

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Enclosures

1909.

Regd.

Spare copies

G.O., No. 476, 14th August 1909.

Government Examinations.

Recording annual report on the examinations under the control of the Commissioner for —
held during 1908-1909.

2

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1909.

Enclosures

Spare copies

G.O., No. 476, 14th August 1909.

Government Examinations.

Recording annual report on the examinations under the control of the Commissioner for —
held during 1908-1909.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper:—

Letter—from the Hon'ble Mr. A. G. BOURNE, D.Sc., F.R.S., C.I.E., Commissioner for Government Examinations.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 7th August 1909.

No.—166 1/D.

I have the honour to submit the annual report on the examinations under the control of the Commissioner that were held during the year 1908–1909.

Mr. Stone acted as Commissioner while I was on privilege leave—from the 2nd January to the 14th February 1909.

Mr. Scott, the Secretary, died on the 19th June 1908. Mr. George Maddox was appointed in his place and he assumed charge on the 13th August 1908. In the interim the office was in the charge of Mr. Mayhew and Mr. Callaghan, successively.

2. Five examinations in all were held at the various centres in the Presidency. Of these, the Technical Examinations were held also in the Native States of Travancore and Mysore.

3. Detailed information in respect of each examination is given below:—

(a) *The Upper Secondary Examination.*

The total number of candidates that registered their names for the compulsory test rose from 456 to 812, among whom there was not a single female candidate. Of this number, 777 presented themselves for examination, 632 of these being "pupil" candidates who came up from 100 institutions. Sixty-two candidates were successful, 55 of whom were pupils. The percentage of success was eight. As many as 570 of the number examined and as many as 51 of the number that passed were Brahmans.

Twenty-one candidates appeared for examination in a second language only, of whom fourteen passed.

Twelve candidates completed their success in the year. Including these, the total number of candidates that have passed the Upper Secondary Examination and have thus qualified themselves for appointments in the "superior service," during the nineteen years that the examination has now been in existence, is only 140.

(b) *The Technical Examinations.*

Under G.O., No. 757, Educational, dated the 10th November 1908, the fees for the Elementary, Intermediate and Advanced grades were raised from Re. 1, Rs. 4 and Rs. 8, respectively, to Rs. 3, Rs. 5 and Rs. 10.

The total number of individual candidates registered for the three grades of examination was 8,270, of whom 192 were for the Advanced grade, 1,889 for the Intermediate, and 6,189 for the Elementary. There was an increase in the numbers registered for all three grades. Sixty-eight of the candidates for the Advanced, 522 of those for the Intermediate, and 1,110 of those for the Elementary grade were pupils, who belonged to 7, 38 and 59 different institutions, respectively.

The total number of subject-candidates examined was 9,946, of whom 3,949 were successful. There was an increase in the total number of candidates both under "examined" and "passed" as also in the percentage of subject-passes for the Elementary grade, but there was a decrease in the percentage of passes for the Advanced and Intermediate grades and also on the whole.

Two of the subject-candidates for the Advanced grade, 38 of those for the Intermediate, and 221 of those for the Elementary were female candidates. Both the female candidates for the Advanced grade, and 27 and 114 of those for the Intermediate and Elementary grades, respectively, were successful. Of the two female candidates for the Advanced grade, one came up in Free-hand Outline Drawing and the other in Needle-work and Dress-making, and the largest number of those for the Intermediate and Elementary grades took up Free-hand Outline Drawing.

The number of papers set for the Advanced, Intermediate and Elementary grades, respectively, was 45, 96 and 78, the number of subjects for the corresponding grades being 17, 55 and 53.

Brahmans and non-Brahman caste Hindus formed, as usual, the bulk of the subject-candidates that passed in the case of all three grades.

Twelve diplomas, of which nine were for Drawing, and 127 group certificates, among which there was one for Electrical Engineering, were issued during the year.

Miss Walsh, a "pupil" candidate from the Presentation Convent, Vepery, Madras, qualified herself for the silver medal of the Madras Musical Association.

The examinations in the subjects prescribed for the diploma in Agriculture were not held during the year. As there were only eight applicants, it was proposed to Government that these examinations need not be held in December and that they might be held once only and for the last time in April 1909, so that the several candidates who had achieved partial success might have sufficient time to prepare the remaining subjects. These proposals were sanctioned by Government in their Order, No. 24, Educational, dated the 15th January 1909.

