

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Recd.

} 1909.

Enclosures

Spare copies

G.O., &c., Nos. 479, 480, 17th August 1909.

Medical College.

Recording report on the working of the — during 1908-1909.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Enclosures

1909.

Regd.

Spare copies

G.O., &c., Nos. 479, 480, 17th August 1909.

Medical College.

Recording report on the working of the — 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., Director of Public Instruction.

To—the Secretary to Government, Educational Department.

Dated—Madras, the 3rd August 1909.

No.—Cur. 5318.

I have the honour to submit a copy of my Proceedings, Dis. No. 4704, dated 29th July 1909, reviewing the report on the working of the Madras Medical College during 1908-1909.

ENCLOSURE.

Proceedings of the Director of Public Instruction, dated 29th July 1909, Dis. No. 4704.

Read—the following paper :—

Letter—from Lieut.-Col. F. J. CRAWFORD, M.D., I.M.S., Acting Principal, Medical College, Madras.

To—the Director of Public Instruction, Madras.

Dated—the 2nd June 1909.

No.—Dis. 307.

I have the honour to forward herewith the Annual Report of the Madras Medical College for Session 1908-1909.

ENCLOSURES.

Annual Report of the Madras Medical College for Session 1908-1909.

The seventy-fourth session of the College began on the 1st July 1908 and ended on the 31st March 1909.

2. Changes among the Staff.—On the 8th May, Lieutenant-Colonel W. B. Browning, C.I.E., I.M.S., proceeded on combined leave to Europe and Lieutenant-Colonel F. J. Crawford, M.D., I.M.S., acted as Principal from that date till the end of the year.

The following chairs were filled by the officers noted against them during the year (vacation omitted) :—

Anatomy—Major T. H. Symons, I.M.S.

Biology—Captain R. D. Willcocks, I.M.S.

Chemistry—Major A. Miller, I.M.S.

Hygiene ... { Captain W. J. Scroggie, I.M.S.
Captain R. B. B. Foster, I.M.S.

Midwifery ... { Major G. G. Giffard, I.M.S.
Major E. M. Illington, I.M.S.

Materia Medica—Captain E. W. Browne, I.M.S.

Medical Jurisprudence ... { Major C. G. Webster, I.M.S.
Major C. H. L. Palk, M.B., I.M.S.

Ophthalmology—Captain H. Kirkpatrick, M.B., I.M.S.

Pathology ... { Captain J. W. Illius, I.M.S.
Captain A. C. Ingram, I.M.S.

Surgery ... { Major T. H. Symons, I.M.S.
Major P. C. Gabbett, I.M.S.

3. Strength of the College.—There were 367 students on the rolls during the year as against 357 in the previous year—an increase of 10. This number included 44 Sanitary Inspector students who joined in July and 14 Hospital Assistants who were sent for post-collegiate training under G.O., No. 80, Public, dated 3rd February 1905. Thirteen casualties occurred in all departments of the college, thus leaving 354 students who completed their curricula.

The following statement shows the number of new entries in each department of the College during the past quinquennium :—

Department.	1903-1904.	1904-1905.	1905-1906.	1906-1907.	1907-1908.	1908-1909.	Increase or decrease as compared with previous year.
College .. { M.B. & C.M. ..	33	48	37	42	51	46	— 5
.. { L.M. & S. ..	9	18	18	18	17	31	+ 14
Apothecary ..	21	14	13	11	19	18	— 1
Chemist and Druggist ..	..	3	6	..	..	..	..
Sanitary Inspectors' Class ..	45	51	54	39	45	44	— 1
Hospital Assistants undergoing post-collegiate training ..	..	..	15	13	14	14	..

The 367 students were distributed as follows :—

Department.	Designation of students.	Number.
College ...	M.B. & C.M. (women 4) ...	118
	L.M. & S. (women 8) ...	109
	Casual (women 2) ...	28
		255
Apothecary ...	Military pupils ...	37
	Colonial apprentices ...	4
	Women students ...	12
	Private pupils ...	1
		54
Sanitary Inspectors' class ...		44
Hospital Assistants undergoing post-collegiate training ...		14
Total ...		367

4. College Department.—As shown in paragraph 3 there were 255 students attending college in this department against 238 in the preceding year or an increase of 17.

