

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1909.

Enclosures

Spare copies

10

G.O., No. 475, 14th August 1909.

Shorthand writing.

Recording papers connected with the proposal made by M.R.Ry. V. Krishnamachari, clerk, office of the Registrar of the Madras University, for starting optional classes for teaching — in the colleges of the Presidency town.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from A. Y. G. CAMPBELL, Esq., I.C.S., Private Secretary to His Excellency the Governor.

To—the Secretary to Government, Educational Department.

Dated—Guindy, the 22nd February 1909.

No.—184.

ABSTRACT.—Forwarding a letter from M.R.Ry. V. Krishnamachari about the study of shorthand writing.

ENCLOSURES.

Letter—from M.R.Ry. V. KRISHNAMACHARI.

To—the Private Secretary to His Excellency the Governor of Madras.

Dated—Madras, the 20th February 1909.

After seeing you in January last I wanted to submit to you the enclosed memorandum. As His Excellency was about to start on tour then, I thought it better to await His Excellency's return. I request you will be pleased to go through the memorandum and to place the same before His Excellency for gracious consideration.

2. When Educational and Industrial questions are now so patronisingly considered by His Excellency I feel very strongly that it is high time for something to be done to promote the study of shorthand in Madras. Orators are the best judges to realise the importance of shorthand learning and His Excellency being one of the best orators I venture to hope that due consideration will be given to my humble representation. It is my humble and earnest prayer that His Excellency will be pleased to take a personal interest in the matter.

Begging to be excused for the liberty taken.

Memorandum on the subject of the study of shorthand.

Dr. S. JOHNSON.

"Shorthand on account of its great and general utility merits a much higher rank amongst the arts and sciences than is commonly allotted to it. Its usefulness is not confined to any particular science or profession but universal; and therefore by no means unworthy the attention and study of men of genius and erudition."

LORD JAMES.

"When I first became a law student I taught myself one of those branches of knowledge which aid a man a good deal if properly applied—I mean the power of writing shorthand. I learned Pitman's Phonography. It took me some six months, at three hours a day, no more, but it has been of great use to me throughout my life. The knowledge which was so easily acquired has saved me a great deal of hard work in later life compared with what my labours would have been if I had had to write in longhand."

RIGHT HON'BLE JOHN BRIGHT.

"Phonography is so simple as to be readily learnt by every one of ordinary capacity and the public benefits to be had from it are entirely incalculable."

It is not necessary for me to say anything more about the usefulness, etc., of shorthand learning by the younger generation. The Report of the Board of Education in England shows that shorthand is taught in many schools in Great Britain, and that His Majesty's Inspectors of Schools are having control over this branch of instruction as well. In order to become a good and useful shorthand-writer it is absolutely necessary for a person to have a good command of the English language. In the case of boys in England they become good shorthand-writers even though they do not possess any academical distinction because their mother-tongue is English. But in the case of boys in India the result is very much the opposite. It is very

difficult for an Indian boy to become a good shorthand-writer unless he has a good knowledge of English. As his mother-tongue is not English, he is not likely to possess a good knowledge thereof unless he undergoes collegiate instruction. When the practical aspect of the question is considered, the fact remains that almost all boys who hopelessly fail in the Matriculation examination or who have not studied even up to the Matriculation examination are compelled by their guardians and friends to learn shorthand and type-writing in order that this branch of study may serve them as a passport to earn their bread. Consequently it is difficult to find many good shorthand-writers in this country. But if sufficient opportunities are afforded so that boys entering upon their collegiate course of study may be enabled to learn shorthand during or after their legitimate college hours, it can surely be expected that some of these become experts in shorthand. This statement will be borne out by the fact that boys who enter the college course have had not only a good study of the language but had also practised drawing in their High school department which must necessarily have trained their eyes to correct observation and their hands to subtle writing; in addition their youth will largely contribute to the nimbleness of their hands and calmness of their minds.

In the Metropolis of this great Presidency there is no authorised institution wherein the boys may learn the art. The Government School of Commerce at Calicut on the West Coast cannot be said to supply the need of the capital of the Madras Presidency on the East Coast. It is not possible to expect private institutions started by persons who are to make a living thereby to give good instruction especially in shorthand. It may not be out of place to mention here that in Calcutta special classes are attached to the Presidency College for imparting instruction in shorthand, typewriting and other subjects.