Under G.O., No. 815, Educational, dated the 14th December 1908, the Forestry tests, both Intermediate and Advanced, were abolished.

(c) *The Handwriting and Dictation Test for Undergraduates.*

One thousand seven hundred and ten candidates appeared for the test that was held in May, of whom 526 were successful. The test was abolished in G.O., No. 444, Educational, dated the 9th June 1908, and, accordingly, there was no examination in December.

(d) *Examinations in connection with the Subordinate Medical Department.*

There were 35 vacancies for the grade of Civil Medical Pupil, and the number that appeared for the competitive examination for this grade was 45. The general education qualification required in the case of candidates for the grade of Native Military Pupil having been lowered by Government in their Order, Mis. No. 297, Educational, dated the 24th April 1908, the great majority of the candidates for the competitive examination for this grade, for which there were sixty vacancies, were men who had passed the Lower Secondary Examination, or were duly certified to be fit for admission to the fourth form. The number of candidates examined for this grade was 118. Sixteen matriculates registered their names for the grade of Madras-Burma Hospital Assistant Pupil, but only eleven of them presented themselves for the examination.

(e) *Special Test Examinations.*

For these examinations, 3,897 candidates in all registered their names, 3,112 presented themselves for examination and 1,370 passed. The numbers that were registered and examined and that passed during the previous year were 5,345, 4,572 and 1,414, respectively. The results were fair on the whole. In both grades of the Revenue Test, the results were again good. Under G.O., No. 512, Educational, dated

the 9th July 1908, admission to the Précis-writing Test was restricted to persons eligible to appear for the Revenue Test, Higher Grade; and, accordingly, the number of candidates fell from 1,791 to 389, while the percentage of success rose from about 11 per cent. to nearly 44 per cent.

Under G.O., No. 931, Revenue, dated the 1st April 1908, the conduct of the Special Tests for Officers of the Salt, Abkari and Customs Department, was transferred to the Board of Examiners, Madras.

4. *Finance.*—The receipts of the Commission amounted to Rs. 60,919, or Rupees 6,328 less than in the previous year, while the expenditure, inclusive of refunds and of the charges for printing work done at private presses, was Rs. 66,558 against Rs. 64,224 in the previous year.

5. An inventory of valuable stock was duly maintained and checked during the year.

APPENDIX.

(a) *Upper Secondary Examination.*

TABLE I.

(Compares the numbers registered, examined and passed in 1907-1908 and 1908-1909.)

Year.	Registered.	Examined.	Passed.	Percentage of passed to examined.
1907-1908	456	415	43	10
1908-1909	812	777	62	8

TABLE II.

(Distributes the candidates according to classes of the community.)

Classes of the community.	Registered.	Examined.	Passed.
Native Christians	26	25	2
Muhammadans	29	29	2
Brahmans	594	570	51
Non-Brahman caste Hindus	163	153	7
Total ..	812	777	62

(b) *Technical Examinations.*

TABLE I.

Shows the numbers of individual candidates registered and of subject-candidates examined and passed, and the percentage of "passed" to "examined" in 1906-1907, 1907-1908 and 1908-1909.

Grade of examination.	Number of individual candidates registered.			Number examined (subject-candidates).			Number passed (subject-candidates).			Percentage of subject-passes.		
	1906-1907.	1907-1908.	1908-1909.	1906-1907.	1907-1908.	1908-1909.	1906-1907.	1907-1908.	1908-1909.	1906-1907.	1907-1908.	1908-1909.
Advanced	162	175	192	183	193	198	93	105	84	50.8	54.4	42.4
Intermediate	1,649	1,759	1,889	2,007	2,195	2,196	955	1,050	814	47.5	47.8	37.9
Elementary	5,112	5,353	6,189	5,923	6,659	7,552	2,393	2,485	3,051	40.4	37.3	40.3
Total ..	6,923	7,287	8,270	8,113	9,047	9,946	3,441	3,640	3,949	42.4	40.2	39.7

TABLE II.

(Shows the numbers examined and passed in the subjects brought up under each group in 1907-1908 and 1908-1909.)

Advanced Grade.

Subjects.	1907-1908.		1908-1909.	
	Examined.	Passed.	Examined.	Passed.
<i>Civil Engineering.</i>				
Building Materials and Construction	3	1	..	..
Building-Drawing and Estimating	4	2	3	2
Hydraulics and Irrigation Works	1	..	..	..
Surveying and Levelling	8	4	28	10
<i>Agriculture.</i>				
Agriculture	17	12	..	..
Agricultural Chemistry	19	11	..	..

