

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Enclosures

Regd.

1909.

Spare copies

G.O., No. 248, 28th April 1909.

Lawrence Asylum, Ootacamund.

Approving the form of Fee Register proposed by the Committee of the

Government of Madras.

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GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O., No. 114, Educational, dated 1st March 1909.

ABSTRACT.—Recording explanation of points noticed in the report on the audit of the accounts of the Lawrence Asylum, Ootacamund, for the year 1907-1908.

II

Letter—from A. MONTAGU BRIGSTOCKE, Esq., I.C.S., Accountant-General, Madras.
To—the Secretary to Government, Educational Department.
Dated—the 31st March 1909.
No.—O.A. 27/150.

With reference to the last paragraph of G.O., No. 114, Educational, dated 1st March 1909, I have the honour to state that the main difference between the form of Fee Register suggested by the Auditor and that now proposed by the Committee of the Lawrence Asylum is that the former allots a page for the children of each parent or guardian, whereas the latter is a continuous record with serial numbers. The intention in the former is to afford facilities to the Principal as well as to the Auditor for checking the realizations and to lessen the scriptory work of the office as a single page would suffice for several years as shown in the form. But I have no objection to the adoption of the form suggested by the Principal and approved by the Committee, if it is considered preferable, provided a column is opened to show the date of admission as in the form proposed by the Auditor. If the Auditor's form is approved, it will be well however to open another column in it to show the total outstandings at the close of the year in lieu of the "Remarks" column which may be deleted.

Order—No. 248, Educational, dated 28th April 1909.

The form of Fee Register proposed by the Committee is approved with the addition of a column to show the dates of admission of pupils as suggested by the Accountant-General.

(True Extract.)

A. BUTTERWORTH,
Ag. Secretary to Government.

To the Committee of the Lawrence Asylum, Ootacamund.
" Director of Public Instruction.
" Accountant-General.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 248, EDUCATIONAL,
DATED 28TH APRIL 1909.

[SUBJECT.—Form of Fee Register to be maintained by the Lawrence Asylum, Ootacamund.]

From the Accountant-General, dated 31st March 1909, No. 27.

In his report on the audit of the accounts of the Lawrence Asylum for the year 1907-1908, the Auditor pointed out that Paragraph 11 of his report on page 3 of G.O., No. 768, Educational, dated 14th November 1908, the fee register maintained by the Asylum was susceptible of improvement, and suggested for adoption the following form :—

B.—Form of Fee Register.

1. Name of father or guardian _____ 2. Corps or Dept. _____ 3. Monthly income _____
1909-1910.

Number of children with dates of admission.		Fees payable for		Date of payment for												Remarks.
Boys.	Girls.	Boys.	Girls.	April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.	
							1910-11									
							1911-12									
							1913-14									
							1914-15									

The Auditor observed that the form suggested by him afforded facilities for check both by the Principal and the Auditor and for the preparation of receipts.
Paragraph 11 of his report on page 3 of G.O., No. 768, Educational, dated 14th November 1908.

[illegible]

C. A. SOUTER—27-4-09.

To
The Committee of the L.A. city.
-- D.P. J. ✓
-- A.G. ✓

trip
28-4-2

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No., dated 190
G.O., No. 248, dated 28-2-1909.

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

Docket. Lawrence Asylum, Oct 2

Approved to form proposed
by the Committee of the Press
Registered to meet for the
Asylum

Number (c) of copies required when struck off (not including
copies for volumes and editors' table which are retained
in the Press).

Complete
Correspondence
and orders.

Notes

FOR RECORD.*

Madras Records	...	...	...	30	15
Ooty Records	...	...	...	2	3
For filing with original	...	...	...		

Total ... 34

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.				

Spare copies.

The Director of Public Instruction.....	5			
The Comr. for Govt. Examinations.....				
The Superintendent, Govt. Museum.....				
The Surgeon-General.....				
The Accountant-General.....	10			
The Collector of.....				
The P. D. B.....				
The Committee of the Press.....	3			
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
The.....				
Total ...	18			

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.

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(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be finally returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

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

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

TO 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 <u>after usual interval</u> at once.	Type may be released after usual interval.
.....Clerk.	Clerk.	<i>Proof not required for 30 copies.</i>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.....	<i>20/4/09</i> <i>Lib</i>
First proof furnished on.....	<i>21/5/09</i> <i>Lib</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	<i>1/5/09</i> <i>Lib</i>
Final copies supplied on.....	<i>2/5/09</i> <i>Lib</i>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	<i>34</i>	<i>19</i>	
" " " Issue.....	<i>18</i>		
For Volumes.....	<i>16</i>		
For E. T.....			
Total ...	<i>68</i>	<i>19</i>	