In order to promote efficiently the study of this very useful subject, students in the College Department in Madras must have a fair opportunity to learn it. Further it will be found from the report submitted by the Committee appointed by Government to consider the scheme of the School Final Examination, shorthand and type-writing are included as subjects of study. If this recommendation is to be given effect to, it will be necessary for supplying the High schools in the Presidency (about 300 in number) with competent instructors to teach this subject. Many Managers will welcome, I believe, from a financial point of view, the appointment of trained persons from the Teachers' College who have learnt shorthand also during their course of training. This will give a wider scope of imparting the subject for the School Final examination in many institutions. If something is not done beforehand, it may take a longer time for want of competent teachers to introduce shorthand in several schools when the School Final curriculum comes into force. I may be permitted to point out that the persons undergoing training for the Degree of Licentiate in teaching in the Teachers' College are all graduates. They are sure to grasp the subject very intelligently and quickly and to utilise their study to the best advantage when they are appointed as teachers. As the learning of shorthand is an additional qualification they are likely to be benefited pecuniarily also in the shape of increased salary or extra allowance for teaching this subject. Its introduction in the Teachers' College will gradually supply the Presidency with competent teachers, and its introduction in the Colleges in Madras will promote the study of the art generally to a large extent both in respect of quality and quantity.

If the above representation is viewed with favour and proves the necessity of introducing shorthand into the most important colleges in Madras, viz., the Teachers' College, Saidapet, the Presidency College, the Madras Christian College and the Pachaiyappa's College, I beg to suggest that it may be introduced now as a temporary measure for a year or two so that the authorities may have a better opportunity to judge on the merits of the measure later on. As His Excellency is a born orator and is governing the Presidency, I beg to request that His Excellency will be graciously pleased to lend His Excellency's venerable name to be associated with the study of shorthand in this part of India. If His Excellency is pleased to grant this request the classes may be named as "His Excellency Sir Arthur Lawley's Shorthand Chair." In order to give effect to the proposal the Director of Public Instruction and the Principals of the abovementioned colleges may be requested to co-operate and work out time-table and other necessary particulars. It is enough at present if two or three hours' instruction a week is given in each college. This will not tax much upon the time-table of a college and if it is found to be so, this subject may be taught after the regular college hours either in the mornings or in the evenings.

I have been devoting for over twelve years the whole of my leisure hours to the study of this subject and had studied special coaching papers received from England. If my humble proposal meets with His Excellency's approval, I beg to be permitted to notify my humble desire that I will be most happy to place my humble services in the cause of promoting the study of this very useful subject in my country provided I am enabled to attend my office or that some arrangement be made with the University authorities where I am now serving so that I may be permitted to undertake the work of teaching shorthand in the several colleges. While making this proposal I beg to be permitted to say frankly that the proposal does *not* carry with it any commercial value.

20th February 1909.

V. KRISHNAMACHARI.

Order—No. 475, Educational, dated 14th August 1909.

Recorded.

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., MIS. No. 475, EDUCATIONAL, DATED
14TH AUGUST 1909.

[SUBJECT.—*Encouragement of the study of Shorthand writing.*]*Previous papers.*

G.O., No. 902, Educational, dated 4th December	1891.
" " 45 " " 25th January	1893.
" " 727 " " 21st March	1894.
" " 979 " " 21st December	"
" " 211, Public " 10th March	1908.
" " 364, Educational " 13th May	"
" " 510 " " 9th July	"
" " 604, Public " 27th "	"
" " 617 " " 30th "	"
" " 717 " " 4th September	"
" " 1646, Judicial " 8th December	"
" " 67, Educational " 4th February	1909.
" " 143, Public " 20th "	"

Demi-official from A. Y. G. CAMPBELL, Esq., I.C.S., Private Secretary to His Excellency the Governor, to the Secretary to Government, Educational Department, dated Guindy, the 22nd February 1909, No. 184.