TABLE II—cont.

(Shows the numbers examined and passed in the subjects brought up under each group in 1907-1908 and 1908-1909.)

Advanced Grade—cont.

Subjects.	1907-1908.		1908-1909.	
	Examined.	Passed.	Examined.	Passed.
<i>Commerce.</i>				
Book-keeping	20	10	24	16
Theory and Practice of Commerce	12	7	17	13
Commercial Geography	9	5	9	5
Shorthand	8	1	13	2
Type-writing	22	2	21	1
<i>Drawing, etc.</i>				
Free-hand Outline Drawing	20	14	34	11
Design	1	1	4	2
Geometrical Drawing	15	8	16	8
Painting	3	3	8	3
Modelling	..	..	2	2
Wood-engraving	1	1	1	1
Copper-plate Engraving	..	..	1	1
<i>Wood-work and Metal-work.</i>				
Cabinet-making	19	15	14	10
Metal-work	6	3	2	1
<i>Tailoring and Dress-making.</i>				
Needle-work and Dress-making	5	5	1	1
Total number of subject-candidates ..	193	105	198	84

TABLE III.

(Shows the numbers examined and passed in the subjects brought up under each group in 1907-1908 and 1908-1909.)

Intermediate Grade.

Subjects.	1907-1908.		1908-1909.	
	Examined.	Passed.	Examined.	Passed.
<i>Civil Engineering.</i>				
Building Materials and Construction	94	33	71	36
Building-Drawing and Estimating	79	10	64	17
Hydraulics and Irrigation Works	29	9	25	13
Earth-work and Road-making	54	41	39	21
Bridge-work	5	4	5	2
Surveying and Levelling	325	63	257	71
Applied Mechanics	14	3	10	5
Mensuration	32	13	18	6
Practical Plane and Solid Geometry	3	1	3	..
Carpentry	5	3	6	3
<i>Mechanical Engineering.</i>				
Machine Construction	1	1	11	3
Machine Drawing	15	2	24	12
Steam and the steam-engine	..	..	8	2
Fitter's work	8	5	6	4
<i>Electrical Engineering.</i>				
Practical Telegraphy	3	1	1	..
Electric Lighting and Transmission of Power	2	2	5	1
<i>Physical Science.</i>				
Electricity and Magnetism	..	..	2	1
Organic Chemistry	1	..	..	..
Physiography	5	4	17	2
<i>Biology.</i>				
Animal Physiology	55	42	54	46
Botany	3	2	..	..

TABLE III—cont.

(Shows the numbers examined and passed in the subjects brought up under each group in 1907-1908 and 1908-1909.)

Intermediate Grade—cont.

Subjects.	1907-1908.		1908-1909.	
	Examined.	Passed.	Examined.	Passed.
<i>Sanitary Sciences.</i>				
Hygiene	59	52	56	46
General Biology (Special)	5	4	3	2
Minor Sanitary Engineering	33	20	44	26
<i>Pharmacy.</i>				
Botany (Special)	2	2	..	..
Inorganic Chemistry (Special)	1	1	1	1
Materia Medica	1	1	2	1
Practical Pharmacy	1	1	1	..
Special Laboratory Course	1	1	1	..
Practical Dispensing (for Compounders)	1	..	..	..
<i>Agriculture.</i>				
Agriculture	5	4	..	..
General Chemistry	4	2	..	..
Botany (Special)	4	2	..	..
Meteorology and Geology (Special)	4	3	..	..
Surveying and Levelling (Special)	4	3	..	..
Anatomy and Physiology (Special)	9	7	..	..
Agricultural Engineering (Special)	13	9	..	..
Veterinary Science and Hygiene (Special)	16	14	..	..
Horticulture	2	1	..	..
Forestry	24	17	32	18
Economic Entomology	1	..	1	..
<i>Commerce.</i>				
Book-keeping	161	58	149	26
Theory and Practice of Commerce	119	60	139	23
Banking	65	37	58	30
Commercial Geography	25	19	27	2
Shorthand	81	10	107	9
Type-writing	244	25	290	100
<i>Music.</i>				
Music	3	2	..	..
<i>Drawing, etc.</i>				
Free-hand Outline Drawing	250	240	306	99
Design	37	15	51	32
Geometrical Drawing	80	40	109	20
Painting	50	41	49	16
Modelling	4	4	4	3
Wood-engraving	7	5	8	4
Copper-plate Engraving	2	2	6	6
<i>Jeweller's work.</i>				
Jeweller's work	2	..	..	..
<i>Printing, Book-binding and Type-founding.</i>				
Letterpress Printing—				
Composer's work	5	2	7	4
Proof-reader's work	7	2	8	2
Press work	1	1	..	..
Machine work	3	1	2	1
Printer's Warehouse work	..	..	1	..
Book-binding	1	1	3	2
<i>Wood-work and Metal-work.</i>				
Cabinet-making	60	51	56	55
Blacksmith's work	13	10	6	5
Metal-work	8	7	8	6
<i>Textile Fabrics.</i>				
Cotton-spinning	1	..	..	..
Cotton-weaving	20	14	13	11
Carpet-weaving	1	1	..	..
Lace-making	11	9	5	5
<i>Tailoring and Dress-making.</i>				
Tailoring	5	5	5	..
Needle-work and Dress-making	1	5	10	9
Embroidery	1	..	2	2
<i>Cookery.</i>				
Bread-making (First Stage)	..	..	1	..
Total number of subject-candidates ..	2,195	1,050	2,196	814