The following statement shows the distribution of these students according to the year of study :—

	First year.	Second year.	Third year.	Fourth year.	Fifth year.	Total.
M.B. & C.M. ..	(a) 45	(a) 19	(a) 18	11	(a) 24	118
L.M. & S. ..	(b) 31	(c) 37	(a) 22	(a) 19	..	109
Casual ..	6	19	(c) 3	..	..	28
Total ..	83	75	43	30	24	255

(a) Includes one woman student.

(b) „ four women students.

(c) „ two women students.

The results of the University examinations for 1909 are shown in Appendix D.

The percentage of passes for all examinations was 58.5 as compared with 60 in the previous year.

The results in the final M.B. & C.M. and L.M. & S. examinations are rather better this year than the previous year.

1906-1907 ...	60
1907-1908 ...	47.3
1908-1909 ...	49.2

The following table shows the percentage of failures in each subject for the final examinations for the past five years. The chief cause for rejection this year was in medicine :—

Subjects.	1905.	1906.	1907.	1908.	1909.
Medicine ..	17	77	61	30	66.6
Surgery ..	95	81	38	55	56.6
Midwifery ..	17	44	66	65	46.6

5. Apothecary Department.—There were 54 students in this department against 59 in the previous year or a decrease of 5.

The following statement gives the distribution of these students according to their year of study:—

Section of Apothecary department.	Year of study.				Total.
	First.	Second.	Third.	Fourth.	
Military pupils	18	9	4	6	37
Colonial apprentices	..	..	1	3	4
Women students	2	3	4	3	12
Private pupil	..	..	..	1	1
Total	20	12	9	13	54

Of the thirteen fourth-year students, six military, three colonial, three women and one private students were allowed to appear for the final examination, and all of them passed. The private pupil shown above was originally a military student and was allowed to complete his course at his own expense. He subsequently joined the apothecary department. The final examination of military pupils was conducted by the Director-General, Indian Medical Service, by written papers from Calcutta, only those being allowed to enter who satisfied the professors regarding their progress at college and hospital.

6. Chemist and Druggist Department.—There was no class held during the year as no students presented themselves.

7. Hospital Assistants, post-collegiate training.—A class of 14 Hospital Assistants of over ten years' service was assembled as in previous years for post-collegiate training extending over a period of six months. A marked improvement in knowledge was noted among the members of this class and the results are so good that this post-collegiate training is likely to become a permanent institution.

8. Sanitary Inspectors' Class.—This class consisted of 44 students, 42 of whom appeared for the Government Technical examinations held in January 1909; 40 passed in hygiene, 9 in the first class and 39 in physiology, 16 in the first class.

9. Women Students.—Twenty-six women students attended during the session against 32 last year. The following table gives the details according to their year of study:—

Department.	Year of study.					Total.
	First.	Second.	Third.	Fourth.	Fifth.	
M.B. & C.M.	1	1	3	..	1	6
L.M. & S.	4	2	1	1	..	8
Apothecary	2	3	4	3	..	12
Total	7	6	8	4	1	26

Nine students of the college department proceeded to their University examinations in April and seven passed. Three apothecary department students appeared for the final examination conducted by the Board of Examiners and all passed. As regards race, 16 were Europeans or Eurasians, six were Indian christians and four were non-brahman Hindus. Eighteen of the total number held scholarships and eight were private students not stipended.

The subject of separate lectures for women students in "midwifery and diseases of women" was under discussion during the year and Government in G.O., No. 593, Public, dated 23rd July 1908, sanctioned provision for a lectureship to women students in this course, the Assistant Superintendent of the Maternity hospital to hold this lectureship as a collateral charge. The old system of obtaining the services of a qualified lady practitioner of the town was found to be attended with recurring difficulties every year.

