Government of Madras.

EDUCATIONAL DEPARTMENT.

Read.	1910.	*Enclosures*
Regd.		*Spare copies*

G.O., No. 17, 11th January 1910.

Mr. C. H. Lobban.

Directing that the Government of India be addressed on the subject of the re-engagement of —, temporary Professor of Civil Engineering in the College of Engineering, Madras.

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.	1910.	*Enclosures*
Regd.		*Spare copies*

G.O., No. 17, 11th January 1910.

Mr. C. H. Lobban.

Directing that the Government of India be addressed on the subject of the re-engagement of —, temporary Professor of Civil Engineering in the College of Engineering, Madras.

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, Madras.
To—the Secretary to Government, Educational Department.
Dated—the 12th November 1909.
No.—7550.

I have the honour to invite the attention of Government to G.Os., No. 425, Educational, dated 20th July 1909, and No. 513, Educational, dated 7th September 1909, and to suggest that the question of the re-engagement of Mr. C. H. Lobban, temporary Professor of Civil Engineering in the College of Engineering, Madras, be now taken up for consideration. His present engagement ceases on the 13th March 1910.

Order—No. 17, Educational, dated 11th January 1910.

The Government of India will be addressed.

[Here enter Letter No. 18, Educational, dated 11th January 1910.]

(True Extract.)

L. M. Wynch,
Ag. Secretary to Government.

GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

No. 18.

From

L. M. WYNCH, Esq., C.I.E., I.C.S.,
Acting Secretary to the Government of Madras,
Educational Department,

To

The SECRETARY to the GOVERNMENT of INDIA,
Home Department.

Dated Fort St. George, the 11th January 1910.

Sir,

I am directed to address the Government of India on the subject of the re-engagement of Mr. C. H. Lobban, temporary Professor of Civil Engineering in the College of Engineering, Madras.

2. In the Secretary of State's despatch No. 3, Public, dated 6th March 1908, Mr. Lobban was appointed to his present post for a period of two years from the date of his reporting his arrival at Madras. He arrived in Madras on the 13th March 1908 and his term of appointment thus expires on the 12th March 1910.

3. Mr. Lobban was engaged to act in the place of Mr. Alfred Chatterton, who is employed as Director of Industries. The appointment of Director of Industries is only temporary and, as at present sanctioned, is to last for a period of five years from the 16th August 1906; but in Mr. Wynch's letter No. 4294-A/08-1, Revenue, dated the 3rd March 1909, this Government have proposed that the appointment should be made permanent. If this proposal is sanctioned, Mr. Lobban could be confirmed as Professor of Civil Engineering in the College of Engineering, Madras, and no question of his re-engagement will arise. But as this proposal has not yet been sanctioned, it has now become necessary to continue the temporary appointment of Mr. Lobban till the receipt of sanction to the above proposal.

4. In April last, Mr. Lobban represented to Government that the pay of Rs. 500 *per mensem* which he receives under this agreement was insufficient to support a wife and family in Madras and requested that he might be confirmed in his appointment in the Indian Educational Service or that the terms of his service might be revised by giving him a salary of Rs. 800 rising to Rs. 1,250 *per mensem* by annual increments of Rs. 50. The Government then informed him that he could not be confirmed, as the appointment in which he was, in effect, acting had not fallen permanently vacant, and that they were not prepared to make any change in the terms of his appointment before the expiry of his agreement—*vide* G.O., No. 425, Educational, dated 20th July 1909, copy enclosed.

5. The Governor in Council now understands that Mr. Lobban intends to resign in March next, if better terms are not offered him. He seems to think that if he goes home at the end of the two years for which he originally contracted to serve he will have no difficulty in getting employment, whereas if he stays beyond the period of two years, his return will be viewed with suspicion and his prospects impaired.

