the rate given to the Registrar of the University. It is not possible to refund the sum of Rs 12 he drew as halting allowance in addition to railway fare. T.K. is not a member of the University.

T.K.
13-3-09.

13-3-09

See

The rule mentioned above seems to allow a

For the Secretary

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With reference to the Secretary's marginal note on p. 12 of the note file below, it is respectfully submitted that the existence of separate rules for the grant of travelling &c allowances by the University was not overlooked. The rules are quoted in para. 12 of the office note on p. 5 of note file.

2. It is submitted that these rules do not cover Subramania aiyar's case, as the halting allowance of Rs 6 is admissible only for each day spent in Madras on
 2 which a meeting is attended +
 2 for each day on which detention
 2 in Madras appears to the Syndicate
 2 to be necessary."

Subramania aiyar did not spend in Madras the day of the meeting nor was he detained in Madras, as he says that he returned to Saidapet the same day. He further admits that he claimed his allowance for attending the meeting

vide p. 3 of p. 1.

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and not for halting at madras

R.D. and J. J. J.
16.3.09
(See)

I have no doubt that the above was the intention of the rule, but the wording is so general and indefinite that the Aizari claim could be justified under it. This secures the A-f's opinion.

Chas. J. J.
16.3.9.

Thanks. I have altered my note.

A.J.
17/3
A. J. J.

Papers to be read in Proceedings:—

Again G.O., No. 310 Edl, dated 12-5- 1905.
 Again G.O., No. 106 Edl, dated 22-2- 1909.
 Current No. 458 From the D. P. 9, No. 1247, dated 4-3- 1909.

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ORDER. No. 178, dated 23-3-1909.
P/S.

An examination of the travelling allowance bills of Fellows submitted by the Registrar of the University of Madras with his letter No.374, dated 29th January 1909, shows that M.R.Ry. S. Subrahmanya Aiyar of the Teachers' College, Saidapet, had drawn both railway fare and halting allowance for attending the meetings of the Senate on 23rd October and 14th November 1908, respectively. M.R.Ry. Subrahmanya Aiyar explains that he claimed an allowance of Rs.6 per diem in addition to the travelling allowance under the impression that this allowance was for attending the meetings, and that the Registrar did not disallow the claim. M.R.Ry. Subrahmanya

~~Aivar's~~

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2.

The rule is doubtless wanting in clearness but the Govt. consider that the charge should not have been passed and
~~Alvar's claim appears to have been bona fide, but the Registrar should not have allowed it; and he will now be requested to recover from M.R. Ry. S. Subrahmanya Alvar the sum of Rs.12 which has been overdrawn.~~

2. In order to prevent similar claims being made in the future, the Government consider that the rules regulating the payment of travelling allowance to Fellows and Members of Faculties and Boards of Studies, which were sanctioned in G.O.No.310, Edl., dated 12th May 1905, should be revised so as to make it clear that a claim to railway fare or mileage in addition to halting allowance for the same day ~~as in the case under reference,~~ is inadmissible. The Government also consider that instead of ^{the} actual ^{travelling} expenses ~~now provided for~~ ^{allowed} in the rules, a definite rate of mileage should be fixed for road or boat journeys, ~~as otherwise travelling expenses at different rates may be claimed by different persons for the same journey.~~

The Syndicate will be requested to ~~revise the rules in the light of the above remarks and to submit them for the approval of Government.~~

3. In the case of bills for fees on account of delivering lectures, the bills should in future be supported by

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consider the question of assimilating the present rules more closely to those contained in the C.S.R. and, if they agree, to forward a revised set of rules

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by a declaration signed by the lecturer that the lecture or lectures were actually delivered. The Syndicate ~~will~~ ^{has been requested to} suggest a form of declaration for the approval of Government.

4. The accounts connected with
(1) the inspection of colleges,
(2) travelling expenses of Fellows
and (3) University vacation lectures,
which form part of the accounts of
the University, should, ~~in future, be~~
~~mitted to and audited by the Accountant-~~
general at the time of the annual
audits. ~~The Accountant General will~~
~~be requested to audit the accounts~~
connected with these charges.

p. 10 of the notes. The A.G.
suggests his doing so in
future.

7H
19.3.09

AD
20.3.09

Cal
20.3.09

Alf
21/3

sent with encl.
24/3/9

To the D.P.I.

- " Regr., University of Madras.
- " Accountant General with
bundles of bills and
account books.

PRESS SLIP.

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No., dated 190 ..

G.O., No. 178, dated 23-3-1909 ..

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

Crochet. University of Madras. Requesting the Secretary to the Government to issue a rule regarding the payment of travelling allowances to the members of the Council of the University of Madras and the members of the Senate of the University of Madras.

Code of the — to submit a revised set of Rules regulating the payment of travelling allowances to the members of the Council of the University of Madras and the members of the Senate of the University of Madras. The sum of Rs. 12 which has been overdrawn by him.

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	10
Ooty Records	...	3	1
For filing with original	...	1	1
Total	...	34	12

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.					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
.....Dept.					
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 Registrar.....					
The.....					
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.

(b) 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.)

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.....	27/3/03.....
First proof furnished on.....	31/3/03.....
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	5/4/03.....
Final copies supplied on.....	12/4/04.....

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	3	15	
" " " Issue.....	13		
For Volumes.....	16		
For E. T.....			
Total ...	34	15	