

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

1909.

Enclosures

Spare copies

G.O., No. 515, 7th September 1909.

Establishmen..

Sanctioning the proposal of the Director of Public Instruction to transfer the post of third assistant from the Government Girls' schools at Russellkonda and Mylavaram to those at Chatrapur and Tanuku, respectively.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1909.

Enclosures

Spare copies

G.O., No. 515, 7th September 1909.

Establishment.

Sanctioning the proposal of the Director of Public Instruction to transfer the post of third assistant from the Government Girls' schools at Russellkonda and Mylavaram to those at Chatrapur and Tanuku, respectively.

GOVERNMENT OF MADRAS.
EDUCATIONAL DEPARTMENT.

READ—the following papers:—

I

G.O., No. 583, Educational, dated 25th August 1905.

ABSTRACT.—Furnishing the Director of Public Instruction and the Accountant-General with copies of the proposition statement for the reorganisation of Government Girls' schools sanctioned by the Secretary of State.

II

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 (through the Accountant-General).
Dated—Madras, the 11th August 1909.
No.—Ref. on Cur. No. 4339.

I have the honour to request that you will be so good as to obtain the sanction of Government for the transfer of the last post of assistant on Rs. 10 from each of the Government Girls' schools at Russellkonda (Hindu) and Mylavaram to the Government Girls' schools at Chatrapur and Tanuku in the circumstances stated below.

There are at present four teachers

	Russell- konda.	Chatra- pur.	Myla- varam.	Tanuku.
Infant	31	34	48	75
First	11	26	18	28
Second	6	21	7	26
Third	6	18	3	16
Fourth	5	8	4	4
Fifth	..	6	..	3
Sixth	..	..	..	3
Total	59	113	75	155

in each of these schools and their class strength is as noted in the margin. The Inspectress of Girls' Schools, Northern Circle, reports that the strength of the schools at Chatrapur and Tanuku has increased so much as to necessitate the entertainment of an additional teacher in each of them and as the present strength of the schools at Russellkonda and Mylavaram does not justify the employment of more than three teachers, she recommends the transfer of the post of last assistant

on Rs. 10 from each of these schools to the schools at Chatrapur and Tanuku.

2. The proposal does not involve any extra cost. I submit herewith the usual proposition statement for sanction.

Endt. No. Kis.-2/6794, dated 21st August 1909.

Forwarded.

2. The entries in the column "Present scale" have been compared with the registers of this office, and are correct.

3. The personal allowances for certain teachers which were omitted to be entered in the proposition statement are shown in italics.

4. There is no audit objection to the proposal being sanctioned by Government.

A. MONTAGU BRIGSTOCKE,
Accountant-General.

STATEMENT of proposition for revision of establishment.

Order sanctioning present establishment.			Nature of charge.				Present scale.				Proposed scale.				Proposition.		Grounds of proposition.	
1	2	Office to which the proposition refers.	Number.	Designation.	Pay.			Designation.	Pay.			Increase per month.	Permanent.					
					Minimum.	Increment.	Maximum.		Average cost.	Number.	Minimum.			Increment.	Maximum.	Average cost.		
			4	5		6	7	8	9	10	11	12	13	14	15	16	17	18
			1	Headmaster	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Personal allowance for first assistant.	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..	..	..	10	10	1	Second assistant	..	..	..	10	10	..	..
			1	Third assistant	..	..	..	10	10	1	Third assistant	..	..	..	10	10	..	..
			4	Total	..	..	..	46	46	3	Total	..	..	..	36	36	10	..
			1	Headmistress	..	..	..	14	14	1	Headmaster	..	..	..	14	14	..	..
			1	First assistant	..	..	..	12	12	1	First assistant	..	..	..	12	12	..	..
			1	Second assistant	..													

Statement of proposition for revision of establishment—cont.

Order sanctioning present establishment.		Office to which the proposition refers.		Present scale.				Nature of charge.				Proposed scale.				Proposition.		Grounds of proposition.			
Number.	Date.	3	4	Number.	Designation.	Minimum.	Increment.	Maximum.	Average cost.	Number.	Designation.	Minimum.	Increment.	Maximum.	Average cost.	Increase per month.	Decrease per month.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18				
Government Girls' school, Tanuku.				1	Headmaster	..	..	..	14	..	..	..	..	..	..	..	..	..			
				1	First assistant	..	..	..	12	..	..	12	..	..	..	..	..	..	..	..	
				1	Second assistant	..	..	..	10	..	..	10	..	..	..	..	..	..	..	..	
				1	Third assistant	..	..	..	10	..	..	10	..	..	..	..	..	..	..	..	
				Personal allowance for first assistant.				..	..	..	4	..	..	..	..	..	..	..	..	..	
				1	Conductress	..	..	..	2	..	..	2	..	..	..	..	..	..	..	..	..
				Conductress				..	..	..	..	..	..	..	..	..	..	..	..	..	..
				Total				..	..	..	48	..	..	..	..	..	..	..	..	..	..
				5	Total				..	..	..	48	..	..	..	..	..	..	..	..	..
								..	..	..	+	..	..	..	..	..	..	..	..	..	..
Government Girls' school, Mylavaram.				1	Headmaster	..	..	..	14	..	..	..	..	..	..	..	..	..			
				1	First assistant	..	..	..	12	..	..	12	..	..	..	..	..	..	..	..	
				1	Second assistant	..	..	..	10	..	..	10	..	..	..	..	..	..	..	..	
				1	Third assistant	..	..	..	10	..	..	10	..	..	..	..	..	..	..	..	
				4	Total				..	..	..	46	..	..	..	..	..	..	..	..	..
				..	..	..	+	..	..	..	..	..	..	..	..	..	..				
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..	..	..			
				..	..	..	..	..	..	..	..	..	..	..	..	..					