6. His Excellency in Council considers Mr. Lobban to be a good officer and desires to retain his services. I am therefore directed to enquire whether the question of making the appointment of Director of Industries permanent is likely to be settled soon and, if so, whether the Government of Madras may hold out a definite promise of permanent employment to Mr. Lobban. The Government think that the pay of Rs. 500 a month which Mr. Lobban now draws is not sufficient and that he is not likely to remain in the service if the terms of his appointment are not bettered. I am therefore directed to enquire whether Mr. Lobban may be treated as if he had been permanently appointed to the Indian Educational Service and whether he may be granted—

(1) exchange compensation allowance with retrospective effect,

(2) Rupees 600 being arrears of salary at Rs. 550 for this, the second year of his service, and

(3) pay at Rs. 600—50—750 from 1st April next with the prospect of the usual further increase if he is confirmed.

If the Government of India have no objection, the Governor in Council will also permit Mr. Lobban to take outside work of a consulting nature until his services are permanently retained. The concession would be given on condition that such work will not interfere with his college duties.

7. I am to request that the Government of India will be pleased to pass very early orders on this letter.

I have the honour to be,

Sir,

Your most obedient servant,

L. M. WYNCH,

Ag. Secretary to Government.

NOTES CONNECTED WITH G.O., Nos. 17, 18, EDUCATIONAL, DATED 11TH JANUARY 1910.

[SUBJECT.—*Re-engagement of Mr. C. H. Lobban, Temporary Professor, College of Engineering.*]

From the Director of Public Instruction, dated 12th November 1909, No. 7550.

The Director of Public Instruction suggests that the question of the re-engagement of Mr. C. H. Lobban, Temporary Professor of Civil Engineering, Madras, may be taken up for consideration.

G.O., No. 265, Educational, dated 3rd April 1908.

2. Mr. Lobban came out to India under a two years' agreement with the Secretary of State, which expires on the 13th March 1910. He was engaged to act in the place of Mr. Chatterton whose services had been placed at the disposal of the Revenue Department for employment as Director of Industries for a period of five years from the 16th August 1906. Under paragraph 5 of his agreement Mr. Lobban is to be paid, from the date of his reporting his arrival at Madras and so long as he remains in the service of Government and actually performs his duties, a salary at the rate of Rs. 500 per mensem but not exchange compensation or any other allowance.

Page 5 of G.O., No. 265, Educational, dated 3rd April 1908.

G.O., No. 425, Educational, dated 20th July 1909.

3. In April last, Mr. Lobban petitioned Government representing that the pay of Rs. 500 per mensem which he was receiving under his agreement was insufficient for supporting a wife and family in Madras and requested that he might be confirmed in his appointment in the Indian Educational Service or that the terms of his service might be revised.

4. In G.O., No. 425, Educational, dated 20th July 1909, the Government expressed the opinion that Mr. Lobban could not then be confirmed in his appointment as it had not fallen permanently vacant, and that they were not prepared to make any change in the terms of his appointment before the expiry of his present agreement. Mr. Lobban was accordingly informed that the question of his re-engagement would be considered only when the term of his current engagement was about to expire or when the post in which he was, in effect, acting, became permanently vacant.

G.O., No. 513, Educational, dated 7th September 1909.

5. In August last, the Government of India observed that, in several instances, officers who had been appointed by the Secretary of State to fill temporary vacancies in the Indian Educational Service had been allowed to return to England on the termination of their engagements and had not been provided with permanent employment. In view of the difficulty which was experienced in filling vacancies in the Indian Educational Service, the Government of India considered it very desirable that, whenever it might be found possible, the services of a temporary officer, whose work as such had been satisfactory, should be retrained permanently. They accordingly requested that in such cases, whenever this Government did not see their way to providing the officer with permanent employment, a report upon him and his work should be submitted to them in future at least three months prior to the expiry of his engagement, together with the recommendation of the Governor in Council for his employment in some other Province. They also requested that the above course might be followed in the case of Mr. Lobban, who had been appointed temporary Professor of Civil Engineering for two years—*vide* G.O., No. 513, Educational, dated 7th September 1909.