I enclose a letter from Mr. V. Krishnamachari about the study of shorthand writing. I am desirous to enquire what is being done by the Government for the encouragement of the teaching of shorthand writing and to ask you for a note (to be submitted through the Honourable Member) on the question whether anything more should be done for it.

EDUCATIONAL DEPARTMENT.

His Excellency enquires—

(1) What is being done by the Government for the encouragement of the teaching of shorthand writing, and

(2) Whether anything more should be done for it.

2. *First question. What is being done to encourage the study of shorthand writing.*—The Government have done the following to encourage the study of shorthand :—

(1) Shorthand has been recognised as a subject for the Government Technical Examinations and three examinations are held in that subject, viz., Elementary, Intermediate and Advanced—G.O., No. 45, Educational, dated 25th January 1893.

(2) Shorthand has been recognised as one of the optional subjects—

(a) for the European Middle School and Scholarship Examination—G.O., No. 364, Educational, dated 13th May 1908, page 8

(b) for the Upper Secondary Examination, paragraph 6 of the notification—page 40 of the Government Examinations Calendar for 1908–1909.

(c) for the proposed School Final Examination—G.O., No. 510, Educational, dated 9th July 1908.

(3) One clerk in each Session Court who knows shorthand is granted a local allowance of Rs. 15, Rs. 30 or Rs. 40 according as he has passed the Elementary, Intermediate or the Advanced examination in shorthand—G.O., No. 727, Judicial, dated 21st March 1894, and G.O., No. 1646, Judicial, dated 8th December 1908.

(4) Shorthand is taught in the Government School of Commerce at Calicut—G.O., No. 979, Educational, dated 21st December 1894.

(5) Aid is given to the following institution in which shorthand is taught: Y.M.C.A. class, Madras—Appendix D in Volume II of the Public Instruction Report for 1907-1908, page 17.

3. Shorthand is taught also in the following institutions, but they receive no aid from Government (Appendix D in Volume II of the Public Instruction Report for 1907-1908, pages 20 and 13):—

- (a) Pachaiyappa's Commercial School, Madras.
- (b) Madras Shorthand Writers' Association.
- (c) Tanjore Royal Technical Institute.
- (d) Thylamma Business Institute, Kumbakonam.
- (e) Pachaiyappa's Street Commercial school, Kumbakonam.
- (f) Trichinopoly Central Institute.
- (g) Trichinopoly Technical Institute.
- (h) Trichinopoly Shorthand and Typewriter's Institute.
- (i) Dubash Quadir's Commercial School, Madura.

4. *Second question. Whether anything more should be done for encouraging the studies of shorthand*—Mr. V. Krishnamachari suggests that shorthand should be introduced as a subject of study in the following colleges, viz.:—

- (1) The Teachers' College, Saidapet,
- (2) The Presidency College,
- (3) The Madras Christian College, and
- (4) The Pachaiyappa's College.

The last two institutions are aided colleges under private management and the Government cannot compel them to provide instruction in shorthand. It is a matter for the University to decide whether shorthand may be included as a compulsory

Certainly not compulsory.

A. L[AWLEY].

subject in the curricula for the University Examinations.

5. The introduction of the teaching of shorthand in Colleges seems also to be open to the following objections:—

(1) Shorthand is not an intellectual subject to be included in the curriculum

* In this Government Order it was ruled that shorthand should not form an optional subject in the High school and scholarship Examination for European schools.

of studies for colleges—Compare Hon'ble Mr. Forbes' remarks, dated 27th November 1908, on page 5 of K.W. G.O.,* No. 67, Educational, dated 4th February 1909.

A.B.

(2) Colleges which are solely concerned with University education of a high order are not the proper place for teaching shorthand.

(3) The curriculum of studies for colleges is already too heavy to admit of the introduction of shorthand.

(4) Colleges should not be diverted from their proper function by the provision of instruction in extraneous subjects having no direct connection therewith—vide paragraph of G.O., No. 902, Educational, dated 4th December 1891.

6. The knowledge of shorthand has now a commercial value, and no further action seems to be called for on the part of Government to promote its study.

T.K.—4-3-09.

K. RANGASWAMI AIYANGAR—5-3-09.

Will Public please say what has been done with the file in that department?