TABLE IV.

(Shows the numbers examined and passed in the subjects brought up under each group in 1907-1908 and 1908-1909.)

Elementary Grade.

Subjects.	1907-1908.		1908-1909.	
	Examined.	Passed.	Examined.	Passed.
<i>Civil Engineering.</i>				
Building Materials and Construction	244	103	213	116
Building-Drawing and Estimating	339	23	285	9
Hydraulics and Irrigation works	94	12	98	11
Earth-work and Road-making	311	158	249	108
Bridge-work	56	47	84	58
Surveying and Levelling	147	33	162	11
Applied Mechanics	18	5	74	30
Mensuration	412	161	329	127
Practical Plane and Solid Geometry	93	11	90	26
Carpentry	17	14	19	6
<i>Mechanical Engineering.</i>				
Machine Construction	15	7	24	5
Machine Drawing	35	25	103	32
Steam and the steam-engine	15	6	25	11
Fitter's work	39	13	49	33
<i>Electrical Engineering.</i>				
Practical Telegraphy	122	22	115	26
<i>Physical Science.</i>				
Electricity and Magnetism	7	3	7	4
Inorganic Chemistry	6	2	7	..
Physiography	6	5	4	2
<i>Biology.</i>				
Animal Physiology	14	8	9	2
Botany	11	4	82	42
<i>Sanitary Science.</i>				
Hygiene	74	41	86	57
<i>Agriculture.</i>				
Agriculture	22	12	171	94
<i>Commerce.</i>				
Book-keeping	451	32	485	125
Theory and Practice of Commerce	381	255	405	120
Banking	126	26	158	34
Commercial Geography	30	8	47	9
Shorthand	363	95	456	200
Type-writing	1,186	298	1,283	433
<i>Music.</i>				
Music	5	4	1	1
<i>Drawing, etc.</i>				
Free-hand Outline Drawing	1,037	566	1,249	724
Design	165	81	216	90
Geometrical Drawing	338	96	437	212
Painting	131	86	210	91
Modelling	10	5	19	11
<i>Jeweller's work.</i>				
Jeweller's work	..	..	3	2
Silversmith's work	..	..	1	..
<i>Printing, Book-binding and Type-founding.</i>				
Letterpress Printing—				
Compositor's work	29	14	36	13
Proof-reader's work	29	10	34	5
Press work	11	4	7	1
Machine work	20	6	5	1
Printer's Warehouse work	1	..	..	..
Book-binding	11	4	15	7
Type-casting	8	3	10	5
Stereotyping	6	2	6	2
Electrotyping	1	..	1	1

TABLE IV—cont.

(Shows the numbers examined and passed in the subjects brought up under each group in 1907-1908 and 1908-1909.)

Elementary Grade—cont.

Subjects.	1907-1908.		1908-1909.	
	Examined.	Passed.	Examined.	Passed.
<i>Wood-work and Metal-work.</i>				
Cabinet-making	79	66	75	59
Blacksmith's work	27	17	28	21
Metal-work	11	9	7	5
<i>Textile Fabrics.</i>				
Cotton-weaving	36	25	24	19
Carpet-weaving	7	5	8	6
Lace-making	33	28	22	19
<i>Tailoring and Dress-making.</i>				
Tailoring	9	9	12	12
Needle-work and Dress-making	16	15	12	8
Embroidery	5	..	5	5
Total number of subject-candidates	6,659	2,485	7,552	3,051

TABLE V.