6. In communicating the above instructions to the Director of Public Instruction for future guidance, he was informed that the course therein indicated should be followed, if necessary, in the case of Mr. Lobban, although it was probable that if Mr. Chatterton was confirmed in the appointment of Director of Industries, Mr. Lobban could be confirmed in this Presidency—*vide* paragraph 2 of G.O., No. 513, Educational, dated 7th September 1909.

7. As regards the appointment of Director of Industries in which Mr. Chatterton is now employed, this Government have proposed to the Government of India that it should be made permanent. If this proposal is sanctioned, Mr. Lobban can be confirmed as Professor of Civil Engineering and no question of his re-engagement or permanent employment in other Provinces will arise. If the proposal is not sanctioned, the question of the re-engagement of Mr. Lobban will have to be considered, as his services will be required in the College of Engineering so long as Mr. Chatterton is employed on other duty.

8. The Revenue Department may in the first instance be requested to state whether the Secretary of State has sanctioned the proposal to make the appointment of Director of Industries permanent.

T.K.—2-12-09.

K. Rangaswami Aiyangar—2-12-09.

C. A. Souter—3-12-09.

To the Revenue Department.

Revenue Department.

The Government of India stated in August last that they were about to address the Secretary of State on the subject of making the apointment of Director of Industries permanent. Nothing further is known.

Paper IV on page 4 of G.O., No. 2285, dated 19th August 1909.

E.S.J.—7-12-09.

S. Venkataramadas—8-12-09.

To the Educational Department.

Educational Department.

Submitted. There seem to be only three courses open—

(1) to prolong Mr. Lobban's period of temporary service by entering into a fresh agreement on somewhat better terms for, say, a year or six months if he will agree to this,

(2) to follow the course ordered by the Government of India in paragraph 2 of its letter No. 735, dated 21st August 1909, and recommend his employment permanently in some other province.

(3) to take the chance of the Secretary of State approving of our recommendation to make the post of Director of Industries permanent, in which case Mr. Lobban may be confirmed as Professor of Civil Engineering. It is necessary to decide now as Mr. Lobban's term of office expires three months after the 13th December 1909. If we adopt the third course we run the risk of having to allow him to return to England contrary to the express orders of the Government of India and if we adopt the second course we shall lose his services which seems a pity if he is a good officer. In either case the Chair of Civil Engineering falls vacant and we may have a difficulty in filling it up at short notice. I would submit therefore that the Director of Public Instruction be asked to ascertain whether Mr. Lobban would consent to a fresh agreement for six months on a salary of Rs. 600 in the event of orders on the appointment of a permanent Director of Industries not being received before 13th March 1910, such agreement to terminate whenever Mr. Lobban receives a permanent appointment.

N. S. Brodie—10-12-09.

I suppose if Mr. Chatterton was appointed permanently as Director of Industries Mr. Lobban would or might be appointed permanently as Engineering Professor and as such would be a member of the Indian Educational Service (Rs. 500—1,000); if this is so, we should be in difficulties if we gave him now Rs. 800 as a temporary hand. I understand he is a good man, and I imagine in the ordinary course he would be appointed permanently to the department and perhaps allowed to count his two years' service towards increments. If this is a correct statement of his position, I think the best course would be now to address India urgently and say that we should like to retain Mr. Lobban and ask India if Mr. Chatterton's case is likely to be settled soon and ask whether in the circumstances we can hold out a definite promise to Mr. Lobban that he will be confirmed. We may say that Mr. Lobban has petitioned about his pay and state the circumstances and say that we think his pay Rs. 500 is not sufficient and ask whether we may give him Rs. 750 and continue him pending the settlement of Mr. Chatterton's case on a temporary arrangement.

He said he did in his letter of 21st June 1909.
N. S. Brodie—13-12-09.

Better perhaps send this file u.o. to Dr. Bourne as I am not quite sure if Dr. Bourne desires to retain Mr. Lobban's services.

We should ask India for a very early reply as naturally Mr. Lobban will wish to know how he stands as soon as possible.

If Dr. Bourne agrees to this course, please draft accordingly.