C. A. SOUTER—6-3-09.

To the Public Department.

PUBLIC DEPARTMENT.

The following Government Orders will explain what has been done by way of encouraging the study of vernacular shorthand:—

G.O., No. 211, Public, dated 10th March 1908.

" " 617 " " 30th July "

" " 717 " " 4th September "

" " 143 " " 26th February 1909.

2. The last of the Government Orders mentioned, viz., G.O., No. 143, Public, dated 26th February 1909, gives the results of certain preliminary tests held in vernacular shorthand in October 1908.

K.K.—12-3-09.

C. S. SIMPSON—13-3-09.

E. F. THOMAS—13-3-09.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Submitted to the Secretary.

2. The file may be submitted to His Excellency the Governor through the Hon'ble Mr. G. S. Forbes, C.S.I.

K. RANGASWAMI AIYANGAR—15-3-09.

C. A. SOUTER—15-3-09.

If considered necessary the Director of Public Instruction may be consulted u.o. as to whether anything more should be done to encourage shorthand.

A. BUTTERWORTH—16-3-09.

Shorthand is encouraged more here than probably by any other Government. It is a practical art and can be picked up by any youngster who can read and write by a little practice.

2. It is amusing to read Krishnamachari's extracts, as if shorthand were some thing new to the world and needed "encouragement" (to use a phrase always in their mouths and not in their pockets).

Doesn't it come out of the mouth but remain in the pocket?

A. L[AWLEY].

3. The encouragement wanted is "demand" for it among the natives who talk so glibly. Government alone employ and pay any considerable number: and indeed give a very handsome extra allowance to clerks who have qualified and are wanted for such employ.

4. I am quite sure there are any number available who are either qualified or ready to improve to required standard, if merchants and others would employ them.

G. S. F[ORBES]—16-3-09.

I should be inclined to extend the same principle which exists in regard to the employment of shorthand clerks in Session Courts (*vide* page 1 *supra*) to the Secretariat, Collectors' offices, and some other offices.

Would the Honourable Member be prepared to consider suggestions on these lines?

A. L[AWLEY]—18-3-09.

All we have to do is to make "shorthand" a qualification for certain offices.

2. On what terms do we employ shorthand men in the Secretariat and how many are wanted?

G. S. F[ORBES]—19-4-09.

Reply please.

A. BUTTERWORTH—22-4-09.

Shorthand writers appear to be employed only in the Public Department. That department may therefore be asked to furnish the information wanted by the Honourable Member.

T. KANAKASUNDARAM PILLAI—22-4-09.

C. A. SOUTER—22-4-09.

To the Public Department.

PUBLIC DEPARTMENT.

With reference to the Honourable Member's query *supra*, it is submitted that at present there are two shorthand men in the Chief Secretariat, viz.—

(1) E. Sundaram Aiyar, salary Rs. 200. He accompanies His Excellency the Governor on tour to report His Excellency's speeches and when His Excellency is at head-quarters he works in the Chief Secretariat.

(2) V. P. Ramunni Menon, clerk, salary Rs. 50 plus shorthand allowance Rs. 20. Works in the Confidential section.

These men are found sufficient for the present needs of the Chief Secretariat.

C. M. SCHMIDT—6-5-09.

Order in Council.

The Director of Public Instruction and Mr. Stone to be asked for opinion as to advisability of starting optional classes for teaching shorthand writing either in the Presidency College or the Teachers' College or both.

C. J. WEIR—1-4-09.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Marked "Confidential". I don't know why. Make reference as ordered.

A. BUTTERWORTH—2-4-09.

The draft demi-official below is for approval:—

Demi-official from C. A. SOUTER, Esq., I.C.S., Under Secretary to Government, Educational Department, to the Director of Public Instruction (Dr. Bourne), Principal, Presidency College (Mr. Stone), dated 3rd April 1909, No. 738-1.

I am directed to request that you will be good enough to furnish the Government with your opinion as to the advisability of starting optional classes for teaching shorthand writing either in the Presidency College, Madras, or in the Teachers' College, Saidapet, or in both the institutions.