10. Physical training.—This department of college duties receives considerable support pecuniary and otherwise from the staff, facilities for gymnastic exercises and games being liberally provided and subscribed to by the students themselves. The annual sports were held at the college in the month of January. The military pupils (38 in number) were all induced to join the Madras Volunteer Guards and an instructor carried out drill exercises in the compound once a week during the cooler months. It is anticipated that this will be continued in the coming session.

11. Library and Museum.—There are now 5,209 books in the library 212 having been added during the year. The number of specimens in the museum is 2,394 against 2,301, last year. The old flooring of the museum and main entrance hall has been removed and the rooms re-laid with marble. The museum is becoming rather crowded and certain changes in arrangement will allow of some of the cases being accommodated in the entrance hall and pharmacy room.

12. Buildings.—The new laboratories for physiology and hygiene which were begun at the close of last year are now approaching completion though very slowly and it seems doubtful if they will be ready as regards fittings and equipment for the practical work next January. The want of them has been badly felt for many years, and when completed they cannot fail to improve considerably the practical side of the training of medical students. I have submitted a proposal for two more laboratories when these are ready, as the very same remarks apply to the classes of pathology and pharmacy which were so efficacious in obtaining the sanction of Government in the case of physiology and hygiene. Pathology in particular is a branch of professional training which grows in importance every year. Students may well demand the advantages of up-to-date laboratories when faced with the standard of University examinations.

13. General remarks.—The extra work thrown on the Pathology department through effect being given to G.O., No. 789 L., dated 4th June 1908, is forming the subject of a separate communication. The increase is shown by the number of "section" specimens received from the various parts of the presidency, numbering 419 in 4½ months. The labour is chiefly thrown on the Assistant Professor who in addition to his ordinary College duties has hospital work six days a week for two hours every morning. If continued, this may result in a breakdown which would be attended with serious difficulties to the work of investigation going on all over the presidency. There is too no provision at present for the work during the College recess of three months when it is usual for the Assistant Professors to obtain leave from their duties. It is suggested to post a junior assistant surgeon for a period of two years to assist in practical work. The system would have another good effect in ensuring the presence in the districts of assistants carefully trained in pathological methods.

14. The service book and the inventory of valuable stock have been verified up to the 31st March 1909.

MADRAS,
31st May 1909.

F. J. CRAWFORD, M.D., Lieut.-Col., I.M.S.,
Ag. Principal, Medical College.

APPENDICES.

A.—Districts or Provinces to which students belonged.

Districts or Provinces.	College Department.	Apothecary Department.	Sanitary Inspector Department.	Post-Collegiate Department.	Total.
Anantapur	2	..	..	1	3
Baroda	1	..	..	..	1
Bellary	2	..	..	..	2
Bengal	1	..	..	..	1
Bombay	3	3	..	..	6
Burmah	1	..	..	..	1
Central Provinces	..	1	..	..	1
Ceylon	16	..	..	..	16
Chingleput	3	1	2	1	7
Cochin	8	1	1	..	10
Coimbatore	2	..	1	..	3
Coorg	2	..	1	..	3
Cuddapah	1	..	..	..	1
Ganjām	3	..	2	..	5
Goa	1	1	..	..	2
Góidavari	4	1	..	1	6
Guntūr	4	1	1	2	8
Kistna	2	1	..	..	3
Kurnool	1	..	..	..	1
Madras	24	23	..	..	47
Madura	6	1	2	3	12
Malabar	25	6	1	..	32
Mysore	28	3	17	..	48
Nellore	2	..	..	..	2
North Arcot	6	..	1	..	7
Nilgiris	1	1	..	..	2
Pudukkótai	1	..	..	..	1
Salem	2	1	..	1	4
South Arcot	3	..	2	..	5
South Canara	28	..	..	3	31
Straits Settlements	..	4	..	..	4
Tanjore	13	..	4	2	19
Tinnevely	10	..	2	..	12
Travancore	40	4	5	..	49
Trichinopoly	4	..	2	..	6
Vizagapatam	5	1	..	..	6
Total	255	54	44	14	367

B.—Classes of Community.