M. H[ammick]—12-12-09.

To the Director of Public Instruction u.o.

N. S. Brodie—13-12-09.

Office of the Director of Public Instruction.

I think it is desirable to retain Mr. Lobban's services.

If he is to get Rs. 750, he might be told that he cannot expect further increase until such time as he would have been entitled to it had he been appointed permanently to the Indian Educational Service in the first instance.

I am not sure however that it is wise to put him in a better position than many of his seniors. He joined in March 1908. Why not treat him as though he had been permanently appointed then and if the Government of India agree, offer him from April next Rs. 600—50—750 with the prospect of the usual further increase *if* he is confirmed.

It is true that Mr. Hadaway started at Rs. 750, but it may be presumed that the Secretary of State failed to secure a good man for less.

It is also true that Mr. James obtained special terms, but this was looked upon by many other officers of the service as, to say the least, a great stroke of luck.

After writing the above it struck me as desirable that I should in a non-committed way sound Mr. Lobban as to his intentions.

I have done so and gather that he will resign in March if offered the terms I have suggested above unless—

(1) he is permitted to take outside work of a consulting nature which he assures me shall not interfere with his college work,

(2) he is granted exchange compensation allowance with retrospective effect, and

(3) he is paid Rs. 600 being arrears of salary at Rs. 550 for this, the second year, of his service.

I could but learn incidentally, and refrained from putting the question point blank, whether he would accept Rs. 750 without further concessions. I fancy this would not satisfy him, at any rate without a definite promise of further engagement. His idea apparently is that if he goes home at the end of the two years for which he ostensibly came out he will have no difficulty in getting another post, whereas if he stays beyond this period his return would be viewed with suspicion and his prospects impaired.

The position is not very satisfactory, and unless it be decided to let him go on the ground that the Government cannot make a bargain with the man, the best plan would seem to be to secure for him the terms I have suggested together with the concession for which he asks.

A. G. Bourne—17-12-09.

Educational Department.

A draft letter to India is submitted for approval.

T.K.—22-12-09.

K. Rangaswami Aiyangar—25-12-09.

Draft submitted, which combines Honourable Member's and Dr. Bourne's notes. A doubtful point seems to be to allow Mr. Lobban to take private consulting work. Such permission is very unusual and the experience of the Law College has not been such as to make its extension desirable. There is the further danger of creating a very inconvenient precedent.

C. A. Souter—30-12-09.

Are the members of the Indian Educational Service usually allowed exchange compensation allowance?

2. Are there any precedents for allowing them to take up outside work, other than Mr. Nelson's in the Law College?

L. M. Wynch—5-1-10.

Members of the Indian Educational Service are usually allowed exchange compensation allowance. Please see paragraph 30 of the Government of India's Resolution No. 4847-Ex., dated 5th November 1898, printed with G.O., No. 1081, Financial, dated 19th November 1898.

The Professor of Engineering, College of Engineering, is permitted to test at the college laboratory materials used in engineering construction for private individuals, and to retain two-thirds of the fees received by him, the remaining one-third being credited to Government to cover the wear and tear of the testing machines—*vide* G.O., No. 724, Educational, dated 18th November 1898.

Mr Chatterton was permitted to act as the Consulting Engineer of the Indian Aluminium Company for 18 months and to receive a fee of Rs. 4,000 per annum—*vide* G.O., No. 118/9, Educational, dated 19th February 1904.

K. Rangaswami Aiyangar—6-1-10.

The second of the above two cases is special owing to the fact that a new industry was being started. The other case means practically nothing.

2. Under the scheme recently proposed by India regarding the revision of the pay of the Educational Service no exchange compensation allowance will be granted to men selected *after* the introduction of the scheme.

C. A. Souter—7-1-10.

The draft is submitted for approval. The penultimate paragraph is for orders. Submitted that Mr. Lobban should not be allowed to take outside work. If he is not prepared to accept a permanent appointment on the usual terms with the concession recommended in the draft of compensation allowance with retrospective effect and arrears of increment for the past year which he would have got if permanently appointed two years ago, he may as well go.