Demi-official from J. H. STONE, Esq., M.A., Principal, Presidency College, to the Under Secretary to Government, Educational Department, dated 6th April 1909.

Your demi-official of the 3rd April.

I should doubt the advisability of starting classes in shorthand for students reading for the degree in the Presidency College. I believe a good deal of time and considerable mental effort is necessary to acquire the art, and I do not think that in view of the undoubted strain of preparation for the degree, our students could, without either lengthening their time of preparation or sacrificing their chances of good places in the class lists, take up shorthand.

2. As regards the Teachers' College I think that the case against it would be even stronger. The course is only for a year and includes practical teaching as well as study and it is as much as the great majority of students can do to pass the necessary examinations at the end of it.

3. I realise that the suggestion is that the classes should be optional and of course particular students might be prohibited from joining them on the ground that their studies would suffer. My own inclination would be however to refuse permission to any student to join on the ground that since they ought to try for as good a place as possible they have no time to spare from their studies except for necessary rest and recreation.

Dr. Bourne has not yet replied to the reference made in demi-official No. 738-1, dated 3rd April 1909. The reminder below may issue.

Demi-official from C. A. SOUTER, Esq., I.C.S., Under Secretary to Government, Educational Department, to the Director of Public Instruction, dated 30th April 1909, No. 756-1.

I am to enquire when a reply may be expected to my demi-official No. 738-1, dated 3rd April 1909.

Demi-official from the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., C.I.E., Director of Public Instruction, to the Acting Secretary to Government, Educational Department, dated 1st May 1909.

There has been some delay in my reply to demi-official No. 738-1, dated 3rd April, owing to my office having endeavoured to trace the fate of the classes in shorthand and commercial subjects started at various colleges in the past.

2. Not knowing how the question of introducing shorthand in the colleges has arisen I find it difficult to give an opinion as to the advisability of starting it. If there is any demand, it would be a good thing, and it could certainly do no harm to try the experiment and would not cost much.

3. I should advise trial at the Presidency College—after ordinary college hours—there need be only one class at first elementary in nature. The class should be open to students of the college only and no fee need be charged.

Both Mr. Stone and Dr. Bourne have now replied to demi-official No. 738-1, dated 3rd April 1909. The papers may, it is submitted, be forwarded u.o. to the Public Department, where apparently the main file now is—*vide* the order in Council on page 4 *supra*.

K. RANGASWAMI AIYANGAR—4-5-09.

I do not know in what connection the proposal arose, but it seems a matter for Educational. There seems little objection to Dr. Bourne's proposal so long as the shorthand classes do not interfere with other work.

C. A. SOUTER—4-5-09

I think this arose on a petition from some one for the encouragement of shorthand. The paper is, I believe, pending in Educational office. If so put up please.

A. BUTTERWORTH—5-5-09.

The main file was forwarded to the Public Department for remarks with u.o. No. 366-2, dated 23rd April 1909. An urgent requisition has been sent to that department for return of the file.

K. RANGASWAMI AIYANGAR—5-5-09.

Wait it.

C. A. SOUTER—6-5-09.

The file has just returned from the Public Department and is linked.

K. RANGASWAMI AIYANGAR—8-5-09.

C. A. SOUTER—8-5-09.

1. I gather from the note in Public Department dated 6th May 1909 (page 4 *supra*) that no shorthand writers are employed in the Revenue or Local and Municipal Secretariats.

2. Who employs Sundaram Aiyar or Ramunni Menon for shorthand work in the Secretariat? So far as I know none of the Secretaries or Under Secretaries make use of shorthand writers.

3. Were the two men above named entertained solely as shorthand writers?

4. Please put up the orders under which a shorthand allowance of Rs. 20 is admissible.

5. Please also put up Mr. Davidson's note embodying a note of mine (as Collector of Tinnevely), *i.e.*, reorganization of Collectors' offices and appointment of Personal Assistant Deputy Collectors which was printed and ordered to be recorded pending the disposal of Mr. Meyer's scheme.

In this Mr. Davidson made some remarks about the entertainment of shorthand writers in Collectors' offices.