Race, caste and sex.					College Department.	Apothecary Department.	Sanitary Inspectors' Class.	Post-Collegiate Class.	Total.
Europeans and Eurasians	Males ..	..	..	..	22	38	..	..	60
	Females ..	..	..	..	8	8	..	..	16
Native Christians	Males ..	..	..	..	43	..	5	2	50
	Females ..	..	..	..	4	2	..	..	6
Brahmans	Males ..	..	..	..	91	..	22	5	118
	Females ..	..	..	..	79	2	15	6	102
Non-Brahmans.	Males ..	..	..	..	2	2	..	..	4
	Females ..	..	..	..	5	1	2	1	9
Muhammadans	..	..	..	..	..	1	..	..	1
Parsees ..	..	..	..	..	1	..	..	..	1
Jews ..	..	..	..	..	..	..	..	..	..
Total ..					255	54	44	14	367

C.—Occupation and wealth condition.

Department.		Distribution of students according to wealth.				Distribution of students according to occupation of parents or guardians.					
		Richer classes (Rs. 5,000 per annum).	Middle classes (Rs. 200 to less than Rs. 5,000 per annum).	Poorer classes (less than Rs. 200 per annum).		Officials.	Petty officials and menial servants.	Traders.	Landholders.	Artisans.	Others.
College	M.B. & C.M.	Males ..	12	95	7	53	..	16	24	..	21
		Females ..	1	3	..	1	..	..	..	..	3
	L.M. & S.	Males ..	4	90	7	60	1	2	18	..	20
		Females ..	..	8	..	2	..	1	..	..	5
Apothecary	Casual ..	Males ..	1	23	2	13	..	3	5	..	5
		Females ..	..	2	..	2	..	..	..	..	15
Sanitary Inspectors' class	Males ..	1	38	3	25	..	2	..	..	..	4
	Females ..	2	10	..	6	..	..	..	2	..	14
Post-Collegiate class	Males ..	2	33	9	12	..	9	9	..	..	13
	Females ..	..	14	..	1	..	..	..	..	..	..
Total ..		Males ..	20	293	28	164	1	32	56	..	88
		Females ..	3	23	..	11	..	1	2	..	12

D.—Results of the University examinations for the past five years.

Examinations.		1904-1905.	1905-1906.	1906-1907.	1907-1908.	1908-1909.
First L.M. & S.	Number examined ..	21	31	33	44	50
	.. passed ..	12	16	19	23	32
	Percentage ..	57.1	51.6	57.5	52.2	64
Second L.M. & S.	Number examined ..	19	19	20	26	29
	.. passed ..	11	13	15	19	12
	Percentage ..	57.8	68.4	75	73	41.4
Final L.M. & S.	Number examined ..	15	20	22	20	28
	.. passed ..	5	12	14	11	13
	Percentage ..	33.3	60	63.5	55	46.4
First M.B. & C.M.	Number examined ..	41	35	39	42	45
	.. passed ..	20	19	24	19	31
	Percentage ..	48.7	54.2	61.5	45.2	68.8
Second M.B. & C.M.	Number examined ..	22	29	20	28	29
	.. passed ..	11	23	16	18	19
	Percentage ..	50	79.3	80	64.2	65.5
Third M.B. & C.M.	Number examined ..	29	14	12	40	24
	.. passed ..	22	11	10	34	15
	Percentage ..	75.8	78.5	83.3	85	62.5
Final M.B. & C.M.	Number examined ..	13	28	23	18	31
	.. passed ..	6	9	13	7	16
	Percentage ..	46.1	32.1	56.5	38.8	51.6
Total ..	Number examined ..	166	176	169	218	236
	.. passed ..	77	103	111	131	138
	Percentage ..	46.1	58.5	65.6	60	58.5

E.—Average strength and attendance.