L. M. Wynch—8-1-10.

At the Institute at Bangalore they are going to allow outside work to their professors and I understand in most countries now the system is encouraged among professors of subjects such as Chemistry, Engineering, Agriculture, etc., the idea being that it tends to keep a man up to date and to keep his hand in at practical work and make his teaching more useful. We have had no difficulties at the Law College that I know of except the difficult position when Mr. Odgers acted for Mr. Nelson. I was always in favour of letting Mr. Odgers practise and I believe much good is gained by doing so. I have no objection to Mr. Lobban taking consulting cases. He

would not be allowed to leave the college except in the vacation and what work he does will have to be done on paper at the college. On that understanding I have no objection to the proposal, if India will consent. I don't suppose India will agree to the compensation allowance, but if they don't, Mr. Lobban will probably go and the Secretary of State will have much difficulty in replacing him.

M. H[ammick]—10-1-10.

Last clause of paragraph 6 of draft letter.

For orders.

L. M. Wynch—8-1-10.

A The concession would be given on condition that.

M. H[ammick]—8-1-10.

If the Government of India have no objection, the Governor in Council will also permit Mr. Lobban to take outside work of a consulting nature, until his services are permanently retained. A such work, ~~it has been ascertained~~, will not interfere with his college duties.

Issue.

L. M. Wynch—11-1-10.

[G.O., Nos. 17, 18, Educational, dated 11th January 1910.]

[12.]
1,000—10-11-06.

Educational DEPARTMENT.

15

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

" " " " ....., " ..... 190 .

READ ALSO:—

C. No. 3097 ; From the D. P. I. , No. 7550 , dated 18th Novr. 1909 .

" " ....., " " ....., " ....., " ..... 190 .

" " ....., " " ....., " ....., " ..... 190 .

ORDER.
P.S.

No. 17 , dated 11-1-10 ~~190~~ .

Dp 11/1/10

Mr 10. i. 10.

Despd with Govt. 425 11/1/10

In the S. of State's Despatch No. 3) Public, dated 6th March 1908

The Government of India will be addressed.

Letter to No. 18 of 11-1-10.

The Secretary to the Govt. of India, Home Department.

(with a copy of G.O. No. 425 Edl. 20.7.09)

Sir,

I am directed to address the Government of India on the subject of the reengagement of Mr. G.H. Lobban, temporary Professor of Civil Engineering in the College of Engineering, Madras.

2. Mr. Lobban was appointed to the present post ~~temporary Professor of Civil Engineering~~ for a period of two years from the

16 a 3P

the date of his reporting his arrival at Madras. ~~in the Secretary of State's Despatch No.5, Public, dated 6th March 1908.~~ He arrived in Madras on the 13th March 1908 and his term of appointment therefore expires on the 12th March 1910.

G.O. no. 265 Edl 3.4.08 C

3. Mr. Lobban was engaged to act in the place of Mr. Alfred Chatterton, who is employed as Director of Industries. The appointment of Director of Industries is only temporary and, as at present sanctioned, is to last for a period of five years from the 16th August 1906; but in Mr. Wynch's letter No.4294A/08-1, Revenue, dated the 3rd March 1909, this Government have proposed that the appointment should be made permanent. If this proposal is sanctioned, Mr. Lobban could be confirmed as Professor of Civil Engineering in the College of Engineering, Madras, and no question of his re-engagement will arise. But as this proposal has not yet been sanctioned, it has now become necessary to continue the temporary appointment of Mr. Lobban till the receipt of sanction to the above proposal.

Para 2 of the letter to India no. 4294 A/09-1 dt 3-3-09 } G

G

4. In April last, Mr. Lobban ~~petitioned~~ represented to Government ~~representing~~ that the pay of Rs.500 per mensem which he ~~was~~ receives under his agreement was insufficient ~~for~~ to support a wife and family in Madras and requested that he

G.O. no. 425 Edl 20.7.09 B

might

17/ 9/ 4P

might be confirmed in his appointment in the Indian Educational Service or that the terms of his service might be revised by giving him a salary of Rs.800 rising to Rs.1250 per mensem by annual increments of Rs.50. The Government then informed him that he could not be confirmed as the appointment in which he was, in effect, acting had not fallen permanently vacant and that they were not prepared to make any change in the terms of his appointment before the expiry of his agreement. Vide G.O.No.435, Educational, dated 20th July 1909, copy enclosed.