L. M. WYNCH—10-5-09.

1. The Secretary's inference is correct.

2. Sundaram Aiyar, while he works in the Chief Secretariat does the work connected with the Public (X) Department. He seems also occasionally to do some shorthand work for the Chief Secretary. Ramunni Menon is a clerk in the Confidential section of the Chief Secretariat. He is paid a shorthand allowance of Rs. 20 for doing shorthand work occasionally for the Chief Secretary, Under Secretary and the Registrar of the Chief Secretariat.

3. Ramunni Menon was entertained solely as a shorthand writer—*vide* Office Order No. 88, dated 11th March 1905. Sundaram Aiyar appears to have been appointed mainly to report the speeches of His Excellency on tour. The papers on this subject are not available.

4. Please see G.Os., No. 727, Judicial, dated 21st March 1894, and No. 1646, Judicial, dated 8th December 1908, in which sanction was accorded to the grant of a shorthand allowance of Rs. 15, Rs. 30 and Rs. 40 per mensem to one clerk in each Sessions Court according as he has passed the Elementary, Intermediate or the Advanced Examination in shorthand.

There is no general order sanctioning a shorthand allowance of Rs. 20 per mensem to clerks in the Secretariat. The allowance was first sanctioned in the Chief Secretariat in Office Order No. 173, dated 19th August 1899.

5. Please see G.O., No. 604, Public, dated 27th July 1908, put up.

The papers had to be obtained from the Public Department and were received only last evening.

K. RANGASWAMI AIYANGAR—19-5-09.

I have several times employed Ramunni Menon and found him useful.

C. A. SOUTER—19-5-09.

Two shorthand writers—(1) Sundaram Aiyar and (2) Ramunni Menon—are at present employed in the Chief Secretariat.

None are employed in the Revenue or Local and Municipal Secretariats.

Sundaram Aiyar (Rs. 200) was entertained mainly for the purpose of reporting His Excellency's speeches; in the office he works in Public (X) Department.

Ramunni Menon was entertained solely as shorthand writer. He gets a shorthand allowance of Rs. 20 and does shorthand work to the Chief Secretary, Under Secretary and the Registrar.

These two men are said to be sufficient for the needs of the Secretariat.

2. In paragraph 5 of his note printed in G.O., No. 604, dated 27th July 1908, Mr. Davidson recommends that each Collector should be allowed a shorthand writer and typist.

To be of real assistance such a clerk should be additional to the existing scale of establishment which is only sufficient for the actual work in the office, so that he can be always at the Collector's beck and call, accompany him on tour without dislocation of some branch of ordinary work. He should be in fact the Collector's confidential clerk.

Not all Collectors are accustomed to using shorthand writers so that the appointment might be made optional at first.

A man with a good general education would cost Rs. 50 to 60 a month.

I had to offer Rs. 50 to get a good man down to Tinnevely.

3. As regards the teaching of shorthand in the colleges in Madras please see notes on page 4 *supra*. Dr. Bourne would not be averse to the teaching of shorthand in the Presidency College after ordinary college hours. But Mr. Stone is decidedly against it.

L. M. WYNCH—25-5-09.

[Received back from the Hon'ble Sir George Forbes without orders on 12th May 1909.]

Received by me from Mr. Wynch on 30th July 1909.

W. FRANCIS—30-7-09.

Please see notes on page 3 *supra*.

2. The Secretariat has as many shorthand writers as it wants.

3. Mr. Wynch suggests that those Collectors who would like them should be allowed to have a shorthand writer and typist attached to their offices, the monthly pay necessary to attract satisfactory men being put at Rs. 50—60.

Personally, I doubt whether they would be much used. Except for an occasional long "proceedings" or letter to Government or the Board, a Collector's writing consists usually of short orders on office notes, and without a good deal of practice it is difficult to dictate an important proceedings or letter.

A Collector's demi-official correspondence no doubt takes up of a good deal of his time, but almost all of it is on matters which he would not wish to have known to any clerk.

4. I can think of no other directions in which shorthand writers would be useful the districts, but heads of departments might be asked if they would use them if supplied. It would be necessary to guard against their being diverted to ordinary clerical work.