(Distributes the successful candidates according to classes of the community for 1907-1908 and 1908-1909.)

Classes of the community.	Number of subject-candidates that passed.					
	Advanced grade.		Intermediate grade.		Elementary grade.	
	1907-1908.	1908-1909.	1907-1908.	1908-1909.	1907-1908	1908-1909.
Europeans and Eurasians	5	2	27	23	77	99
Native Christians	15	8	165	101	360	405
Muhammadans	7	1	32	27	95	85
Brahmans	35	40	475	348	1,050	1,400
Non-Brahman caste Hindus	43	31	348	311	894	1,056
Panchamas	..	1	2	1	6	6
Buddhists	..	1	1	1	1	..
Parsis	..	..	..	..	1	..
Jews	..	..	..	..	1	..
Brahmos	..	..	..	2	..	..
Total ..	105	84	1,050	814	2,485	3,051

(c) The Handwriting and Dictation Test for Undergraduates.

(Table showing the numbers examined and passed at the examinations held in 1907-1908 and at the examination held in May 1908-1909.)

Year.	Examined.			Passed.			Percentage of passed to examined.
	F.A's.	Matriculates.	Total.	F.A's.	Matriculates.	Total.	
1907-1908 ..	May ..	164	1,972	94	668	762	36
	December ..	51	1,208	25	243	268	21
1908-1909 ..	May ..	116	1,594	72	454	526	31
	December ..	..	..	..	..	..	..

* No examination was held in December, the test having been abolished in G.O., No. 444, Educational, dated the 9th June 1909

(d) *Examinations in connection with the Subordinate Medical Department.*

(Table showing the number of candidates examined and the number of vacancies advertised for each grade in 1907-1908 and 1908-1909.)

Grade.	1907-1908.		1908-1909.	
	Number examined.	Number of vacancies.	Number examined.	Number of vacancies.
Civil Medical Pupil	50	10	45	35
Native Military Pupil	49	14	118	60
Madras-Burma Hospital Assistant Pupil	14	12	* 11	12

* Sixteen candidates registered their names, five of whom absented themselves from the examination.

(e) *Special Test Examinations.*

TABLE I.

(Compares the numbers registered, examined and passed for the five years ending with 1908-1909.)

Year.	Number registered.	Number examined.	Number passed.	Percentage of column 3 to column 2.	Percentage of passed to examined.
1904-1905	5,117	4,386	1,206	85.71	27.49
1905-1906	5,411	4,600	961	85.01	20.89
1906-1907	5,066	4,307	1,434	85.01	33.29
1907-1908	5,345	4,572	1,414	85.53	30.92
1908-1909	3,897	3,112	1,370	79.85	44.02

TABLE II.

(Compares the numbers registered, examined and passed for each test in 1907-1908 and 1908-1909.)

Designation of tests.	1907-1908.			1908-1909.		
	Number registered.	Number examined.	Number passed.	Number registered.	Number examined.	Number passed.
Précis writing	1,886	1,791	193	430	389	171
Translation Test, Higher grade	222	211	93	223	210	87
Do. Lower do.	592	537	230	468	423	170
Account Test, Higher grade	478	355	154	466	316	72
Do. Lower do.	631	512	264	611	495	258
Civil Judicial Test	133	107	* 22	142	115	† 40
Criminal Judicial Test, Higher grade	257	190	42	301	199	37
Do. Lower do.	171	113	35	237	155	43
Criminal Procedure Code, Higher grade	31	16	13	35	20	4
Do. Lower do.	9	8	7	3	2	1
Revenue Test, Higher grade	245	206	127	214	164	100
Do. Lower do.	690	521	232	772	620	386
Jail Test	5	5	2	5	4	1
Total	5,345	4,572	1,414	3,897	3,112	1,370

* Includes ten candidates who passed the Civil Judicial Test without Civil Rules of Practice.
† Includes seventeen candidates

FINANCE.

TABLE I.

(Compares the receipts for 1907-1908 and 1908-1909.)