	Average strength.	Average attendance.
College ..	247.7	241.2
Apothecary ..	49.9	48.5
Sanitary Inspectors ..	44.0	41.3
Post-Collegiate class ..	14.0	13.3

F.—Receipts and Expenditure.

Fees and miscellaneous receipts during the official year 1908-1909.

	RS.	A.	P.
Fees ..	31,017	0	0
Miscellaneous ..	502	5	11
Total ..	31,519	5	11

Charges during the official year 1908-1909.

	RS.	A.	P.
Principal ..	18,711	4	7
Professors and Assistant Professors ..	1,26,967	1	11
Exchange compensation allowance ..	6,470	10	0
Lecturers and assistant lecturers ..	1,059	5	8
Assistant demonstrators ..	1,162	6	0
Clerks and servants ..	6,369	15	6
Famine batta ..	753	6	7
Government European scholarships ..	2,230	15	6
House-rent allowance ..	1,076	9	10
Travelling ..	336	10	6
Library ..	1,113	12	3
Purchase of instruments and chemicals ..	12,366	1	8
.. of furniture ..	795	10	0
Repairs to furniture ..	118	2	5
Remuneration of examiners (Board of Examiners) ..	2,450	0	0
Postage and telegraph charges ..	98	3	0
Rents, rates and taxes ..	1,397	4	4
Office expenses ..	1,421	14	8
Miscellaneous ..	77	9	0
Hot and cold weather charges ..	163	6	0
Bonus ..	91	5	10
Total ..	1,85,231	11	3

The figures above given are subject to the final adjustments that may hereafter be communicated by the Accountant-General.

Remarks on Annual Report of Madras Medical College Session 1908-1909.

(1) The changes among the staff of the college, due to transfers and leave, were rather numerous.

(2) The strength of the college is steadily increasing, the rise in the year under review being in the L.M. & S. classes.

(3) The results of the University Examinations were on the whole satisfactory. The percentage of passes in the Final M.B. & C.M. Examination, compares very favourably with that of the previous year. The chief cause of failure was in Medicine, the percentage of those plucked being more than double that of the previous year in the same subject. It is hoped that next year the results will show an improvement. The percentage of failure in Midwifery has shown considerable improvement as compared with the past two years.

(4) It is a matter for regret that the Chemist and Druggist Department has proved a complete failure; and I cannot help reiterating my predecessor's remarks on the subject in last year's report.

(5) The results achieved in the training of Hospital Assistants of under (not "over" as stated in the report) ten years' service are very satisfactory, and will certainly in the long run bring about a great improvement in the efficiency of this class in hospital and post mortem work.

(6) The Sanitary Inspectors' class continues to give satisfaction; the results achieved reflecting credit on the teaching staff.

(7) It is a matter for regret that the number of women students has fallen to some extent as compared with last year, but on the other hand it is very satisfactory to note that the entry for the M.B. degree is maintained, though only represented by one student; and particularly that the entries for the L.M. & S. degree are steadily increasing. The percentage of passes in the year under review is very high. With the encouragement thus afforded it is hoped that the strength of the students will show an improvement next year.

(8) The enrolment of the Military pupils in the Madras Volunteer Guards was a step in the right direction, considering that they have to join a Military Service at the end of their course of study; and instruction in drill will improve their physique and deportment, and fit them for the rank they will eventually hold.

(9) The question of the appointment of an additional Assistant Surgeon for pathological work is under separate consideration.

(10) The administration of the college has continued to be satisfactory and does not call for further comment.

A. F. CARRUTHERS, Colonel, I.M.S.,
Offg. Surgeon-General with the Government of Madras.

To the Director of Public Instruction, Madras.

Proceedings, Dis. No. 4704 of 1909.

Recorded.

2. The report does not call for any further comments than those made by the Surgeon-General which are full and in which the Director concurs.

3. Some information might have been furnished in the report as to the use made of the library by the staff and the students.