B

Page 8 of note file

5. The Governor in Council now understands that Mr. Lobban intends to resign in March next, if better terms are not offered him. He seems to think that if he goes home at the end of the two years for which he originally contracted he will have no difficulty in getting employment here, whereas if he stays beyond the period of two years, his return will be viewed with suspicion and his prospects impaired.

D.O.

Pages 5 & 6 of note file

6. His Excellency in Council considers Mr. Lobban to be a good officer and desires to retain his services. I am therefore directed to enquire whether the question of making the appointment of Director of Industries permanent is likely to be settled soon

Page 5 D.O.

and

18

10

54

Pages 5 + 6 of note file

and if so, whether the Government of Madras may hold out a definite promise of permanent employment to Mr. Lobban. The Government think that the pay of Rs.500 a month which Mr. Lobban now draws is not sufficient and that he is not likely to ~~continue~~ remain in the Service if the terms of his appointment are not bettered. I am therefore directed to enquire whether Mr. Lobban may be treated as if he had been permanently appointed to the Indian Educational Service and whether he may be granted

Page 7 of note-file

(1) exchange compensation allowance with retrospective effect,

Page 8 of note-file

(2) Rs.600 being arrears of salary at Rs.550 for this, the second, year of his service and

Page 7 of note file

(3) pay at Rs.600-50-750 from 1st April next, with the prospect of the usual further increase if he is confirmed.

Page 8 of note-file

If the Government of India have no objection, the Governor in Council will also permit Mr. Lobban to take outside work of a consulting nature, ~~which is~~ while his duties are permanently retained, ~~is a burden~~ Such work, ~~it taken accounts~~, will not interfere with his college duties.

The Concession would be given on condition that

LWP 8/1/10

7. I am to request that the Government of India will be pleased to pass very early orders on this letter.

Pres.
please print this paragraph in the notes with the marginal remarks
8/1

7H. 26.12.09

RD 27.12.09

Chd 28/12

LWP 8/1/10

590—15-3-09.

ORDINARY. **PREFERENCE.** **URGENT** (*a*).

EDUCATIONAL ~~LEGISLATIVE~~ DEPARTMENT.

GOVERNMENT PRESS RECEIVED 15 JAN 1910

Current No. 2097, dated 13 — 11 — 1909.

G.O., No. 173/185, dated 11 — 1 — 1910.

Number of MS. pages sent { (*b*) Correspondence including order or orders; (*b*¹) Notes.....

Docket: Mr C. H. Lobban — Directing that the Govt. of India be addressed on the subject of the reengagement of temporary Prof. of Civil Eng. in the College of Engineering, Madras.

(*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	30	15
Ooty Records	3	3
For filing with original	1	1
Total ...	34	19

For Issue.†

	Letter only.	Complete G.O.	(*b*) Special issue copies of G.O. No.	Papers.	Notes.
Signature copies					
India Office					
Govt. of India ... Dept.	32	3			
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					
The					
The					
The					
Total ...					

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

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

* *To be initialled 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.

(*b*¹) 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.

12/1/10 .....Clerk.

.....Supdt.

B

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

Type may be released after usual interval / at once.

.....Clerk.

.....Supdt.

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.

.....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	15-1-10	[illegible]
First proof furnished on	19-1-10	[illegible]
Call for revised proof received on		
Revised proof furnished on		[illegible]
Corrected proof received for striking on	26-1-10	[illegible]
Final copies supplied on	31-1-10	[illegible]

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record	34	19	
" " " Issue	32		
For Volumes	16		
For E.T.			
Total ...	82	79	