Examinations.	Actuals, 1907-1908.	Revised estimate, 1908-1909.	Budget estimate, 1908-1909.	Actuals, 1908-1909.
Primary and the Fifth and Sixth Standard Examinations ..	Rs. 786	Rs.	Rs.	Rs.
Lower Secondary Examination	32		950	524
Upper do. do.	3,686		50	28
Handwriting and Dictation Test for Undergraduates	9,275		3,800	6,664
Technical Examinations	20,350		10,500	14
Medical Entrance Examinations	1,100		20,000	29,674
Special and Salt and Abkari Test Examinations	32,018		1,200	452
Total	67,247	59,000	63,500	23,563

TABLE II.

(Compares the charges for 1907-1908 and 1908-1909.)

Examinations.	Actuals for 1907-1908.	Actuals for 1908-1909.		
		Stipends.	Contingencies.	Total.
Upper Secondary Examination	Rs.	Rs.	Rs.	Rs.
Handwriting and Dictation Test for Undergraduates	10,439	6,032	1,928	7,960
Technical Examinations	27,582	25,893	7,595	33,488
Medical Entrance Examinations	211	203	59	282
Special and Salt and Abkari Test Examinations	14,727	10,075	1,975	12,050
Refunds	181			390
Printing charges	1,312			1,486
General—				
Secretary	4,200			3,993
Office Establishment, Permanent	5,291			6,476
Do. Temporary	100			100
Office Contingencies	181			352
Total	64,224	42,203	11,557	66,568

Order—No. 476, Educational, dated 14th August 1909.

Recorded.

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.To the Commissioner for Government Examinations.
" Director of Public Instruction.
" Accountant-General.
" Judicial Department.
" Revenue Department.
Editors' Table.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 476, EDUCATIONAL,
DATED 14TH AUGUST 1909.

[SUBJECT.—*Report on Government Examinations held in 1908-1909.*]

*From the Commissioner for Government Examinations, dated 7th August 1909,
No. 166/1-D.*

The draft placed below is for approval. No remarks seem to be called for.
T.K.—12-8-09.

K. RANGASWAMI AIYANGAR—13-8-09.

No special remarks appear to be called for.

C. A. SOUTER—13-8-09.

Issue draft.

W. FRANCIS—14-8-09.

[G.O., No. 476, Educational, dated 14th August 1909.]

Educational DEPARTMENT.

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

" " " " " 190

READ ALSO:—

C. No. 1523, From the C. G. E., No. $\frac{166}{18}$, dated 7-8-1909.

” ” ” ” ” ” ” 190

" " ? " " ? " " ?

190

ORDER.

P. S.

No. 476, dated 14-8-1909

To be placed on E. J.

Abel

Recorded

Chs
1388

W 14/8

7.4.
12.8.09

20.
13.8.0

DP 14/8

70

The C. G. E.

-- D. P. J.

• - Ag.

- Judicial Dept -

Revenue Sept

E. J.

Desford with S.C.
R.D. 10/10/19

Sent to Gony for Deep
with J.C.

ORDINARY.

PREFERENCE.

EDUCATIONAL
LEGISLATIVE DEPARTMENT.



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

G.O., No. 76....., dated 14-8-1909.

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

Docket Government Examinations - Recording
annual report on the examinations
under the control of the Commissioner
for held during 1908-09

(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	1
Total					

FOR ISSUE.†

FOR ISSUE.†		Letter only.	Complete G.O.	Special issue copies ^(d) of G.O.		Notes.
				No.	Papers.	
Signature copies.....						
Spare copies.	India Office.....					
	Govt. of India.....Dept.					
	Public Department.....					
	Judicial Department.....		5			
	Financial Department.....					
	Revenue Department.....		5			
	Public Works Department.....					
	Local and Municipal Department.....					
	Dept.					
				Total ...		
Spare copies.	The Director of Public Instruction.....		5			
	The Comr. for Govt. Examinations....		5			
	The Superintendent, Govt. Museum....					
	The Surgeon-General.....					
	The Accountant-General.....		10			
	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

Please send proof in triplicate. The papers have been carefully edited.

B

Proof returned corrected. Please strike off and send number of copies as indicated.

Type may be released after usual interval.
at once.

C

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.

.....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.....	17-8-1909	D. S. S.	
First proof furnished on.....	24/8/09	D. S. S.	
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	24/8/09	D. S. S.	
Final copies supplied on.....	24/8/09	D. S. S.	

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	29	19	
" " " Issue.....	30		
For Volumes.....	16		
For E.T.....	40		
Total ...	115	19	