5. The schools where shorthand is now taught are given on page 1 *supra*. Dr. Bourne (page 5 *supra*) has no objection to trying an experimental elementary class, out of ordinary hours, at the Presidency College, attendance being optional and free of fee. Pupils from such a class, if they eventually made themselves expert and also learnt typing, would have this advantage over the ordinary shorthand writer in India that their standard of general education would enable them to understand what they took down and type it correctly. The short experience with boys from commercial schools was that they turned the matter into gibberish.

W. FRANCIS—1-8-09

* Pages 1—4 *supra*.

The linked * file deals really with the matter of this file and they may be both disposed of together.

2. I doubt very much if Collectors would use a shorthand writer except in rare cases. Mr. Wynch of course was accustomed to shorthand writing as Private Secretary to His Excellency the Governor, but most Collectors are not accustomed to it and would go on as they do now and the shorthand writer allowed would be used as an ordinary clerk.

3. Further I doubt very much whether it is possible to obtain a shorthand writer who would be of any real use from Rs. 50—or Rs. 60.

4. The Secretaries in the Board of Revenue might probably find shorthand writers very useful. I dare say they have them. I do not however think that there is any reason to add to the Collector's establishment a shorthand writer at present.

5. As to the proposed classes in the Presidency College—as long as Mr. Stone is against them as he is—I hardly think they would be worth starting. Mr. Stone would discourage anybody going to them.

6. Of course Mr. Krishnamachari is merely advertizing himself. He is a clerk on Rs. 70, I think, in the University and I do not believe he knows enough practical shorthand to be able to teach. He has taken up the question of teaching shorthand in the vernacular very keenly, but I know he is a very slow shorthand writer himself.

7. I believe anybody in Madras who is really anxious to learn shorthand can do so in the special classes that exist already and I do not think the Government need do more in the matter at present.

M. H[AMMICK]—5-8-09.

If Mr. Stone is opposed to the starting of shorthand classes I do not press it.

2. I am quite convinced that, as time goes on, the economy of time which is obtained by making use of shorthand clerks will be more and more appreciated.

At present the demand hardly warrants any special provision being made. The papers may be recorded.

A. L[AWLEY]—13-8-09.

Seen.

W. FRANCIS—14-8-09.

Draft submitted.

T.K.—14-8-09.

K. RANGASWAMI AIVANGAR—14-8-09.

C. A. SOUTER—14-8-09.

[G.O., Mis. No. 475, Educational, dated 14th August 1909.]

[$\frac{E. \& L.}{76.}$]
2,500-25-2-08

READ AGAIN G.O., No., dated..... 190
 " " " " " 190

READ ALSO:—

C. No. 366, From the P.S.G., No. 184, dated 22-2-1909.

” ” ” ” ” ” ” ” 190

" " " " " " " 190

ORDER.

PS

No. 475, dated 14-8-1909

Not for F.T.

Recorded

77
14.80

14. 8.09

Ch
1489

ORDINARY.

PRESS SLIP.

PREFERENCE.

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

URGENT (a)

Current No....., dated.....19 ..

G.O., No. 475., dated 14-8-09 19 ..

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

Docket Shorthand Writing - Recording papers
connected with the proposal made by one
of the teachers for starting optional
classes for teaching in the colleges of
the Presidency town.....

(c) Number 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	...	...	25	15
Ooty Records	...	...	3	3
For filing with original	...	...	1	4
Total			...	...

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.....				
	The.....				
	The.....				
	The.....				
	The.....				
Total			...	...	...

INSTRUCTIONS FOR THE SECRETARIAT.

(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.

(c) The number of copies and the details of distribution should be filled in by the Superintendent or Referencer concerned.

(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Deputy Registrar any instance of incomplete or careless editing.

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

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

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

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

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

* To be 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 <u>after usual interval.</u> 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.

1-8
1-27. Valu

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	17-8-1909 Dye
First proof furnished on.....	28-8-09 JAT
Call for revised proof received on.....	20-9-09 JAT
Revised proof furnished on.....	4-9-09 JAT
Corrected proof received for striking on.....	10/9/09 JAT
Final copies supplied on.....	14-9-09 JAT

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	29	19	
" " " Issue.....			
For Volumes.....	16		
For E.T.....			
Total ...	45	19	