A. G. BOURNE,
Director of Public Instruction.

To the Principal, Medical College, with six spare copies.
" Principals, Government First-Grade and Professional Colleges.
Copy to the Surgeon-General with the Government of Madras.
" Sanitary Commissioner.
" Government (with C.L.).

Order—No. 479, Educational, dated 17th August 1909.

Recorded.

2. The attention of the Principal will be drawn to the remarks of the Director of Public Instruction in paragraph 3 of his Proceedings, Dis. No. 4704 of 1909.

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

To the Director of Public Instruction.
" Surgeon-General.
" Sanitary Commissioner.
" Assistant Adjutant-General, 9th (Secunderabad) Division, with C.L.
Editors' Table.

Endorsement—No. 480, Educational, dated 17th August 1909.

Copy to the Government of India, Home Department.

W. FRANCIS,
Ag. Secretary to Government.

EDUCATIONAL DEPARTMENT.

**NOTES CONNECTED WITH G.O., Nos. 479, 480, EDUCATIONAL,
DATED 17TH AUGUST 1909.**

[SUBJECT.—*Report on the working of the Medical College during the year 1908-1909.*]

From the Director of Public Instruction, dated 3rd August 1909, No. 5318.

As the Director of Public Instruction has noted, the Surgeon-General has dealt fully with the report and no further remarks appear to be called for.

2. A draft order recording the report is placed below for approval.

T.K.—12-8-09.

K. RANGASWAMI AIYANGAR—13-8-09.

C. A. SOUTER—13-8-09.

W. FRANCIS—14-8-09.

Approved.

M. H[AMMICK]—16-8-09.

Issue.

W. FRANCIS—17-8-09.

[G.O., Nos. 479, 480, Educational, dated 17th August 1909.]

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

READ ALSO:—

C. No. 1480, From the D.P.I., No. 5318, dated 3-8-1909.

” ” ” ” ” ” ” 190

77 77 77 77 77 77 77 190

ORDER.
P. S.

No. 479, dated 17-8-1909

To be placed on E-7.

Chas

16 VIII

5p
17/8

 $\mathcal{I}$

The D.P.I.

- - 5-4.

- - S.C.

- . Asst. Ad. Genl. 9th (Secunderabad) Division

E. J.

Deaf Ad with S.C.
3/9/04

Sent to Govt for Despatch.
Despatched by P.R. on 4/9/09
to the Govt of India + Mr
Ad. Genl.

Recorded.

77/ 2. The attention of the Principal
1287 will be drawn to the remarks of
the D.P.J. in para. 3 of his Proceedings
Dis No 4704 of 1909.

七

13-8-09

Chd
138

Nov 8

Endb no. 480 of 17-8-9

Copy to the Govt of I, Home
Department.

7. 7.

12-6-01

13. 8. 0

Feb
138

May 8

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

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

G.O., No...479..., dated...17.8-...1909.

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

Docket... *Medical College*
Receiving report on the
working of the — during 1908-
1909.

(e) 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.†

	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies... 4280 + 1285					
India Office.....					
Govt. of India..... Home Dept.		32			
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
Dept.					
Total ...					
Spare copies.	The Director of Public Instruction.....	5			
	The Comr. for Govt. Examinations.....				
	The Superintendent, Govt. Museum.....				
	The Surgeon-General.....	10			
	The Accountant-General.....				
	The Collector of.....				
	The P. D. B.....				
	The ... <i>Seng. Commr.</i>	5			
	The ... <i>Asst. Secy. Genl.</i>	5			
	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.

(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.)

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 m²uscript 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.....	19-8-1909 <i>Ind. G.</i>
First proof furnished on.....	20-8-19 <i>Ind. G.</i>
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	27/8/09 <i>Ind. G.</i>
Final copies supplied on.....	2/9/09 <i>Ind. G.</i>

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	29	19	
" " " Issue.....	57		
For Volumes.....	16		
For E.T.....	40		
Total ...	132	19	