Vide covering letter.

Order—No. 515, Educational, dated 7th September 1909.

The proposal of the Director of Public Instruction to transfer the post of third assistant from the Government Girls' schools at Russellkonda and Mylavaram to the Government Girls' schools at Chatrapur and Tanuku, respectively, is sanctioned.

(True Extract.)

W. FRANCIS,
Ag. Secretary to Government.

To the Director of Public Instruction.
,, Financial Department, with proposition statement.

EDUCATIONAL DEPARTMENT.

NOTES CONNECTED WITH G.O., No. 515, EDUCATIONAL, DATED
7TH SEPTEMBER 1909.

[SUBJECT.—Transfer of the posts of last teacher from the Government Girls' schools
at Russellkonda and Mylavaram to the Government Girls' schools at
Chatrapur and Tanuku.]

Previous paper.

G.O., No. 583, Edl., dated 25th August 1905.

From the Director of Public Instruction, dated 11th August 1909, No. 4339.

The Director of Public Instruction requests the sanction of Government for the transfer of the post of the fourth teacher on Rs. 10 from each of the Government Girls' schools at Russellkonda and Mylavaram to the Government Girls' schools at Chatrapur and Tanuku.

2. All the above mentioned four schools have four teachers each, but they differ in respect of the number of classes they contain and the number of pupils under instruction in them. The school at Chatrapur has six classes and 113 pupils and the school at Tanuku seven classes and 155 pupils. Under rule 81 of the Educational Rules * the former school should have five teachers and the latter more than five. On the other hand the schools at Russellkonda and Mylavaram have only five classes each and not more than 75 pupils; they do not therefore require more than three teachers each.

* Fifth Edition.

3. The Director's proposal to transfer the fourth teacher from each of the schools at Russellkonda and Mylavaram to the schools at Chatrapur and Tanuku, respectively, may therefore be sanctioned.

4. A draft order sanctioning the transfer is submitted for approval. If approved, it may be sent to the Financial Department for acceptance. The proposal does not involve any extra expenditure.

T.K.—30-8-09.

K. RANGASWAMI AIVANGAR—30-8-09.

Financial u.o. for acceptance.

C. A. SOUTER—31-8-09.

To the Financial Department.

FINANCIAL DEPARTMENT.

The draft may, it is submitted, be accepted.

V.G.K.—2-9-09.

C. REILLY—2-9-09.

No. 515, EDUCATIONAL, 7TH SEPTEMBER 1909.

Accepted.

A. G. CARDEW—3-9-09.

To the Educational Department.

EDUCATIONAL DEPARTMENT.

Issue.

W. FRANCIS—4-9-09.

[G.O., No. 515, Educational, dated 7th September 1909.]

[E. & L.]
76.
2,500-25-

EDUCATIONAL DEPARTMENT.

[illegible]

READ ALSO:—

[illegible]

ORDER.
P.S.

No. 515, dated 7-9-1909

The proposal of the D.P.I. to transfer the post of third assistant from the Government Girls' schools at Russellkonda and Mylavaram to the Government Girls' schools at Chatrapur and Tanuku, respectively, is sanctioned.

T.K.
30-8-09.

K.R.
30-8-09.

C.A.S.
31-8-09.

W.F.
4-9-09.

Not for ET.

To the D.P.I. *9th*
" Finl. Dept. with propn. *as*
statement

S.C. Deptd
25/9/04

PRESS SLIP.

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

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

G.O., No...5/5..., dated...7th September 1909.

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

Docket.....

Instruction the proposal of the D.P. to transfer the post of third assistant from the Govt. School to the Govt. School at Russellkonda and the Govt. School at Chattrapur and Tanuku respectively

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.†

Signature copies.....
India Office.....
Govt. of India.....Dept.
Public Department.....
Judicial Department.....
Financial Department.....5
Revenue Department.....
Public Works Department.....
Local and Municipal Department.....
Dept.

Spare copies.

The Director of Public Instruction.....5
The Comr. for Govt. Examinations.....
The Superintendent, Govt. Museum.....
The Surgeon-General.....
The Accountant-General.....
The Collector of.....
The P. D. B.....
The.....
The.....
The.....
The.....
The.....
The.....
The.....
The.....

Total ...

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

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

* To be initialed and dated.

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.

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.

CL
10.9.09

.....Supdt.

.....Clerk.

.....Supdt.

.....Clerk.

.....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.....	11-9-09	<i>Ans</i>	
First proof furnished on.....	10-9-09	<i>Ph</i>	
Call for revised proof received on.....			
Revised proof furnished on.....			
Corrected proof received for striking on.....	23/9/09	<i>Ph</i>	
Final copies supplied on.....	28/9/09	<i>Ph</i>	
Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	22	19	
" " " Issue.....	10		
For Volumes.....	16		
For E.T.....			
Total ...	58	19	